



METUCHEN HIGH SCHOOL

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GRADUATE INFORMATION PACKET JUNE 2022

Dear Class of 2022 Graduates and Families,

The faculty and staff of Metuchen High School joins you in your excitement for the upcoming events throughout the month of June. Please take the time to review this document that highlights the responsibilities and expectations that students need to accomplish for different aspects of the conclusion of senior year. Additionally, this document will give you information regarding event expectations and guidelines that students and guests will be expected to follow.

If you have any questions, please feel free to reach out to our Senior Class Advisor, Ms. Lezama, or your school counselor.

We hope that you enjoy the upcoming month!

Date	Event	Time	Location	Additional Information
6/3/22	Senior Pool Party	9:15-2:00	Metuchen Municipal Pool	Meet at 9:15 at MHS for check-in. Buses leave at 9:15am and return to MHS by 2:00pm
6/6/22	MHS Music Awards Banquet	6:00pm	The Pines Manor, Edison	Please reach out to staff from the Music Department with any questions.
6/6/22	GMC Scholar Athlete Awards Banquet	6:00pm	The Pines Manor, Edison	Nominated Scholar Athletes
6/15/22	Senior Picnic	12-1:30pm	MHS	Sponsored by the MHS PTO
6/15/22	Senior Sign Out (Last Names A-L)	1:30pm	MHS Auditorium	Make sure that all of your Senior Release Form Materials are Ready!
6/15/22	Senior Sports Awards	6pm	MHS Auditorium	Sponsored by the MHS Booster Club
6/16/22	Graduation Practice	9am	MHS	Practice will be either indoor or outdoor based on the weather.
6/16/22	Senior Sign Out (Last Names M-Z)	11am	MHS Auditorium	Make sure that all of your Senior Release Form Materials are Ready!
6/20/22	Graduation Practice	9am	MHS	Practice will be either indoor or outdoor based on the weather. Yearbooks distributed immediately following practice.
6/21/22	Graduation Practice	9am	MHS	Practice will be either indoor or outdoor based on the weather. Name pronunciations will be reviewed and confirmed today.
6/21/22	Graduation Ticket Distribution	1pm	MHS	This will be for requests for additional tickets for outdoor graduation only.
6/21/22	Graduation Cap Submissions	3pm	MHS	Submissions are due by 3pm at MHS.
6/21/22	Senior Awards Night	6pm	MHS Auditorium	Nominated Honorees (see image on page 5 for more information)
6/22/22 – 6/23/22	Senior Speechwriting	Time TBD	MHS Auditorium	Valedictorian, Salutatorian, Student Council President, Senior Class President
6/24/22	Graduation	5:00pm	Weather-Based Location	Graduates arrive at 4:00pm. Graduation begins at 5:00pm.
6/24/22	Project Graduation	9:30pm	MHS	Sponsored by MHS Project Graduation (Questions? Contact metuchenpg2022@gmail.com)

SENIOR SIGN OUT INFORMATION

SENIOR SIGN-OUT/CLEARANCE

Seniors who have completed their Senior Release Form will come to the MHS Auditorium on the delineated day to complete the sign out. A copy of the Senior Release Form is included within this communication for your review. **You are responsible for printing the Senior Release Form, or you may pick up a copy in the main office.** Seniors are encouraged to bring in all loaned/borrowed materials prior to Senior Sign-Out. **It is incumbent upon Seniors to insure that all textbooks are returned to their teachers by June 15th.**

On the assigned day, seniors need to bring the following:

- ✓ Senior Release Form (Steps One through Four Must Be Completed).
- ✓ Chromebook & Charger
- ✓ Blank Check made out to Metuchen High School to pay for all outstanding fees/fines
- ✓ Check made out to Metuchen High School for \$40 for the Senior Class Assessment

Upon confirmed completion of the Senior Release Form and Senior Sign-Out, seniors will receive their Graduation Caps & Gowns, which occurs on the same day as the assigned Senior Sign-Out Day.

WHAT IS THE SENIOR CLASS ASSESSMENT?

At Senior Sign-Out, a Senior Class Assessment in the amount of \$40.00 will be charged to each student. The Senior Assessment is an amount of money paid for cap and gown, two scholarships, and Project Graduation. Traditionally, each graduating class leaves a \$1,000 donation to the following year's graduating class. The Class of 2022 received \$1,000 toward their Project Graduation from the Class of 2021. This practice has been in place since the first Project Graduation, and is greatly appreciated in sustaining this valuable program!

OUTSTANDING FEES AND FINES GUIDANCE

If you are unclear about the cost for lost/missing books or other materials, here is some basic information.

Item Not Returned	Fee/Fine
Chromebook	\$205
Chromebook Charger	\$20
Textbook	Ranges from \$24-\$180 depending on the course.
Novel	\$12



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SENIOR RELEASE FORM 2022

This is to certify that _____ is completing their senior year as a
Student Name (Please print first & last name)
student in the high school and, based upon meeting the academic requirements, expects to graduate as a member of the Class of 2022 in the commencement exercises to be held on June 24, 2022.

The record of this student is clear as is indicated by the signatures below.

PART ONE – COUNSELING OFFICE

This section must be completed by June 7, 2022.

- Senior Graduation Survey Completed.
- If attending college, the college has been identified and marked in Naviance.
 - Final transcript to be sent to: _____

Counseling Office Confirmation: _____

Mrs. Coleman

PART TWO – LIBRARY/ATHLETICS/MUSIC

This section must be completed by June 7, 2022.

Mark N/A if you are not involved in music or athletics.

- All Library books returned and charges paid _____
Ms. Comerford
- All Athletic equipment and uniforms returned _____
Mr. Cathcart
- All Music equipment accounted for and returned _____
Mr. Messenger/Mr. Flynn/Mr. McEwan/Mrs. Krombholz

PART THREE – TEACHERS

This section must be completed by the end of Finals.

Have each class period signed by your teacher, confirming that all books, textbooks, and materials have been returned. This should be completed before final exams for any class in which you are not taking a final. This should be completed during final exams for any class in which you're taking a final exam.

PERIOD	SUBJECT	TEACHER SIGNATURE
0		
1		
2		
3		
4		
5		
6		
7		

PART FOUR – TECHNOLOGY

This section must be completed by June 15, 2022.

- Download any files that you wish to keep from your Google Drive, as your account will close shortly after the end of the school year.

By signing, I am indicating that I have completed this task.

Student Signature

PART FIVE – FINAL SIGN OUT & CAP/GOWN DISTRIBUTION

Students A-L Completed on June 15th from 1:30-3:00pm

Students M-Z Completed on June 16th from 11am-1pm

Line up in the Auditorium to complete Sign Out and Receive Your Cap/Gown. Note: All items below must be completed and/or returned in order to receive your Cap & Gown.

- Completed Senior Release Form ready with all signatures for Submission.
- Chromebook & Charger Submission
- Outstanding Book Fees/Book Returns, checks payable to Metuchen High School.
- Class Assessment Check for \$40, payable to Metuchen High School.

All Fees/Fines must be paid in order for seniors to receive their Caps/Gowns.

GRADUATION CAP AGREEMENT

Please initial the following:

- _____ I understand the expectations and guidelines for decorating my graduation cap.
- _____ I understand that I must submit the graduation cap by June 21, 2022 at 3:00pm and that it will be reviewed and held in the care of the school until I arrive to prepare for the commencement ceremony on June 24, 2022.

Graduate's Signature _____

Date _____

Based on the completion of this form student is now eligible to participate in commencement provided they have passed and completed enough credits to graduate.

Mrs. Lezama, Mr. Stike, Mr. Porowski

SENIOR AWARDS NIGHT

EVENT DESCRIPTION

Invited seniors and guests will be invited to attend Senior Awards Night to be honored. Invitees and guests are asked to arrive by 5:30pm. The event will begin precisely at 6pm.

SEATING

There will be reserved seating for invited seniors. All other guests will have the ability to select their seats for the evening.

SENIOR AWARDS NIGHT DRESS

Students and families are encouraged to dress in business casual [long pants, sport/dress shirt (tie optional) or dress]. Like all other events this month, students are encouraged to dress up, but please be aware of the fact that honored seniors will need to walk up/down stairs and walk across the stage – wear shoes that are comfortable and that you've walked in before.



METUCHEN HIGH SCHOOL SENIOR AWARDS NIGHT

Tuesday, June 21, 2022
6:00pm

Students being recognized will receive
invitations on or about June 16, 2022.

OPTIONAL GRADUATION CAP DECORATING GUIDELINES AND EXPECTATIONS

In recent years, it has become a trend for graduates to decorate their graduation cap. Students are not required to decorate their cap; however, we do want to provide our students with the opportunity to do so. Please take into consideration the following guidelines if you choose to decorate your graduation cap. Graduation caps will be required to be handed in for review and approval by June 21, 2022. Failure to follow these expectations will result in the removal of the cap. All caps will be held and stored from June 21 until graduation on June 24.

Expectations:

- No objects such as signs, stuffed animals, bells, flowers, or any 3D object may rest on the cap.
- All decorations must lay FLAT on the cap.
- Nothing can lay perpendicular thus allowing us to see the decoration beyond eye level.
- Nothing can hang down from any side of the cap, except the issued tassel.
- Remember that the tassel has to be able to move from the left to the right, so the button for the tassel needs to be accessible and the tassel must not be blocked from moving.
- Your cap CANNOT make noise – no bells, horns, or anything like that.

Cap designs may include:

- Thank a parent, grandparent, teacher, friend.
- Recognize your post-secondary plans (college, trade school, occupation, military).
- Recognize your high school activities (sports, clubs, co-curricular activities).
- Your graduation year.
- A positive, inspirational message.
- Leave it blank – decorating your graduation cap is optional.

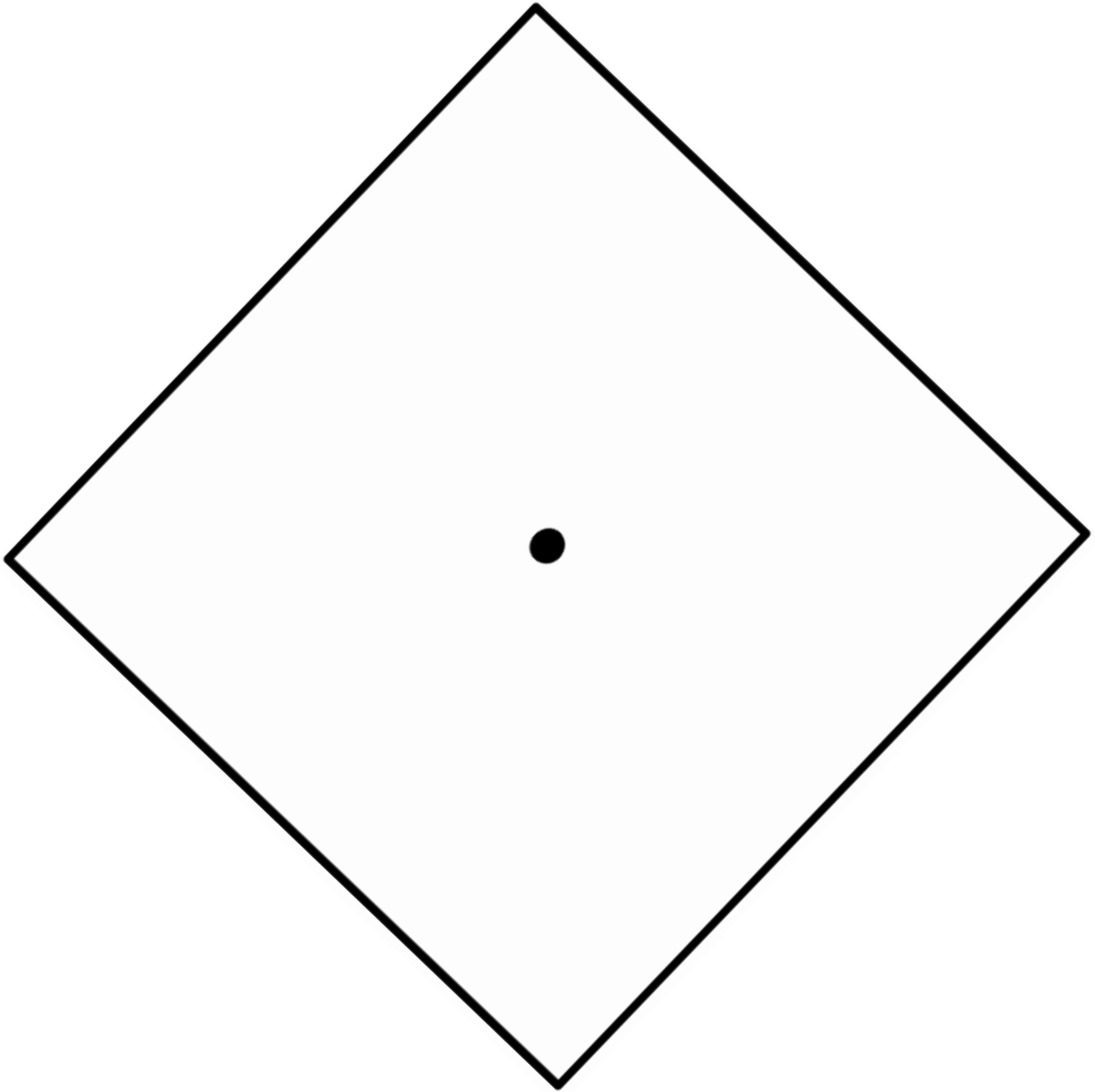
Your graduation cap design is expected to follow the dress code guidelines.

**The administration will reserve the right to disallow anything that
is not considered appropriate for the commencement ceremony.**

NOTE: The school will not furnish new caps if you damage yours when decorating. The school will not replace your cap if your decorations are deemed inappropriate. Be forewarned...if this happens, you'll be walking without a graduation cap.

OPTIONAL GRADUATION CAP DECORATING PLANNING PAGE

SUGGESTION: Trace your cap onto cardboard and decorate the cardboard. In case you make a mistake, you'd then be able to start over with a new piece of cardboard.



Take the time to plan and sketch the top of your cap and determine the materials you will need to decorate your cap. Before fastening anything to the cap, **CHECK WHICH SIDE IS SUPPOSED TO BE THE FRONT!** Be careful with the materials that you end up using on the cap and make sure that everything is securely glued into place when constructing your design. **Don't forget that the tassel button must be accessible and that the tassel must be able to move from one side to the other.**

GRADUATION INFORMATION

GRADUATES

You will be required to report to MHS by 4:00pm. Upon arrival, you will proceed to the Math Hallway and check in at the assigned classroom based upon last name. We ask that you have a guest drive you to the school and drop you off so that we may keep as much parking available for our families and attendees as possible.

Families will not be allowed inside the school.

GRADUATION DRESS

Appropriate attire for graduation is expected. Options include Long pants, sport/dress shirt (tie optional) or dress.

Please reflect upon the choice of shoes that you wear – you should be comfortable walking in them. For your own safety and for the safety of our field, please do not wear spike heels. Please remember it's an important event – refrain from wearing sneakers or your beach flip flops. **Don't forget to iron your graduation robe!**

OUTDOOR GRADUATION

Graduates will enter the stadium and the ceremony will begin promptly at 5:00pm. Graduates will follow the staff leaders from the staging area to the field, where they will sit in their assigned seats.

INDOOR GRADUATION

Graduates will enter the auditorium and the ceremony will begin promptly at 5:00pm. Graduates will follow the staff leaders to their seats in the auditorium.

DIPLOMAS

When it is time, the leaders will escort the students to line up for distribution of the diploma covers. After graduation is finished, the graduates will return to their classrooms to gather any belongings and will then receive their formal diploma to be placed in their diploma cover.

SPECTATORS

Spectators will be able to start entering the facility approximately 45 minutes prior to the start of the ceremony, which will begin promptly at 5:00pm.

OUTDOOR GRADUATION

Please note that traditionally there are six tickets given to each family for outdoor graduation. There will be limited availability for extra tickets, which will be made available on June 21st at 1:00pm in the main office.

Tickets are required to attend the event, and they will be collected by an attendant prior to your entrance into the stadium. Please note that parents/guests will not be allowed on the field so please determine ahead of time where you will reunite with your graduate outside of the stadium.

INDOOR GRADUATION

Please note that there are two tickets per graduate for indoor graduation. Tickets must be brought to the event, and they will be collected by an attendant prior to your entrance into the auditorium.

SPECIALIZED SEATING

Guests who may require accommodations for preferential seating or assistance will be asked to fill out an online form so that we can provide the appropriate accommodations. More information regarding these requests will be sent out to families in the upcoming weeks. Please make sure that you pay close attention to all email communication throughout the month!

SPECIAL NOTES

Out of respect for others and our noise-sensitive students, please refrain from bringing air horns to graduation. There will be no standing against the rails or sitting on the steps (outside graduation) or standing against the walls or in the aisles (inside graduation) and staff personnel and school security will enforce this expectation. If you bring balloons, please leave them in your car or outside of the venue as to not restrict the view of others in attendance.

PARKING

GENERAL PARKING

Parking spaces in the student/staff lot may be limited. We encourage everyone to arrive as early as possible and carpool whenever possible.

SPECIALIZED PARKING ASSISTANCE

If you are transporting someone who may need some assistance, we request that you drive your vehicle to the designated location between the gravel lot and new science classrooms. This location is the closest access point to the stadium. The individual(s) will be able to exit your vehicle there. An attendant will be available at that location to assist, if necessary.