

Millennium High School

Student & Family Handbook

2022-2023



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New York, NY 10004

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www.millenniumhs.org

2022-2023 NYC DOE Calendar

September 8	First day of school
September 26 - 27	Rosh Hashanah, schools closed
September 29	Curriculum Night
October 5	Yom Kippur, schools closed
October 10	Italian Heritage / Indigenous Peoples' Day, schools closed
November 8	Election Day (No Classes)
November 11	Veterans Day, schools closed
November 17 - 18	Parent-Teacher Conferences
November 24 - 25	Thanksgiving Recess, schools closed
December 26	Christmas Day (observed), schools closed
December 27 - 30	Winter Recess, schools closed
January 2	New Year's Day (observed), schools closed
January 16	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 24 - 27	Regents Week
January 30	Professional Development Day (No Classes)
February 20 - 24	Midwinter Recess, schools closed
March 23 - 24	Parent-Teacher Conferences
April 6 - 14	Spring Recess, schools closed
April 21	Eid al-Fitr, schools closed
May 18	Parent-Teacher Conferences
May 29	Memorial Day, schools closed
June 8	Anniversary Day/Chancellor's Conference Day (No Classes)
June 14 - 23	Regents Week
June 19	Juneteenth, schools closed
June 27	Last day of school for students

Table of Contents

A Brief History of Millennium High School	4
Millennium High School Faculty and Staff	5
Who, What & Where of MHS	6
Millennium High School Traditions & Events	7
Millennium High School Honor Code	8
Rules of the Road	9
Student Leadership	10
Student Senate	
School Leadership Team (SLT)	
Senior Officers	
Yearbook	
The A-to-Z of MHS	11
Acknowledgements	24

A Brief History of Millennium High School

Millennium High School (MHS) opened its doors in 2002 supported by grants from New Visions for Public Schools, the Bill and Melinda Gates Foundation, the Carnegie Corporation, and the Open Society Institute. Community Board 1 raised \$14 million to help build the school.

MHS is located on the 11th, 12th, and 13th floors of 75 Broad Street, built in 1929 and the site of the original headquarters of International Telephone and Telegraph (ITT). A complete renovation of this 33-story building included the creation of a separate entrance and dedicated elevators for Millennium.

Millennium's mission is to create and maintain an environment that supports learning for all. Exploration and inquiry are important. Every member of the school community is encouraged to strive for excellence.

Millennium's vision statement is "We aspire to be an inclusive community that supports the development of compassionate and empowered learners."

MHS is a New Visions affinity group school, one of many that receive leadership, operational and advocacy support from New Visions for Public Schools.

The MHS faculty is young, energetic, and highly qualified, holding undergraduate and graduate degrees from top institutions from across the country.

Our graduating classes at MHS all have a 97% or greater college acceptance rate.

Millennium High School Faculty and Staff

Staff email addresses can be found at www.millenniumhs.org.

<p>Administration Colin McEvoy Robert Rhodes David Becker</p>	<p>Art Department Lisa DiFilippo Jennifer Kallus Pam Lee</p>	<p>Computer Science/Technology Coordinator Joyce Kong</p>
<p>Custodial Staff Rich Van Wattering Leroy Alarcon Kenny Alcaron Erwin Urdanigo</p>	<p>English Department Noah Garfinkel Amy Kushner Jeff Mihok Ansley Moon Carmen Reyes Maria Stasavage</p>	<p>Foreign Language Department Ammy Chau Erin Plati Katerina Toulatos Eliza Upton-Green</p>
<p>Guidance and College Counselors Anita Battagliola Christine Byrd-Tucker Ryan Casaseca Jillian Feinstein HanNa Kim Sophia Pak Karina Ramirez</p>	<p>History Department Sarah Kappler Szasha Ozard Sarah Raykhtsaum Nicholas Stone Margaret Weber Leigh Wilson</p>	<p>Main Office Angela Benfield Kathy Lee Donnette Peters</p>
<p>Math Department Faye Chiu Brooke Coletti Mary Dang Brandon Gee Brandon Kline Janice Kwan Shawna Wan Reid</p>	<p>Physical Education Department Mike Bova Jessica Finkelstein John Tan</p>	<p>School Nurse Svitlana Kaplych</p>
<p>School Safety Edward Lopez-Vasquez</p>	<p>Science Department Matthew Craddock Jim Handel Kira Konnova Chris O'Neill Olivia Peterkin Rachel Taylor</p>	<p>Special Education Liam Barry Christine Conduurso Lauren Lipsett Keri Lysohir Maia Matsushita Tracey Russek Katie Salhany Jessica Walton</p>

Who, What & Where of MHS

MHS staff by function and their room number:

Who	What	Where (Room)
Colin McEvoy	Principal	1319
Robert Rhodes	Assistant Principal	1321
David Becker	Assistant Principal	1109
Kathy Lee	Parent Coordinator	1322
Angela Benfield	Secretary	1375
Donnette Peters	School Aide	1375
Ryan Casaseca	College Counselor	1120
Jillian Feinstein	College Counselor	1120
Anita Battagliola	Art Therapy	1204
Sophia Pak	Guidance Counselor	1216
Karina Ramirez	Guidance Counselor	1218
HanNa Kim	Guidance Counselor	1220
Christine Byrd-Tucker	Social Worker	1108
Jessica Walton	Social Worker	1108
Svitlana Kaplych	Inclusion Program	1316
Joyce Kong	Tech Coordinator	1108
11 th Floor	Teacher/Staff Room	1106
13 th Floor	Teacher/Staff Room	1312
Physical Education Staff	Fitness Center	1217
Kitchen Staff	Cafeteria	1231
Rich VanWettering	Custodian	1134

Millennium High School Traditions & Events

We have many traditions that are essential in defining our community. Here's a list of some of the events that take place throughout the school year.

Fall Traditions & Events

Curriculum Night	Parents go to class!
Spirit Week	Five days of thematic fun organized by students
Can, Toy & Clothing Drive	Student-sponsored events
Alumni Day*	Returning alumnus share their experiences

Spring Traditions & Events

Foreign Exchange Trip*	MHS goes international
College Fair For Juniors	Held in collaboration with other select NYC schools
Spring Auction/Mixers	Fundraisers by the school Parent Association
Senior Events*	Senior Trip, Senior Day, Senior Prom
Spring Showcase*	Student art show
Awards Nights	Recognition for academics and community contributions
Graduation	The final event for seniors!

***Note:** due to ongoing COVID-19 conditions, in-person and travel events will be subject to change per school administration review and approval by the Department of Education.

Millennium High School Honor Code

The Millennium High School Honor Code was established in 2007. All students will be asked to read it, sign it, and live it. It says:

We, the students, teachers, staff, mentors and parents who make up the Millennium High School community, promise to uphold this Honor Code as a symbol of our mutual respect and integrity. As individuals, we value the following principles and will work to ensure they are upheld both for ourselves and our community.

WE RESPECT DIFFERENT IDEAS AND OPINIONS. *Mutual respect is a basic value at MHS. Behavior that intimidates, insults, humiliates, harasses, or degrades another individual because of their opinions is unacceptable.*

WE RESPECT EVERYONE'S RIGHT TO SAFETY. *We will work to maintain a peaceful and violence-free environment. We will try to resolve conflicts that could become violent before they start. If a fight does break out, we will either leave the scene OR find an adult or appropriate authority figure to stop the fight.*

WE RESPECT EVERYONE'S PERSONAL PROPERTY. *All MHS community members are obligated to respect any and all items belonging to themselves or others. Lost or stolen items should be reported to an appropriate staff member immediately.*

WE RESPECT OUR SURROUNDINGS. *All current, and future, community members share the property at MHS. It is essential to leave the property at its best for everyone to use. This includes, but is not limited to, vandalism, littering, placement of items, and sanitation.*

WE RESPECT ACADEMIC INTEGRITY. *We pledge that all work submitted as part of an academic requirement is the original product of the student submitting it unless credit is given with proper citation. Any form of cheating or plagiarism is unacceptable.*

Rules of the Road

The rules at MHS are easy to follow. We've highlighted a few basic ones here:

No racism. We consider racism a serious threat and our school is committed to ensuring that all individuals are safe. Millennium High School rejects all forms of racist behavior and is committed to its elimination in the entire community. Racist behavior includes but is not limited to the inappropriate and derogatory use of racial slurs, microaggressions, and racist "humor."

*

No cutting. That means come to school on time and get to class on time. Make sure to come prepared and ready to work.

*

No harassment or bullying. Show respect for all and treat others as you hope they would treat you. Act appropriately and responsibly not only inside the school, but outside as well. Be a good ambassador for our school and its mission.

*

No fighting. There is no fighting in or around school grounds under any circumstances. Try to resolve conflicts peacefully.

*

You may bring your lunch with you in the morning, but it must stay in your backpack or locker until lunch time. Food is not permitted in the classroom and must be consumed in the lunchroom only. No outside drinks are permitted unless in resealable plastic or metal bottles (i.e. personal water bottles). Also, absolutely **NO GUM CHEWING** in school.

*

All cell phones and other electronic devices (including headphones and AirPods) should be turned off and put away upon entering the building. **MHS is not responsible for lost items**, so please do not bring valuables to school. If you bring a cell phone, you may use it during your lunch period in the cafeteria or in the 12thth floor lounge, but if you are caught using it at other times / places, it may be confiscated.

*

Weapons, drugs, controlled substances or alcohol are not permitted in or around the school grounds. We have a zero-tolerance policy for drug or alcohol use. If an item has no educational purpose and could be used to harm another, do not bring it to school! This includes items that fall into the "prank" category.

*

Do not plagiarize. We take plagiarism very seriously at Millennium. It is a form of theft because you are stealing another's ideas, words, or work. Remember it is always better to make your own mistakes and talk with a teacher than to copy another person's work.

*

Inappropriate Public Displays of Affection (PDAs) are not permitted in or around school grounds. Not sure what that means? Check PDAs in the *A-to-Z of MHS* portion of this handbook.

*

Respect your community. Do not use profanity, be patient during elevator dismissal, and follow procedures at the printing stations. If you see something, say something. Share information with school staff if you think the safety of the Millennium community could be affected.

Student Leadership

All members of the MHS community have a voice in how the school is run and a hand in creating the school culture. Here are our student leadership organizations, what they do, who advises them, and how you can join.

Student Senate anticipated to resume for the 2022-2023 school year, is responsible for student representation in school governance. Senate is an evolving organization that has members chosen from all grades. Students serve on committees to address specific needs of the community. Members also serve as student representatives on school committees including the School Leadership Team. New initiatives are being developed on an ongoing basis.

The School Leadership Team includes several student representatives. They meet once a month with parents and staff members to discuss school-wide issues, formulate policy and update the school's Comprehensive Educational Plan (CEP).

Senior Officers are communication conduits, liaisons with committee representatives, and coordinators of class activities such as fundraisers and special events. They oversee graduation and help plan the order of events for what may be the biggest day in many seniors' lives (for now, at any rate). They also help to plan the Prom and Senior Activities. Senior Officers are responsible for keeping their respective Advisories informed.

Yearbook is a committee that meets after school to plan, design, construct, and publish Millennium High School's *Yearbook*. Seniors work in collaborative teams on various task-oriented projects. In the spring, Yearbook students assist in promoting senior events by creating display cases and organizing senior activities.

The A-to-Z of MHS

Absences Students are required to be at school every day that school is in session. If you are sick or must miss school, your parent or guardian is required to report your absence to the school at **212-825-9008 ext. 7** or email attendance@millenniumhs.org **before 9:30 AM**. Attendance is taken first period and sent to the main office. If you are marked absent and the school has not been called, the school will make every effort to notify your parent or guardian to confirm the absence. To ensure your absence is excused, upon returning to school, please bring a note from home signed by your parents. Students should show this note to all of their teachers (including their Advisors) and have them sign it. Then please submit the note to the main office for us to keep on file. Medical notes from a doctor's office are required after three days of consecutive absences, or if you arrive late to school from a medical appointment or leave early for a medical appointment.

Advisory Your Advisory at Millennium High School is your "home away from home." Every student enrolled is assigned to an Advisory class headed by a faculty member who will guide (*and sometimes pull and push*) advises throughout their Millennium career. There are approximately 20 students in each Advisory, which meets three times each week (Tuesday - Thursday). Your Advisor serves as your advocate and an intermediary between you, your teachers, and your family. Your classmates in your Advisory are there to support you too. Many of the activities that take place in Advisory occur in every Advisory across your grade, though each Advisory is welcome to develop individual traditions.

After School MHS is open until 5:00 PM every school night. We are lucky at Millennium to have an extensive After School Program. After School at MHS is actually a number of different programs that offer academic support, extracurricular activities (e.g., the school newspaper), sports, affinity groups, music, and fun! The 13thth Floor Lounge, Cafeteria, 12th Floor Lounge, and 11th Floor Lounge are open for study, quiet discussion and meetings after school. You can find a listing of After School Clubs and meeting times posted under the Student tab on our website.

Announcements Keep up-to-date on everything that's going on at MHS. They are read in Advisory and sent via Jupiter Ed. If you are absent, ask your Advisor or peers if there were any important announcements on the day you were out. If you would like to put an item in the Weekly Announcements, see or email the parent coordinator, Kathy Lee. When you are in 11thth & 12th^h grade, you will also need to read the College Newsletters (which are sent to your email) every week by the college office.

Anti-Racism Policy We consider racism a serious threat to individual and collective safety. Millennium High School rejects all forms of racist behavior and is committed to its elimination in the entire school community. Racist behavior includes, but is not limited to, the inappropriate and derogatory use of racial slurs, microaggressions, and racist "humor." Regardless of form - spoken, written, or visual - or intent, racist behavior is unacceptable. There are serious consequences in place to be taken if such behavior is reported. To ensure students are held accountable for both their words and actions, all students will read the anti-racism policy on the first day of school and engage in mandatory guided discussions in advisory afterward. Students will then be required to sign, and have their parents sign, an anti-racist contract to be handed in by the end of

the first week of school. Additionally, teachers include in their syllabi that racism in any of its forms will not be tolerated in their individual classrooms.

A **microaggression** is a statement, action, or incident regarded as an instance of indirect, or subtle, discrimination against members of a marginalized group such as a racial or ethnic minority. These are typically rooted in stereotypes or false assumptions made about a person's race and therefore are considered derogatory, negative, and insulting. *Examples include:* (1) "You're so well-spoken"; (2) "All lives matter" and/or insensitivity to color; (3) "You're pretty for a black girl"; (4) "Is that your real hair?" and similar unsolicited and/or inappropriate comments and/or questions about physical appearance and/or unwanted physical contact; (5) failing to learn the pronunciation of student's names - or deliberate mispronunciations - after multiple corrections; and (6) inappropriate humor regarding race and ethnicity.

Anti-racist behavior begins with (A) identifying, challenging, and reporting racist behavior; (B) practicing respect and tolerance; and (C) being mindful of your behavior and your words, including your intent and the impact.

MHS Anti-Racism Strike System Students who do not abide by the anti-racism policy will be addressed based on the following system:

First strike for the initial racist behavior:

- A meeting between the student and administration to review the incident of racism.
- A meeting with their guidance counselor where they will have a discussion reviewing the incident on a deeper level; the discussion will include the student's motives behind their offense, why the student thought it would be appropriate, why the offense was NOT appropriate, the harm they caused their fellow student, and the importance of preventing similar incidents from recurring.
- Notification of the student's parents/guardians regarding the racist behavior.
- An optional facilitated meeting with a guidance counselor and the reporter of the offense or a member of the BLSU, depending on the choice of the student who reported the offense. That student will also have a separate follow-up meeting with guidance independently.

Additional strikes for students who choose to continue their offensive behavior despite the first strike:

Second strike:

- All steps as defined above.
- Detention.
- A written reflection on the causes of their behavior, the importance of being actively anti-racist in the school community, and their plans to be anti-racist moving forward. The student will again review the resources given and discussed in the first week of school in advisory.

Third strike:

- All steps as defined for first and second strikes.
- Principal's suspension.
- The student will sit out of their classes for two days, during which they will complete their schoolwork and reflect on their actions away from their peers.
- A meeting with the principal and their parents to discuss the incident and why it is important to not let it occur again.

Fourth strike:

- All steps as defined for first, second, and third strikes.
- A principal request for a Superintendent's suspension. This suspension is marked on the student's permanent academic transcript.
- Notification to the student's colleges of the repeated offenses.

Arrival School begins from 8:30 a.m. to 3:00 p.m. on Tuesday-Thursdays and 8:30 to 2:35 p.m. on Mondays and Fridays. Students must be in their first period classes and *ready to work* by 8:30 a.m. Students who arrive after 8:30 will be marked late on the attendance system. Breakfast is served, free of charge, each morning at 8:00 a.m. Students are not admitted in the building before 7:50 a.m. unless they have a zero-period class. UH students may need to arrive at 7:40 a.m. one or more times a week for a zero period AP or PE course. The closer to 8:30 you arrive, the more likely there will be a line at the elevators, which will cause you to be late. Arrive at MHS by 8:15 to be safe.

Art Therapy Art Therapy takes place in Room 1204 and is available to all students. It's fun, so check it out. Go to the Guidance Office on the 12th floor for more information.

Assemblies (a.k.a. Town Halls) Teachers, staff, and student groups may organize Town Halls. You are expected to report to the Town Hall with your Advisory or current class. Backpacks and jackets go under your seat (not on the seat next to you). Remember, no hats, gum, candy, food or drinks are allowed during assemblies.

Breakfast We recommend that students eat their breakfast before coming into the school building, or they can have a nutritious breakfast served at 8:00 a.m. in the school cafeteria.

Cafeteria (see also Lunch) Students can choose to stay in and eat lunch in the school cafeteria on the 12th Floor. Hot lunches are prepared daily and are free. There are also vending machines for juice, water, and snacks.

Cell Phones In accordance with Chancellor's Regulation A-413 and in consultation with our School Leadership Team, Millennium has established a cell phone policy: cell phones and all other electronic devices (including headphones and AirPods) will be turned off and put away during instructional time. During the school day, cell phones may be used during non-instructional time in the 12th floor cafeteria (lunch or free period) or 12th floor lounge (lunch). If used during class, your teacher can take away your cell phone. If a cell phone is taken away a second time, it will be given to administration and a parent or guardian must come in person to pick it up.

College Courses: Millennium High School has *College Now* partnerships with BMCC and Baruch. Students may apply to courses in these programs beginning with the summer term after their 10th grade year. Students may request high school credit for these courses using the Transfer Credit Request Form. College Now opportunities will be shared in announcements.

College Process College recruiters visit MHS in the fall and the spring. A schedule of these visits can be found in Naviance and the weekly College Newsletters emailed to parents and students. Juniors and their families will meet in the spring with Millennium's own college counselors. SAT review courses take place after school through Revolution Prep (subject to change). Families are of course encouraged to use any test prep resource that they wish. A listing of test-prep resources appears in the College

Newsletters. Please contact Parent Coordinator Kathy Lee if you are not receiving the College Newsletter every week. Your Advisory serves to support you in the college admissions process in the 11th and 12th grades. There are workshops open to parents and students on all the various aspects of applying to college, including financial aid. Advisory also addresses transition issues that students may encounter in their first year of college. The College Office is in Room 1120.

Communication We value and recognize the importance of clear and open parent-teacher communication. Families can stay up to date on school notices by checking the website at www.millenniumhs.org or by joining our parent email list by sending a request to our parent coordinator. Each teacher can be reached through the Faculty & Staff list on our website, but *we urge families to first contact advisors* and then the guidance counselors regarding any concerns they may have.

Computers Laptops are available for student use for classroom activities. Teachers sign out laptop carts in advance. Students who wish to bring their own devices (laptops, tablets) may do so but are responsible for their safekeeping, and are not eligible to access the school WiFi.

Curriculum Night One evening in the early fall, parents are invited to virtually visit the school to meet their child's teachers and learn about the curriculum for the year.

Discipline Millennium HS enforces all rules and policies set forth in the NYC Department of Education Citywide Standards of Discipline and Intervention Measures.

DOE Student Accounts are created for every single New York City public school student. The account gives students access to *TeachHub*, which is how students can access report cards (available in the Student Documents icon), and multiple educational applications such as: G Suite, Microsoft O365, and Zoom (using secure central accounts). The accounts however, cannot be used for emailing.

Dress Code

Our goals in establishing dress expectations are:

- To balance self-expression with working comfortably and appropriately in school;
- To communicate school and DOE guidelines around unacceptable attire

All students must wear the equivalent of a top garment, a bottom garment, and shoes. Students' clothing should provide full coverage of private body parts.

Your Top and Bottom Garments:

- should cover the majority of any undergarment (or where an undergarment would cover);
- should not be an undergarment (e.g. underwear, lingerie) itself; and
- should provide full coverage of private body parts.

Your shoes:

- should be on at all times.

Acceptable clothing items include:

- sweatshirts
- fitted pants, leggings or yoga pants
- jeans
- tank tops

- athletic attire
- clothing with logos

Unacceptable clothing items include:

- Hats, hoods, or head coverings (except for religious reasons)
- Headphones / earphones (you CAN use these during study halls and free periods, otherwise please keep them packed away)
- Clothing with language, images, or references which discriminate on the basis of race, color, creed, religion, religious practices, ethnicity, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability, or weight (DOE policy)
- Clothing with language, images, or references which refer to drugs, alcohol, and other illegal items or activities (DOE policy)
- Clothing with language about, images of, or references to profanity, obscenity, nudity, or sexual acts (DOE policy)
- Clothing with language about, images of, or references to threats of violence, injury or harm, or gang affiliation (DOE policy)
- Bathing suits

For science classes, if asked beforehand, students are expected to wear clothing appropriate to the safety of the science lab.

Also note that earbuds (including AirPods), headphones, electronic devices, and phones should be out of sight as per our policies for electronics and cell phones.

Elevator Etiquette Only in New York will you find “Elevator Rules” for high school students! For arrival in the morning, you can take the elevator from the lobby to any floor. For dismissal, students will exit by grade (9th and 10th grades together, 11th and 12th grades together) on a staggered schedule that will alternate by month. **A maximum of 10 people only are permitted in an elevator at one time.** This rule is to ensure the safe functioning of elevators and the safety of our students. During arrival and dismissal, a school staff member will monitor the elevators to ensure they are not overcrowded. During other times students are responsible for monitoring their own use of elevators. No student should enter an elevator where there are already 10 people.

Email Students are advised to have a professional account for school related purposes. This account will be used for communication with teachers, students and applications for college, scholarships or internships.

Exam Periods Twice a year MHS students take state exams. You are not required to be at school during exam periods except when you have an exam scheduled. Use your time off to study and warn your parents you may be sleeping late on some days.

Exhibition Seniors complete Exhibitions as part of their academic coursework. The Exhibition includes a project completed in a specific course and a related presentation to a panel of staff and students. The subject matter, emphasis, and logistics of projects may be slightly different each year. The exhibition will count as part of your course grade for the relevant quarter.

Fire Drills There will be unannounced fire drills throughout the school year. It is extremely important that you cooperate during fire drills and take them seriously. Because we are in a high-rise building, the procedure may be different from other schools you have attended. Twice a year there is an evacuation drill when you have to exit the building via the stairwells. Stay calm, be quiet, and listen to your teacher.

Food & Drinks Our custodians work very hard to keep the school clean. Food and drinks may only be consumed in the cafeteria. Water is permitted everywhere else.

Foreign Exchange program has sponsored trips abroad, offering opportunities for sightseeing, community service, and language learning. Pending COVID-19 pandemic conditions and NYC DOE policy, we hope to resume our school-specific trips. In previous years, students have gone to Costa Rica, Ecuador, Nicaragua, Chile, Dominican Republic, Peru, Italy, China, Spain, Ghana, Greece, and England.

Free Periods Depending on their individual schedules, juniors or seniors may find themselves with a free period. All students should go to the cafeteria if they are in school during their free period. When the cafeteria is closed for cleaning, students who have a free period should report to the 12th Floor Lounge. *Students are permitted to arrive later to school if they have a free 1st period [though they must be on time for 2nd period]. They are also permitted to leave early if they have a free last period. However, students are not permitted out of the building during free periods at other times (e.g. no extended lunch or exiting the building during 2nd period, for instance).*

Grades and Reporting Millennium grades are based on a numerical system that ranges from 45-100. Since courses are annualized, your final grade is the average of all marking periods. The passing grade is 65. If you don't make this mark as a final average for a course, you will be asked to make it up in summer school. In case you need letter grades translated, here they are (with the college 4.0 system equivalents):

A+	97-100	4.0
A	93-96	3.8-4.0
A-	90-92	3.5-3.7
B+	87-89	3.2-3.4
B	83-86	2.8-3.1
B-	80-82	2.5-2.7
C+	77-79	2.2-2.4
C	73-76	1.8-2.1
C-	70-72	1.5-1.7
D+	68-69	1.2-1.4
D	65-67	1.0-1.1
F	45-64	0.0

Report cards are issued in November, February, April, and June. Parent-Teacher Conferences are held three times a year, once in the fall and twice in the spring. Please accompany your parents to see your teachers. Your Advisor can help you sort through any issues with your grades and help you figure out a way to improve them through

better study habits or extra support. Advisors will keep copies of all of your report cards on file. Keep in mind that colleges look at your grades from all four years of high school.

Graduation Requirements In order to graduate with a Millennium High School diploma, you need four years of English, Social Studies, Mathematics and Science, and at least three years of Foreign Language. You may have full class schedules for all four years. In 9th and 10th grade you will take English, Global History, Math, Biology, Chemistry, Spanish or Mandarin as well as Physical Education, Health and Art courses. These courses will prepare you for Regents exams, the school's Exhibition process, and for the challenging interdisciplinary work of 11th and 12th grade. In 11th and 12th grades you will be invited to express preferences within each required subject, and electives in Art and other subjects. Qualified students may apply for Advanced Placement course subjects, and electives in Art and other subjects. Simultaneous high school and college credit are offered for college-level courses at local institutions. Colleges prefer that students take the most demanding courses possible. Here's a breakdown of the credits you will need to graduate with a Millennium endorsed diploma:

English	8	Mathematics	8	Science	8
History	8	Foreign Language	6	Electives	4
Phys Ed	4	Health	1	Art	2

You will also need to pass these NYS Regents exams: Math, Science, Global History, U.S. History, and English.

Gym Class Physical Education (PE) is taught in the fitness room on the 12th floor or in the Multi-Purpose Room (MPR) on the 1st floor. If you are absent, you must submit a parent's note to your PE teacher the day you return to school or else you will be marked unexcused. After any three absences in one quarter, you must submit a doctor's note for your absences to be excused for PE. More than four unexcused absences in one quarter will result in automatic failure. Keep in mind that you are required to complete four credits of PE to graduate. One semester of Health Ed is also required.

Gym Clothes Everyone is expected to bring appropriate clothes for gym class. This means *sneakers only, shorts or sweatpants and a Millennium PE t-shirt*. Whether you choose to leave these clothes in your locker or bring them back and forth is up to you. If you do leave them, it might be a good idea to take them home at the end of the week for laundering.

Hats of any kind are not allowed to be worn in school. If you wear a hat on your way to school, please take it off before you enter the building. Exceptions will only be made for religious reasons.

Homework You should plan on two to three hours of homework to be assigned most school nights. Many teachers post their assignments on Jupiter Ed. The formal Millennium policy is that late homework will not be accepted for credit. Teachers do have discretion to accept late homework for credit (full or reduced) on a case-by-case basis. MHS also has high standards for projects and papers assigned in advance. For each day an assignment of these types is not turned in there will be a 10 percent reduction of the possible final grade for the work. Projects and papers more than five (5) days overdue will not be accepted. However, you can submit a doctor's note if you were

too ill to complete the assignment on time. Remember, your grades in high school are the most important criteria for getting into college, so do your homework!

Honor Roll requires that your current year GPA must be 85 or higher, with no failing grades including Advisory and Physical Ed. The high honor roll is reserved for students whose current year GPA is 90 or higher and no failing grades. Certificates are distributed with the end-of-year Report Cards.

ID Cards Every student is issued an ID card and you will need to have it with you every day. You need your ID card to scan in when arriving in the morning, to scan in the cafeteria for breakfast and/or lunch, and if you go outside to lunch you also need it to scan. If you forget your ID card, you can have a temporary paper ID issued. If you lose your card, there is a \$5 replacement cost.

Inclusion at MHS includes a partnership with M226. MHS welcomes students with special needs into its general education classrooms. These high school students function at varying academic levels and follow a modified or parallel curriculum alongside their Millennium peers. The inclusion teacher works closely with Millennium teachers to develop individualized programs that meet the needs of each student. Inclusion students benefit from the enriched social and academic environment, while general education students learn new skills and form new friendships with the inclusion students.

Jobs & Internships There are many ways Millennium can help you get work experience through internships, or even paying jobs during the school year and over the summer. A good place to start is to look at the wall outside the Guidance Office on the 12th Floor, where listings are posted.

Jupiter Ed Every student will have to set up a Jupiter Ed account once they start classes at MHS. Your Advisor will help you with that in advisory. On Jupiter Ed, you will find all class assignments and homework posted by your teachers as well as other announcements and information you need to know.

Lateness Classes start at 8:30 a.m. promptly. Please be on time! If you are late, you will lose your outside lunch privilege for that day. Excessive lateness causes you to miss instruction and also leads to further discipline. If you are late due to a medical appointment, please bring a doctor's note to the main office upon your arrival.

Leaving Early If you need to leave school early for any reason, you must obtain an Early Excuse Pass from the main office. Bring a note from your parent or guardian to the office first thing in the morning so that the pass is ready for you when you need to leave. One copy is given to the School Safety Officer upon exiting and the other copy you keep. Always try to make appointments for after school hours if possible. Also, if they prefer, your parent or guardian can also email attendance@millenniumhs.org

Lockdown Drills There will be a number of unannounced lockdown drills during the school day. When you hear one announced, close the lights, stay silent and quickly move out of sight and away from the classroom door. If you are in the bathroom or hallway when one is announced, go into the nearest classroom.

Lockers Each Advisory is assigned a section of lockers. You must purchase a lock and make sure your Advisor has the combination written down in case you forget it. All students should have two locks: one for their personal locker and one for PE.

Lost, Stolen or Missing Don't bring anything to school you wouldn't want to lose. If you find something that's not yours, be kind and bring it to the school office on

the 13th floor. **Millennium is not responsible for lost or stolen property.** *Make sure you lock up your valuables, especially when you change for gym!*

Lunch Is prepared and served every day at MHS in the 12th floor cafeteria. You can check out what it will be in advance on the school food menu website and via the MHS website. You can also bring lunch from home, but be warned that there is no place to refrigerate it and you must keep it in your locker until lunchtime. Many students take advantage of the outside lunch privilege (with parent permission) to eat out at many of the restaurants and delis within walking distance of MHS. Be aware, that if you are late to school in the morning, your outside lunch privilege is revoked for that day. If you return late from outside lunch, the privilege will be revoked for the next day. Also, there are days when it is announced in advance that all students will be required to stay in for safety or other reasons, Halloween for example. On these days, plan to bring something to eat from home or get lunch from the school cafeteria.

Metrocards Are issued twice a year in September and February. If you lose your Metrocard, you will need to fill out a form from the main office. It may take a few days or even longer to get a replacement, so be sure to bring enough money to school to get home.

Military Recruitment Federal law requires the New York City Department of Education to provide the names, addresses, and telephone numbers of 11th and 12th grade high school students to military recruiters and institutions of higher education that may request this information. If your parents or guardians don't want this information disclosed, there is a form they can fill out. You yourself can also make this request. You can get a copy of this form from the school office on the 13th Floor.

Millennium FLUX The school literary magazine, called *FLUX*, is published three times a year. The staff meets weekly as part of the MHS after-school program. All are welcome to contribute artwork, poems or short stories.

Millennium Phoenix The school newspaper, called *Millennium Phoenix*, is published bi-monthly. The staff meets weekly as part of the MHS after-school program. All are welcome to contribute school themed or U.S./world news articles.

Names Millennium has some traditional ways about it. You are expected to call your teachers by their last names preceded by the appropriate title (Mr., Ms., Mrs., Miss, Dr., as appropriate).

Naviance is a web-based college planning, search, and application tool. All students receive an account.

OCP refers to On-Call Proctoring. Students entitled to extended time on timed assessments report to our dedicated OCP space on the 12th floor to sit for those measures.

Nurse The nurse's office is located in Room 1206. It is advised that you stay home if you are sick (especially if you have a fever), but if you become ill during the day, you need to obtain a pass from the nurse and she will consult with your parent or guardian to see if you should go home. **If that becomes necessary, your parent or another responsible adult listed on your emergency blue card needs to pick you up.** Please make sure your blue card is updated so someone can be reached in the event of an emergency. If you experience a serious illness or injury out of school, please bring back a doctor's note with instructions for the school staff.

Parent Calls During School Hours We do not pull students out of class to speak to parents over the phone. Please discuss your daily schedule with your parents before you come to the school in the morning. If your parents forget to tell you about a doctor's appointment or an after-school activity, they may call or email the main office so that we can pass the message onto you. If there is an emergency and your parents need to reach you, they should contact the guidance office immediately for help.

Parent-Teacher Conferences There are four scheduled Open School Sessions – two in fall and three in spring – for parents to meet with teachers. The final conference end of April/May is reserved for students who are failing or at-risk of failing one or more classes. Check the calendar on our website at the beginning of the year and mark these dates down.

Parents' Association Millennium has an active Parents' Association (PA). The PA meets regularly to plan and implement fund-raising events for the school and to hold workshops that address parental concerns regarding you in high school. Encourage your family to be active at MHS, to attend PA meetings and to participate in your education!

PDA's Public Displays of Affection, a.k.a. PDA's come in a variety of forms, which means some are acceptable at school and others are not. Hand holding, a quick kiss on the cheek, and a hug above the belt line are examples of appropriate PDA's. Neck sucking, behind touching, grabbing, humping, groping, grinding, tongue kissing, genital stroking, sex talk, and anything beginning with an "F" are inappropriate PDA's and not permitted at school. To put it simply, no one wants or needs to see that in public. If you are caught participating in inappropriate PDA, you will be sent to administration and your parents may be contacted. Repeat offenses will result in more serious consequences.

Phoenix The phoenix is the official school mascot at Millennium. It was chosen because MHS was created by NYC and the downtown community in response to 9/11. The phoenix is a mythical sacred firebird that is said to be reborn from its own ashes at the end of its lifetime.

Plagiarism involves representing someone else's ideas or writing as your own (that is, without proper citation). Copying someone else's work is never okay. At Millennium, work that has been plagiarized automatically receives a zero. Further consequences may include failing the class for the quarter or the year, as well as suspension. Submitting your own work for credit more than once is also considered plagiarism.

Students who plagiarize, or engage in any academic dishonesty, will be addressed based on the following system:

The MHS academic dishonesty strike policy is cumulative with regard to course and year. This means that any incidence, in any year, in any course counts as a strike. For example, a student who receives two (2) strikes their freshman year, one (1) more strike sophomore year, no strikes junior year, and one (1) more strike as a senior will have accumulated four (4) strikes. Do not earn any!

First strike for initial act of academic dishonesty:

- Reduced grade in class (see grade reduction policy)
- Parent notified.

Additional strikes for students who choose to continue their behavior despite the first strike:

Second strike:

- Reduced grade in class
- Parent notified
- Detention

Third strike:

- Reduced grade in class
- Parent notified
- One-day Principal's suspension (served in school)

Fourth Strike:

- Reduced grade in class
- Parent notified
- In-school disciplinary action (including but not limited to Principal's suspension)
- Notification to MHS college office staff concerning a record of repeated academic dishonesty by this student (Note: This can be damaging to your application process!).

Grade reduction policy for academic dishonesty:

- A score of **0%** for the assignment will be given to the student who used plagiarized material for their assignment.
- A score of **50%** for the assignment will be given to the student who supplied their original work that was used by someone else to hand in as their own work.

Printing Station Printing stations are located on the 11th and 13th floors. There is usually a long line to print homework in the morning, so get to school early if you need something printed.

Report Cards Are distributed four times a year; usually two weeks after the end of the marking period. Your overall grades go on your permanent transcript and are factored into your high school GPA, so do your best to stay on top of your school work and don't hesitate to ask your teachers for help if you need it.

SAT Prep SAT prep is offered through Revolution Prep (www.revolutionprep.com)

School Safety Officers Two security officers are stationed at the desk near the front entrance to Millennium High School. They are there for your protection and safety and you are asked to give them the same respect that you would give any member of the MHS community. All visitors are required to sign in and show a picture ID. This is protocol for all New York City public schools.

Sexual Health It's important that you know that there are several teachers in the school trained and authorized to distribute condoms, lubrication, and reproductive

health information. You may go to any of these teachers outside of class time and request condoms and they will provide them confidentially. These staff members are: Ms. Finkelstein (PE), Mr. Handel (SCI), Ms. Kim (GUIDANCE) and Mr. McEvoy (ADMIN).

Sports There are many opportunities to participate in extracurricular intramural and competitive sports as well as non-competitive fitness activities. Our PSAL teams include students from both MHS and the John Jay Campus (including John Jay School for Law, Cyberarts Studio Academy, Millennium Brooklyn High School, and Park Slope Collegiate). If you want to see the full list of our 25+ PSAL teams, including both varsity and junior varsity programs, visit our profile at PSAL.org.

Student Programs indicate all courses and schedules. Programs are distributed on the first day of school and the first day of the spring semester. Student course programs are designed so that students accrue all required credits for graduation and receive all mandated services. Juniors and seniors may request program changes during the first two weeks of the school year, but these changes may not be possible.

Transcripts If you are applying for an internship, summer program, or scholarship and need to submit an official transcript, you can print out the Request Form from the MHS website (under “College”) and bring it to the College Office in room 1120.

Trips Pending COVID-19 pandemic conditions and NYC DOE policy, we will stage day trips. Participants will be given a permission slip which your parent or guardian must sign before you are permitted to go. Also, make note whether you are supposed to bring lunch. You may be allowed to leave for home at the end of the trip rather than return to school. Remember, wherever you are, whether on the street, in the subway, or at your destination, you are representing Millennium to the world.

Tours Students apply to Millennium through the citywide application process. Pending COVID-19 pandemic conditions and NYC DOE policy, dedicated in-person tours may be staged this year for parents and students interested in MHS. If we do stage school-day or even virtual tours, please treat visitors respectfully and go about your business being a student.

Transferring from MHS Every year there are a small number of students who don’t think that MHS is quite right for them. If you wish to transfer out, you should contact the Guidance Department (Room 1219) as soon as possible. If you are in 9th grade and wish to take the competitive exam for one of the Specialized High Schools or audition for LaGuardia, the Guidance Department can also help you.

Websites There is www.millenniumhs.org, which every student should know by heart. Here are a few others:

www.act.org	The ACT	College admissions testing
www.collegeboard.org	The College Board	College admissions testing
www.highfivetix.org	High Five Tickets to the Arts	\$5 tickets to NYC dance, theatre, music, art and other cultural Events
www.insideschools.org	Insideschools	Information and rating service for NYC public schools

www.naviance.com	Naviance	College and career readiness platform
www.nysedregents.org	NYS Education Department	Regents test preparation
www.psal.org	Public School Athletic League	Teams, schedules, resources
schools.nyc.gov	NYC Public Schools	Official website of the NYC public schools
www.fastweb.com	FastWeb	Scholarship search engine

Working Papers If you need working papers for an after school or summer job, please visit the guidance office on the 12th floor to get an application.

Acknowledgements

This is the 17th publication of the *Millennium High School Student Handbook*. We hope you will find it useful.

Any comments or corrections should be forwarded to our parent coordinator. We encourage all teacher, student, and parent input, so if you have any suggestions for next year's handbook, please share your thoughts with us.

Faculty and staff who assisted with this edition:

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