



Dear MHS students and families,

Welcome to the 2023-2024 school year at Mishawaka High School! Below you will find information pertaining to the upcoming school year.

### **Mandatory Photo for Yearbook/School ID**

Students must have their photos taken before the first day of school. This photo will be the one included in our yearbook and used for school IDs. Students must have an ID for the first day of school on Wednesday, August 16. This is for all students, grades 9-12. Please see the schedule below:

- Monday, August 7 - Last names A-L, 12 pm - 3 pm
- Tuesday, August 8 - Last names M-Z, 3 pm - 6 pm
- Wednesday, August 9 - Make-up Day/All last names, 12 pm- 3 pm

There will be additional stations on these days, including one for current student device repairs; information on free/reduced lunch applications; sports physical forms; parent assistance with Skyward log-in. [Click here](#) for more information.

### **Freshman Orientation**

**Wednesday, August 9 - 3:30 - 5:30 pm Freshmen Students Only; 5:30 - 6:00 pm Freshmen Parent Meeting**

- Grade 9 students will be able to pick up a paper copy of their schedules and tour the building on this day only.
- At Orientation, students from the class of 2027 will meet their Caveman Freshmen Mentors, take a tour of MHS, meet staff, find their classes, and more! From 3:30-5:30 it will be students only and at 5:30 parents/guardians are invited to join us in the auditorium for a parent meeting. During this meeting, we will share important info about helping your student adjust to high school. While parents/guardians are meeting with MHS administrators, students will have additional time to go through the building to get familiar with their schedules.

### **Schedules**

Students may access their schedules via Skyward starting at noon on **Friday, August 11**. Here are instructions on how to [access your schedule on Skyward](#). Students who require a schedule change will need to see their counselor in person during the block of the requested class change. *Please do not email your counselor schedule change requests*—they will not process requests via email. Check Skyward the evening before the first day of school for any class changes that may have occurred.

## Arriving to School, Entry Protocol & Breakfast

- Doors open at **7:15 am**
- All students must enter through the Pool Doors (Door L)
- Students should wear their school-issued ID to enter the building starting the first day of school.  
**The Temporary IDs distributed during the Photo days will be mandatory on the first day of school.**
- Breakfast will be served in the cafeteria and Commons from 7:15-7:45. Students entering the building between 7:15 and 7:45 will be directed to the Cafeteria and Commons and must sit at a table, whether eating or not. Breakfast will stop being served at 7:45. Students who are not eating breakfast are encouraged to arrive at 7:45.
- At 7:50 all students will be released to their first class. There will be no congregating in the halls/Commons/Cafeteria during this time. It is expected that all students will be in their classrooms ready to learn at 8:00 when class begins.
- **On the first day of school, students will report to their assigned Advisory classrooms to start the day.**

## Meal Fees

The 2023-2024 meal prices are \$1.75 for breakfast and \$2.75 for lunch.

A la cart items are also available for purchase and range between \$0.50-\$2.50. Students may place money on their account via [www.myschoolbucks.com](http://www.myschoolbucks.com) or may pay cash at the register. Parents must apply for free/reduced textbook/lunch assistance **every school year** and may do so online at [myschoolapps.com](http://myschoolapps.com) or complete a paper form. Paper forms are available at the August 7-9 photo days or anytime in the Main Office. For more information about free & reduced assistance, please visit the [SCM Food Services website](#).

## Class Times/Lunch Schedule

- **Daily Schedule - 8:00am - 3:10pm**
- ***There is no more early release Wednesdays***

**Lunch time is scheduled based on 3rd block classes:**

- Art, Industrial Tech, Science, Social Studies, Ex. Learner
- Business, English, Music, World Lang., SH/Cr. Rec., Jagla (Rm 250)
- FACS, Math, PE

8:00-9:25	Block 1
9:30-10:00	Advisory
10:05-11:30	Block 2
12:10-1:40 Block 3A	11:35-12:05 A Lunch
11:35-12:20; 1:00-1:40 Block 3B	12:25-12:55 B Lunch
11:35-1:05 Block 3C	1:10-1:40 C Lunch
1:45-3:10	Block 4

## Maroon and White Day Schedule

The first day of school is a White day!

A complete maroon/white calendar for the school year can be found [here](#).

	Mon	Tue	Wed	Thu	Fri	NOTES
<b>AUGUST 2023</b>		1	2	3	4	
	7	8	9	10	11	14 First Teacher Day
	14	15	16	17	18	16 First Student Day
	21	22	23	24	25	
	28	29	30	31		

## **Continuous Grading**

MHS uses a continuous grading system (semester-long grading periods). MHS posts progress reports to Skyward at weeks 6 (for weeks 1-6) and 12 (weeks 1-12), with grade information that reflects the student's continuous grade. This allows both parents and students to get a more accurate picture of what their student's final grade will be in their class at the end of the semester (week 18). Paper report cards are sent at the end of the semesters.

## **Administrators/Counselors/PSO Office - Updated!**

Please note that there have been some changes to the administrators and counselors at MHS. The administrator or counselor for your student may have changed.

### **Main Office Administrators**

Mr. Chad Brugh - Principal - 574-254-7305      Mrs. Jessica Mann - Associate Principal - 574-254-7306

### **Alpha Teams**

#### **Students Last Name A-D**

Mr. Sam Ells - Assistant Principal - 574-254-7307; ellss@mishawaka.k12.in.us

Mrs. Melissa Raffelock - Counselor - 574-254-7319; raffelockm@mishawaka.k12.in.us

Mrs. Danielle Bonk - 574-254-7309; bonkd@mishawaka.k12.in.us

#### **Students Last Name E-L**

Ms. Tessa Doll - Assistant Principal - 574-254-7314; dollt@mishawaka.k12.in.us

Mrs. Kelly Krider - Counselor - 574-254-7320; kriderk@mishawaka.k12.in.us

Mrs. Danielle Bonk - Secretary - 574-254-7309; bonkd@mishawaka.k12.in.us

#### **Students Last Name M-R**

Mrs. Kristin Wells - Assistant Principal - 574-254-7313; wellsk@mishawaka.k12.in.us

Mrs. Karen Hernandez - Counselor - 574-254-7318; hernandezk@mishawaka.k12.in.us

Miss Erin Czyz - Secretary - 574-254-7308; czyze@mishawaka.k12.in.us

#### **Students Last Name S-Z**

Mrs. Laura Sigler - Assistant Principal - 574-254-7312; siglerl@mishawaka.k12.in.us

Mrs. Kristin Gaines - Counselor - 574-254-7317; gainesk@mishawaka.k12.in.us

Miss Erin Czyz - Secretary 574-254-7308; czyze@mishawaka.k12.in.us

Ms. Danah Clayton - Social Worker (all grades) - 574-254-7303; claytond@mishawaka.k12.in.us

## Attendance

### To report an absence - 574-254-7301

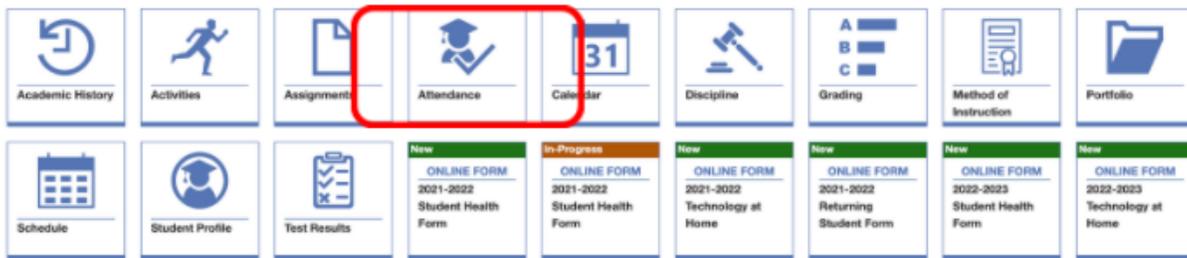
- Last name A-D, press option 1
- Last name E-F, press option 2
- Last name M-R, press option 3
- Last name S-Z, press option 4

### A reminder that parents must call in their child's absences no later than 10 am the day of the absence.

Failure to report your child's absence may result in an unexcused absence. If you need to pick your child up for an appointment, calling in advance helps ensure that your child will be ready and waiting at the time you arrive.

### Parents can also report absences using the Parent Portal in Skyward.

1. Select "Attendance" in Skyward.



2. Select "Add Attendance Request"



3. Select the start and end date and select a reason for the absence. Save and submit.

### ABSENCE REQUEST DETAILS

\*Start Date

\*End Date

All Day

\*Attendance Reason

\*Comment

## **Dress Code**

Appropriate student dress is important to maintaining a positive school climate; it is conducive to teaching and learning, and helps to eliminate unnecessary distractions. Students are encouraged to dress appropriately for school so as to maintain an attitude of respect for self and others. The full dress code policy can be found on page 21 of the [Parent Student Handbook](#). Please note the following:

- Head coverings are not allowed (hats, hoods, bandanas, do-rags, etc).
- Holes above the knee are not allowed; shorts/skirts can not be shorter than fingertip length.
- Shirts must thoroughly cover the abdomen and pants must conceal all undergarments.
- Among other things, clothing may not make reference to illegal drugs or drug brands, guns, be offensive or profane, or be sexually inappropriate (e.g. students may not wear Playboy branded clothing).

**Students who fail to follow dress code policies will be disciplined following every infraction, beginning with detentions and progressing to OSS if warranted. Administration reserves the right to make the final judgment/decision concerning the appropriateness of school dress.**

## **Textbook Fees - NEW information!**

In Spring of 2023, the Indiana General Assembly passed House Enrolled Act No. 1001. This act allows for state reimbursement of all curricular materials for ALL students, regardless of a student's socio-economic status. This means that parents will no longer be charged for any textbook or curricular materials. It is important to note that while parents will no longer need to request financial assistance for textbook fees, it is still required for meal fees (see Meal Fees section of this letter for more information).

## **Visitors**

All visitors to the building must enter through the Pool Doors (Door L). All visitors must present their State ID/Driver's License to enter the building.

## **Transpo Bus Service**

Transpo offers FREE public bus transportation to MHS students with their current MHS photo ID. Routes [here](#).

## **Virtual School for 2023-2024 school year**

Attending school in-person is the best way to learn for most students; however, we understand that there are some students who may need to learn in a virtual environment, thus MHS has created a small virtual program for students who need virtual learning due to medical necessity. Students enrolled in virtual school will have live synchronous Google Meets with teachers during a specific time during the school day in both Math and English. Students **MUST** attend during these class sessions. Other classes assigned will be self-paced. Progress must be shown in all classes to continue attending Virtual School.

Current virtual students must have a track record of success with Virtual School and re-apply with updated medical documentation stating that virtual learning is necessary for the student. If a student has not been successful in virtual school (i.e. earned the number of credits required to stay on track to graduate), they should attend traditional school.

All Students who would like to attend virtual school must be on track to graduate and provide medical documentation from a licensed physician stating that virtual learning is necessary.

[Apply Here](#)

**(Applications for semester 1 of the 2023-2024 school year will only be accepted through August 31, 2023)**

*Students accepted into Virtual School must maintain an ongoing 95% attendance rate and a “C” average in order to continue in the program. It is also important to know that certain graduation pathway classes require in-person attendance on campus. This means that, based on the student’s schedule and prior credits earned, he/she may be required to attend certain classes in the building on a daily basis. Students will also be required to take major assessments in the building during either day or night school, as well as participate in all mandatory graduation assessments in person (PSAT, SAT, and/or ASVAB).*