Dear MHS Families,

Welcome to the 2019-20 school year! We hope you all had an enjoyable summer and are excited for the opening of school. A lot of preparation has been taking place over the summer to get ready for your return. The first day of school is **Wednesday, August 28th**.

Our school is a welcoming place founded upon the core values of mutual respect, kindness, teamwork, responsibility, and problem-solving. To help you transition back to school, please find the following attached to this email:

- **Free/Reduced Lunch Form** – Please bring this completed form with you on the first day of school.

We have modified our first day schedule to allow students and teachers to settle in and get to know one another during an extended homeroom period. Your teachers will also collect forms, provide information, issue locker assignments, answer questions, and distribute student planners and handbooks. Please review your student’s schedule online so that they are familiar with their homeroom assignment before the first day of school. The school day starts at **7:20am**. The schedule that first day will be:

**Homeroom – B – C – D – E – F – G**

We strongly believe in maintaining an open line of communication between school, home, and the Marlborough community. Therefore, we will keep you updated regarding timely and relevant information using the MHS website, Aspen, and our new Mobile App. In addition, we hope to hear your feedback throughout the year on things that are working well and opportunities for improvement.

Here are a few other important pieces of information as we prepare for the first day of school:

- **Access to Aspen Student and Family Portals**: Aspen is our student database management system. This is where you will find helpful information like your student’s schedule, grades, etc. If you are having difficulty accessing the Aspen portals, then please contact our Guidance Administrative Assistant Lisa Delano via email at ldelano@mps-edu.org or by phone at (508) 460-3500, ext. 7531.

- **Schedules**: Schedules have been posted to the Student and Family Portals in Aspen. Please take a moment to carefully review your student’s schedule. Your counselor’s name is listed on the schedule. Please contact your counselor using the information below beginning **August 19th** if your schedule is incomplete or incorrect.

  - **Counselor contact information**:
    - Ms. Cannavino – Email: ecannavino@mps-edu.org; Phone: (508) 460-3500, ext. 7385
    - Ms. Wayman – Email: awayman@mps-edu.org; Phone: (508) 460-3500, ext. 7510
    - Mrs. Hanson – Email: jhanson@mps-edu.org; Phone: (508) 460-3500, ext. 7386
    - Mr. Rogers – Email: crogers@mps-edu.org; Phone: (508) 460-3500, ext. 7384
• **Incoming 9th Grade and New Student Orientation:** Orientation will be on **Monday, August 26th, from 6:00 – 7:30pm at MHS.** Please encourage your new student to come to our orientation night. We have more than 60 student mentors that have been working for months to plan this event. Mentors will be here to help support your student as they transition to MHS. The night will include small group activities, tours, and a chance for your child to walk through their schedule. Please plan to drop off and pick up your student.

• **MHS Curriculum Night:** Curriculum Night will be on **Thursday, September 19th, from 6:30 – 8:30pm at MHS.** This is an opportunity for all parents to meet with their student’s teachers and get an overview of the curriculum expectations in each class. Earlier in the night, there will be an opportunity for parents of our freshmen students to meet with the administrative team from **6:00 – 6:30pm in the Little Theater.** We will discuss several important topics and answer questions from the parents of our freshmen students. Please save the date and join us.

• **Requesting translation services:** Translation services are available for all school events and to help support parents when contacting MHS. Please use the contact information below to connect with our school translators and request services for an event or connect with a faculty member at MHS.
  - **Spanish translation services:** Lorraine Suazo – Email: lsuazo@mps-edu.org; Phone (508) 460 – 3500, ext. 7327
  - **Portuguese translation services:** Taynara Fonseca – Email: tfONSECA@mps-edu.org; Phone (508) 460 – 3500, ext. 7826

• **MHS Parent-Teacher Conferences:** Parent-Teacher Conferences will be on **Thursday, November 14th, from 6:30 – 8:30pm at MHS.** This is an opportunity for parents to schedule meetings with individual teachers and have discussions relating to student progress in specific classes. More information will follow regarding the sign-up process for conferences. Please save the date and join us.

• **Bus Routes:** Bus routes are posted to the MHS website at [www.mps-edu.org/Domain/8](http://www.mps-edu.org/Domain/8). Select the “Students” link then scroll down and select the “Bus Routes/Transportation” link. Please make sure your student is aware of their bus number for the first day of school. Have your student ask the bus driver where the bus will be parked in front at the end of the school day for pickup. If you have questions or concerns regarding your bus route, then please contact our Transportation Coordinator John Fletcher at jfletcher@mps-edu.org.

• **Student Drop off/Pickup:** Cars may only enter via the Poirier Road or Lafrenier Road Entrance. When school is starting or ending, **students may only be dropped off or picked up at the rear of the school near the cafeteria entrance.** Only buses are permitted to use the main entrance loop in front of the school. Please make every attempt to drop students off at the school by **7:00 – 7:05am.** Breakfast is available in our cafeteria.

• **Food Services:** Each student in the district has a personal identification number (PIN) to purchase a school lunch. This PIN will remain the same for each student through 12th grade. For more details please visit [www.mps-edu.org/Domain/60](http://www.mps-edu.org/Domain/60) or contact MHS at (508) 460 – 3500, ext. 0, and ask for your student’s house office.

• **Student Parking:** Student parking is a privilege for upperclassmen that possess a driver’s license and have access to a vehicle. A parking permit must be obtained through the student’s House Office. Students in violation of the handbook requirements regarding student parking will be prohibited from bringing their vehicle onto school property. Student parking is allowed at the discretion of building administration. Please visit [www.mps-edu.org/page/140](http://www.mps-edu.org/page/140) for more information.

• **Student Absences/Arriving Late:** If your student is absent from school, then please contact your student’s House Office the morning of the absence. Parents listed as primary contacts in Aspen will be alerted before 9:30am if a student is marked absent from school. You may also monitor your student’s classroom attendance through the Aspen portal. Please also contact us if your student is going to arrive to school late. Student’s arriving late should report directly to their House Office to check in.
- **Student Dismissal**: Students being dismissed must present a note to their House Office prior to the start of the school day. The note must be from a parent or guardian and signed. The note should also include a reason for the dismissal. If a student returns to school from an appointment, then they must sign-in at their House Office before returning to class. Medical dismissals will take place from the Nurse’s office only. If your student contacts you to say that they are not feeling well, then please direct them to speak with the nurse.

- **MHS Cell Phone and Electronic Device Policy**: Devices, ear buds, and headphones must be out of sight upon the start of the school day at **7:20am**. Devices may only be used during breakfast or lunch in the cafeteria and for instructional purposes if approved by the classroom teacher.

- **Chromebooks**: All students should return to school this year with their MPS issued Chromebook. If your Chromebook is damaged, not working properly, or lost then please speak to Mr. Henry in the Library as soon as possible. Students new to MHS should visit Mr. Henry in the Library as soon as possible to complete a user agreement and receive a Chromebook.

- **Senior All-nighter Committee and Volunteers**: The Senior All-nighter Committee is a great way to get involved at MHS whether you are the parent of a senior or underclassmen student. This event ensures that our children celebrate senior prom in a fun and responsible way. Student attendance to this event is always very high. This community sponsored event depends upon the generous support of parent volunteers and community business partners. Parent volunteers assist with fundraising, decorating and planning activities for the event. Please contact Jackie Plank at jplank@mps-edu.org if you are interested in volunteering for this event.

We’re looking forward to seeing everyone on **August 28th**!

Sincerely,

Dan Riley, Principal
Steve Bishop, Assistant Principal
John Travers, Assistant Principal