

*Respect*

*Achievement*

*Citizenship*

Karen J. Cahill  
Principal, ext. 5503

The seal of the Town of Milton, Massachusetts, is a circular red stamp. It features a central shield with a ship, surrounded by the text "TOWN OF MILTON" at the top and "INCORPORATED 1640" at the bottom. Overlaid on the seal is the text "MILTON HIGH SCHOOL" in a bold, sans-serif font. Below the school name, the address "25 Gile Road" and the phone number "617-696-4470" are printed in a smaller font. The location "Milton, MA 02186" is also included.  
**MILTON HIGH SCHOOL**  
25 Gile Road  
Milton, MA 02186 617-696-4470

Benjamin J. Kelly  
Vice Principal, ext. 5504

Brian E. Mackinaw  
Vice Principal, ext. 5507

September 15, 2020

Dear MHS Students and Families,

We have finally made it to the first day of school! We are excited to welcome students back to the building tomorrow, and we wish to provide some details about the first days of school here.

Please take a few minutes to watch our [Welcome Video](#), which reviews some of our school rules for in-person and remote learning, and the safety features we have in place. You can also take a few moments to watch the [Student Leader's Video Tour](#) of the building.

Our previous Welcome Letters can be found here, which included much more information on a variety of topics from mask wearing to cohort assignments, and learning model details to school picture day!

[MHS Welcome Letter: September 11, 2020](#)

[MHS Welcome Letter: September 8, 2020](#)

### **Student & Family Handbook**

The Milton High School [Student & Family Handbook](#) and the [COVID-19 Addendum](#) are now available. All students and families are required to read these documents and sign off that they understand the rules and policies of Milton High School at the beginning of each year.

Hard copies of the Handbook Sign Off Sheet will be distributed during first period, and should be returned to students' A Period teachers by Friday, September 25, 2020.

Students and families (especially Remote Students) may also print the Sign Off Sheet (last two pages of the handbook) and drop off in the Main Office prior to Friday, September 25, 2020.

### **Health Check Before School**

To ensure the safety of all in our community, it is imperative that students who are feeling ill and/or exhibiting symptoms stay home from school. Parents/guardians, please call the Main Office at 617-696-4470 to document the absence.

Please refer to the [Pre-Screening Checklist](#) prior to sending students to school.

## **Student Schedules**

Students and families will be able to access their schedules via PlusPortals as soon as they are available today. Please note that some students may have an open period in their schedule, which we continue to work on. Hybrid students with an open period should report to the cafeteria during these open periods, for the time being. Students will be spaced appropriately and supervised in this area. They will have time to work quietly on other schoolwork until meetings with Guidance Counselors can be arranged to complete schedules. Thank you for your patience as we work through this process!

## **Schedule for First Days of School**

### **Wednesday, September 16, 2020 (DAY 1)**

**Hybrid Choice Students with last names A-K (Group 1)** should report to Milton High School no earlier than 7:30AM. Students should make their way to their A Period Class. Additional information about building operations will be shared during A Period. Students will be dismissed at 12:00PM, and must leave the grounds after dismissal.

**Hybrid Choice Students with last names L-Z (Group 2)** should check their MPS Google & PlusPortal accounts for learning activities assigned by teachers for the morning.

**Remote Choice Students with last names A-K (Group 1)** should check their MPS Google & PlusPortal accounts for login information for their live remote classes in the morning.

**Remote Choice Students with last names L-Z (Group 2)** should check their MPS Google & Plus Portal accounts for learning activities assigned by teachers for the morning.

**ALL STUDENTS** should continue to check their MPS Google & Plus Portal accounts login information for their live remote sessions in the afternoon, beginning at 1:10PM.

**Thursday, September 17, 2020 (DAY 2)**

**Hybrid Choice Students with last names L-Z (Group 2)** should report to Milton High School no earlier than 7:30AM. Students should make their way to their A Period Class. Additional information about building operations will be shared during A Period. Students will be dismissed at 12:00PM, and must leave the grounds after dismissal.

**Hybrid Choice Students with last names A-K (Group 1)** should check their MPS Google & PlusPortal accounts for learning activities assigned by teachers for the morning.

**Remote Choice Students with last names L-Z (Group 2)** should check their MPS Google & PlusPortal accounts for login information for their live remote classes in the morning.

**Remote Choice Students with last names A-K (Group 1)** should check their MPS Google & Plus Portal accounts for learning activities assigned by teachers for the morning.

**ALL STUDENTS** should continue to check their MPS Google & Plus Portal accounts login information for their live remote sessions in the afternoon, beginning at 1:10PM.

**Friday, September 18, 2020 (DAY 3)**

Same as Wednesday, September 16, 2020 (DAY 1) above. Note that on Day 3, Hybrid Choice Students with last names A-K (Group 1) may arrange in-person office hours in advance, or leave the building after G Period at 10:56AM.

**Monday, September 21, 2020 (DAY 4)**

Same as Thursday, September 17, 2020 (DAY 2) above. Note that on Day 4, Hybrid Choice Students with last names L-Z (Group 2) may arrange in-person office hours in advance, or leave the building after G Period at 10:56AM.

## **Teaching and Learning**

To accommodate the wide range of interests and course requests across our student body, maintain open enrollment and a broad Program of Studies, and work within our staffing constraints, we have had to be very creative with our modes of instruction.

Hybrid students may have Remote teachers and/or Remote classmates from time to time. If a teacher is delivering instruction remotely to students in the building, another staff member will supervise the classroom.

Remote students may have Hybrid teachers and/or Hybrid classmates from time to time. Remote students may be provided with a Google Meet link to join a class that is happening in-person for others. Further, in a few cases, remote students may have a class through a learning management system, or independent studies with an MPS staff member, as necessary.

**We understand that these scenarios are not ideal, but they are necessary at this time to deliver the Hybrid/Remote Choice Model to our families. Some patience, compassion, and flexibility will be needed by staff, students and families as we deal with these new realities.**

For all of these scenarios, students and families should thoroughly read the [School Committee Policy on Remote Learning](#) and the [Terms of Remote Learning by Audio and Video Conferencing](#).

## **Technology/Bring Your Own Device/Chromebooks**

The vast majority of your technology questions can be answered on the [Technology Family Support Center](#). Please visit this site often!

## **High School Building Procedures**

### ***Mornings at Milton High School***

No breakfast will be served in the mornings at MHS. As such, **the building will not open to students until 7:30AM**, unless an earlier appointment is arranged with a staff member. Once the building is opened, it is expected that students make their way to their first classroom of the day. Wearing a mask and physical distancing both outside the school and in the hallways are imperative. There is no loitering in hallways in groups.

### ***Lockers***

Lockers will not be issued to students for the 2020-21 school year. Students should pack their backpacks with the materials they will need for the 3 or 4 scheduled classes on a given day. Any student facing a significant hardship as a result of this policy may contact a Vice Principal to request an exemption.

### ***Bathroom Use***

To further encourage physical distancing, students are expected to avoid the bathrooms during transition periods between class. No more than three students are permitted in the bathrooms at one time. If three individuals are in the bathroom, students must wait outside while wearing their mask and maintaining physical distance. Bathroom use is *not* the time to take a mask break, as this is a shared space. Students must wash hands thoroughly, and use hand sanitizer where available.

### ***Hallway Travel***

Students must travel hallways on the right, close to the lockers, and leave space between others in front/behind. Stairwells have been designated as one-way, either “UP” or “DOWN”. Please observe all directional signage. Passing time between classes has been increased to 6 minutes to assist with these changes.

### ***Mask Breaks***

To make the most of students’ limited in-person class time, there are no scheduled full-class mask breaks. In classrooms where at least 6 feet of physical distancing can be maintained, students may take brief mask breaks while seated, at the discretion of the teacher. Students may ask their teacher to step into the hallway for a moment if a longer break is needed.

### ***Water Bottles***

Students are encouraged to bring a labeled water bottle to school each day. Water fountains are unavailable as a safety precaution, but additional water bottle filling stations are being installed. Students should avoid drinking their water while transitioning between classes in the hallways. Students may drink water while taking short mask breaks while seated in the classroom when physical distancing can be maintained.

### ***Food Policy***

There will be no food allowed in the building. Exemptions must be approved by the School Nurse.

### ***Office Hours & Dismissal***

Students may sign up in advance for Office Hours with a teacher. If students choose not to sign up, or if their teacher’s Office Hours schedule is already full for the day, students must exit the building and begin traveling home. There is to be no loitering in groups inside or outside of the school building after dismissal.

Please watch for emails from us with updates as we navigate these first few days of school together.

We look forward to seeing our students tomorrow!

Sincerely,

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**Benjamin J. Kelly**  
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### **More Milton High School Contacts:**

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