MHS START OF SCHOOL YEAR PROCEDURES (FAQs)

Welcome back! The first day of school is Wednesday, August 28, 2024. The school day runs from 8am-2:20pm. Students will report directly to their Advisories on the first day of school. Advisory assignments can be found on the schedule you received in this mailing and will be posted throughout the building on the first day of school. To help you and your student navigate the start of the 2024-25 school year, please review the information below.

Arrival Time
For students not on the bus, doors will open at 7:40am. The buses will begin unloading around 7:43 am.

Lockers
Lockers will be made available by request. Students will have the opportunity to request a locker during their opening day Advisory period.

School Lunch/Breakfast
School lunch and breakfast are **FREE** to all students. Even though meals are free for all, it's important for families to still complete the Household Application for Free and Reduced Price Meals for the 2024-2025 school year. The application is used to determine qualification for free transportation, as well as waivers, such as athletic fees. An FAQ and application has been included in this packet to provide an overview and where to locate this information on our website.

Mandatory Contact Information
Improper contact information not only makes it difficult to reach you in an emergency, but also prevents you from receiving important information from Millis High School such as testing & registration deadlines, class events, etc. Look for the link coming from the High School Attendance email in early September. Each individual student has a unique link. A form must be completed for **each** student you have enrolled in the district.

Report Cards / Progress Reports - All Online!
When report cards/progress reports become available each term, they will be accessed through PowerSchool. When report cards/progress reports are released, you will be emailed a link with instructions on how to access them. It is important that we have the most up-to-date contact information for you (see above). If not, there is a possibility the email could be sent to an old email address. Report cards are available in the parent portal on PowerSchool. You will sign in via https://millisschools.powerschool.com/public/. From there you will navigate to "student reports" located on the left sidebar. You will then be able to view and print all published reports - just click the report name to open. You can always contact the main office if you still need a paper copy of your student's report card/progress report.

Rotating Schedule
Enclosed in this mailing you will find a copy of the rotating schedule for Millis High School. We utilize a 10-day cycle (A-J days), in which one period drops from the schedule each day (students are scheduled for seven class periods, with six classes meeting each day). We will continue with an Advisory Period on I Days, and Flex Block on B Days. The Flex Block provides all students with the opportunity to develop skills in prioritizing and goal setting, to practice self-advocacy strategies, to explore new learning opportunities, to be supported in their social-emotional growth, and to take responsibility for their academic experience at Millis High School. It is not an additional class, but rather, time set aside for students to focus on the classes they have and for teachers to be available to support that effort. Advisory mentors assist the students in scheduling their Flex Block time.

Staffing Changes
We had a couple of weddings to celebrate over the past year, and we'll have to get used to calling two of our staff members by their new last names. School Counselor, **Nicole Moore,** will now be **Nicole Knabel,** while **Ally Fillebrown** will now be **Ally Marcone**. Congratulations to both! Speaking of **Ally Marcone**, she will be moving over from the English department to join our Special Education team. **Mrs. Marcone** will now be the lead special educator in our Social Emotional Learning Foundation 2 program (SELF 2). **Olivia Zitoli** is moving over from her role as Bridge Program Coordinator/Adjustment Counselor to become the full-time adjustment counselor for the entire high school (a position formerly held by **Erin Sullivan,** who left MHS at the end of last year to pursue other opportunities..

Attendance Policies
You can find a detailed explanation of our attendance policies in the student handbook located in each student's online homeroom and on our website. Following is an overview of what to do if your student will be late, absent or needs to be dismissed.

Tardies
If your student is going to be late to school, a parent/guardian must contact the office, by or before 8AM. The office can be reached via the attendance line at 508-906-3713, by emailing hsattendance@millisschools.org or by sending your student in with a note. If we don't hear from a parent/guardian, the tardy will be unexcused. Upon arrival at school, the student should go directly to the office to sign in.

Early Dismissal
If your student needs to be dismissed, a parent/guardian must send their student in with a note or email the office at hsattendance@millisschools.org, with the dismissal time and reason. **Phone calls for dismissals are not permitted.** Students are expected to check in with the office to confirm their dismissal and receive a pass. Unless it's an emergency, please notify the office by 8:00 AM if your student needs to be dismissed. Last minute dismissals are highly discouraged unless it's a true emergency. It's disruptive to class time and the office is not always available to accommodate a quick turnaround. If we do not receive a note, a parent or guardian must come into the office to sign their student out at the time of dismissal. Please also be mindful of how a dismissal may impact your student's eligibility to participate in extracurricular activities.

- **Activities Eligibility Dismissal**: If your student is involved in extracurricular activities and needs to be dismissed during the school day, they will need to provide a note from the place of their appointment (not a parental note) so they remain eligible to play or practice. Please refer to the handbook for a list of eligible dismissals.
- **Medical Dismissal:** Any student requesting to leave for a medical reason must go through the nurse's office.
- **Emergency Dismissal**: In the event of a true emergency, a parent/guardian should call the office. Every attempt will be made to expedite the dismissal. Please note, driving hours scheduled during the school day are not considered an emergency nor excusable under any circumstance. Every effort should be made to complete these hours outside of school hours.

Absences
If your student needs to be absent from school, a parent/guardian must contact the office, by or before 8AM via the attendance line at 508-906-3713 or by emailing hsattendance@millisschools.org. If we don't hear from a parent/guardian, the absence is unexcused and the student will be marked as truant. Attendance at school is incredibly important, and every effort possible should be made to maintain regular attendance at the high school.

Drop off items
Unless essential, drop off items are discouraged during the school day. If something must be dropped off, a table will be set up outside the main office window with a clipboard for you to fill in what you are dropping off and for whom. To minimize disruptions to class time, students may come for items between classes. We do not call students out of class for forgotten items. Please note that all visitors must adhere to all school safety and security policies.

Chromebooks & Loaners
If your student's device stops working or requires maintenance, please have them email our Tech dept at helpdesk@millisschools.org to advise they have an issue. Students can also bring their device to the Library and speak to a student at the SHOP desk. The SHOP desk is our student technology team that now handles the loaner devices. If there are no students present at the SHOP desk, please see Mr. Carter/Mrs. Boissy at the circulation desk. Only students with a device in need of repair will be provided with a loaner. Please encourage your student to come to school with a fully charged device each day. We have also created a Chromebook Care and Use Guide for everything Chromebook related. This guide will be posted in their Homeroom/Advisory in Google Classroom.

Working Papers
Students that require a Work Permit can do so by contacting the office. The required application and documentation is listed on the High School website under the Students Tab. Please be sure you have the entire packet completed when applying. Permits are issued in person during regular school hours, 8:00 AM to 2:20 PM, only. Online permits are available by special request and only when school is in session. Please call for hours outside of the school calendar.

Website, Social Media & Listserv Notifications
Want to know what's happening at Millis High School? Be sure the office has your current email address so you receive notification of all the current happenings at MHS. And don't forget to follow us on Facebook (Millis High School) and Instagram (@millishigh), or check out our website (hs.millisps.org) for everything Millis High School.

High School Office Contact Information
Main Office: 508-376-7010 ~ Attendance Line: 508-906-3713 ~ Fax: 508-376-7020
Patrick Nash, Principal ~ pnash@millisschools.org
Teri Bedard, Administrative Specialist ~ tbedard@millisschools.org
Susan Bavey, Administrative Assistant ~ sbavey@millisschoools.org

School Counseling Office Contact Information
School Counseling Office: 508-376-7010, ext. 626
Erika Harkey, Administrative Assistant ~ eharkey@millisschools.org

School Counselors:

Riley Dunn (rdunn@millisschools.org)
Grade 9 (2028): Abraham - Johnson
Grade 10 (2027): Alan - Kazis
Grade 11 (2026): Arian - Lauria
Grade 12 (2025): Adams - Johnston

Nicole Knabel (nmoore@millisschools.org)
Grade 9 (2028): Kirkland - Wosny
Grade 10 (2027): Kraby - Zammarchi
Grade 11 (2026): Lebak - Young
Grade 12 (2025): Kiggen - Zangari