September 2020

Dear MHS Families:

Greetings! We hope you had a wonderful and relaxing summer! Our faculty, staff, and administration would like to welcome back (remotely to start our 2020-2021 school year) all of our returning students and extend a very warm welcome to our new ninth grade Blazers, The Millbrook High School Class of 2024.

In an effort to be green, MCSD has, for the last several years, consolidated our summer mailing. Please read the attached 2-sided letter that includes a listing of the required signature of the acknowledgement form and return it by scanning (email to Jeanene.Kascsak@millbrookcsd.org) or mail the form to the main office. If there are any changes to your emergency contacts, please scan or email it to Katherine.mattes@millbrookcsd.org. Student schedules are available on Parent Portal. If you do not have an account, you can request a copy from the main office.

Regular attendance and punctuality are essential in order for your child to get the education he or she deserves, regardless of remote or in-person learning! Students who have an average of two absences a month are considered to be academically at risk students. Regular school attendance is vital to all students' success and should be uniformly encouraged by parents and school staff regularly. Please emphasize this with your child before school starts so that positive behavior becomes a habit. We will continue to monitor attendance closely and provide interventions aimed at our students maximizing their potential.

As we begin the 2020-2021 school year, it is important that parents and students are aware of the policies and procedures that will be in effect when school starts. We will continue to issue four report cards covering ten-week marking periods and four interim progress reports covering the five-week interval time periods. Our grading scale is based on a 0-100 numerical grade that is converted to a letter grade.

We will begin the school year with remote instruction for September through the end of October. During remote instruction, the school day will begin at 9am and conclude at 3:05pm. Within the remote school day, there will be an even balance of whole group live instruction, small group live instruction, and independent student work. We do this so that our students are not required to be “on a screen” for large portions of the day. Our day begins with a HomeBase / Check & Connect time to allow students to have social interactions with one another, social emotional learning, and preparation for their day.
During our remote learning during September and October, our students will follow their 9-period schedule. The schedule is as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB/Check &amp; Connect</td>
<td>9:00 - 9:10</td>
</tr>
<tr>
<td>1st period</td>
<td>9:10 - 9:45</td>
</tr>
<tr>
<td>2nd period</td>
<td>9:50 - 10:25</td>
</tr>
<tr>
<td>3rd period</td>
<td>10:30 - 11:05</td>
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<tr>
<td>4th period</td>
<td>11:10 - 11:45</td>
</tr>
<tr>
<td>5th period</td>
<td>11:50 - 12:25</td>
</tr>
<tr>
<td>6th period</td>
<td>12:30 - 1:05</td>
</tr>
<tr>
<td>7th period</td>
<td>1:10 - 1:45</td>
</tr>
<tr>
<td>8th period</td>
<td>1:50 - 2:25</td>
</tr>
<tr>
<td>9th period</td>
<td>2:30 - 3:05</td>
</tr>
</tbody>
</table>

Each student is required to join every Google Meet Hangout, every period. In the event a student does not log in for any given class, he/she will be marked absent. If your child is ill, please call the main office to report their absence to Mrs. Mattes at 677-2510, extension 2322.

In the coming days and weeks, it will be necessary for the exchange of Chromebooks for our 9th grade students and the need to pick up instructional materials/supplies. Our 9th grade families are asked to come to Millbrook High School on Wednesday, September 9th, between 1-3pm to exchange their old Chromebook with a new one and to pick up their necessary materials and supplies. If you are unable to attend, please call the main office and we will arrange for another day and time. More information to follow for our 10th through 12th grade students to pick up their learning materials and supplies.

We look forward to a great school year!

Please contact me directly if you have any questions or concerns.

Respectfully,

Eric T. Seipp
Principal