

## IT'S PROM TIME! Here's what you need to know...

**Prom is from 9pm-12am on May 10th at North Ridge Country Club.** Tickets are **\$40** each. Only cash and checks made out to Millbrook High School will be accepted.

**TICKETS:** Prom tickets will be on sale during lunch and after school from April 29th-May 9th. **No tickets will be sold on May 10th.**

**NOTICE: Any student and/or their guest who is attending the prom may be subject to a random substance screening.**

**BEHAVIOR and ATTENDANCE:** Students should review the Student Handbook for dance attendance, dress code, and behavior policies. Any student with 10 or more unexcused absences in any class or excessive tardies (per administrator discretion) when ticket sales start will not be allowed to purchase a ticket. Any student who has been suspended during second semester will not be allowed to purchase a ticket. Any student who plans to attend Prom must attend school on May 10th (see "Check Out" below for day-of attendance policies).

**GUESTS:** Students who wish to bring a guest who does not attend Millbrook High School must submit a completed guest form (available outside of the main office and on the Millbrook High School website) to **the front desk in the main office or to Mrs. Genesky in 1413 by 3:00 on May 3rd for administrative approval.** Before returning the form, students should review the guest expectations carefully. No guest over 20 will be approved. As noted above, guests are also subject to random substance screenings.

**FINES:** Students with outstanding fines will not be allowed to purchase a ticket. Fines include but are not limited to textbooks, media fines, parking tickets, and senior class fees. Students should check PowerSchool or the Media Center for any fines; fines from previous years are listed as SOY. All fines must be paid through the Online School Payment system that is accessible on the Millbrook High School website. For media fines, students must know the exact amount due and provide their full name. If a media fine cannot be paid using OSP, students should come to the Media Center between 7:00am – 3:00pm. If a book or uniform is returned to a teacher and a fine needs to be cleared, the teacher will email Ms. Cronin with the request. Fines paid in-person must be paid in CASH. Fines paid using OSP are CREDIT/DEBIT only.

**CHECK OUT:** Students who plan to attend prom on May 10th must attend school on the day of Prom. Students who are attending Prom may check out at 11:40 on May 10th and their absence will be marked "unexcused" for the rest of the school day. **Students who plan to check out early must turn in a completed "Request for early check-out" to the attendance office; the form must include the student's 3B teacher and room number, student name and ID number, and a parent signature and contact information. Any incomplete form will not be approved. Forms are available outside of the main office and must be turned in to the attendance office by 3:00 pm on May 3rd.** On May 10th, students with approved forms will receive a pass from their 3B teacher to leave campus at 11:40. Any student leaving campus without a pass or before 11:40 will not be allowed to attend Prom. Students with the appropriate pass must leave campus at 11:40.

**See you on May 10th!**