**MCHS Important Information**

**Attn: New Students to MCHS**

**SCHEDULING**—During the spring semester of each school year, all students will pre-register for the following school year. Pre-registration will last for one week for each grade level. During this week, students will choose their next year courses with the help of their parents, teachers, principals and counselors. Please look for the pre-registration materials in February of each year and take the time to discuss your child’s schedule for the following school year. Please attend a parent forum night on scheduling, which usually takes place in the month of February.

We are on a seven-period day schedule, where all classes meet all year long (with the exception of freshman PE and Health). Each day begins with Academic Time (AT). AT sets the tone for the day. AT is time built into the school for student to study, work, read, and organize. Students need to sign out with his/her AT teacher and obtain a hall pass to leave AT (to go work with another teacher, for example). After AT, students have seven periods to report to following the below times…

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| **Regular Schedule** |  | **One Hour Delay**  ***\*Including Clubs\**** |  | **Two Hour Delay**  **\*\*NO CLUBS\*\*** |
| AT 8:15-8:43 |  | \*8:15 School Day Begins  AT 8:15-8:43  AT/Clubs 8:43-9:09 |  | 1st 10:15-10:45 |
| 1st 8:46-9:32 |  | 1st 9:15-9:55 |  | 2nd 10:51-11:21 |
| 2nd 9:38-10:23 |  | 2nd 10:01-10:41 |  | 3rd 11:27-11:56 |
| 3rd 10:29-11:14 |  | 3rd 10:47-11:26 |  |  |
| 4th 11:20-12:29  **Senior Academy**  11:14-11:39  11:25-11:50  11:40-12:05  11:55-12:20  12:05-12:29  **Freshman Academy**  11:14-11:39  11:40-12:05  12:05-12:29 |  | 4th 11:32-12:47  **Senior Academy**  11:26-11:51  11:40-12:05  11:55-12:20  12:15-12:40  12:22-12:47  **Freshman Academy**  11:26-11:51  11:55-12:20  12:22-12:47 |  | 4th 12:04-1:17  **Senior Academy**  11:56-12:21  12:10-12:35  12:25-12:50  12:45-1:10  12:52-1:17  **Freshman Academy**  11:56-12:21  12:25-12:50  12:52-1:17 |
| 5th 12:35-1:20 |  | 5th 12:53-1:32 |  | 5th 1:23-1:52 |
| 6th 1:26-2:11 |  | 6th 1:38-2:17 |  | 6th 1:58-2:27 |
| 7th 2:17-3:02 |  | 7th 2:23-3:02 |  | 7th 2:33-3:02 |

**COURSE FEES**—Each student will be assessed a course fee of $45. In addition, some courses require additional costs for materials. Students that qualify for free or reduced meals may also qualify for a course fee waiver. The waiver form must be completed and returned to the office with his/her schedule in hand.

**iWave: iLearn**—The Meade County School District (MCSD) is providing and administering a plan for students and parents as a part of our “iWave: iLearn Initiative.” Enrollment in this program is required for students who wish to take their iPad home. Students who are not enrolled in the program will check their iPad in and out of school each day. Although iPads will be assigned to all students, they are all the property of MCSD. MCSD reserves the right to collect and/or inspect your device at any time and delete any materials or applications. Because the iPads belong to MCSD, users should have no expectation of privacy. Users must abide by the district’s acceptable use policy (08.323)—inside and outside of school hours.

**Insurance Program for the iPad mini:**

* Free during school hours
* $30 (or prorated where applicable) non-refundable insurance per school year to take device home
* Limit of Liability: $400

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| |  |  | | --- | --- | | |  | | --- | | **iWave: iLearn Initiative FAQ's for Parents:** | |  |  | | --- | | **What is my family’s responsibility in monitoring what my child does on the iPad at home?**  Parents are ultimately responsible for overseeing the use of their child’s iPad at home. Each family has unique dynamics and it is our intention to respect parenting decisions with regard to the use of the device. However, we recommend that iPads (and other similar technology) be used in an open space such as the kitchen or living room rather than in your child’s bedroom. Common Sense Media ([www.commonsensemedia.org/](http://www.commonsensemedia.org/)) provides a number of helpful resources.  **How can parents control iPad content, including apps?**  The best way is to schedule regular times to review what is on the student devices; we encourage parents to schedule time with their student to sit and review what is being done on the device.  **How do I check to see where my child has been on the Internet?**  Students use Safari as their web browser. Use these steps to access your child’s history:  1. Open the Safari app  2. Tap the button that looks like an open book  3. Tap History  4. Select the date you wish to view  5. Tap any page listed to access the site your child was viewing  **Can my student take photos or videos on the iPad? How do I view them?**  The iPad does allow users to take pictures and videos. Students are supposed to ask permission before making any photos or recordings of anyone. We encourage you to check the appropriateness of your child’s media. Tap the photos app to view what your student has saved.  **What if a student already has an iPad?**  All students will be given a school-issued device that is configured to meet school needs and standards. This iPad should be used whenever a device is required in class. It is up to you and your student whether to enroll in the “Take Home” initiative.  **What if it breaks?**  If the device hasn’t been dropped or damaged in any way, the cost will be covered by the school insurance program. If the damage has been caused by negligence on the part of the student, he/she is responsible for repairs or replacement.  **What if it is stolen?**  All devices are equipped with GPS that we will use to track the device if possible. If we are unable to locate the device, a police report must be filed in order for the Insurance program to cover the cost.    **Will my child receive the same iPad and case each year?**  Yes. The iPads will be collected, restored to factory settings, and redistributed to the same student the following year. At that point, students can select which apps to re-download and which ones are no longer necessary to have on their device. We think it will encourage students to take better care of the device if they know it will be theirs for the duration of their time in our schools.  **Who owns and manages the iPads?**  The iPads are district-owned and Mobile Device Management (MDM) software will be installed on them. The MDM is required to install apps, maintain updates, and perform audits to insure the devices are operational for the student’s school needs. The MDM should not be removed from the iPad for any reason.  **I have a question that was not answered above. Whom may I contact?**  Please email Amy Berry at [amy.berry@meade.kyschools.us](mailto:amy.berry@meade.kyschools.us). | |

**iWave: iLearn Student iPad Expectations (08.2323)**

* iPads are the property of the district and will be monitored using management software. The device and its contents can be viewed at any time.
* General misconduct or issues with attendance may result in student being assigned to a day user
* At the end of each school year, iPads will be turned in, along with case and charger. Devices will be reset to factory settings. The following year, devices and cases will be returned to the same student user, upon submission of forms and payment.

**Do’s:**

* Bring your iPad with you each day to school, fully charged and ready for use
* Always use a soft, lint-free towel to clean the screen—no spray or liquid cleaners
* Make sure your hands are clean when you use your iPad
* Keep it away from food and drink
* Use only the charger and cord provided by the school
* Report any damage or issues as soon as possible (do not attempt to repair it yourself)
* Report theft immediately—the sooner we know, the more likely we are to be able to help you locate it
* Keep the iPad in a climate controlled area—don’t expose it to heat or cold
* Download free apps from the school’s filtered app store
* Save documents using cloud storage (like Dropbox)
* Create accounts using your school email address as username and your first and last initial followed by your lunch code as password
* Set a passcode on your device. Make sure the code is known only to you and your parents
* Maintain adequate storage for educational purposes
* Personalize your lock and home screen with appropriate media (no guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang symbols)
* Mute sound during the school day, unless instructed to do otherwise by a teacher

**Don’ts:**

* Remove the cover provided by the district (adding a screen protector is acceptable, but not required)
* Apply marks or stickers to the iPad or its case
* Exchange iPads with another student
* Sync the iPad with any computer
* Clear or disable the browsing history
* Remove the management software
* “Jailbreak” or alter the software
* Leave your iPad unattended
* Take video, pictures, or make audio of students or staff without permission
* Share your passwords or give our personal information online or in any social media app
* Download illegal free or paid apps or music from the Apple App Store or iTunes (if these are discovered, we will reset your iPad to factory settings)

**REPORT CARDS/PROGRESS REPORTS**—A total of four report cards will be sent home each year at nine-week intervals. The fourth report card will mark the end of the second semester and determine if credits are earned. The grading scale of MCHS is: A=93-100, B=84-92, C=75-83, D=65-74, F=0-64. Each student has the opportunity to obtain seven credits each year for a total of 28 credits after four years. The minimum number of credits to become a sophomore is 5. The minimum number of credits to become a junior is 11. The minimum number of credits to become a senior is 17. The minimum number of credits for graduation is 24. In addition to the report cards, progress reports are sent home at the midpoint of each grading period. Therefore, parents can expect information about their child’s progress on four and 1/2 week intervals.

**HARASSMENT/DISCRIMINATION**—Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student’s education or creates a hostile or abusive education environment. If you believe you have been a victim of an act of harassment/discrimination or if you have observed incidents involving other students that might be acts of harassment/discrimination, report this to the principal.

**ATTENDANCE**—Students who have been absent or tardy to/from school shall report to the office upon returning to school with a note from a parent/guardian, funeral home, courthouse or doctor which states the reason for the absence, including the specific nature of illness. Students are given three days to turn in their excuse note. Three parent notes per semester are allowed for illness. A student MUST bring in a note anytime he or she misses even one minute of school.

Any student who has been absent from school without a valid excuse for three or more days or tardy on three or more days is truant. Any child who has six or more unexcused absences is a habitual truant.

**CELL PHONE PRIVILEDGE**—Students are allowed to have cell phones at MCHS. Students may use their cell phones before school, after school, during class changes, and during lunch. Cell phones are not allowed to sound or be used during instructional time (AT or any of the seven periods).

**MISSING WORK POLICY**—Effective, January, 2013 MCHS will enforce the below missing work policy. MCHS SBDM approved the policy December 10, 2012.

1. Students who are absent will have one (1) day for every one (1) day absent plus one (1) additional day to turn work in without a late penalty.
2. Students are expected to turn in ALL assignments. Late work will be accepted until the end of each nine (9) week grading period and scored at a minimum of half credit.
3. Teachers will check for missing assignments each Wednesday. Students who have three (3) missing assignments on Wednesday will be assigned one (1) detention hall. Work that is missing, but not late based on absences shall NOT count toward the three (3) missing assignments.
4. Teachers will complete a detention slip and will call parents upon assigning the detention.
5. Students will have two (2) days to serve the detention per policy.

**MEDICATION—Students** with prescription medication must take it to the nurse’s office, along with a signed parent permission statement requesting that the student take the medication during school hours and indicating any special instructions. All medicine will be locked in a medicine cabinet. If students must carry medicine with them, they must present a physician's order declaring a medical necessity, including inhalers. Meade County High School staff cannot dispense any medication (prescription or non-prescription) except by physician orders and a signed statement from the parent/guardian of the student. No member of the school staff may offer students non-prescription medicine (including aspirin), even if it is the personal property of the staff member. Staff will be informed about students with chronic illness. All medicines must be in the original container with original label provided by the pharmacy. Each medication must be in a separate pharmacy issued container. If medicine is to be taken at home and during school hours, we suggest obtaining two containers from the pharmacy for each prescription to be taken. No medications will be accepted that are not in the original container with the original label.

**DRESS CODE**—The purpose of Meade County High School is educational. Our goal is to teach students how to dress in an appropriate manner so that they will be successful in the working world. Therefore, no form of personal appearance which distracts from the purpose is acceptable. No form of dress that creates a disturbance or creates unusual attention is acceptable. The following criteria do not constitute the only possible violations of the dress code, but all students shall abide by these regulations. All students shall be clean in their dress and personal appearance. The following types of clothing and related items are **NOT ACCEPTABLE** (parents will be notified of dress code violations):

 Clothing:

* Sundresses
* Shorts shorter than above the fingertips
* Skirts & dresses shorter than above the fingertips (there can be no slit above the fingertips)
* Clothing with tears and holes found **above the fingertips**
* No excessive tears and holes
* Revealing clothing such as spandex, bike shorts and leggings (unless covered by an appropriate top)
* See-through clothing (unless the clothing underneath or on top is in compliance)
* Midriff tops (no skin exposed when sitting or standing)
* Tank tops or muscle shirts
* Sleeveless shirt or blouses
* **Visible underwear**
* Clothing/items with inappropriate or offensive slogans (including but not limited to alcohol, drugs, sex – usage statements or suggestive statements)
* Cleavage visible

 Accessories:

* Headwear (Including but not limited to bandannas, scarves, masks, visors, hats, caps, coat hoods, hooded sweaters)
  + Hooded items may be worn to school but may not cover the head while inside the building
  + All headwear shall be removed before entering the building and stored in lockers
* Wallet chains or dog chains
* Dog collars
* Necklaces larger than ¼ inch (the size of a new #2 pencil eraser)
* Multiple chains
* House shoes
* Hair of unnatural color
* Sunglasses (unless prescribed by a physician for indoor use)

**LOCKERS**—Students will be assigned a school locker. Students are responsible for all items placed in the locker. At the close of the school year, all lockers will be emptied and checked for damage. Students whose lockers are defaced or damaged must pay for repairs. School lockers (including physical education dressing room lockers and athletic lockers) are the property of Meade County High School and the Meade County Board of Education. Routine inspection of these lockers may be made at any time, or inspection for reasonable cause, and without prior notification. Such inspections may also be made by the appropriate authorities for illegal substances or hazardous objects. In the event a locker fails to lock, the student must notify the office to rectify the problem. All lockers will be cleaned out the day after the last day of school and all items will be discarded. Students need to get all items out of the locker prior to leaving on the last day of school.

**STUDENT SUPPORT and EXTENDED SCHOOL SERVICES**—The Meade County High School Youth Services Center is part of the Kentucky Education Reform Act. Our center links our high school students and their families to educational, social and health services in the community, and provides help in overcoming obstacles to success in school. The MCHS Youth Services Center is open to all students without regard to race, color, creed, gender or socioeconomic status. Please use the following contact information for our Youth Services Center at MCHS:

Nicki Banks, Youth Services Coordinator

Meade County High School

(270) 422-7515 ext. 4526

Office Hours: 7:45 a.m. to 3:00 p.m. (Other hours are available by appointment.)

Meade County High School makes available educational services after school for students who need additional help in a class. Students may attend ESS/ExL upon referral by a teacher, parent, or self. Anyone remaining after school must be supervised by a teacher until leaving school property. Once a student leaves school property, he/she may not return without authorization by the administration. ESS/ExL is usually offered on Tuesday’s beginning with the second week of each semester. The schedule will be posted on the school web page.

**BUS PRIVILEGES**—All students must abide by the Bus Regulations established by the Meade County Board of Education. All students will receive a copy of these on the first day of school. Students must submit to the directions of the driver at all times. Generally students who are referred to Assistant Principals by bus drivers will: (1) be given a warning the first time; (2) put off the bus for three (3) days the second time; (3) put off the bus for two (2) weeks the third time; and (4) put off the bus indefinitely if referred a fourth time. Certain offenses such as fighting, or being disrespectful to the bus driver may result in a more severe disciplinary measure the first time. Consideration for disciplinary action will be made based upon the students past collectively rather than limited to a particular school year.

**LUNCH/BREAKFAST PROGRAM**—Meade County High School has implemented a computerized lunch system. This system allows students to deposit money into their account at anytime for as many meals/drinks as they choose. When a student account is getting low of funds, the student will be informed in order to deposit additional money. ALL students must enter a code number at the cashier’s station. Students will not be allowed to charge their lunch. All students are encouraged to deposit money into their account in advance.

Students whose families complete an application and qualify may receive free or reduced meals at breakfast and lunch. All children in a family can be included on a single family application filed with the Director of Food Services at the Meade County Board of Education. Students on free or reduced lunch will be required to enter a code number at the cashier’s station. The student’s lunch status will appear to the cashier at that time. No meal tickets will be issued for free or reduced lunches.

**TESTING**—Testing is a very important part of every high school student’s career. The following is a list of most of the important tests offered to students during high school.

**KPREP (Kentucky Performance Rating for Educational Progress)**—Arequired state test (On-Demand Writing) that is given during the spring semester of sophomore and junior years to gauge students’ proficiency in writing.

**END-OF-COURSE**—EOC exams will test student content knowledge in English II, Algebra II, Biology, and US History. The EOC score will count as 20% of the student’s final grade in the corresponding course. All students in the A through D range receive the highest percentage the school uses for the letter grade in that course. (For example, in US History all students scoring 148–152 will receive the 92% for the EOC Final Grade; in AP US History all students scoring 148–152 will receive an 89% for the EOC Final Grade.) The F range is as follows:

* **0-49 =25%**
* **50-99 = 50%**
* **100-135 = 64%**

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| **EOC Subject** **Test** | **Course Letter Grade** | | | | | **EOC Scale Score Link to CPE-College Readiness Benchmark** |
| **F** | **D** | **C** | **B** | **A** |
| **U.S. History** | 135-below | 136-143 | 144-147 | 148-152 | 153-above | 148 |
| **English II** | 135-below | 136-143 | 144-149 | 150-157 | 158-above | 150 |
| **Algebra II** | 135-below | 136-140 | 141-143 | 144-148 | 149-above | 144 |
| **Biology** | 135-below | 136-144 | 145-147 | 148-152 | 153-above | 148 |

**PLAN**—This test will be given to all 10th graders as a pre-ACT assessment. In addition to gauging academic achievement, PLAN provides information for educational and career planning. PLAN is offered to students during October of their sophomore year.

**PSAT**—The PSAT/NMSQT may be used as a preview of the SAT which is required for admission to many colleges. Practicing questions like those on the college tests and under similar testing conditions may give you greater confidence in approaching the college tests. The PSAT is also the qualifying test for students who wish to participate in the nationwide competition conducted by the National Merit Scholarship Corporation (NMSC). The PSAT is offered to students one day in October of each year and costs approximately $13.00. There is no make up session. Only scores obtained during a student’s junior year can be used to qualify for the NMSC.

**ACT**—The ACT assessment includes four curriculum-based tests that measure students’ educational development in English, mathematics, reading, and science reasoning. A student’s performance on the tests has a direct and obvious relationship to his or her academic development. Being a requirement for entrance for colleges and universities, MCHS recommends that every student take the ACT before graduation. MCHS recommends that the ACT be taken for the first time after a geometry class is taken or during the spring semester of the junior year. MCHS also recommends that the ACT be taken a second time. MCHS offers a video review course before each ACT national test date. The cost for this review is $13.00 to cover the cost of the workbook. **The ACT is offered five times per year with an approximate cost of $33.00. It is administered to all juniors, free of charge at MCHS, in March.**

**SCHOLARSHIPS**

**KEES**—The Kentucky Educational Excellence Scholarship is a program started during the 1998-99 school year. Students can earn rewards for good grades and ACT scores. A student can earn up to $2,500 renewable for four years for a maximum of $10,000. Please contact a counselor with any questions.

**NATIONAL/STATE SCHOLARSHIPS—**As the counselor’s office receives national and state scholarship information, they post that information on the bulletin board next to the counselor’s office. Although there are some scholarships for sophomore and juniors, most of these scholarships are for seniors. All students should review the bulletin board on a regular basis. The counselor’s office also has a scholarship book available to check out.

**LOCAL SCHOLARSHIPS**—During the senior year, MCHS has approximately 45 scholarships from businesses and organizations.

**ROTC/ACADEMY**—ROTC scholarships and Academy appointments need to be completed during the fall of the junior year.

**FAFSA**—In order for students to become eligible for grant or “free” money for post-secondary education, that student must fill out a Free Application for Federal Student Aid. This form is completed after January 1 and before March 15 of the senior year. MCHS offers a financial aid night in which a representative from a local university will help parents complete the form.

\*Many scholarships require applicants to list extra-curricular activities. MCHS encourages students to start making a list of all their accomplishments, including any extra-curricular activities (i.e. clubs, sports, church, community, etc.), leadership positions (i.e. President/Treasurer of sophomore class, Captain of the football team, Vacation Bible School teacher, shift manager of a restaurant, etc.) and awards (i.e. Who’s Who, all state basketball, employee of the month, etc.). By doing this now, students will be more prepared to fill out scholarship applications in the future. Organization and planning for your future can easily be done through the student Individual Learning Plan (ILP). Please see a counselor if you have any questions.