

## Resources for Parents and Students

**Student Handbook:** Given to students when school starts. It contains info about policies, grading, attendance, honor code, discipline, conduct, and block scheduling. Also contains school calendar and a daily planner (assignment book) for students.

**Things To Do After Two:** Given to students when school starts. It lists all clubs, academic teams, honor societies, organizations, publications, service clubs, special interest clubs, student government organizations, and sports at MHS. Includes meeting times, eligibility criteria, and dues.

**Student Directory:** A PTSA publication sold at Back-to-School Night and in the main office. Cost is \$5.

**PTSA Newsletter:** Mailed to parents monthly. It includes a variety of timely information.

**Keep in Touch.** Parents can sign up for email bulletins on various topics (e.g. weekly calendar, PTSA activities, class events) by registering with “Keep in Touch” on the MHS Website

**MHS PIPENOTES:** Contains daily announcements for students and staff such as club meetings, concerts, athletic events, etc. It is posted on the school’s website and can be emailed to you daily through the “Keep in Touch” program.

**Highlander:** Monthly school newspaper distributed to students in class. It contains loads of information about what is happening in the school. Parents may subscribe to have a copy mailed to them.

**The Clar:** MHS yearbook available for purchase. It is distributed at the end of the school year.

**Student Responsibilities and Rights:** Important information regarding student responsibilities, rights, school rules, and discipline.

**MHS Website:** [www.fcps.edu/McLeanHS](http://www.fcps.edu/McLeanHS)

**MHS PTSA Website:** [www.mcleantpsa.org](http://www.mcleantpsa.org)

**FCPS Website:** [www.fcps.edu](http://www.fcps.edu)

## A Day at MHS

Buses drop students at the front entrance of the school on Davidson Road. Private cars may drop students at the Westmoreland Street entrance by the rock. It is the same set-up for after school pick-up until 2:30 pm.

Students wishing to ride home on a different bus with a friend must get a “Bus Pass” from the main office by bringing a note from their parents.

Late buses leave school at about 4 pm on Wednesdays and Thursdays so students may participate in after-school activities.

Classes begin at 7:20 am Monday through Thursday and 8:00 am on Friday after a 5 minute warning bell. Classes end at 2:10 pm. There are 5 minutes between classes with a 10 minute break after the first class each day.

Students have each class every other day (block scheduling) except for 7<sup>th</sup> period which meets every day. Alternating days are called Red Days and Silver Days. The Student Handbook and Student Directory have the entire year’s block schedule. If school is cancelled, this schedule is not altered.

Backpacks are allowed in the halls and classrooms. Lockers are assigned the first week of school.

A dress code flyer will be given to students when school starts. Students generally dress casually – jeans, tee shirts, shorts, khakis, etc. Hats are not allowed.

Hall passes are required any time students are in the hallways when classes are in session.

Students may use the library before or after school, during break and lunch, and during class periods when teachers schedule research time or give them a library pass. Library hours are 7 am to 4 pm, with an early closing at 3:30 pm every Friday.

Students can use computers in the library, writing lab, and math and physics labs.

After school is dismissed, the only students staying on campus should be those who are participating in an activity (sport, club, tutoring, music, etc.) under the supervision of a staff member.

Students parking at school must have a parking permit. See “Auto Regulations” in the Student Handbook for detailed info about parking.

MHS has an enforced Honor Code regarding honesty which is outlined in the Student Handbook.

Violations of the attendance policy, the Honor Code, and the Code of Student Conduct can lead to disciplinary actions. Disciplinary options are outlined in the Student Responsibilities and Rights booklet.

Two years of P.E. are required (usually taken in the 9<sup>th</sup> and 10<sup>th</sup> grade). Showers are available.

For security, MHS has one full-time police officer and a staff of four to patrol the school.

## Medications During School

Students needing medication during school must have their parent and doctor complete a form available from the clinic. Once completed, the clinic aide keeps the medication in a secure place and dispenses it to the student as prescribed. Students in possession of over-the-counter or prescription drugs in school may be in violation of the FCPS drug policy.

## Attendance Policy

Students who arrive late to school must sign in at the Attendance Office with a parental or medical note. If a student is absent, the parent must call the All Day Absence Line at 703-714-5725 by 8:30 am AND the student must bring a signed note from the parent within two days of returning to school. Pre-arranged absences should be scheduled at least two days in advance with the student’s teachers and the Attendance Office. See “Attendance Procedures” in the Student Handbook for complete procedures.

## Food at MHS

Students may not leave MHS grounds for lunch. They may eat in the cafeteria or in the courtyard. The cafeteria is open during lunch and break. Before school, quick breakfast items such as bagels and juice are sold in the cafeteria. Lunch cards are available for sale, but are not required since cash may be used.

The cafeteria sells a broad range of food, including Mexican food, salads, pizza, pasta, and sandwiches as well as the traditional FCPS hot foods.

Food and soda vending machines are located throughout the building. Soda machines are turned on only after school.

Students have about 30 minutes for lunch. There are three lunch periods, and a student’s lunch period is determined by his/her schedule, not grade.

## Fundraising

Led by class officers and aided by teacher sponsors and class parents, students select several activities to pay for homecoming, prom, and senior year events. One contribution is the annual class dues. Many MHS organizations have fundraisers.

## MC Leadership

MC stands for “Mentoring” and “Character.” Teacher-selected freshmen who have leadership potential and can benefit from being mentored by a strong senior leader are invited to join MC Leadership. These freshmen and seniors meet regularly to work on leadership skills and to perform service projects.

## Freshman Seminar

During school in September, seniors from MC Leadership lead a Freshman Ethics Seminar which is a three-part discussion of the Honor Code, involvement in extracurricular activities, and ways to form positive relationships. MHS students are expected to demonstrate integrity by exhibiting the core values of respect, responsibility, and honesty.

## Student Activities

The Scottie Dog and the Highlander Clansman are the school's mascots. School colors are red, white, and silver. MHS sports teams are known as "The Highlanders." Pep rallies are school-wide activities that encourage school spirit. Cheerleaders, the band, and the Student Government Association participate. Pep rallies occur during the school day and can be held in the stadium or gymnasium.

**Class elections** for sophomores, juniors, and seniors take place in the spring. Freshman class elections are held in September.

Meetings and events are announced during the televised morning news show during the first class of the day, during announcements at break time, and in "Pipenotes."

**Fall sports** begin in mid-August, winter sports in mid-November, and spring sports in mid-February. All sports have team try-outs, and some have cuts. Practices vary by sport, but generally last 2-3 hours. Players must provide their own transportation home from practices. Trainers are part of the MHS sports program. The **weight room** is open after school under the supervision of a teacher. **Sporting events** require tickets. They are usually \$4-5 and can be purchased at the door. Season passes for all sporting events can be purchased through the MHS Booster Club.

**Homecoming** is on October 22<sup>nd</sup>. It is the culmination of a week when students, alumni, and faculty, as well as the community, celebrate MHS. Each day has a theme with suggested attire. On Homecoming, there is a parade with banners made by each class, followed by a football game at 2 pm and a dance in the evening.

## Guidance

Guidance counselors are assigned alphabetically according to a student's last name. Students have the same counselor all four years, unless there is a change in personnel. Students desiring to see their counselor should stop by the guidance office and make an appointment by leaving a note in the box on their counselor's door. Students should seek their counselor's advice for issues such as class selection and changes, teacher, family or peer problems, recommendations, and college searches.

Two parent-teacher mini-conferences are held each year – one in November just after the 1<sup>st</sup> quarter ends, and another in March. On these days students go in to school several hours late so parents can talk to their students' teachers and counselor about academic progress and any concerns. Parents line up to see individual teachers for

a short, time-specified conference. Teachers not seen during mini-conferences can be contacted by phone, correspondence, or email if need be. Individual parent/teacher conferences may be scheduled through your student's guidance counselor as needed.

Credits for advanced math and languages taken in middle school will automatically carry over to high school unless parents request that the grade be dropped before the student enters 9<sup>th</sup> grade.

Teachers are available after school by appointment for academic help. Peer tutoring through the National Honor Society and "lunch and learning labs," staffed by teacher and student volunteers, are also available to students.

## Back-to-School Night

This will be held on **September 22<sup>nd</sup> at 7 pm**. Parents have an opportunity to follow their child's schedule and meet his/her teachers in their classrooms and participate in a brief "class meeting".

## Parent Opportunities

**Parent network programs** are held in the evenings with specific topics of interest to parents. They are sponsored by the PTSA and publicized in the PTSA newsletter.

**PTSA meetings** are held monthly on the second Monday of the month in the library at 7:30 pm. Parents are encouraged to attend and participate.

Parent participation at MHS is welcomed and encouraged. A volunteer form outlining opportunities will be included in the Back-to-School packet. Some areas needing help are: school library, PTSA, Booster Club, Band Parents Association, Choral Parents Association, and the Orchestra Parents Association.

All freshmen and their families, as well as 10<sup>th</sup> – 12<sup>th</sup> grade transfer students and their families, are invited to attend the **Newcomer Potluck Dinner** in the cafeteria on September 9 beginning at 6 pm before the first home football game. See the flyer included in this mailing.

Questions? Ask one of our Newcomer chairpersons: Linda Burchfiel, 703-506-4310, larva@attglobal.net  
Sherri Coles, 703-532-4843, sherricoles@hotmail.com

Compiled by the MHS PTSA  
August 2005

---

MCLEAN HIGH SCHOOL



## NEWCOMERS' SURVIVAL GUIDE FOR 2005-2006

---

Paul A. Wardinski, Principal  
Nadja Golding, PTSA President

## Important Phone Numbers

Main Office	703-714-5700
Attendance	703-714-5726
All Day Absence Line	703-714-5725
Guidance	703-714-5722
Buses	703-446-2050
LD/ED	703-714-5752
ESOL	703-714-5882
Clinic	703-714-5710
Activities Office	703-714-5860
Activities Hotline	703-749-8138

## Important Websites

MHS Website	<a href="http://www.fcps.edu/McLeanHS">www.fcps.edu/McLeanHS</a>
PTSA Website	<a href="http://www.mcleanptsa.org">www.mcleanptsa.org</a>