

Metuchen High School Parent-Student Handbook



2023-2024

WELCOME TO METUCHEN HIGH SCHOOL

PRINCIPAL'S MESSAGE

Dear Students and Families,

Bulldog PRIDE is contagious. Our collective pride provides us with a roadmap for how we can all move forward in the same direction. The expectation is that we (students, parents, and staff) all work in tandem to ensure that our students grow into the amazing individuals that we know they have the potential to become. By helping our students to find their purpose, we help them to see how they can positively enhance the lives of others. By giving and showing respect, we all can recognize that how we treat others will make a lasting impact on the relationships we will have with one another. Through our motivation to “do the right thing” we show integrity and we again lift one another up. As we choose to include others in our lives, we embrace diversity and recognize how our lived and shared experiences teach us and help us to grow. Through empathy, we find powerful ways to connect with one another. Today, tomorrow, throughout this school year, and beyond, our Metuchen High School community will thrive by showing our PRIDE.

As we embark on this school year, I challenge each of you to find ways to show your Bulldog PRIDE.

To assist you with this challenge, the Metuchen High School Parent-Student Handbook has been created to provide both parents and students with the information necessary to gain insight into the school, its operations, and our expectations. Take the time to review this information and share its contents with one another. Please do not hesitate to contact the staff directly with any questions.

Welcome to the 2023-24 school year! Let your PRIDE shine through, Bulldogs!

Edward C. Porowski
Principal



METUCHEN HIGH SCHOOL
BULLDOGS SHOW

PURPOSE
RESPECT
INTEGRITY
DIVERSITY
EMPATHY

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“
THE TWO MOST
IMPORTANT DAYS
IN YOUR LIFE ARE THE
DAY YOU ARE BORN AND
THE DAY YOU FIND OUT
WHY.”

Mark Twain

BULLDOGS SHOW PURPOSE

SECTION I: GENERAL INFORMATION

METUCHEN HIGH SCHOOL

MISSION STATEMENT

Metuchen High School, building on a tradition of academic and co-curricular distinction, provides a healthy and safe learning environment which challenges and supports our students. Our technology-rich instruction and diverse curricular offerings are an integral part of an evolving program that meets each student's intellectual, social, and emotional needs.

Our school encourages all students to discover their talents, develop their strengths, and become global citizens with a strong moral compass. We achieve this through exceptional classroom instruction, data-driven decision-making, and emphasis on developing students' 21st Century skills.

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 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 experiences for our students.
- foster curiosity and strengthen students' critical/creative thinking and problem-solving skills
- hone communication skills, strengthen students' technology footprint and prepare students for careers in a complex, rapidly changing society.
- envision the school as a microcosm of society with expectations for behavior enabling our students to become responsible, productive citizens in a thriving democracy.
- create overall wellness and provide consistent support of the physical, emotional and psychological needs of students.

METUCHEN PUBLIC SCHOOLS

DISTRICT STAFF DIRECTORY

2023-2024

BOARD OF EDUCATION

Jonathan Lifton, President
Brian Glassberg, Vice President
Dan Benderly
Michele Cook
Chris Derflinger
Hazel-Anne Johnson-Marcus
Alicia Killean
Deborah Spigner
Eric Suss

DISTRICT ADMINISTRATION

Vincent Caputo Ed. D., Superintendent of Schools
Michael Harvier, Business Administrator/Board Secretary
Richard Cohen, Assistant Superintendent/Director of Curriculum
Tania Herzog, Psy. D., Director of Special Education and Pupil Personnel Services
Christopher Thumann, District Technology Coordinator
Dr. Kevin Lukenda, School Physician
William Ortman, District Safety Coordinator

BUILDING ADMINISTRATION

Edward C. Porowski, MHS Principal
Brian Stike, MHS Assistant Principal
Suzy Azevedo, EMS Principal
Neyda Evans, EMS Assistant Principal
Vincent Costanza, Ed. D., CES Principal
Brooke Kirschner, CES Asst. Principal
Richard Cohen, Moss Principal

CURRICULUM SUPERVISORS

Deneane Bonassisa, Special Education
John Cathcart, Health & Physical Education
Natalie Dougherty, Elementary Instruction, Instructional Technology, & English Language Learners
Ashley Jaye, Art, Music, & World Language and Gifted Education
Ilana Kurtin, School Counseling
Kate Lemerich, Science, Math, & Practical Arts
Louis Manziano, English & Social Studies

METUCHEN HIGH SCHOOL STAFF

2023-2024

MAIN OFFICE

Edward C. Porowski, Principal
Brian Stike, Assistant Principal
Kathleen Mallory, Principal's Secretary
Lisa Latham, Assistant Principal's Secretary
Mary Miranowic, Attendance Secretary
Theresa Coleman, School Counseling Secretary
Maureen Azzara, Library & Athletics Secretary

COUNSELING DEPARTMENT

Ilana Kurtin, Supervisor
Samantha Rubin Student Assistance
Elizabeth DeMott Counselor
Traci Grauer Counselor
Leigh Hanbridge Counselor

MATH DEPARTMENT

Kate Lemerich, Supervisor
Emily Caponigro Jonathan Stevens
Richard Cundari Jennifer Stranz
Chad Murray James Thomas
Tomasz Sobieniak Michael Warnock
Stacy Winters

MEDIA CENTER

Charmane Montgomery Library Media Specialist

HEALTH OFFICE

Michele Brinkerhoff Nurse

SPECIAL SERVICES

Tania Herzog, Psy. D., Director
Deneane Bonassisa, Supervisor
Nicole Benfatti LDTC
Emily Rebelo Speech Therapist
Dana Donatelli Psychologist
Lisa Granados Social Worker
Christina Theiss Psychologist

ART DEPARTMENT

Ashley Jaye, Supervisor
Margo Banner Kelly Murphy

ENGLISH DEPARTMENT

Louis Manziano, Supervisor
Alexa Baird Adam Levy
Jessica Gesumaria Ellen Park, ELL
Jacquelyn Jacobi Amanda Shorr
Lauren Kim Matt Sutin
Ann Leghorn Eileen Wagenblast

MUSIC DEPARTMENT

Ashley Jaye, Supervisor
John Flynn John Messenger
Christopher McEwan Stefeny Stofa-Krombholz

PHYSICAL EDUCATION/HEALTH DEPT.

John Cathcart, Supervisor
Beth Ann Abbott Robert Ulmer
Drew Bandola Julie Youngman
Mark Mooney Nicholas Zaneto
Molly Yelencsics, Athletic Trainer

PRACTICAL ARTS DEPARTMENT

Kate Lemerich, Supervisor
Bonnie Stanski, Home Economics
Martin Klee, Industrial Arts
Kevin Smedley, Industrial Arts
Karen Van de Castle, Business

SCIENCE DEPARTMENT

Kate Lemerich, Supervisor
Ryan Clapp Martin Klee
Samantha Green Ann Lezama
Yoko Kato Scott Rockhill
Joseph Keagle Jing Jing Wang

SOCIAL STUDIES DEPARTMENT

Louis Manzano, Supervisor
Kerry Blaze Laura Connolly
Steve Cichetti Christopher Giddes
Michael Clarke Evan Robbins
William Schlavis

SPECIAL EDUCATION

Tania Herzog, Psy. D., Director
Deneane Bonassisa, Supervisor
Ann Burnett Lauren Korellis
Steve Cichetti William Latta
Aubree Deminski Lindsay Nalepa
Christina Dybas Jaclyn Reisman
Sarah Karger Dawn Valovcin
Lynda Wisniewski

STUDENT SUPPORT

Christine Harrity, ESS Brian Kalmus, ESS
Luisa Perez, Wellspring

PARAPROFESSIONALS

Ann DellaSala William McDuffie, Jr.
Joe DiMeglio Mike Molfetto
Colleen Hines Debbie Oliver
Jordan Leitner Michele Schutz
Marilyn Levine Rhonda Silverman

WORLD LANGUAGE DEPARTMENT

Ashley Jaye, Supervisor
Danielle Cermak Anna Girin
Karin Flores Anais Ortega
Linda Garfinkel Susan Paredes
Nickolas Vosinas

MAINTENANCE/CUSTODIANS

Jose Almeida (D) Jonathan Alijewicz (E)
Paula Butler (HC-D) Veronica Arvizu (E)
Darren Colegrove (M-D) Carlos Ramos (HC-E)
Chris Comtess (M-D) Luis Rojasaguiar (E)
Dave Horinchewich (M-D) Estela Valdez (E)
Jean Robert-Jean Gilles (M)
Paxton Jerscheid (M)
Horacio Reyes (M-D)

Profile of a Metuchen High School Graduate

Graduates of Metuchen High School will be:

- Self-Motivated Learners. They are autonomous, organized, resourceful learners who find motivation within, have a sustained love of learning, and think critically and creatively in their approaches to solving complex problems. They use their knowledge to set goals and develop plans for meeting them, as well as to make informed and ethical choices that align with their personal growth and development.
- Communicative. 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.
- Technologically Skilled. They effectively employ technology to enhance their learning and exercise moral and ethical decision-making around its use.
- 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 and 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

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.

METUCHEN HIGH SCHOOL

BELL SCHEDULE

2023-2024

REGULAR SCHOOL DAY SCHEDULE	
PERIOD ZERO	7:42-8:27
PERIOD 1 Homeroom	8:30-8:37
PERIOD 1	8:37-9:22
PERIOD 2	9:26-10:11
PERIOD 3	10:15-11:00
PERIOD 4A	11:04-11:49
PERIOD 4B	11:38-12:23
PERIOD 5B	11:53-12:38
PERIOD 5C	12:27-1:12
PERIOD 6	1:16-2:01
PERIOD 7	2:05-2:50
A LUNCH	11:04-11:34
B LUNCH	11:53-12:23
C LUNCH	12:42-1:12

12:30 EARLY DISMISSAL SCHEDULE	
PERIOD ZERO	7:42-8:27
PERIOD 1 HOMEROOM	8:30-8:36
PERIOD 1	8:36-9:06
PERIOD 2	9:10-9:40
PERIOD 3	9:44-10:14
PERIOD 4	10:18-10:48
PERIOD 5	10:52-11:22
PERIOD 6	11:26-11:56
PERIOD 7	12:00-12:30

EXTENDED HOMEROOM SCHEDULE SEPTEMBER 5, 2023	
PERIOD ZERO	7:42-8:27
EXTENDED HOMEROOM	8:30-9:10
PERIOD 1	9:14-9:47
PERIOD 2	9:51-10:23
PERIOD 3	10:27-11:00
PERIOD 4A	11:04-11:49
PERIOD 4B	11:38-12:23
PERIOD 5B	11:53-12:38
PERIOD 5C	12:27-1:12
PERIOD 6	1:16-2:01
PERIOD 7	2:05-2:50
A LUNCH	11:04-11:34
B LUNCH	11:53-12:23
C LUNCH	12:42-1:12

DELAYED OPENING SCHEDULE	
NO ZERO PERIOD	
PERIOD 1 HOMEROOM	9:50-9:57
PERIOD 1	9:57-10:26
PERIOD 2	10:30-10:59
PERIOD 4A	11:03-11:48
PERIOD 4B	11:37-12:22
PERIOD 5B	11:52-12:37
PERIOD 5C	12:26-1:11
PERIOD 3	1:15-1:44
PERIOD 6	1:48-2:17
PERIOD 7	2:21-2:50
A LUNCH	11:03-11:33
B LUNCH	11:52-12:22
C LUNCH	12:41-1:11

When there is a need for a special bell schedule, it will be announced via email and/or memorandum.

METUCHEN HIGH SCHOOL CONTACT INFORMATION

Address

400 Grove Avenue
Metuchen, NJ 08840

Phone Number

732.321.8744

Fax Number

732.321.8740

Websites

District

www.metuchenschools.org

Metuchen High School

www.metuchenschools.org/o/mhs

2023-2024 School Calendar

August 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
27/0S Days						
September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
18T/18S Days						
October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
22T/21S Days						
November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
15T/15S Days						
December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
16T/16S Days						
January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
21T/21S Days						

Moss Conferences- no early dismissals

Nov 28, 29, 30




PM conferences - 11/28

Afternoon conferences - 11/29, 11/30

March 12, 13, 14

PM conferences - 03/12

Afternoon conferences - 03/13, 03/14

 School Closed
 Early Dismissal
 New Teacher Orientation

METUCHEN PUBLIC SCHOOLS
181 INSTRUCTIONAL DAYS
185 STAFF DAYS
MHS GRADUATION: JUNE 20

Aug 28, 29 and Sept 1 **New Teacher Orientation**

Aug 30 and 31 **Inservice teachers**

Sept 4 **Labor Day**

Sept 5 **First Day of School**

Sept 25 **Yom Kippur**

Oct 9 **Students off, Inservice teachers**

Nov 6-10 **Fall Recess**

Nov 22 **Early Dismissal Day**

Nov 23-24 **Thanksgiving Recess**

Dec 22 **Early Dismissal Day**

Dec 23 - Jan 1 **Winter Recess**

Jan 15 **Martin Luther King Jr. Day**

Feb 19 **Presidents Day**

Mar 29 **Early Dismissal Day**

Apr 1-5 **Spring Recess**

Apr 22 **Early Dismissal Day**

May 24 **Students off, Inservice teachers**

May 27 **Memorial Day**

June 17 **Last day of School**

June 20 **MHS Graduation**

June 21 **12-mo staff off Juneteenth**

MAKE-UP SNOW DAYS

Make-up snow days will be added to end of school year, if needed.

The last 3 days of school will be early dismissal days for students.

Metuchen High School Conferences

November 2 (Early Dismissal - Afternoon and Evening Conferences)

November 3 (Early Dismissal - MHS students only - no conferences)

Campbell Conferences- early dismissals

Nov 29, 30

Afternoon and PM conferences - 11/29

Afternoon conferences - 11/30

March 13, 14

Afternoon conferences - 03/13

Afternoon and PM conferences - 03/14

Dec 1 and March 15 - Early Dismissal

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
20T/20S Days						
March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
21T/21S Days						
April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
17T/17S Days						
May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
22T/21S Days						
June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
11T/11S Days						
July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Edgar Conferences- early dismissals

Nov 29, 30

Afternoon conferences - 11/29



Afternoon and PM conferences - 11/30

March 13, 14

Afternoon and PM conferences - 03/13

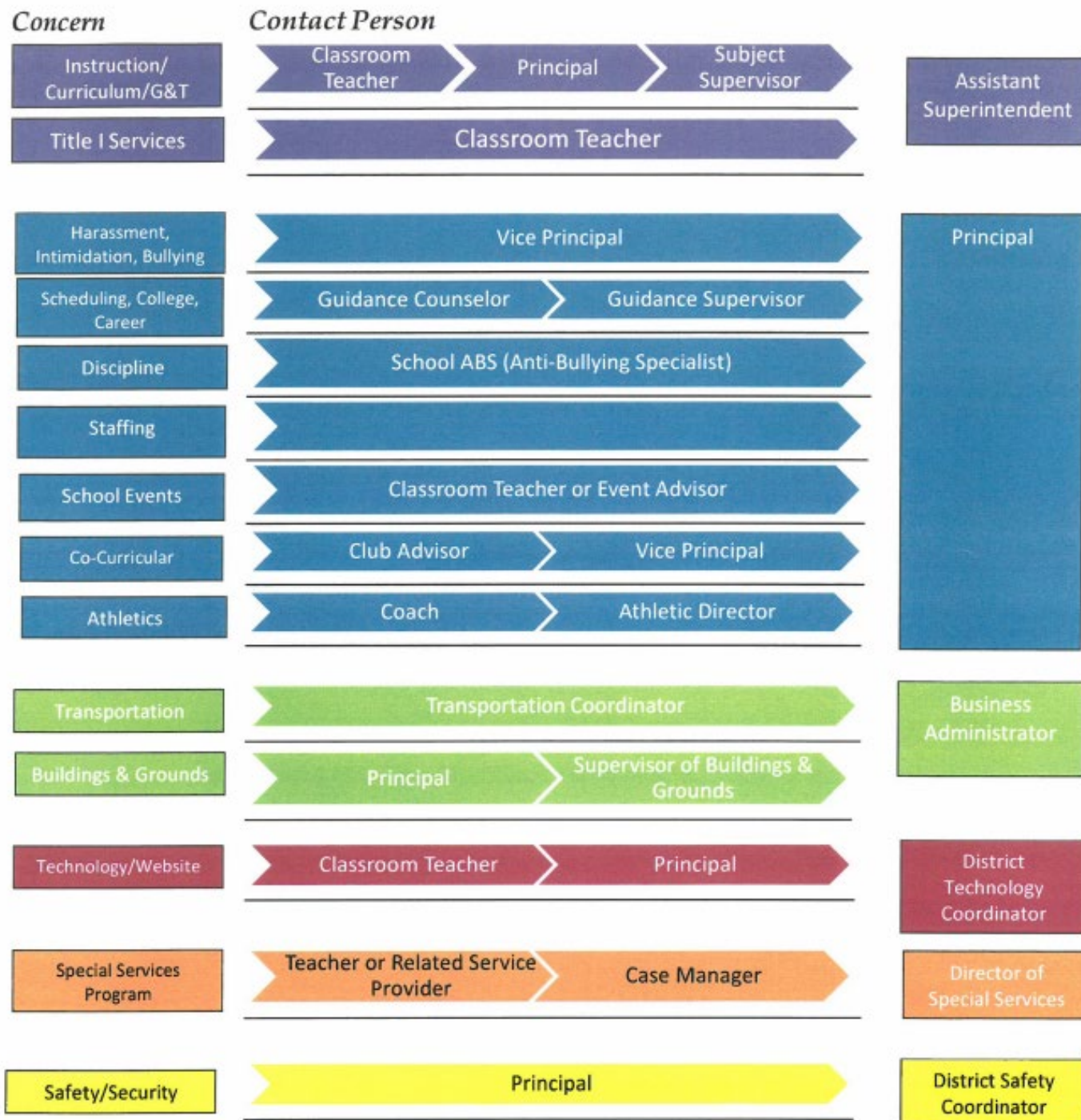
Afternoon conferences - 03/14

Dec 1 and March 15 - Early Dismissal

 Parent Teacher Conferences
 Make-Up Snow Day
 Board Approved 7/18/23

Issues of Concern in Metuchen Public Schools

Chain of Communication



To resolve any matter only after you have followed the levels outlined above, contact the Superintendent. If you are not satisfied after contacting the Superintendent, please contact the Board of Education.

“**I RESPECT
MYSELF AND INSIST
UPON IT FROM EVERYBODY.
AND BECAUSE I DO IT,
I THEN RESPECT
EVERYBODY, TOO.**”

Maya Angelou

BULLDOGS SHOW RESPECT

SECTION II: STUDENT LIFE

ANNOUNCEMENTS

Announcements will be shared during morning announcements in homeroom, on the schools' social media accounts, and on the MHS homepage. Students will be given the opportunity to check for announcement updates during homeroom and lunch periods.

FOOD DELIVERIES

Takeout or delivery to the high school from outside vendors is not permitted. This includes delivery services such as Door Dash, Grub Hub, Uber Eats, etc. The office will not accept these deliveries and students are prohibited from accepting these deliveries themselves. Disciplinary action may be taken for students who do not follow this expectation.

ITEM DROP OFF

Parents/guardians who wish to drop off items for their children must be buzzed into the front door and can leave the item (labeled with the student's name) in the drop off drawers located within the outer vestibule. The parent/guardian is responsible for notifying the student about the item's arrival. School staff will not contact or call a student from class to pick up an item. The school understands that students will occasionally forget something needed for the school day and want to provide a way to get these items to the students without disrupting the school day or the orderly operation of the building itself.

LIBRARY MEDIA CENTER

OVERVIEW

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.

HOURS

Please refer to the librarian's schedule posted on the doors of the media center to view before/ after school hours. *Students may not be present in the library media center unless they are being directly supervised by the library media center staff or a Metuchen High School staff member.*

MATERIALS AND CIRCULATION PERIODS

- Books, magazines, and audio cassettes – three week loan, renewal permitted if material is not reserved.
- Reference books and reserved material-overnight loan to be charged out at the end of the day and returned before 8:30 a.m. 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://metuchenschools.org/mhs> click Library in the blue sidebar.

LIBRARY FINES

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

LOST AND FOUND

It is consistent with good citizenship that students turn in objects they find that do not belong to them.

Depending on the nature of the items, lost and found items should be handed into the following locations.

- ✓ Main Office – electronics, money, jewelry, eyeglasses, wallets, keys, purses, textbooks or anything considered to be highly valuable.
- ✓ Library – library materials
- ✓ Physical Education teachers' offices – items found in the locker rooms, gym, or fitness center. Please note that if the Phys. Ed. teachers' offices are locked, found items may be returned to Mr. Cathcart's office.
- ✓ Bookcase under stairwell – All other items

LUNCH

Hot and cold lunches are available at a reasonable price to all students during the scheduled lunch period. Students are expected to conduct themselves in a courteous manner during the lunch periods. Cutting the line, throwing food, eating lunch in the parking lot, or any other type of unacceptable or dangerous behavior is not permitted. Furthermore, all students are expected to clean up their refuse and recycle any recyclable items before leaving the cafeteria. Students must remain in the cafeteria until dismissal.

All students are assigned a PIN associated with a Point-of-Sale account. Students are not to share their PIN with other students. Questions regarding accounts should be directed to the Cafeteria Office. As previously highlighted in the section entitled [FOOD DELIVERIES](#), takeout or delivery to the high school from outside vendors is not permitted.

TEXTBOOKS

At the beginning of every year, all necessary textbooks are issued to each student with a specific book number, and the expectation is that the student writes their name in the front of the book. These books on loan to the students and must be handled with care. Books lost or damaged wear must be paid for by the student responsible.

FINES

All loaned materials (books, sports, photography, and computer equipment, etc.) must be returned or the appropriate fines must be paid.

Loss

If a student does not return the assigned textbook, claiming it has been lost or stolen, the student will be charged the original cost of the book minus ten percent of the original cost for each year the book has been in use to account for depreciation. The cost of the textbooks are monitored and reported by the content area supervisors.

Damage

If a textbook has been damaged, the student will be charged the full replacement cost as noted above if the textbook is no longer usable, assessed a ten dollar (\$10.00) charge for damage to binding, or one dollar (\$1.00) per occurrence for other damages such as torn pages, etc.

Textbook fines are monitored and reported by the content area supervisors. All fines must be paid by the end of the school year. Any fines that have not been paid will accrue and will be required to be paid prior to the student's graduation.

WORKING PAPERS

As of June 1, 2023, working papers for minors have gone digital. The new process is initiated entirely by the student at www.myworkingpapers.nj.gov. Metuchen High School no longer processes applications for working papers or provides signed working papers to students. The process is completed entirely online through the state portal listed above.

SECTION III: SAFETY

STUDENT RESPONSIBILITY

Rules and regulations have been established to ensure an orderly academic environment in our school. These are designed to assist students in meeting their responsibilities and obligations. Students are expected to adhere to all school regulations and to treat all school personnel with respect.

The following are excerpts from the state handbook on students' rights and responsibilities:

You have the right and responsibility to live by the rule of law and to equal protection under the law, in school as the larger society. It is your responsibility to obey school regulations and the school authorities who enforce them. The responsibility extends to your conduct to and from school as well as the building itself. New Jersey requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or the salute, you may abstain from these ceremonies, but you are required by law to be respectful.

Under the Constitution, all citizens are protected from unreasonable searches and seizures; however, this does not mean that you are legally protected from search and seizure of any materials in your locker, which is school property.

ARRIVAL & DEPARTURE

ARRIVAL

All students are expected to be prompt and on time for their first regularly scheduled class of the day, whether it be a "zero" period or first period class. Zero period classes begin promptly at 7:42 am, and first period classes begin promptly at 8:30 (with the first 7 minutes of 1st period dedicated to attendance, announcements, and homeroom type duties).

Similarly, all students and staff members are responsible for appropriate building safety protocols to ensure that our school building is secure, safe, and accessible only to those who are part of our school community. Students are expected to adhere to the following expectations regarding entry into the school:

- **No student is to enter the building prior to 7:30 am without a valid reason and written pass from a staff member who may be providing additional help, make up work, test retakes, or other projects prior to school on any given day.**
- Students who are participating in early morning workouts in the fitness center will also be required to have a pass from the coach or weight room supervisor, and will report directly to the fitness center upon entry.
- Students who are scheduled for a **Zero Period Class** may enter the building **starting at 7:30 am.**
- Students who are arriving for **homeroom and first period** may enter the building starting at **8:15am.**

To be clear: At no time will students wander the halls, visit lockers, or gather in restrooms prior to the official start of the school day. Students who enter the building at 8:15 may wait in the cafeteria until the sounding of the bell that will release students to move toward Homeroom/1st period at 8:27 am.

All students will carry and display their student ID and lanyard upon entry to the building. The **ONLY** door through which students may enter is the front door (DOOR ONE) facing the traffic circle. At no times will students enter through another door, nor will a student open the door to let other students enter.

As noted above, students who are arriving prior to the times listed above must have a pass from a teacher or coach to gain entry. Students found in violation of the entry procedures outlined above may be subject to disciplinary procedures.

DEPARTURE

Because of the wide range of school activities and the large number of participants, **students are expected to leave the building by 3:00 p.m. unless they are involved in a supervised after-school activity.** If an activity or practice is scheduled on the day of a staff meeting, and the activity is run by an active MHS staff member, participating students will be expected to congregate in the cafeteria and wait for an announcement that the meeting has concluded prior to going to their designated location

AUTOMATED EXTERNAL DEFIBRILLATOR

Beginning in September 2014, as a result of Janet's Law, schools must have an automated external defibrillator (AED) on school property in an unlocked location that is properly identified. The AED must be accessible and within reasonable proximity during the school day as well as during school sponsored events. Schools must have at least five school employees who have certifications in cardio-pulmonary resuscitation and the use of a defibrillator.

BICYCLES

Metuchen High School expects our bicycle riders to follow the guidelines listed:

- Adhere to the expectation of wearing appropriate protective helmets when riding your bicycle to/from school, as well as throughout the Borough.
- Follow all safety rules and the local traffic laws.
- All bicycles should be locked securely to the racks to ensure maximum safety.
- Bicycles cannot 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.

EMERGENCY PHONE NUMBERS & CONTACTS

Sometimes, addresses, phone numbers, and jobs change. If so, a parent/guardian must update contact information on Genesis in a timely manner for records to be accurate. Please note that address changes require proof of residency and must be handled by the secretary of school counseling. Also, it is recommended that when a parent/guardian is away for a short or long period of time, a parent/guardian must contact the main office with instructions regarding who is responsible for the student's care, in the event of an emergency.

FIRE AND SAFETY DRILLS

Orderly evacuation of the school in the event of a fire or other disturbance is essential to the safety of our students and staff. All students have the responsibility to familiarize themselves with the directions & procedures 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 are 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.

As per the NJ School Security Drill Law (N.J.S. 18A:41-7a), *“A school district shall provide written notification to the parent or guardian of a student enrolled in the district following completion of a school security drill, which notice shall be provided to the parent or guardian by no later than the end of the school day on which the school security drill is conducted.”*

GENESIS TURNSTILE

Students entering an office or another location will need to sign in/out via Genesis Turnstile. When the students receive their 2023-24 School ID Card, they will need to use the card and scan the barcode to log them in/out of locations supported through Genesis Turnstile.

HALLWAY EXPECTATIONS

Students are not to be in the hallways when classes are in session. Students who have privileges (senior privilege, VHS, etc.) must go to an approved, designated area and remain there for the duration of the period. If necessary, teachers may excuse only one student at a time during class. During class periods, **students on necessary errands are required to carry a pass**. If a student does not have a pass, they will be questioned by a staff member on hall duty and referred to the office where disciplinary action may be taken.

If a teacher holds a student after the class period bell, the student should ask that teacher for a late pass to their next class. When passing between classes keep to the right, especially on the staircases.

Students have four minutes to pass between classes. In order to help everybody get where they are going, avoid running, pushing and congregating for conversation in the hallways.

Accidents resulting from inappropriate behavior in the hallways can be serious and such behavior will result in disciplinary action.

IDENTIFICATION CARDS & LANYARDS

Students are issued a student identification lanyard on the first day of school. Students are expected to utilize their previous year's student identification card until they are issued their 2023-24 student identification card within the first month of school. The identification cards will be used to scan into the building at the beginning of every school day. Students are required to have these cards with them each day. If a student is unable to produce appropriate identification, they must be referred to the office for a temporary ID.

These cards, which also include the student's barcode ID, must be used when students sign in to offices, the library, restroom locations, counseling services, etc. Students will also use it when they report for SAT testing, when attending any school activity, and to gain admission to all school events. It is recommended that students take a picture of their ID and keep it as a backup.

The replacement cost for a lost identification card is \$5. The annual school-issued lanyard is given free of charge. If it is lost, a replacement cost of \$5 will be charged, as well.

Any student who is found to have possession of another student's identification card and/or lanyard will be referred to the assistant principal for disciplinary action. Students who repeatedly forget their identification card and lanyard will be referred for disciplinary action following the same consequences as accruing lates to school.

PASSES

BEFORE SCHOOL PASSES

ZERO PERIOD PASSES

For any student who is assigned a zero period class, their ID/Lanyard will have a specific designation for approved entry into the school at 7:30am.

CLUB PASSES

If a club is scheduled for a meeting or an event prior to the building being open at 8:15am, a Club Pass must be issued to each student which must be presented at the front door for permitted entry into the school.

TEACHER PASSES

If a student is scheduled to come in for extra help or to make up a test/quiz prior to approved entry into the school building, a pass must be issued by the teacher. If there is no pass, there is no early entry.

WEIGHT ROOM PASSES

Similar to club passes, if students are scheduled for the weight room with their coach for an early morning workout, the student-athlete will be issued a pass by the coach and they will present the pass to the staff at the front door prior to being allowed to enter the building. If a pass is not shown, there is no entry.

RESTROOM PASSES

Each classroom is expected to have a student sign out of the classroom and carry the classroom-specific restroom pass to the restroom. The visual of the restroom pass is necessary to confirm that they are following the hallway expectations delineated above.

RED ADMISSION PASSES

When a student arrives late or has been previously excluded from classes, they will obtain a red pass from the office and will hand it in to their teacher when they arrive to class.

YELLOW NURSE PASSES

If a student has been injured and needs to travel through the hallways when it is less crowded, the student will receive a Yellow Pass from the nurse. This pass will allow the student to leave the classroom a few minutes prior to the end of the class so that they can safely arrive at their next destination. A companion may be assigned to assist the student with their backpack and/or supplies.

GREEN PASS

The green pass is to be used by each classroom teacher to send an individual to a specific office location, as designated on the pass.

WHITE PASS

The white pass is issued from the office for an early dismissal.

SCHOOL CLOSINGS

School closings, delayed openings, and early dismissals will be sent through the district's instant alert system and district and school administration's social media accounts.

SECURITY CAMERA SYSTEM

The school, and district, employs surveillance cameras as necessary to enhance the safety and security for the school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds. This system is on and recording at all times. As necessary, the system is reviewed to provide information regarding safety and security. Any video obtained from the system is the property of the Metuchen Public Schools and will only be released to outside parties as legally necessary.

STUDENT DRIVER REGULATIONS

1. 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.
2. Students who intend to take a car on school grounds must register their vehicles online through Genesis. **This regulation applies even if the car is only brought to school occasionally.**
3. Traffic flow on school grounds should stay to the right at all times, especially around the circle, and should follow the painted arrows.
4. Speed limit on school grounds is **5 mph**. Your privilege will be REVOKED immediately for any offense of this regulation
5. Students must park only in the student parking area. Be aware of the reserved parking spaces and the fire lanes designated by yellow lines
6. Parking in unauthorized areas will result in disciplinary action or suspension of parking privileges
7. The parking lot on Mason Drive (front of the school) is for use by STAFF MEMBERS ONLY. Students found to be violating this regulation will be subject to disciplinary action or loss of parking privileges
8. Students who use their vehicles to leave school grounds without permission and/or take other students in the process will lose their parking privileges
9. Students may not leave the building and visit their cars during the school day for any reason, without explicit permission by building administration
10. Traffic regulations on school grounds are under police jurisdiction and violations are subject to prosecution. Students are expected to follow all traffic laws and practice good driver courtesy at all times

11. Turn the key, be idle free!! If you are going to wait more than ten seconds, turn your vehicle off!

STUDENT PARKING REGISTRATION INSTRUCTIONS

Many of our High School Seniors and Juniors exercise the privilege of driving to Metuchen High School. Driving to school is a privilege which we offer to our licensed students, and we have a number of practices in place to ensure that traffic safety laws are met and students who drive do so safely and with respect toward vehicle registration, insurance, and licensing laws. In order to be granted permission to drive to school, any student who wishes to park on Metuchen High School property must complete the following steps:

1. Pass all New Jersey written and road test driving exams and obtain a legal drivers' license
2. Log into Genesis parent portal after receiving drivers' license and access "FORMS"
3. Look for "Student Driver Agreement" form and open the document
4. Once in the Student Driver Agreement, first open the hyperlink entitled "Student Driver Regulations". Read this form in its entirety
5. Next, open the hyperlink entitled "Student Driver Agreement" and enter all information. You will be required to upload copies of your current car registration, current car insurance, and drivers' license.
6. Submit the form electronically using the "SUBMIT" button at the bottom of the form.

Parking stickers will be distributed by the Main Office after all documents are reviewed and deemed complete and accurate. Once you have received your parking sticker, it must be displayed as per the instructions provided with the sticker. You are authorized to drive on school property once you have received, and are properly displaying your parking sticker.

Students may only park in the approved student parking lot and may not park in faculty/staff lots, fire lanes, driveways, traffic circles, or elsewhere on the property. If the student lot is full, students must park on Mason Drive at the exit of the high school. Additionally, parking instructions and available lots may change throughout the school year based upon the requirements of ongoing building maintenance and construction projects. Students are responsible for complying with the most recent parking instructions as set forth by building Administration throughout the entire school year.

Please remember that driving to Metuchen High School is a privilege which we are happy to extend to our student drivers, but one that must not be abused. Failure to register your car to park on MHS property, speeding or reckless driving, hit and run accidents, or any other infractions may result in loss of parking privileges at the discretion of building administration.

VISITORS

The safety of the students and staff is our priority. All outside doors will remain locked throughout the school day. Access to the building by any visitor during the school day must occur through Main Office Door.

All visitors must announce themselves at the front door to be screened by the main office personnel. Students should not open any door for a visitor.

- No unauthorized individuals are permitted to visit the high school during the school day.
- Visitors must sign in upon arrival to the school and must show PHOTO IDENTIFICATION.
- Visitors will be accompanied by a staff member throughout their visit.
- Under no circumstances are infants allowed to visit the high school with older brothers or sisters who are MHS students.
- The principal retains complete authority over any activity on the grounds of the school and may refuse or terminate a visit if such an action seems appropriate.
- 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 may attend events.

NOTE: In order to maintain an appropriate academic environment, student visitors are not allowed.

“

REAL INTEGRITY
IS DOING THE RIGHT THING,
KNOWING THAT NOBODY'S
GOING TO KNOW
WHETHER YOU DID IT
OR NOT.

Oprah Winfrey

”

BULLDOGS SHOW INTEGRITY

SECTION IV: ACADEMIC LIFE

ACADEMIC INTEGRITY

The necessity for students to be honest and maintain a high level of academic integrity is paramount to all aspects of learning. Without academic integrity, the mission of the Metuchen High School community to properly educate and prepare our students and the efforts of all on its behalf are undermined. It is expected that students will always represent themselves and their work truthfully and with integrity.

Academic dishonesty includes, but is not limited to, cheating, plagiarism and complicity in another student's attempt at academic dishonesty.

Definitions

Cheating is using or attempting to use any aids, such as notes, textbooks, study guides, technological devices, translators, Artificial Intelligence products, Chat GPT, etc. on any type of assessment which are not explicitly authorized by the teacher. It is the responsibility of the student to insure that any aid he/she is using on any assignment is permitted prior to using the aid. Cheating also includes attempting to or succeeding in gaining access to any type of assessment from a teacher without his/her knowledge.

Plagiarism is deliberately or inaccurately presenting another person's work as one's own, which may include the use of artificial intelligence programs like ChatGPT. It includes, but is not limited to, turning in an assignment that was partially or entirely completed by another person or presenting work, ideas, or other means of intellectual property of another without properly acknowledging sources. Please note that not properly citing work is not an excuse for plagiarism. It is incumbent upon the student to ensure that citations are done properly and to consult the teacher prior to citing information should any issues regarding citations arise.

Complicity refers to any effort made by a student on behalf of another student to assist him/her in committing any act of academic dishonesty. These acts include, but are not limited to, allowing a student to copy answers during an assessment, allowing one's work (or a portion of one's work) to be turned in by another student, completing assignments/assessments for another student, allowing a student to use an unauthorized aid on an assessment, collaborating on work expected to be done individually, or giving answers to another student on an assessment. Being complicit in another student's attempt of academic dishonesty is considered to be as serious as the act itself and will be addressed accordingly.

Consequences

Consequences for students caught committing any act of academic dishonesty may vary depending upon the severity and/or frequency of the committed act and are subject to the discretion of the administration. Possible consequences include, but are not limited to, loss of credit for the assessment, failing a marking period and other disciplinary actions.

FINAL EXAM EXEMPTIONS

Exemptions may be granted for the final examination for those students who are enrolled in an Advanced Placement course **and** take the AP exam in May **and** have an A- average or higher for the four marking cycles.

GRADING

GRADING SYSTEM

The following chart represents the grading system for Metuchen High School.

Metuchen High School Marking Period Grading System	
Grades Accrued Throughout the Marking Period:	21%
Final Exam:	16%

Final grades for courses are comprised of the four marking period grades and the final exam.

CONVERSION CHART FOR LETTER GRADES

Final grades are constructed through the use of the quality point index as delineated below.

Numerical Value	Letter Grade	MP Point Value	Final Grade Values
99-100	A+	4.3	4.2-4.3
92-98	A	4.0	3.8-4.1
90-91	A-	3.6	3.5-3.8
88-89	B+	3.3	3.2-3.5
82-87	B	3.0	2.8-3.2
80-81	B-	2.6	2.5-2.8
78-79	C+	2.3	2.2-2.5
72-77	C	2.0	1.8-2.2
70-71	C-	1.6	1.5-1.8
68-69	D+	1.3	1.2-1.5
62-67	D	1.0	0.8-1.2
60-61	D-	0.6	0.5-0.8
0-59	U	0	0-0.5

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

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
- AU – Audit

F - Fail
P – Pass
WF - Withdrawal/Fail
WP - Withdrawal/Pass

HONOR ROLL

Honor Roll is compiled each marking period, using marking period grades only. There are two types of honor roll: 1. High Honor Roll (A Honor Roll) – All grades are A. 2. Honor Roll (A/B Honor Roll) – All grades are A or B.

INCOMPLETE GRADES

Deadlines for the completion of work are contingent upon a student's circumstances. However, unless otherwise specified by the administration, all work must be turned in and the grades changed in the School Counseling Office no later than two weeks after the close of the marking period. 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.

COURSE MINIMUM REQUIREMENTS

Failure to complete the minimum requirements of a course can result in a failing grade for the course for the year, regardless of previous grades. Failure to meet minimum requirements includes, but is not limited to:

1. earning 2 U's on a report card for Phys. Ed. or a semester course,
2. failure to take a final examination,
3. not completing a major project or assessment.

All final decisions are at the discretion of the administration.

DENIAL OF COURSE CREDIT

A secondary student may be dropped from a course or denied course credit when they have been absent for more than 10% of the class session, whatever the reason for absence, except absences for the observance of religious holidays or caused by a student's suspension.

ELIGIBILITY POLICY

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. School eligibility determinations will be made at the conclusion of each marking cycle at the discretion of the administration. NJSIAA eligibility determinations will be made at the end of each semester.

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

SUMMER SCHOOL GRADING POLICY

Any grade earned in summer school as part of credit recovery will not be calculated into a student's grade point average. The course will be listed on the transcript and credits will be applied towards graduation requirements. Any course taken outside of Metuchen High School at a college or approved local educational agency, as part of an approved request to advance in course studies, will not be included on the high school transcript.

GRADUATION

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:

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 120 credits. (In the case of early graduation, 120 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);
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 the same world language;
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.

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 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 their Sophomore year.

HOME INSTRUCTION & MAKE UP WORK

A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent/ guardian must request home instruction.

Students who are absent from school for any reason are responsible for the completion of assignments missed because of their absences. The parent/guardian/student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

HOMEROOM

Students are required to attend homeroom which begins at 8:30am and is directly linked with their first period class. During homeroom, the following activities are accomplished:

- Pledge of Allegiance
- Daily Attendance
- Morning Announcements
- Distribution of materials for home and personal review.

All students are expected to remain quiet during homeroom. Students are not excused during the homeroom period. If a student arrives after morning announcements begin, they are considered late and must report to the Main Office for an admittance pass prior to going to homeroom (unless notification has been made from the administration for students not to be marked late). If a student finds themselves in the halls during the flag salute, the expectation is that the student stops and remain quiet for its duration. All are required to remove their hats during the flag salute. At 8:37am, students who have not arrived for homeroom are marked absent. Arrival after 8:37am indicates that the student is tardy to first period and late to school.

If a student is routinely tardy to homeroom and/or first period, disciplinary action and parental contact will result. This action may also result in lowering a student's academic grade.

HOMEWORK

At Metuchen High School, 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.

District Homework Belief Statements

The following belief statements about homework were developed by the District Homework Committee as a result of research conducted during the 2015-16 school year.

- We believe that homework can be an appropriate academic activity.
- We believe that homework serves multiple purposes, including but not limited to the following: practice and reinforcement of skills, reviewing concepts and content, "trying out" skills, formative assessment, extending learning time, advance preparation for learning, research, reading and writing, reflection, critical thinking and application of learning, and development of learning appreciation.
- We believe that teachers should develop homework assignments whose purpose supports the learning that is occurring within a course.
- We believe the purpose of homework should be made clear to the student during the assignment process.

- We believe that grading and providing student feedback are not the same.
- We believe that it is important to have a quantity of homework that allows for balance between the academic, physical, social and family needs of a student.
- We recognize that the quantity of homework should be appropriate to the age/grade level of the student.
- We believe that research can provide important insight into the issue of homework.

District Homework Guidelines:

Homework is recognized as an appropriate and valid academic activity when it is assigned within appropriate pedagogical guidelines that recognize the needs of the whole child. Homework is considered any assignment that is to be completed by students outside of the normal class schedule.

1. Homework should be structured to **advance the academic objectives** of a course.
2. It is recognized that students at all academic levels are capable and deserving of **meaningful** homework assignments that advance academic objectives.
3. Teachers are encouraged to create homework assignments that are **interesting, challenging and meaningful** for students. Teachers are encouraged to vary homework assignments to meet specific pedagogical needs, enhance student engagement, and address content and skills inherent in the NJ Student Learning Standards.
4. The **learning objective and purpose of the assignment should be made apparent** to the student at the time of assignment. Valid objectives may include the following, or others: practice and reinforcement of skills, review of concepts and content, “trying out” skills, formative assessment, summative assessment, extending learning time, advance preparation for learning, research, reading and writing, reflection, critical thinking and application of learning, development of learning appreciation, and extension of learning to current and authentic topics related to the course.
5. Most homework should **relate to current instruction** within a course. Some extension assignments that relate to broader course objectives (such as current events or career research) may be given, but the course connection should be made clear to students.
6. Assignment **expectations should be made clear** to students, including appropriate instructions and any necessary information relating to academic integrity. Assignments should be able to be independently completed by the student. Information on expectations regarding collaboration with peers or parents, or use of resources, should be made clear at the time of assignment.
7. **Meaningful feedback** on assigned work should be provided for students whenever possible. Feedback is information provided to the student intended to help them improve performance, and is distinct from providing a grade. Feedback can take a variety of forms including teacher comments/corrections, rubric completion, peer to peer review, guided student reflection/ assessment, provision of answer keys with opportunities for questions, class discussion, re-teaching, etc... It is recognized that research suggests that feedback enhances the effectiveness of homework significantly. However, homework should not necessarily be avoided when feedback is not possible, as it still offers the potential to enhance student performance.
8. Grading of homework should be appropriate to the objective and purpose of the assignment. Summative assessments such as essays, lab reports, research papers, etc... are appropriately graded based on development or mastery of standards based criteria. Assignments intended as formative assessments, student reflection, advance preparation for learning, skill trial and practice, etc... may be graded using other criteria. The grading criteria should be made clear to students at the time of assignment.
9. Homework graded as non-summative assessments should comprise a small portion of a student’s overall grade. The percentage or percentage range for such homework shall be developed within each department and approved by the department Supervisor. Attention should be paid to providing equity across multiple sections of the same course, and across different course levels within the same grade.
10. Homework **should not require purchases beyond ordinary school supplies**. Homework “credit” should not be awarded for non-academic tasks such as getting forms signed, bringing in supplies, etc...
11. In recognition of the needs of the whole child, homework assignments should be **limited to a quantity**

of time appropriate to the students' age level. While teachers have discretion, research suggests ten minutes (15 minutes for reading) per grade level is considered a reasonable homework maximum. For example, an eighth grade student should reasonably be assigned no more than 80 minutes of homework per night, including assignments from all subjects and expected study time in preparation for assessments. In grades 6-12, the schedule suggests teachers should consider this guideline to be 10 minutes (15 for reading) per grade per week in total for an individual course.

12. It is recognized that students in AP courses may be assigned more homework. However, teachers should recognize that homework beyond approximately 2.5-3 hours per night at the upper high school levels has been shown to reduce student performance.
13. Teachers may consider measures to help students manage time, and “even out” homework loads. Such measures may include assigning homework over several nights or weekly, providing flexible due dates when possible, consulting with students, etc...
14. Homework **extensions should be provided to accommodate religious holidays, whether or not school is in session.**
15. **Homework should be avoided during Thanksgiving weekend and the winter and spring breaks.** Homework assignments may span the winter and spring breaks within the following guidelines: the assignment should be provided at least 6 school days before the break, the assignment should be due at least 6 school days after the end of the break, and the work should be able to be reasonably accomplished by the student during the periods before and after the break.

MARKING PERIOD SCHEDULE 2023-2024

	Marking Period 1	Marking Period 2	Marking Period 3	Marking Period 4
Begins	9/5	11/13	1/22	3/26
Mid-Point	10/4	12/12	2/21	5/1
Ends	11/3	1/19	3/25	6/5
Report Cards Issued	11/15	1/24	3/29	6/18

PROJECT CHILD FIND

A program sponsored by Metuchen Public Schools, Project Child Find 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, is in need of services, and is not currently receiving services, please call Special Services at Moss School, 732-321-8700 (ext. 1006) to determine potential eligibility.

SCHEDULING COURSES

GUIDELINES FOR COURSE SELECTION

In the winter of each school year, students will meet with their school counselor to select courses they wish to take the following year. Parents are invited to attend the course planning meeting. Time is allowed for students to make changes. However, once the school year has begun, the following policies are set for students to follow and will be strictly enforced.

SCHEDULE CHANGE PRACTICES

In the spring, when selecting classes, students are counseled and expected to carefully consider the courses they choose. All families sign a document entitled *Understanding the Scheduling Process*, which outlines the MHS scheduling guidelines. A course drop/add request should only be pursued under extraordinary circumstances. A request may be rejected if the deadline for withdrawal has passed, a section of the class desired is at capacity, sections become grossly unbalanced, or the course is required for graduation. Requests will be only considered for the reasons delineated below.

Valid Reasons for Requesting a Schedule Change:

- Senior not scheduled in a course needed for graduation
- Student has already earned credit for course they are scheduled
- Student has not taken a pre-requisite course
- Student previously failed course with the same teacher
- Student does not have a full schedule
- Data entry error (class listed twice, etc.)
- Class is listed that student did not request

A student must meet one of these criteria to schedule an appointment with a school counselor.

SCHEDULE CHANGE DEADLINES

Regular Full Year Courses and Semester One Courses including AP Electives: Schedule changes must be requested before September 11, 2023. Late requests will not be considered.

Semester Two Courses: No schedule changes will be made after the fifth day of the third marking period.

Course Level Change: Students have until the twentieth day of the course to determine if the level is appropriate. After the 20th day, level changes will only be considered under extenuating circumstances and after an appointment with the content area supervisor and principal.

Other Reasons for Course Withdrawal: Requests to withdraw from a course beyond the aforementioned deadlines will require the completion of a [Schedule Change Request Form](#) and must be approved by a Department Supervisor and/or Administrator. A late withdrawal will result in a Withdrawal Pass or Fail (WP or WF) indicated on the report card and final transcript.

INDEPENDENT STUDY

Independent studies are available to students in grades eleven (11) or twelve (12) who have exhausted our curriculum in a particular area and desire to continue that area of study or to students who desire to study an area of interest which is not offered within the curriculum at Metuchen High School. Any student, regardless of academic ability, may apply.

The program offers students an opportunity to select a project of choice and utilize resources in and out of school for completion of the project. Students work independently to complete the project. Decisions concerning suitability of a proposed project will be related to a student's interests, abilities, educational goal and objectives.

Students are required to complete the application and attach a project proposal. The contract must be agreed upon by the student and the faculty advisor. There are numerous approvals, with required signatures, in this process.

Steps the student must follow:

1. Schedule a meeting with the Content Area Supervisor to discuss the independent study idea and work with them to select a faculty advisor, a member of the MHS professional staff, who is willing to oversee project completion and provide necessary support.
2. Obtain the Independent Study Application/Contract from the school counselor.
3. Work with the faculty advisor to develop goals, determine materials, resources and an appropriate method of evaluating the project, and develop the project proposal.
4. Sign the application/contract and obtain the signature of the faculty advisor (once the above (#3) is mutually agreed upon.)
5. Obtain signatures on the application/contract from a parent/guardian and school counselor.
6. Submit the contract and project proposal to the School Counseling Office for final review and approval by the Supervisor of School Counseling and the department supervisor.
7. If approved, a copy of the contract will be sent to the student, teacher, school counselor, department supervisor, and Supervisor of School Counseling.

Independent Study is conducted during the school day and the designated period is determined based upon the student's schedule and the faculty advisor's availability. A section will be created for the student and will be assigned to the faculty advisor for the purpose of attendance and grading. The student must report to that teacher during the designated time indicated on the student's schedule.

Academic credits may be granted upon completion of the project, once the faculty advisor informs the School Counseling Office that all agreed upon criteria have been met. Successful completion of an Independent Study will result in the grade of "P" for Passing. Grades for Independent Study are not factored into the grade point average.

If a student discontinues the Independent Study without completing the work and the hours agreed upon in the contract, partial credit will not be given. **The student must fulfill the full terms of the contract.**

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 school counselors.

SECTION V: DISCIPLINE & CODE OF CONDUCT

ATTENDANCE

POLICY AND REGULATIONS

Prolonged or repeated absences, excused or unexcused, from school class, deprive students of the educational and classroom experiences deemed essential to learning and may result in loss of credit or removal from a course that would count towards a high school diploma in accordance with policies of the Board.

A **school day** shall consist of no fewer than four hours in attendance during a day in session. An **unexcused absence** that counts towards truancy is a student's absence from school for a full or a portion of a day for any reason that is not an **excused absence**. **Truancy** means ten or more cumulative unexcused absences.

An **excused absence** is a student's absence due to:

- Religious Observance (NJAC 6A:32-8.39(h))
- College Visit (3 days per year for juniors and seniors only)
- "Take Your Child to Work Day"
- Participation in observance of Veterans' Day (NJSA 18A:36-13.2) or District board of election membership activities (NJSA 18A 36-33)
- The closure of a busing district that prevents a student from having transportation to the receiving school.

The parent/guardian is expected to call the school office before the start of the school day. The parent/ guardian of a student who will attend the morning, but not afternoon session should call or provide notice to the school office before the start of the afternoon session. The parent/guardian who anticipates any future, prolonged absences should notify the school office and arrange make-up work.

A note explaining a student's absence for a noncommunicable illness for a period of more than 4 school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.

INSTRUCTION

A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent/ guardian must request home instruction.

Students who are absent from school for any reason are responsible for the completion of assignments missed because of their absences. The parent/guardian/student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

DENIAL OF COURSE CREDIT

A secondary student may be dropped from a course or denied course credit when they have been absent for more than 10% of the class session, whatever the reason for absence, except absences for the observance of religious holidays or caused by a student's suspension.

EXTRA-CURRICULAR ACTIVITIES & ATHLETICS

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 activities including athletics and co-curricular activities such as contests, dances, trips, etc. The eligibility of a student with an excused absence on the last day(s) before an athletics event or a 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 school is often a major factor considered by prospective employers or college admissions offices and is reported on a student's official school transcript.

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

For the full policy and regulation, please see Policy 5200 and Regulation 5200.

CUTTING CLASS/UNEXCUSED ABSENCE

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.

EARLY DISMISSALS

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

SENIOR PRIVILEGE

Seniors with a 1st-period late arrival should report to school by 9:15 and sign in at the Main Office. They are not permitted to be in the building prior to second period.

Seniors with a 7th-period early release are to report outside of the Main Office to either sign in for study hall or sign out to leave the building. Seniors who sign out of study hall are not permitted to stay on school grounds. Seniors who need to stay on school grounds must remain in a designated area until 2:50 p.m.

Note: If a change in the schedule occurs (for example, due to testing), seniors are required attend their assigned classes if the class is arranged for a different time of the day. If they do not attend a class, it is marked as an unexcused absence.

TARDINESS

Students who are late to school after 8:30 a.m. must report directly to the Main Office for a pass. Students with a zero period who are late after 7:42 must also 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 Assistant Principal.

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

- 5 – 1 Central Detention
- 10 – 2 Central Detentions
- 15 – Extended Detention
- 20+ - Continued Extended Detentions

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

TRUANCY

Truancy is defined as not being in school when one should be in school. The first offense may result in school related consequences. The second offense could result in school officials signing a truancy complaint against the student and his/her parent(s)/guardian(s).

BEHAVIOR & DISCIPLINE

GUIDELINES FOR STUDENT BEHAVIOR AND STUDENT CODE OF CONDUCT

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 and may include parental contact.

1. A strong reprimand.
2. Revocation of privileges – one privilege or a combination of privileges may be temporarily or permanently revoked.
3. Central detention – a student must remain after school in Room 135 from 2:55 p.m. to 3:35 p.m. or report to the Main Office at 7:40 a.m. and remain until 8:20 a.m.
4. Extended after-school detention – a student must remain in a designated room from 3:00 p.m. until 4:30 p.m.
5. Restorative Activities - students participate in activities including, but not limited to, community service, counseling sessions, or mediation.
6. In-School Suspension – a student is denied the privilege of attending classes for a specific period of time. The student, rather than remaining home, attends school and is assigned to a designated area.
7. Out-of-School 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.
8. Exclusion – a student is not readmitted to school until parental contact has been made and a conference is arranged.
9. 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 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. Participation in physical altercations;
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;
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 be 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.
13. The commission of any act of harassment, intimidation, or bullying in accordance with the Anti-Bullying Bill of Rights and the MHS Anti- Bullying Policy.
14. Leaving school grounds without permission

For more information, please refer to Board Policy 5600 Code of Conduct.

ADDITIONAL AREAS OF DISCIPLINARY CONCERN

1. Gambling (i.e. card playing, dice) and gambling-related activities 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 5751).
3. Students who are asked or instructed to leave a classroom for disciplinary reasons must report directly to the Assistant Principal's office.
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 or hallways.
6. The parking lots and the front of the school are off limits to students 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, profane, or obscene language will not be tolerated at MHS.
10. Students who "extort" 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 that takes place on school grounds shall be immediately reported to the office, in accordance with the Memorandum of Agreement.
12. Any student who has been the victim of theft during the school day should report the incident to the Assistant Principal immediately.
13. Unwanted outsiders who trespass on high school property during the school day will be prosecuted according to the law.
14. Students are not permitted to use electronic devices during school hours, unless authorized by a staff member or during lunch periods.
15. Students are not permitted to bring weapons to school. Failure to comply will result in immediate suspension and/or expulsion from school.

GUIDELINES FOR EVENING STUDENT ACTIVITIES IN METUCHEN HIGH SCHOOL

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

- Events generally begin between 7:00-7:30pm. and conclude no later than 10:00 pm.
- Bags/belongings may be searched prior to entrance into an event.
- 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. Students leaving an event early may be required to contact their parents before leaving.
- Students are expected to conduct themselves in an orderly and courteous manner.
- 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.
- Any student involved in unacceptable behavior will be subject to disciplinary action upon his/ her return to school.
- Students are not permitted to go to their hall lockers or to their gym lockers for any reason.
- No alcoholic beverages or illegal substances of any kind are permitted anywhere on school grounds.
- Students organizing an activity must work through their advisors. The advisor of the organization sponsoring the activity MUST be present to supervise the event.

- A list of faculty chaperones must be provided at least one week in advance of the event. At least one chaperone should be available for every 50 students (except athletic events).
- When applicable, at least one police officer will be paid for by the organization sponsoring the activity.
- All physical arrangements must be made at least three weeks in advance through the Assistant Principal's office and Mrs. Mallory in order to properly inform the custodial staff.
- No smoking/vaping is allowed on school property or during any off-site event.
- 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. Additional guidelines may be enacted by the Administration when deemed necessary.

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 their 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.

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 an 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.

COMPUTER FACILITIES ACCESS POLICY

All staff and students are expected to comply with the Board of Education Acceptable Use of Computer Networks/Computers and Resources form. (parent signature required for students). The policy can be viewed on the Metuchen School District and School websites, and forms can be acknowledged through the Genesis Parent Portal. Students using a login other than the one assigned to them may be subject to disciplinary action.

DATING VIOLENCE IN SCHOOL

Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with Metuchen High School's Code of Conduct. If you suspect that you or someone you know may be the victim of dating violence, please contact a school counselor, administrator or the Student Assistance Coordinator, to report it. Board of Education policy and Regulation 5519 regarding dating violence in school is available on the district website.

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. Tank tops are not permitted and all undergarments must be covered. See the Dress Code Regulations on the school website for more detail.

HARASSMENT, INTIMIDATION, & BULLYING

Metuchen High School recognizes that acts of harassment, intimidation and bullying (HIB) are inappropriate and have 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 works 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 addresses those students who become involved in HIB behaviors. More detailed information regarding the MHS anti-bullying efforts and the New Jersey State Anti-Bullying Bill of Rights can be found on the school website under "Anti-Bullying Tools."

HAZING

Hazing in any form will not be tolerated. This applies to all school-related activities, especially co-curricular organizations and athletic teams. All students share the responsibility to notify their coaches or advisors of any acts of hazing so that any serious bodily or emotional harm can be prevented. Students found guilty of engaging in hazing with other members of their team or other organization will be severely punished. Such behavior, whether it occurs on school grounds, or off campus, is within the domain of the school and will be met with appropriate consequences. All students must be aware of the laws governing such behavior.

According to New Jersey Law 2C:40-3, a person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student organization, they knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places

or may place another person in danger of bodily injury. For additional information, please review the [Anti-Hazing Policy 5541](#).

LOCKERS

All students are 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 Assistant 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.

PERSONAL CELL PHONES, TECHNOLOGY, & 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, all students will place their cell phone in a location out of reach (provided by the classroom teacher) immediately upon entering each classroom and will only retrieve it at the conclusion of class. Staff members may, using their discretion, allow students to use their cell phones for a particular learning activity (such as playing a review game, etc.). may confiscate cell phones when they are seen or heard (including on the vibrate setting) if students do not follow the classroom cell phone procedure.

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. A student refusing to follow the expectations of the staff member will face more severe consequences for insubordination.

All students will utilize district provided Chromebooks to complete school work and operate within Google classroom. Students will sign the technology agreement at the start of the year and will not make attempts to access websites otherwise prohibited from access via district firewalls or filters. Students may bring their own devices if they so choose, but the same rules apply regarding accessing the district's network, and the technology use policy remains in effect. 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. The high school does allow personal devices on our network and school grounds for the students who follow the responsibilities stated in the Acceptable Use Policy and the guidelines laid out in the full BYOT Policy (Policy 2363.1). When using approved devices in the classroom, each teacher has the discretion to allow and regulate the use of personal devices. No device should be used without explicit consent from the teacher, and all use should relate to the academic work assigned. Each user is responsible for his/her own digital property and should treat it responsibly and use it appropriately. The high school takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

Non-compliance with the Chromebook, use of technology agreement, or cell phone expectations will result in disciplinary action.

RESTROOMS

All restrooms are available to all students regardless of grade. A few things to remember about restroom usage:

- Restrooms are designed for specific purposes: do not loiter anywhere inside!
- Cell phone use is prohibited: no audio or video recording!
- Restroom visits are not counseling sessions: visit our professional staff, instead!
- Harassment of any kind will not be tolerated: Anyone who is harassed while in the restroom is encouraged to report such activity to the Assistant Principal. Students involved in such behavior will face disciplinary action.
- Students who smoke or vape in the restrooms will be dealt with severely.

Students asking to visit the restroom during class are expected to bring their student ID card & lanyard and must swipe in/out of the Turnstile station at the restroom. A gender inclusive bathroom is available within the building to all students. No more than two students are to be in a restroom at any time.

SMOKING / VAPING

Consistent with State Law and local policy, nobody is permitted to smoke, vape, or use any kind of tobacco products on school grounds at any time or at student activities that take place after regular hours and during weekends. Failure to comply will result in suspension from school.

USE OF EARBUDS & HEADPHONES

Metuchen High School recognizes that headphones and earbuds have become an accessory that many individuals use regularly. While there may be times in the school day when use of these items is appropriate, there are times when all members of the school community should unplug. The following guidelines are to be followed to minimize the potential health and safety impacts associated with the use of headphones or earbuds:

PLUGGED IN	UNPLUGGED
<p><i>While on school property (and with permission in specific situations), individuals should use a single earpiece, as the use of both earpieces may compromise their ability to maintain awareness of their surroundings, hear emergency alarms, be alerted to important notifications, etc.</i></p> <p>During the school day, individuals may use their personal devices as follows:</p> <p>With direct permission from the classroom teacher, students may use their personal devices:</p> <ul style="list-style-type: none">▪ to accomplish a particular listening task assigned.▪ while completing independent class work. <p>Other times and locations where students may use their earbuds and headphones:</p> <ul style="list-style-type: none">▪ Before school.▪ During lunch.▪ After school.	<p>The expectation is that students are not using their earbuds and headphones:</p> <ul style="list-style-type: none">▪ During homeroom.▪ During class.▪ During physical education classes.▪ In the hallways during passing time.▪ When a teacher or staff member requests that the students put their earbuds or headphones away.

VIOLENCE

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

“ WE SHOULD
INDEED KEEP CALM
IN THE FACE OF DIFFERENCE,
AND **LIVE OUR LIVES**
IN A STATE OF **INCLUSION**
AND WONDER AT THE
DIVERSITY OF HUMANITY.

George Takei

”

BULLDOGS RESPECT DIVERSITY

SECTION VI: EQUAL OPPORTUNITY

AFFIRMATIVE ACTION

The Metuchen Board of Education reaffirms its policy to ensure equal opportunity for all persons/students and to prohibit discrimination. Please see the district webpage to review the affirmative action policy. The Metuchen High School Affirmative Action Officer is Mr. Brian Stike. The District Affirmative Action Officer is Mr. Edward Porowski. Both individuals are located at Metuchen High School.

District Policies related to Affirmative Action are as follows:

- [Policy 5512, Harassment, Intimidation and Bullying](#)
- [Policy 2260 Affirmative Action Program for School and Classroom Practices](#)
- [Policy 1550 Equal Opportunity - Anti-Discrimination Practices](#)

EQUAL EDUCATIONAL OPPORTUNITY POLICY

The Board of Education directs that all students enrolled in all schools of this district shall be afforded equal educational opportunities in strict accordance with the law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the Student's race, religion, gender, ethnicity, sexual orientation, social or economic status, or physical or mental disability

The Board directs the superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. Affirmative action shall be taken to insure that Students are protected from the effects of discrimination, in accordance with [Board of Education Policy 2260](#).

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board, and further, are destructive to the self-esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, gender, age, national origin or ancestry, religion, sexual orientation, handicap, or social or economic status shall be considered conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The superintendent shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

TITLE IX/SEXUAL HARASSMENT POLICY

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. ([Board of Education Policy- 5751](#)). It shall be a violation of this policy for any member of the district staff to harass another staff member or student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature. Questions or concerns about sexual harassment should be addressed to the High School Affirmative Action Officer and Title IX Coordinator, Mr. Brian Stike. The District Affirmative Action Officer and Title IX Coordinator is Mr. Edward Porowski.

SECTION VII: ACTIVITIES & CLUBS

ACTIVITIES AND CLUBS

AMERICAN SIGN LANGUAGE Students meet to practice/learn about American Sign Language as well as the Deaf community/culture.

ANIME This club is open to any student who enjoys Japanese style animation (anime) and comics (manga). Members watch and discuss anime, swap manga and hold manga contests, among other activities.

ART HONOR SOCIETY Art Club and Art National Honor Society is facilitated through this stipend. National Art Honor Society is open to students in advanced level art courses and is part of a nationwide organization that aims to spread awareness of art education within the school and greater community. Art Club is open to any students interested in engaging in studio art practice and collaborative artmaking activities

ASIAN AMERICAN HERITAGE CLUB A meeting space for Asian Americans, and their friends, to gather and discuss current events, social issues, education, and outreach to the school and community.

BADMINTON Students will learn how to play badminton and practice their skills in the gym after school.

BAKE & SHARE An outreach program to bake foods that can be donated to local food pantries or soup kitchens to support those in need.

BLUE LETTER The Blue Letter is the yearbook for MHS. All students are welcome to join the staff. If interested, see Mr. Levy, the Blue Letter advisor, in Room 118.

BREAKING THE CHAIN THROUGH EDUCATION Breaking the Chain Through Education is a non-profit charitable organization dedicated to eradicating child slavery in Ghana, Africa.

BRING CHANGE 2 MIND Bring Change to Mind's High School Program gives teens a platform to share their voices and raise awareness around mental health. The club's goal is to empower students to educate one another, and their communities, and to create a culture of peer support within their schools.

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 the Metuchen High School community.

BUSINESS CLUB This club focuses upon helping students learn more about business careers and the opportunities available to help them gain experience.

CHAMBER ORCHESTRA This is an advanced string ensemble comprised of students enrolled in Orchestra. Students must audition to participate in this group, which meets once a week after school to work on advanced orchestral repertoire.

CHESS Participants learn how to play chess using a variety of tactics, allowing for individuals to compete against others.

COOKING CLUB A casual meeting group of students who enjoy cooking, eating and socializing!

ENVIRONMENTAL CLUB This club provides students with opportunities to engage in discussions about science and sustainability topics.

EVENING CHORAL CLUB This club meets every Thursday evening during the school year. The advisor provides the group with appropriate music to rehearse in preparation for the Winter Concert and Spring Concert. This activity allows all interested students and community members to sing in an ensemble. It is especially helpful for students who are unable to take Concert Choir during their regular schedules.

FASHION CLUB A club to engage students who are interested in fashion and examine career paths in this area.

FOOTLIGHTERS The Footlighters is the MHS theatre group, presenting fall and spring productions. New and exciting opportunities for actors, dancers, and individuals interested in the production aspect of the theatre will be introduced throughout the school year. Students are encouraged to participate on stage, backstage and in the pit.

FRENCH, GERMAN, SPANISH CLUBS These clubs are designed to promote the understanding of their individual world languages and civilizations and get to know the customs and traditions of the people. Enrollment in a language class is not required for participation in the club.

FRENCH, GERMAN, SPANISH HONOR SOCIETIES The World Language Honor Societies provide the students with the opportunity to be inducted into the honor society based upon their academic success and outreach.

GENDER & SEXUALITIES ALLIANCE The GSA's mission is to ensure that each member of the MHS school community is valued and respected regardless of sexual orientation or gender identity/expression. The organization strives to provide our LGBTQ+ students with a network of supportive allies.

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

HOUSE BAND House Band is a student-driven band that writes, performs and records contemporary music. The band practices regularly and performs at many functions both in the school and out in the community. The band focuses on music that is not performed by any other ensemble in the school with a focus on rock music from the 60s to the present.

JAZZ BAND The MHS Jazz Band promotes the understanding and appreciation of jazz and its artistic performance on all levels while advancing the study of jazz/music in college and/or a lifetime of music enjoyment. This club offers the opportunity for students to learn unique styles of jazz and experiment in improvisation. The Jazz Band ensemble participates in performances for the school and local community, as well as participating in jazz festivals and competitions.

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.

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 through-out the Middlesex and Somerset county areas.

MATH HONOR SOCIETY The Metuchen High School chapter of the National Math Honor Society, Mu Alpha Theta, brings together our top math students to recognize their academic achievements, encourage enrichment in their areas of interest within the subject, and assist others through peer tutoring.

MHS MEDIA Audio Visual Media student productions and broadcasts.

MOCK TRIAL Mock Trial is open to all students interested in the legal system. Members prepare for the NJ Mock Trial competition in the spring.

MUSIC REVIEW/ANALYSIS Group for students to listen to, and discuss, albums and music.

NATIONAL HONOR SOCIETY The objective of this organization is to create 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.

The National Honor Society provides a tutoring program for any student in need of academic help. To request a tutor, students should contact their counselor.

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 a 3.7 GPA. All students meeting these standards will be eligible to apply for membership.

A student may be removed from the society if their scholastic average is not maintained or if they do not live up to the three main requirements of the society: character, leadership and service.

OPERATION SMILE Students raise money and awareness about how to ensure safe cleft surgery for children with cleft lips and palates.

OUTDOOR WELLNESS CLUB MHS Outdoor Wellness Club helps students discover the positive impact of being outdoors and the accessibility of all that NJ has to offer. 2021-22 Highlights: Participation in different hikes (4.0 miles or less).

PEER LEADERSHIP Program to support freshman students with mentoring during the Fall semester.

PEERS FOR VOLUNTEER An environment that promotes student volunteerism and helps the community at large through their volunteer efforts.

PHYSICS & ASTRONOMY Explore physics and astronomy topics in science.

POETRY & SONGWRITING Poetry and Songwriting Workshop for students interested in writing and sharing their pieces.

POWER OF FRIENDSHIP Student outreach program to build relationships with students with special needs.

PUZZLE Students attend the puzzle club to unwind, relax, and construct jigsaw puzzles.

ROBOTICS The Robotics team seeks to engage young adults in our community by cultivating skills in engineering, programming, marketing, teamwork, communications, and leadership through the FIRST Robotics Competitions.

SAFETY AMBASSADORS Students are trained on presenting instruction on one of four safety modules so that the students can then turnkey the instruction with first graders at Campbell Elementary School.

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.

SCIENCE NATIONAL HONOR SOCIETY A nationally recognized honor society where students are required to give back to the community and participate in events to advance and share their scientific knowledge.

STEPPERS This club provides an opportunity for students to design and learn step routines to then potentially perform at different school functions.

STUDENT COUNCIL The main purpose of the Student Council is to represent and voice the feelings of the student body of Metuchen High School. Additionally, 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 and class officer elections are held each year in the spring for grades 10, 11 and 12. Representatives and freshman class officers are selected in September. Students are encouraged to participate in their school government, for it can only operate effectively with strong student support.

TAYLOR SWIFT A club for fans of Taylor Swift.

TRI-M HONOR SOCIETY The Tri-M Music Honor Society recognizes students who excel academically and musically. The purpose of the society is to promote and inspire others through music. Students who meet the required criteria are eligible for membership during their Junior year. Once inducted, students must maintain the required criteria, be enrolled in a school-sponsored music ensemble and/or class, complete 10 hours of community service, and attend all chapter meetings and service projects during the school year.

ULTIMATE FRISBEE Outdoor club that teaches and practices the techniques and rules of playing the sport of Ultimate Frisbee

UNIFIED CLUB This club facilitates further collaboration within the Unified program by having afterschool activities for all participants.

VOLLEYBALL CLUB This club strives to allow students a safe space to partake in playing recreational volleyball while learning more about the game.

WAKSMAN RESEARCH A year-long program that provides students with opportunities to conduct an authentic research project in molecular biology and bioinformatics and publish their findings.

WORLD LANGUAGE HONOR SOCIETY The World Language Honor Society recognizes high academic achievements in French, German and Spanish language study. In order to be eligible for membership, students must have completed 10 marking cycles of consecutive language study, including one marking cycle at Level 4. Once students are inducted into the World Language Honor Society, they are required to remain enrolled in the language, maintain their G.P.A. in that language, volunteer for peer tutoring, and participate in world language events.

For information about additional Clubs & Co-Curricular opportunities available to our students, please visit the Activities section of the school website: <https://www.metuchenschools.org/o/mhs/page/clubs>.

ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN ACTIVITIES

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 activities including athletics and co-curricular activities such as contests, dances, trips, etc. The eligibility of a student with an excused absence on the last day(s) before an athletics event or a 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 school is often a major factor considered by prospective employers or college admissions offices and is reported on a student's official school transcript.

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

For the full policy and regulation please see Policy 5200 and Regulation 5200.

ELIGIBILITY POLICY

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. School eligibility determinations will be made at the conclusion of each marking cycle at the discretion of the administration. NJSIAA eligibility determinations will be made at the end of each semester.

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

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 are located in the main office. Please allow 4 weeks for approval of all fundraising activities.

POSTING PRINTED MATERIALS & POSTERS

The distribution of all printed materials and/or posters or signs must first be approved by the Principal. Approvals will reflect the principal's signature or initials on the materials. Once approved, they may be posted on the designated student activities bulletin boards or taped to appropriate metal, glass, wooden or plastic surfaces. Posters and printed materials may not be adhered to any painted brick or concrete. The individual or group who have posted the materials will be responsible for removing the posters upon the completion of the event communicated.

SECTION VIII: ATHLETICS & SPORTS

ATHLETICS AND SPORTS

Metuchen High School has a comprehensive athletic program. The program provides a variety of interscholastic sports for all 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	WINTER	SPRING
Cheerleading Cross Country Field Hockey Football Soccer Tennis (Girls)	Cheerleading Basketball Ice Hockey (Co-Op) Indoor Track Swimming Wrestling	Baseball Golf Lacrosse (Co-Op) Softball Tennis (Boys) Track & Field

For more information, please reach out to Mr. John Cathcart, Athletic Director.

ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

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 activities including athletics and co-curricular activities such as contests, dances, trips, etc. The eligibility of a student with an excused absence on the last day(s) before an athletics event or a 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.

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“
EMPATHY HAS NO SCRIPT.
THERE IS NO RIGHT WAY
OR WRONG WAY TO DO IT.
IT'S SIMPLY **LISTENING,**
HOLDING SPACE,
WITHOLDING JUDGMENT,
EMOTIONALLY CONNECTING,
AND COMMUNICATING THAT
INCREDIBLY HEALING MESSAGE
"YOU'RE NOT ALONE."
”

Brene Brown

BULLDOGS SHOW EMPATHY

SECTION IX: HEALTH SERVICES

HEALTH SERVICES

SCHOOL HEALTH PROGRAM

School Health Services include all school activities and procedures that affect the health status of students. This encompasses appraisal of student health, prevention 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 screenings.
- All 11th graders have hearing screenings.
- All students have bi-yearly scoliosis screenings.
- All students have blood pressure checked yearly.
- Any student, at any time, who feels they have a problem with their 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, they must have a note stating the reason for the excuse. **A parent/guardian 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.) they should stay home.
 5. When a student returns from a medical absence, lasting 4 days or more, the following information should be included in the note signed by a parent or guardian: date, reason for absence and clearance from physician to return.
 6. Students who fail to submit a note will be referred to the Assistant 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 also show improvement.

Students should 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 there is no nurse in the office, the student should report to the Main Office.

PHYSICAL EDUCATION EXCUSES

Physical Education excuses must be directly handed to the nurse prior to going to homeroom/first period in the morning. **No Physical Education excuses will be accepted after 8:30 A.M. unless a student is admitted to school late.** Anyone excused from Physical Education will not be eligible to participate in after-school sports that day.

SECTION X: SUPPORT PROGRAMS

EFFECTIVE SCHOOL SOLUTIONS

ESS partners with Metuchen High School to implement a culturally inclusive mental health and behavioral support program that improves care, strengthens outcomes, addresses trauma, and maintains students in our school. This higher level of care ensures that students have the access to a clinician while also maintaining their academic pursuits.

INTERVENTION & REFERRAL SERVICES

The Intervention & Referral Services (I&RS) Team is a school-based team charged with planning and monitoring the implementation of strategies designed to assist regular education students who are experiencing academic, behavioral or emotional difficulties and the staff members who work with these students. If a student is referred, the committee will actively involve the parent in process.

SCHOOL COUNSELING

The mission of the School Counseling Department at Metuchen High School is to provide a comprehensive counseling program that addresses the academic, career and personal/social development of all students. Through the delivery of our curriculum and customized planning sessions, school counselors work with students to facilitate their progress toward developing short- term action plans and long-term personalized learning plans. Program components emphasize goal setting, course planning, resume building, extended learning opportunities, career exploration and college planning.

Counseling services are available to assist students with problem-solving, decision-making and the development of greater self-awareness. Our school counselors are student and school advocates who provide support to maximize student potential. They support individuals in working through personal challenges, making thoughtful choices and exploring opportunities for personal growth. In partnership with school staff and parents, school counselors facilitate the support system to ensure that all students have access to needed resources.

The School Counseling Department is committed to providing a roadmap to goal achievement and connecting students and parents with valuable information and resources. Regular email communication and parent programs provide up-to-date information to support early and continuous college and career planning.

SECTION 504 SERVICES

The 504 Committee reviews new 504 referrals as well as existing 504 Plans. A student eligible under Section 504 of the Rehabilitation Act is one who has a physical or mental impairment that substantially limits a major life activity. The Section 504 Act is a disability act, not an education act. Therefore, the purpose of a 504 plan is to eliminate barriers that prohibit access to educational components, not to modify educational programs. Consideration for 504 eligibility requires both a medical diagnosis and evidence of substantial limitations within the school environment. Plans are reviewed annually and may be modified to reflect the student's most current needs. Parents and students are invited to participate in the review process.

SPECIAL SERVICES

The Child Study Team at Metuchen High School consists of a Learning Disabilities Teacher Consultant (LDTC), School Psychologist, and School Social Worker. Additionally, a Speech Therapist, Occupational Therapist, and Physical Therapist provide services as needed. Special Education Teachers, Para-professionals and a Transition Coordinator provide instruction and support the implementation of special education programs. Parents who are interested in more information should contact Special Services at 732-321-8749.

WELLSPRING

Mental health and supportive counseling are offered to the general education population of Metuchen High School through the provisioning of one full-time clinician from Wellspring Center for Prevention, School Based Clinical Services Division. This program has been in existence since 2021 and provides support through individual and group counseling experiences. The Wellspring clinician works closely with school administration and staff, as well as the School's Counseling Department, to provide additional healthy youth development programming, information and opportunities.

SECTION XI: HOTLINES & SOCIAL SERVICES CONNECTIONS

GET HELP

Students requiring assistance can find help in a myriad of sources, also listed online.

Get Help by Reaching out to Staff Members

- Administrators
- Trusted Teachers
- School Counselors
- CST Case Managers
- Student Assistance Counselor
- Wellspring Counselor
- Effective School Solutions Clinician
- Nurse

Get Help through Helplines

- Suicide Prevention Lifeline: Call 988
- NJ Suicide Prevention Hopeline 1-855 654-6735
- American Foundation for Suicide Prevention Text TALK to 741741
- www.crisistextline.org Self Abuse Finally Ends Text HOME to 741741
- 2ndFloor for young adults to talk 24/7 1-888 222-2228
- NEDA – eating disorders 1-800-931-2237

Seek Resources through our [Myndful App](#)!

Get Help through School Services (see a counselor or administrator)

- Intervention & Referral Services (I&RS): serves students with academic, social emotional and /or behavioral concerns
- 504 Accommodations: serves students with physical or mental impairments which substantially limits learning
- Harassment, Intimidation and Bullying (HIB): includes written, verbal, or physical act including electronic communication
- Affirmative Action: designed to eliminate unlawful discrimination

Report It! Anonymously report safety concerns, threats of violence, illegal activity, or other code of conduct violations or concerns.

- Text REPORTIT to 68975 to get the app and then use the code MHS
- Text MHS to 63975
- Go onto the school website to view other avenues for using [Report It](#).

Seek Academic Support through your teachers or school counselors.

We're here to help – if you need help, know where to get help!

HOTLINES & SOCIAL AGENCIES RESOURCE LIST

National Suicide Prevention Hotline	Dial 988
Addictions Hotline of New Jersey	800-238-2333
Al-Anon/Alateen Referral & Information	888-425-2666
Alcoholics Anonymous	800-245-1377
Child Protection and Permanency (CP&P)	800-392-2734
Council on Compulsive Gambling of NJ	609-588-5515
Dept. of Human Services – Div. of Family Development	800-572-7233
Domestic Violence Hotline	800-799-7233
Drug Abuse Hotline (24 hours a day)	800-238-2333
Eating Disorders Program (24 hours a day)	866-550-7845
Gay, Lesbian, Bisexual and Transgender National Youth Hotline	800-246-7743
Narcotics Anonymous	732-933-0462
National Runaway Hotline	800-786-2929
NJ Addiction Access Center	844-276-2777
Pregnancy Aid and Information Center	908-526-8121
State-Wide Youth Shelter Hotline	800-287-3607
2nd Floor Youth Helpline (24 hours)	888-222-2228

SECTION XII: PARENT ORGANIZATIONS

METUCHEN BULLDOG BOOSTER CLUB

The Metuchen Bulldog Booster Club is a parent support organization for Metuchen High School athletics. The Booster Club works closely with the administration to support the MHS athletic program and fund raises to provide items not covered by the Board of Education budget. Fundraising activities typically include apparel sales and snack stand sales during the Fall and Winter sports seasons. The club also hosts an annual senior sports awards program and provides scholarships to graduating senior athletes. All families who have a student participating in MHS athletics are encouraged to join. Information is available on the MHS website.

METUCHEN HIGH SCHOOL PARENT TEACHER ORGANIZATION

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.

Participation in the PTO 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 \$20.00 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. PTO Events include the Harlem Wizards Fundraiser and Teacher Appreciation Week.

MMEDO: METUCHEN MUSIC ENRICHMENT & DEVELOPMENT ORGANIZATION

The Metuchen Music Enrichment & Development Organization is a 501c3 non-profit organization with the mission to provide funding, enrichment opportunities and volunteer support as needed to ensure that every student that chooses to study, learn, or perform music will have the opportunity to do so through the music programs in Metuchen Public Schools. MMEDO membership is open to all parents who have children involved in Marching Band, Color Guard, Choral Groups, and Orchestra. Meetings are held on the first Wednesday of each month at 7 P.M. in the MHS library. Information is available on the MHS website.