

Millennium High School

Student & Family Handbook

2019 - 2020



75 Broad Street, 13th Floor
New York, NY 10004
(212) 825-9008
(212) 825-9095 Fax
www.millenniumhs.org

THIS STUDENT PLANNER BELONGS TO:

NAME: _____

GRADE: _____

ADVISOR: _____

PHONE: _____

EMAIL: _____

2019-2020 NYC DOE Calendar

September 5	First Day of School
September 26	Curriculum Night
September 30-October 1	Rosh Hashanah (schools closed)
October 9	Yom Kippur (schools closed)
October 14	Columbus Day (schools closed)
November 5	Election Day (students do not attend)
November 11	Veterans Day Observed (schools closed)
November 21-22	Parent-Teacher Conferences
November 28-29	Thanksgiving Break
December 24-January 1	Winter Recess
January 20	Dr. Martin Luther King, Jr. Day (schools closed)
January 21-24	Regents Exams (by schedule, no classes)
January 27	January Clerical Day (students do not attend)
January 28	Spring Term Begins for high school students
February 17-21	Midwinter Recess
March 19-20	Parent-Teacher Conferences
April 9-17	Spring Recess (schools closed)
May 21	Parent-Teacher Conferences
May 25	Memorial Day (schools closed)
June 2	Regents in US History & Government
June 4	Anniversary Day (students do not attend)
June 16	Last Day of Classes
June 17-25	Regents Exams (by schedule, no classes)
June 26	Last Day of School for All Students

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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. Students who live below Houston Street are given admissions priority and in 2018-2019 represented more than one-third of our total enrollment.

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.

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

Millennium High School Faculty and Staff

Staff e-mail addresses can be accessed via the website at:
www.millenniumhs.org and selecting Directory at the top of the screen.

<p>Administration Colin McEvoy David Becker Maggie Richardson</p>	<p>Art Department Lisa DiFilippo Jennifer Kallus Pamela 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 Raquel Mazo Infante Katerina Toulatos Ruth Tyldesley</p>
<p>Guidance and College Counselors Holly Barton Margie Cooper Jillian Feinstein HanNa Kim Jess White</p>	<p>History Department Sarah Kappler Szasha Ozard Aaron Silverman Nicholas Stone Margaret Weisman Leigh Wilson</p>	<p>Main Office Angela Benfield Kathy Lee Donnette Peters</p>
<p>Math Department Faye Chiu Brandon Gee Amy Ingenhutt Janice Kwan Brooke Sossin Shawna Wan Reid</p>	<p>Physical Education Department Jessica Finkelstein John Tan</p>	<p>School Nurse TBD</p>
<p>School Safety Shamika Fulton Naire McCormick</p>	<p>Science Department Matthew Craddock Katya Erlij Jim Handel Chris O'Neill Olivia Peterkin Rachel Taylor</p>	<p>Special Education Randi Albert Lauren Lipsett Jessica Lumetta Keri Lysohir Tracy Russek Katherine 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
Maggie Richardson	Assistant Principal	1321
David Becker	Assistant Principal	1109
Kathy Lee	Parent Coordinator	1322
Donnette Peters	School Aide	1375
Angela Benfield	Secretary	1375
Jillian Feinstein	College Counselor	1120
Holly Barton	College Counselor	1120
Jess White	Art Therapy	1216
Marjorie Cooper	Guidance Counselor	1218
HanNa Kim	Guidance Counselor	1220
Jessica Walton	Inclusion Program	1316
TBD	Nurse	1206
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 Van Wattering	Custodian	1134

Millennium High School Traditions & Events

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

Fall Traditions & Events

Curriculum Night	Parents go to class!
Camp Bernie Trip	Overnight excursion for 9 th graders
Spirit Week	Five days of thematic fun organized by students
Can, Toy & Clothing Drive	Student-sponsored, at holiday time

Spring Traditions & Events

Foreign Exchange Trip	MHS goes international!
College Fair For Juniors	Held in collaboration with other selective NYC schools
Spring Auction & Benefit	Fundraiser by the Parents' Association
Senior Week	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!

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 ALL PERSONS AND 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 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.

*

Do not bring outside food or drinks into the school. We like to keep our building clean and critter-free. 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 class and must be consumed in the lunchroom only.

*

All cell phones and other electronic devices should be turned off and put away during instruction time. **MHS is not responsible for lost items**, so bring valuables to school at your own risk, or better yet, leave them at home. If you bring a cell phone, you may use it during your lunch period in the cafeteria or 12th floor lounge, but if you are caught using it at other times or in other 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.

*

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 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 officials if you think the safety of the Millennium community could be affected.

*

NO GUM CHEWING! If you haven't learned by now, there is no gum chewing allowed in school.

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.

The Student Government and Ethics Council (soon to be Student Senate) is responsible for student representation in school governance. SGE 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 such as Hiring and 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 parent and staff members to discuss school-wide issues, formulate policy and update the school's Comprehensive Educational Plan.

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, Senior Trip and Senior Games. 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 a spring magazine, 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 absence@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) advisees throughout their Millennium career. There are approximately 20 students in each Advisory, which meets three times each week (Tuesday-Thursday). Advisory is a one-credit course graded on a Pass-Fail basis. It is not counted in your GPA but you do have to pass to graduate. 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 13th Floor Lounge, Library, Cafeteria, 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. When you are in 11th & 12th grade, you will also need to read the College Newsletters (which are sent to your email) every week by the college office.

Assemblies (a.k.a. Town Halls) Teachers or staff 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, or candy allowed during assembly.

Arrival The school day is from 8:30 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.

Art Therapy Art Therapy takes place in Room 1216 and is available to all students. It's fun, so check it out. Go the Guidance Office on the 12th floor for more information.

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. *Outside food is not permitted in the building* (with the exception of lunch from home that is intended to be eaten at lunch time in the cafeteria).

Cafeteria (see also Lunch) Some students choose to stay in and eat lunch in the school cafeteria on the 12th Floor. Hot lunches are prepared daily and is 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 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 or 12th floor lounge. 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 the Dean 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 is in Naviance and the weekly College Newsletters emailed to parents and students. Juniors and their families can meet in the spring with Jillian Feinstein or Holly Barton, Millennium's own college counselors. SAT review courses take place after school through Revolution Prep (families are encouraged to use any test-prep resources that they wish. A listing of test-prep resources appears in the College Newsletters). Please contact the parent coordinator 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.

Community Service Opportunities for Community Service abound at MHS, which is appropriate because it is required for graduation. There are projects both within the school and outside the school. Advisory Community Service Learning Projects utilize the combined and considerable talents of your entire Advisory for larger projects. Do not procrastinate fulfilling your Community Service requirement as it is hard to try to cram it in at the last minute. Remember, you must complete 5 hours per quarter.

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 e-mail 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 and are responsible for its safekeeping.

Curriculum Night One evening in the early fall, parents are invited to 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.

Dress Code

Our goals by having the dress expectations are:

- To balance self-expression with a shared community standard for dress;
- To promote dressing comfortably and appropriately for school; and
- To reduce barriers to school attendance based on clothing choice.

All students must wear a top garment, a bottom garment, and shoes.

Your Top Garment:

- should not show any part of an undergarment (or where an undergarment would cover) except for the straps;
- should not be an undergarment (e.g. lingerie) itself;
- should be thick/opaque enough to not allow the skin underneath to be seen (whether an undergarment is worn or not); and
- should not be loose enough so that when the student moves more skin is shown than what the dress code permits.
- The lowest point of the neckline must stop at two hands (horizontally, including thumbs in line with fingers) from the chin down, and no more than two fingers' width of skin should be shown at the stomach.

Your Bottom Garment:

- should be long enough and opaque enough that no undergarment can be seen; and
- should be long enough *to clearly pass* knuckle length.

Your shoes:

- should be on at all times.

Acceptable clothing items include:

- Sweatshirts
- fitted pants, leggings or yoga pants
- jeans (including ripped jeans as long as underwear is not exposed and the covered area meets expectations for length as above)
- tank tops
- athletic attire
- clothing with logos

Unacceptable clothing items include:

- Hats or hoods (except for religious reasons)
- Clothing with violent language or images
- Clothing with images or language depicting drugs, alcohol, and other illegal items or activities
- Clothing with hate speech, profanity, or pornography
- Clothing with gang related symbols
- Bathing suits
- Headphones (excluding during study halls and free periods)

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

Elevator Etiquette Only in New York will you find “Elevator Rules” for high school students! In the morning, you can take the elevator from the lobby to any floor. For the first 20 minutes of dismissal, you must go to the 11th floor to take the elevator to the lobby. There will be no pick-ups on the 12th or 13th floors. After the first 20 minutes of dismissal, you may take the elevator down from any floor. **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.

E-mail 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.

Evacuations In the event of an evacuation of the building, which requires relocating, students are sent to one of three sites. The primary site is PS 276 at 55 Battery Place. The alternate site is the High School for Economics and Finance at 100 Trinity Place. The out-of-area site is the School of the Future at 127 East 22nd Street.

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 are required to complete Exhibitions as part of 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 sponsors trips abroad, offering opportunities for sightseeing, community service, and language learning. Trips are announced early in the year and space is limited, with priority given to 10th, 11th, and 12th graders. If you apply, and are accepted, you have to pay for the trip, though the group undertakes various fundraising effort to provide need-based scholarships. In previous years, students have gone to Costa Rica, Ecuador, Nicaragua, Chile, Dominican Republic, Peru, Italy, China, Spain, Ghana, Greece, and England. The trips take place during spring recess. Applications are available on the MHS website.

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.

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 subject, and electives in Art and other subjects. Qualified students may take Advanced Placement courses. 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	Advisory	4
History	8	Foreign Language	6	Electives	4	Art	2
Phys Ed	4	Health	1				

You will also need to pass these Regents: Math, Science, Global History, U.S. History, and English. In addition, you are required to complete 20 hours of Community Service every year.

Gym Class Physical Education (PE) is taught in the fitness room on the 12th floor or in the Multi-Purpose Room 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 sweat pants 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. Please try to hand in homework even if it is late if only to show you made the effort. However, each teacher sets his or her own homework requirements and expectations, so you should make it your business to find out exactly how much homework counts especially if its late. MHS also has high standards for projects and papers assigned in advance. For each day an assignment of this type is not turned in there will be a 10 percent reduction of the possible final grade for the work. Projects and papers more than three 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 To be on the honor roll, 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 In 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. Please be on time! If you are late, you 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 return.

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 absence@millenniumhs.org

Library Located on the 12th floor next to the cafeteria. The library is currently used for whole class, small group instruction and testing.

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 closest 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. Once you leave the school, **you are not permitted to bring food from outside back into the building.** 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 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., Professor, as appropriate).

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

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.

Open School Nights There are four scheduled Open School Sessions. See "Parent-Teacher Conferences" for more info.

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 in May is reserved for students struggling in their 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 stuff. If you are caught participating in inappropriate PDA, you will be sent to the Dean and your parents may be contacted. Repeat offenses will result in more serious consequences.

Peer Mediation In peer mediation, students meet and talk about their problems. Peer mediators direct the conversation, but the main discussion is between the students, not the mediators. A lot of the time its hard to confront someone with a problem. Peer mediation makes it easier to talk about the conflict openly without having to be afraid of judgment from adults. It's all about student-to-student relationships and helping each other. To learn more, contact Ms. HanNa Kim in the guidance office.

Phoenix The phoenix is the official school mascot at Millennium. It was chosen because MHS was created as a result of 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.

Printing Station The printing station is 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. Cooper, Ms. Finkelstein, Mr. Handel, Ms. Kim and Mr. McEvoy.

Sports There are many opportunities to participate in extracurricular intramural and competitive sports as well as non-competitive fitness activities. Presently, there are Baseball, Softball, Basketball, Fencing, Cross Country, Soccer, Co-Ed Stunt, Swimming, Track, Table Tennis, and Volleyball teams. Our PSAL teams include students from both MHS and Millennium Brooklyn HS. If you want to see the full list of PSAL teams, 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.

Summer Assignments Your summer assignments will be posted on the school website under the "Students" tab in June. Do not leave your assignments until the day before school starts to do them!

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 You 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. Parents and students interested in MHS may come to the school for a tour of the building and can stop by some classrooms while class is in session. Please treat these visitors respectfully and go about your business being a student.

Transferring from MHS Every year, there is 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.

Visitors MHS has lots of people passing through almost every day, including potential applicants and parents, other educators from near and far, and college representatives. Please be helpful to people in the halls that may look lost, and try to stay on task if they are brought into your classroom. If you have a friend visiting from out of town who would like to attend classes with you, make sure you clear this in advance with the principal.

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 14th publication of the *Millennium High School Student Handbook*. We hope you 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 suggestions for next year's handbook, please share your thoughts!

Faculty and staff who assisted with this edition:

Colin McEvoy, Maggie Richardson, Angela Benfield, Faye Chiu and Pam Lee.

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