

Frequently Asked Questions

1. When is the first day of school?

Heron Pond: August 28, 2019

Jacques: August 28, 2019 for first grade students. First day for kindergarten students is Wednesday September 4th. 2019

Middle School: August 28, 2019 - all grades

High School: Grade 9, August 28 ~ Grades 10, 11 & 12 August 29, 2018

Project DRIVE: August 28, 2018

Dates are also listed on the District Calendar.

2. When is my child's open house?

Heron Pond:

Ice cream social for all incoming Grade 2 students on Monday, August 26, 2019 from 3:30pm-5:30pm. You are invited to meet your child's teacher, visit your child's classroom and enjoy a special treat!

Open Houses are scheduled for the following dates:

September 17, 2019 ~ Grades 4 & 5 6:00pm-8:00pm

September 18, 2019 ~ Grades 2 & 3 6:00pm-8:00pm

Jacques:

We are planning our annual Ice cream social for all incoming kindergarteners to be held on Tuesday September 3rd, from 3:30-5:30. Kids can meet their teachers, make some new friends and have an ice cream sundae provided by the PTO. There is also a school bus here for kids and parents to explore.

Our annual first grade meet and greet will be held Monday August 26th from 2:00-3:00 pm. Student will be able to meet their teachers, explore their new classroom, see "old" friends and meet new classmates.

Open Houses are scheduled for the following dates:

Kindergarten ~ Tuesday, September 24, 5:30-7:30

First Grade ~ Thursday, September 26, 5:30-7:30

Middle School:

New Student Open House: Two weeks prior to the start of school the Middle School traditionally holds an open house for students and parents to tour the building from 10:00am to noon. Due to the construction in the Middle School building, that date is to be determined. We will post the date as soon as it is confirmed.

Incoming 6th Grade Parent Orientation: The middle school will be holding our annual Incoming 6th Grade Parent Orientation on August 1, 2019 in the middle school's cafeteria from

7 pm to 8 pm. The orientation is designed to give parents an overview of the middle school, our philosophy, and a look at your child's typical day.

MMS Open House / Back to School Night: September 11, 2019 6pm to 8pm - Parents meet with the whole team for an introduction to the team and will then follow their child's daily schedule; meeting with each teacher that their child sees throughout their day.

Milford High School:

Open Houses are scheduled for the following dates:

1st Semester ~ September 19, 6:00 - 8:00 PM

2nd Semester ~ February 13, 6:00 - 8:00 PM

Project Drive:

September 19, 4:00 - 6:00pm (Grades 6-12)

February 13, 4:00 - 6:00pm (Grades 9-12)

Open House dates are also listed on the District Calendar.

3. How do I get my child's schedule?

Heron Pond:

Teachers will share information about specials at the beginning of the school year. Information will be added to websites and sent home in newsletters.

Jacques:

Weekly schedules will go home with children the first day of school. Supply list can be found on our website.

Middle School:

Schedules and team assignments are sent out at the end of July / early August. Grade level supply lists and Summer reading lists were sent home with final report cards in June. Eighth Grade students receive their MHS 9th grade schedules on the last day of school.

Milford High School:

Parents have access to PowerSchool and can view their child's schedule at any time and can request a hard copy by calling the school.

Students received a copy of their individual schedules at the end of the school year and will receive an updated copy on the first day of school.

Project Drive:

For the elementary students that attend DRIVE, the classroom teacher will be sure to provide you the weekly schedule. Be sure to look for this during the first full week of school. For the Middle and High School students, parents and students are encouraged to check PowerSchool. Parents are also encouraged to check with their child's case manager.

4. May I join my child for lunch?

Jacques:

Yes, first grade parents and grandparents are welcome to join their child for lunch. If you plan to order lunch from our food service program, we do not need to know in advance. Please sign in at the front office and display your visitor badge/sticker while at school.

Heron Pond:

Parents and grandparents are welcome to eat lunch with their children. Please call 673-1811 ext. 4 by 10:30 am on the day you will be dining at Heron Pond if you would like to be included in the lunch count. Adult meals are \$4.00. Please sign in at the front office.

Milford Middle School:

Parents who wish to eat lunch with their children should contact the office prior to the day they plan to attend, to find out when their child's lunch is scheduled for that day.

Milford High School: At the high school level this request is not made.

Project DRIVE:

Parents do not join their child for lunch in this program, however there may be times throughout the year where parents are invited in to participate in community gatherings.

5. What are my school's hours?

Heron Pond:

Students enter at 8:30am and may choose to stop in the cafeteria to pick up a bagged breakfast. Students are tardy after 8:40am. Walkers are dismissed at 3:00pm and buses leave at 3:15pm.

Jacques: 8:15 - 2:45 - Students can begin arriving at 8:15 and are considered late after 8:25

Milford Middle School:

Students may begin arriving at 7:15am. They are allowed into the building at 7:30am and are considered late after 7:35am. Students are dismissed at 2:10PM. Breakfast starts at 7:15am if students would like to purchase it.

Milford High School:

Warning Bell is at 7:30 am. A block class starts at 7:40 am and the day ends at 2:12 pm.

Project Drive: 7:30-2:00 pm

6. How do I communicate my child's transportation arrangements?

Heron Pond:

At the beginning of the year, classroom teachers create Walker/Bus Rider lists. If there is a change in the usual and customary plan, parents are asked to send in a note to their child's

teacher indicating the change of plans. For unplanned changes, parents may call the main office no later than 2:00 pm. Please do not email change of plan requests.

Jacques:

Parents will receive a transportation form and we ask that they complete and return prior to the first day of school. It is important that any change in a student's regular daily dismissal plan is written and sent to the school. These written notes can be placed in your child's Home/School communication folder. For unanticipated dismissal changes, please contact the main office at 673-4434 by 2:00 pm. Bus passes are provided for day care/emergency situations only.

Milford Middle School:

Parents may call the main office at 673-5221 to inform the school of any unusual transportation arrangements for their child. Bus passes are provided for emergency situations only.

Milford High School:

Most high school students take the bus, parents drive them or they drive themselves to school. If transportation needs to be changed, parents will contact the office and a note is given to the student that day about the alternative transportation.

Project Drive:

Please connect with your child's case manager within the DRIVE program.

7. How do I find out what my child's bus route and teacher assignment is if I haven't gotten it already?

Heron Pond:

Bus routes will be posted to both the Milford School District and the Heron Pond Elementary School websites when we receive them from the bus company, usually one to two weeks prior to the start of school. Please go to www.milfordk12.org. Routes will also be published in the Cabinet.

Jacques:

New to district first grade students will receive teacher assignments in the mail by mid-August. Kindergarten students will receive classroom assignments after kindergarten screening at the Ice Cream Social.

Bus routes will be posted to both the Milford School District and the Jacques Memorial Elementary School websites when we receive them from the bus company, usually one to two weeks prior to the start of school. Routes will also be published in the Cabinet. Please go to www.milfordk12.org.

Milford Middle School:

Team/teacher assignments are on student schedules which will be mailed out at the end of July / early August. Bus routes will be posted to both the Milford School District and the Middle School websites when we receive them from the bus company, usually one to two weeks prior

to the start of school. Please go to www.milfordk12.org. Routes will also be published in the Cabinet

Milford High School:

Bus routes will be posted to both the Milford School District and the High School websites when we receive them from the bus company, usually one to two weeks prior to the start of school. Please go to www.milfordk12.org. Routes will also be published in the Cabinet. High school students will follow their schedules as issued.

Project DRIVE:

Please connect with your child's case manager. Please note: based on the individual question, you may be directed to speak directly to the secretary in our main office or call the transportation company directly.

8. How can I monitor and make payments to my child's lunch account?

Heron Pond:

Parents may send in checks or cash in sealed envelopes. Please include the child's full name and the child's teacher's name. Payment is due weekly or monthly. Parents may also choose to mail payments directly to 80 Heron Pond Road. Alternatively, parents can set up an account through EZSchoolPay.com which will allow them to add money to a child's account and also monitor what the child is purchasing through the meal program.

Jacques:

You can set up an online lunch account for your child through our website where you can add money and monitor the balance. You are also welcome to send in money or a check (made payable to Milford School District) with your child or drop it off at the office. It is important that the money and check is in a sealed envelope with your child's full name and teachers name. Payments can also be made directly to Jacques Memorial School (attn: Food Service) 9 Elm Street.

Milford Middle School:

Lunch accounts may be set up through our website on the "Students & Parents" tab under "Lunch Menus" using the EZ School Pay application. Lunch money may also be sent into the school directly. Please make sure that your child's name is clearly identified on the check or envelope.

Milford High School:

The district has a link on the website, to let parents know how much is in their child's lunch account. Parents are welcome to contact the district Food Service manager to request a balance and/or monitor what is being purchased.

Project Drive:

You can set up an online lunch account for your child through our website where you can add money and monitor the balance. You are also welcome to send in money with your child or drop it off at our office. DRIVE staff will be sure to make sure payment is applied to your child's account.

9. What if I'm new to Milford, how and when can I register my child?

Heron Pond:

Registration is ongoing and offices are open daily. Parents can call Heron Pond directly at 673-1811. Parents may also go to the Heron Pond Elementary School website in advance to download registration paperwork. You will be asked to provide proof of residency, a copy of your child's birth certificate, and immunization records. There are two registration days in August for parents to register students as well. This year the registration dates are August 15th and August 20th from 7:00am to 7:00pm at the Milford High School cafeteria.

Jacques:

Registration is ongoing and offices are open daily. Registration paperwork is available on the website if you'd like to fill it out beforehand. We need proof of residency (utility bill, purchase and sales agreement), original birth certificate (we will make a copy), and immunization records before your child can start school. There are two registration days in August for parents to register students as well. This year the registration dates are August 15th and August 21st from 7:00am to 7:00pm at the Milford High School cafeteria.

Milford Middle School:

Registration forms may be found on the district and school website under the "Students & Parents" tab. There are two registration days in August for parents to register students as well. This year the registration dates are August 15th and August 20th from 7:00am to 7:00pm at the Milford High School cafeteria. New students and parents may contact Student Services through the main office at 673-5221 beginning August 14, 2019 to set up appointments with the school counselors.

Milford High School: At the high school level parents need to contact our Student Services Office to set up an appointment, at 673-4201.

10. How can I sign up to chaperone a field trip?

Heron Pond:

Classroom teachers are responsible for asking for and helping volunteers prepare for field trips. Volunteers acting as field trip chaperones will be required to complete the following in advance of a field trip: Volunteer Application, Emergency Contact Form and Policy sign off sheets. Please know that chaperones who may spend unsupervised time with students will be required to have a background check completed by the SAU. Please see our school website for documents related to chaperoning field trips. Fingerprinting opportunities will be offered.

Jacques:

We welcome parents/guardians/grandparents to chaperone for field trips. Classroom teachers will reach out and communicate the need for chaperones for any field trips. Parents acting as field trip chaperones will be required to complete the following in advance of a field trip:

Volunteer Application, Emergency Contact Form and Policy sign off sheets.

For some field trips, may need to complete a more chaperones who may spend unsupervised time with students will be required to have a background check completed by the SAU. Please see our school website for documents related to chaperoning field trips. Fingerprinting opportunities will be offered.

Milford Middle School:

Information about chaperoning field trips will go home with students at the time the field trip information is sent home, if chaperones are needed. Chaperones will be asked to fill out MSD Volunteer Forms and complete the volunteer background check process once they are approved as a possible chaperone.

Milford High School:

Teachers will request chaperones for upcoming field trips. Chaperones need to complete SAU paperwork prior to chaperoning any school field trip.

Project Drive:

Information about chaperoning field trips will go home with students at the time the field trip information is sent home, if chaperones are needed. Chaperones will be asked to fill out MSD Volunteer Forms and complete the volunteer background check process once they are approved as a possible chaperone

11. How do I update my home address, emergency contact information, etc.?

Heron Pond:

Please attend one of our district Data Registration events held on August 15, 2019 and August 20, 2019 from 7:00am-7:00pm in the Milford High School Cafeteria. Registration takes place at Milford High School for all schools in the district making it easier for parents with children at multiple levels.

- Office staff from each level is present to assist with filling out necessary forms and to answer any questions.
- Nursing staff is available to talk with parents and complete medical forms.
- The lunch program will also have a staff member available to discuss free and reduced lunch applications.

During the school year, you may contact the school office at 673-1811 to have student information updated.

Jacques:

Call or come by our office anytime, or attend one of our district wide registration sessions. This year's registrations are scheduled for August 16th and August 21st from 7:00am-7:00pm in the High School cafeteria. Registration takes place at Milford High School for all schools in the district making it easier for parents with children at multiple levels.

- Office staff from each level is present to assist with filling out necessary forms and to answer any questions.
- Nursing staff is available to talk with parents and complete medical forms.
- The lunch program will also have a staff member available to discuss free and reduced lunch applications.

Milford Middle School:

Prior to the start of the school year the Milford School District holds annual registration days from 7:00am to 7:00pm at the Milford High School cafeteria. This year the dates are August 15th and August 20th. Registration takes place at Milford High School for all schools in the district making it easier for parents with children at multiple levels.

- Office staff from each level is present to assist with filling out necessary forms and to answer any questions.
- Nursing staff is available to talk with parents and complete medical forms.
- The lunch program will also have a staff member available to discuss free and reduced lunch applications.

During the school year, parents may call the school and ask a secretary to update their contact information. Parents may also send in a note with their child or send an email to the main office.

Milford High School:

The school district holds two dates during the summer for parents to update information. This year the dates are August 15th and 20th between the hours of 7AM-7PM.

Registration takes place at Milford High School for all schools in the district making it easier for parents with children at multiple levels.

- Office staff from each level is present to assist with filling out necessary forms and to answer any questions.
- Nursing staff is available to talk with parents and complete medical forms.
- The lunch program will also have a staff member available to discuss free and reduced lunch applications.
- At any time during the school year if information needs to be changed we encourage parents to contact the main office with those changes.

12. What ways does Milford provide for mass communications? How can I update my preferences for receiving mass communications from Milford?

Heron Pond:

The Milford School District uses Blackboard, an automated system, to send out mass phone calls, emails, or flyers. Parents will be asked if they prefer email communications or hard copy paper copies. Please contact the school office if your contact information needs to be updated.

Jacques:

We utilize Blackboard, a system that sends out mass phone calls, e-mails, or text messages to a number of phone numbers or e-mail address that you specify. Parents/guardians will be asked to provide a phone number on the paperwork your child brings home the first day. You may list mul number.

Milford Middle School:

To change contact preferences for the Blackboard automated phone calling and emailing system, a parent can call the school's main office to make changes to our student management system, PowerSchool. Parents should update and keep their contact information current in PowerSchool as the Blackboard system pulls this information directly from PowerSchool. Paper copies of all notices are available in the main office for parents who do not have an email. Students may stop by the main office to pick up copies of notices throughout the week.

Milford High School:

Mass Enews (email) is sent to all parents.

Parents are emailed by grade level; emails are updated each month from PowerSchool.

Students receive emails by grade for any upcoming events or for specific grade level information.

MHS also will send out a blackboard phone reminder for Open house and any other information deemed by Ms. Chali Davis as important.

13. How do I check my school's or the District Calendar?

Heron Pond:

Parents can locate the District Calendar and Heron Pond Calendar updates at www.milfordk12.org.

Jacques:

Our web address is milfordk12.org - click on the *Calendar* tab. You can click on a particular school at the top.

Milford Middle School:

The calendar is published on the MMS and school district websites. mms.milfordk12.org and milfordk12.org. By clicking on the calendar tab, you may subscribe to the MMS calendar or multiple calendars. You can also find the Athletics calendar under the "Athletics" tab on the main page of the MMS website for a complete listing of middle school practices and games.

Milford High School:

MHS Student Assignment Planner

MHS website, and the District website all provide information about the district calendar. MHS website provides a sports calendar and access to sports schedules. Upcoming events are posted on all TVs for students and staff to review each day.

14. How do I notify the school if my child will be out sick/or absent?

Heron Pond:

Parents can call 673-1811 and leave a message on the students' absentee line. Parents can call anytime, even the day before if they know that their child will not be in school the next day. One other option is to call the office during school hours, 8:00 AM to 4:00 PM.

Jacques:

Parents can call 673-4434 and leave a message on the absentee line. Parents can call anytime, even the day before if they know that their child will not be in school the next day. We encourage that the parent/guardian contact their child's teacher for extended absences.

Please note that if a child is out due to illness for more than five days a doctor's note will be needed upon their return. If you do not report your child's absence you can expect a phone call from the school by 10:00 am.

Milford Middle School:

Parents can call 673-5221 and leave a message on the absentee line.

Milford High School:

Parents can call 672-1092, the absentee line, and leave the child's name, reason for absence, and their phone number, in case the school has questions. If a child is going to be late, they will need to call the main line, 673-4201, and speak directly to a secretary. If a student needs to be dismissed early, parents will need to call the school, 673-4201, and speak directly to a secretary.