

# **Student Handbook And Discipline Policies 2017-18**

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## **MT. VERNON-ENOLA HIGH SCHOOL**

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# Mount Vernon Enola School District



## **DISTRICT ADMINISTRATION**

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## **Preface**

The administration, board of education, and faculty have prepared this handbook in an attempt to assist students and parents in becoming familiar with the policies, regulations, requirements, and activities of Mount Vernon-Enola Public Schools. This handbook, when properly used, can help high school students enjoy more fully the school and the opportunities it affords.

The handbook is designed in such a way that the incoming students may have a ready source of information when they meet the problems of adjusting themselves to new surroundings.

Along with increasing your knowledge and skills, another major responsibility and guideline while attending Mount Vernon Enola High School will be for you to recognize that freedom implies the right to make mistakes and learn from them so long as the consequences of the acts are not dangerous to life and property, and that these acts do not infringe upon the rights of others or disrupt the academic program.

We trust that you will find the handbook of value in answering the main questions that arise during the school year. If you do not find herein the information desired, please inquire at the office.

## **STUDENTS' RIGHTS, RESPONSIBILITIES AND LIMITATIONS**

Each student at Mount Vernon-Enola High School has the responsibility to maintain and promote the safe and orderly environment conducive to a quality education. This responsibility includes reporting any violation of school rules and/or violations of state laws to the proper authorities.

### **ABUSE (VERBAL AND PHYSICAL) OF A SCHOOL EMPLOYEE**

VERBAL ABUSE shall include but not be limited to a student: cursing an employee, name-calling, derision, defamation or innuendo, intimidation, etc. Discipline will range from a minimum of suspension to a maximum of expulsion.

PHYSICAL ABUSE shall include but not be limited to a student: using any weapon against an employee, striking or pushing an employee, tripping, restraining an employee against his or her will, throwing at an employee, etc.

Seriously threatening a school employee or student is a class C felony (Act 1046). ACA 5-17-101 Threats which involve the possibility of the loss of life may result in immediate suspension.

Discipline will range from a minimum of suspension to a maximum of expulsion. When monetary damages are involved, restitution shall be one of the measures taken. The police may be called and civil charges filed when circumstances seem to warrant. Evaluation by a mental health professional will be required before readmission to school.

### **ALTERNATIVE LEARNING CENTER**

An Alternative Learning Center (ALC) is provided at the Crossroads Alternative Learning Campus at Quitman for students who have been identified as educationally at-risk. The purpose of the program is to prepare students academically to return to the regular classroom and to acquire attitudes and skills to manage their personal conduct in a socially acceptable manner. Those students assigned to the ALC will be expected to follow all rules and procedures established by the ALC staff. The following criteria must be met for placement in the alternative campus:

1. Consent of parent/guardian must be obtained.
2. Recommendation made by a committee comprised of members of the administration, the teaching staff, the student and his/her parent.
3. Students will be placed in the school for at least one semester.
4. A meeting before entrance in the alternative school with student, parent/guardian, alternative school supervisor, and administration of MVE.
5. A meeting before entrance back to the MVE main campus with student, parent/guardian, alternative school supervisor, and administration of MVE.

### **ASSAULT**

Willfully and intentionally assaulting or threatening to assault or abuse any student or teacher, principal, superintendent, or other employee of the MVE School System will result in a minimum of suspension to a maximum of expulsion. Seriously threatening a school employee or other student, or threatening damage to a school structure is a class C felony (Act 1046). ACA 5-17-101 Threats which involve the possibility of the loss of life may result in immediate suspension. Evaluation by a mental health professional will be required before readmission to school. Proper law enforcement authorities will be notified.



## **ATTENDANCE/ABSENCES**

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.

Absences will be of 3 types, A, B, and C absences. Type A absences are absences for which professional documentation is presented. Professional documentation can be from a medical doctor, judge, or other professional attesting that the student missed school because of illness or reasons beyond the control of the student. Absences for funerals (no more than 1 day per funeral) are considered Type A absences with proper documentation. Type A absences are excused, unlimited in number, and all missed work can be made up, but they count as absences. Other absences which would be considered Type A are:

1. To participate in the election poll workers program for high school students;
2. To serve as a page for a member of the General Assembly;
3. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, or has returned from deployment to a combat zone or combat support posting;
4. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;
5. Due to the student having been sent home from school due to illness.

Type B absences are absences with or without documentation from parents. This may occur when a parent decides to allow a student to stay home for any reason without professional documentation. Type B absences are limited to six (6) per semester. Type B absences are not excused, however missed work can be made up. Excessive Type B absences (more than 6 per semester) will result in loss of credit and a grade of F in each course affected. Parent/guardian will be notified when a student has missed 3 (one half of the six permitted) days.

Type C absences are absences resulting from a suspension or expulsion. Type C absences are unexcused and students receive a grade of zero for all work missed while absent. Excessive unexcused absences shall not be a reason for expulsion or dismissal of a student.

Students participating in school sponsored activities will not be counted absent.

If any student's Individual Education Program (IEP) or 504 plan conflicts with this policy, the requirements of the student's IEP or 504 plan take precedence.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the

previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Students are required to sign in and out in the office when arriving or leaving campus other than at regular start and end of the school day. Students are only allowed to be signed out during the day by a parent/guardian or after the office has received notification from the parent/guardian.

Any student leaving school during the day must, in all cases, sign out. Failure to sign in and out will result in disciplinary measures that range from detention hall to suspension.

Students will be permitted to turn in all work missed due to an absence under the following rules:

- a) Students will have as many days to turn in make-up work as were missed, with this exception; assignments given before the absence, are due on the first day returning. The first day a student returns to school after an absence, the student must ask the teacher what work he or she missed that must be made up.
- b) The student must turn in to the teacher the make-up work without the teacher asking the student for it. It is the responsibility of the student.
- c) Providing a student receives make-up assignment and is not in school the day it is due, then it is due the first day the student returns to school.

Any student who has not completed all work and tests assigned at the end of the semester shall receive an "I"(incomplete) for the semester. The student shall have two (2) weeks to complete the work and/or tests for the semester, or the "I" becomes an "F" for the final grade except for extenuating circumstances, such as illness.

A student will be counted absent if more than ten (10) minutes are missed in a forty-five(45) minute class period.

A student arriving after the bell has rung to begin a period shall be deemed tardy.

## **BULLYING**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Education. Students who bully another person shall be held accountable for their actions whether they occur on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

**Attribute** means an actual or perceived personal characteristic including without limitation: race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation.

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a student or public school employee or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment.

**Electronic act** means without limitation, a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment.

**Substantial disruption** means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments about another student's personal appearance or actual or perceived attributes;
2. Pointed questions intended to embarrass or humiliate;
3. Mocking, taunting or belittling;
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person;
5. Demeaning humor relating to a student's race, gender, ethnicity, actual or perceived attributes;
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans;
7. Blocking access to school property or facilities;
8. Deliberate physical contact or injury to person or property;
9. Stealing or hiding books or belongings; and/or
10. Threats of harm to student(s), possessions, or others;
11. Sexual harassment is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut" or conduct or is homosexual,

regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

Students are encouraged to report behavior they consider to be bullying, including a single action, which if allowed to continue, would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of the policy shall be subject to disciplinary action ranging from a conference up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Cyberbullying of school employees is expressly prohibited and includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

## **BUS STUDENTS**

All reported bus misconduct will be subject to disciplinary guidelines according to the MVE High School handbook. Students who misbehave on the bus will receive disciplinary action ranging from student conference to expulsion.

Any visitor riders on a bus must provide the bus driver with a permission note signed by an administrator before being transported on the bus.

## **CAFETERIA**

Breakfast and lunch meals are prepared daily and made available to the students. Meals are expected to be paid for unless the appropriate paperwork has been filled out and the student has been approved for free meals. Students are notified they are out of

money when they come through the meal service line.

Courtesy is always commendable, and we need to be courteous in our cafeteria. We would appreciate your cooperation in complying with the following rules:

1. Stay in line and do not break, push, or run.
2. Be polite to fellow students and especially to cafeteria workers.
3. Remove trays and milk cartons from your table.
4. Food is to be eaten in the cafeteria only, unless you are to report to working lunch.
5. Students are to behave in an orderly manner in the cafeteria.
6. Each student who has finished eating should leave the area he/she used clean.
7. Students will not be allowed to accrue charges for more than 10 meals without payment.

### **CHECK-OUT PROCEDURE**

Permission to leave school before the close of the school day may be obtained ONLY from the office.

The proper procedure for checking out of school includes the following:

1. Parents must be present, send documentation, or call before a student is allowed to check out.
2. Sign the check-out book

No check-out will be allowed on major test days (mid-term and final) until ALL the student's tests for ALL the test days are completed.

Failure to follow check-out procedure will result in disciplinary action ranging from Saturday School to suspension.

### **CHEMICAL SCREEN TEST POLICY**

The Mount Vernon Enola School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total well being of each individual. The Mount Vernon Enola Board of Education is determined to help students by providing another option for them to say "no". Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

#### **Purpose of a Chemical Abuse Policy:**

1. To let all the students of Mount Vernon Enola Schools know that the school is concerned about their total wellbeing. The School District is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of the students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state laws, which restrict the use of such mood-altering chemicals.
4. To assist students of Mount Vernon Enola Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of Mount Vernon Enola Schools who are considered leaders and standard bearers among their peers.
6. To work cooperatively with the parents by assisting them in keeping their children free from mood-altering chemicals.

7. To provide referrals for student who need evaluation regarding their use of mood altering chemicals.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.

### **Scope**

The provisions of this policy apply to all students in Mount Vernon Enola Schools in grades seven through twelve whose parent/guardian signs Consent Form "A" of the Chemical Policy.

### **General Provisions**

Illegal drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and their derivative or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug.

Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.

### **Reasonable Suspicion Provisions**

The use or possession of illegal drugs or alcohol by a student on property under the control of the MVE School District or prior to entering property controlled by the District or at a District-sponsored event where the illegal drug or alcohol has the possibility of impairing the student is a violation of this policy. The presence of an illegal drug or its metabolites or alcohol in a student's body is considered possession.

*Reasonable Suspicion*-is defined as a reasonable suspicion by an administrator or other district employee that a student has used, possessed, or sold illegal drugs on District property or has used illegal drugs off of District property, but is on District property or at a District-sponsored event while under the influence of the illegal drugs; or that a student has used or possessed alcohol on or off of District property or at a District-sponsored event while under the influence of alcohol; or that a student is abusing or misusing prescription medications on District property or at a District-sponsored event while under the influence of the prescribed medication.

*Examples* of reasonable suspicion include, but are not limited to:

- Eyewitness evidence by a District official, administrator, or employee:  
Eyewitness evidence of another person plus additional evidence;
- Individualized suspicion possessed by an employee of the District that is based upon a reasonable suspicion and/or reasonably reliable evidence

### **Random Testing Provisions**

The use or possession of illegal drugs during school activities or prior to school activities where the illegal drug has the possibility of impairing the participant is a violation of this policy. The presence of an illegal drug and its metabolites in a student's body is considered possession. Any student undergoing medical treatment prescribed by a physician that includes the use of a drug or medication capable of affecting the student's mental or physical capabilities must notify the appropriate school official at the time of testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. A student's failure to notify the appropriate school official that the student is undergoing medical treatment that includes the use of any drug or medication capable of affecting the student's mental and physical abilities is violation of this policy. The penalty for this violation may be the same as an initial

positive test result under the random testing provisions.

### **Procedure**

*Type of Testing*-The District may require each student of the Mount Vernon Enola Schools grades seven through twelve to provide a urine specimen. Each specimen cup will have a number on it, which will be assigned to a participant's name. The numbers that are selected through a random process will be sent to the lab for testing. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must show up for providing urine samples to be taken at Mount Vernon Enola Schools or go to a pre-designated doctor's office and give a urine specimen.

*Selecting Process*-While students are in school, they will be subject to random selection for testing. Each student will be assigned a number. Particular days will be selected for testing. The amount of numbers drawn will be no less than (2%) or greater than (50%) of the students in grades seven through twelve. If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for random testing equals the number representing students designated for random testing.

*Refusal to Submit Testing*-Students not consenting to be tested (in random pool) are allowed to join clubs or organizations, but are not allowed to attend after school meetings and functions or participate in off-campus trips. Any participant who refuses to submit to random drug testing shall not be allowed to participate in any school activity for the remainder of the school year. Each student must consent by the beginning of the 2nd semester in order to participate in 2nd semester activities. The following is a list of activities that students not consenting (in the random pool) will not be allowed to participate in for the school year.

#### **Examples include:**

Class or Club trips	Prom Committee	Dances (including Prom)
Decorating for Prom	Homecoming Maid	Sports
Band Festival	Student holding a MVE parking permit	

*Use of a Positive Test*-Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within 24 hour period of a positive result. The specimen must be given at a pre-designated doctor's office.

*Expense*: Certain chemicals that take more than twenty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

### **Testing Procedure:**

*Analysis of Urine specimens*-The initial urinalysis method shall be an immunoassay screen. If a specimen tests positive for any substance being checked, a student may request a confirmation test within 24 hours of receiving the positive result. The confirmation test will be at the student's expense at the office of a pre-designated physician. Gas chromatography/mass spectrometry GC/MS shall be conducted on the specimen.

All test results from the laboratory shall be communicated to the the superintendent or designee. To ensure proper testing, United States Department of Health and Human Services as defined by the National Institute of Drug Abuse certified laboratories will be followed.

All urine specimens will be taken at a designated restroom. Any student who is

requested to provide a urine specimen shall be directed to the collection site, where the student will complete the necessary forms. Students selected as part of the random test will be required to execute an additional consent form.

**The Following precautions will be taken, as appropriate, at the collection site:**

1. Positively identify the examinee.
2. The observer shall ask the individual to remove any unnecessary outer garments (i.e. coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings (i.e. purse, briefcase, etc.) must remain with the outer garments. The observer shall note any unusual behavior or appearance.
3. The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and process area.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents shall be placed in the toilet tanks, whenever possible. No other source of water shall be available in the enclosure where urination occurs.
6. After the specimen has been provided to the observer, the observer will continue with custody procedures and determine whether it contains at least 60 millimeters of urine. If there is not at least 60 millimeter, additional urine should be collected. The student may be given reasonable amounts of water for drinking. If a student fails for any reason to provide the necessary amount of specimen, the observer shall contact the Superintendent or designee for guidance.
7. Immediately after collection the observer shall check the temperature of the specimen and inspect the specimen for color and signs of contaminants. Freshly filled specimens should be warm.
8. Both the observer and the student being tested shall keep the specimen in view at all times prior to its being sealed and labeled.
9. The student shall observe the tamper-proof seal. The labels for the specimen bottle must have all information completed before being placed over the bottle cap and down the sides of the bottle. The observer will place the identification label securely on the bottle.
10. The student and the observer will sign the chain of custody form.
11. The identification label on the specimen container shall contain: the date, the student's name, and the student's assigned number.

The observer shall enter the identifying information in a record book. Both the observer and the student shall sign the permanent record book next to the identification information. The student shall be asked to read and sign a certification statement regarding the urine specimen.



## Results and Notification

Test results shall be reported to the Superintendent or his designee within a specified number of days after the lab's receipt of the specimens. All reports shall be in writing. All specimens testing negative on the initial test, or negative on the confirmation test shall be reported as negative. Only specimens confirmed as positive shall be reported as positive for specific drug.

### Substance Tested

The substances for which students will be tested include:

Barbiturates	Amphetamines	Benzodiazepines
Amobarbital	Amphetamine	Alprazolam
Butabarbital	Methamphetamine	Chlordiazepoxide
Butalbital	Clorazepate	Pentobarbital
Diazepam	Phenobarbital	Halazepam
Secobarbital	Prazepam	Triazolam
Cocaine Metabolites	Propoxyphene	Phencyclidine (PCP)
Qualitative THC	Opiates	Ethyl Alcohol
Codeine	Heroin	Morphine

The cutoff levels for initial screens shall be 100 nanograms per millimeter (ng/mg) for marijuana metabolites (THC), 300 ngn/ml for cocaine metabolites and opiates, 25 ng/ml for phencyclidine, and 1000 ng/ml for amphetamines. The cut weight of ethyl alcohol shall be four one-hundredths of one percent (0.04%) by weight of alcohol in the student's breath or blood. Cutoff levels used are determined by the National Institute on Drug Abuse.

The cutoff levels for confirmation tests shall be 15 mg/ml for marijuana metabolites, 150 ng/ml for cocaine metabolites, 300 ng/ml for opiates, 500 ng/ml for amphetamines, and 25 ng/ml for phencyclidines.

### Consent Form

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing at various times of the year. The form must be cosigned by the student's custodial parent/legal guardian. No student shall be allowed to participate in any school activity (any activity outside the regular curriculum) until the consent form has been signed by both student and custodial parent/guardian and returned to the principal.

### Cost

The test to be given during random selection will be paid for by the District. Any second test or test requested by the parent or student will be at the parent's own expense.

### **Testing Due to Reasonable Suspicion**

Students who have been identified through the criteria outlines as reasonable suspicion may be tested separately from the times of the random testing. The testing should take place as soon as possible after the determination of reasonable suspicion has been verified. The charge of the testing for those identified will be the responsibility of the District.

### **Records**

All records concerning chemical abuse testing shall be maintained by the Superintendent or designee in a separate file under lock and key. The records shall not be kept in a student's regular file. Only the Superintendent or his/her designee shall have access to the files. The files on each student shall be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of his/her chemical abuse testing records upon written request.

### **Grievances**

The procedure for appealing is found in the Mount Vernon Enola Handbook. The following procedures will be followed when students violate this policy:

1. The parent or guardian will be notified.
2. The superintendent or designee shall schedule a conference with the student's custodial parents or legal guardians to explain the results.
3. Counseling/rehabilitation will be strongly recommended for the student who tests positive. This will be at the expense of the student.
4. The student will be placed on a 20-day probation from any school activities. After twenty-one days, the student will be tested again at the student's own expense. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to continue in school activities for one calendar year. The student cannot participate in any form of extracurricular activity involving Mount Vernon Enola Schools. To regain eligibility for participation in activities after the calendar year period, a student must have a negative Chemical Screening test. This must be administered by the pre-designated doctor at the student's expense.

### **CLASSROOM EXPECTATIONS**

1. Be in your assigned seat ready to begin work when the tardy bell BEGINS to ring.
2. Bring all necessary materials to class every day.
3. Complete all assignments.
4. Do not work on assignments from other classes while in a class.
5. Follow instructions at all times.
6. Cheating will not be tolerated.
7. Keep your hands, feet, and objects to yourself.
8. Respect your classmates and their property.
9. Do not have food or drinks other than water out in the classrooms and hallways.

### **CLOSED CAMPUS**

Students may not leave the campus during the school day unless permission has been granted by a parent through the principal's office. Once you enter the student parking lot or any part of the campus, even before classes have started, you cannot leave without permission from the office.

## **CONTRABAND**

Contraband such as laser lights (ACA § 6-18-512), lighters, matches, radios, TV sets, tape recorders, CD players, any other electronic devices, sunglasses, hats, caps, chemical agents, and fireworks will not be allowed on school campus without prior approval. If such a device is brought to school it will be collected by the teacher and handed to the principal. Students who violate this policy are subject to disciplinary action that will range from a minimum of a student conference to a maximum of expulsion.

## **CORPORAL PUNISHMENT**

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools. Reasonable discipline may include the administration of corporal punishment to a student by a certified employee, but should follow the guideline below:

- a. This method should be used only after attempts to modify student behavior by other alternatives have failed, or in unusual circumstances.
- b. Corporal punishment is only offered as one of two or more alternatives. It will not be administered if the student chooses not to take it.
- c. It shall not be administered in the presence of other students, shall not be issued in a spirit of malice or anger, and shall not be excessive.
- d. Corporal punishment will only be administered when 2 certified employees (one of which must be an administrator) are present.
- e. The student shall be advised of the infraction he/she is being punished for before administering. If the student claims innocence, the certified employee will permit the student to state his/her position, which shall be considered prior to punishment.
- f. Corporal punishment should be administered to the posterior only.
- g. A written report of corporal punishment should be kept in the principal's office.
- h. School officials are not required to conduct formal hearings prior to corporal punishment.
- i. Parents may choose whether or not their child is eligible for corporal punishment.
- j. Corporal punishment will only be administered a total of two times per year.

## **DAMAGE, DESTRUCTION OR THEFT OF SCHOOL PROPERTY**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parent of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor in an amount not in excess of \$2,000.00. Depending on the severity of the offense any of the following could be imposed:

- a. Suspension (5 days plus payment of replacement cost and placed on probation)
- b. Suspension (10 days plus payment of replacement cost and placed on probation)

Mount Vernon Enola School reserves the right to bring criminal charges against the student in addition to other discipline.

## **DELAYED START FOR SCHOOL PROCEDURES**

The decision to close school will be made by the superintendent of schools. When the superintendent has reason to close school, he will begin a process of informing staff, parents, and students through the use of Little Rock TV stations, and recorded telephone announcements. Please contact the office to be added to the telephone contact list.

## **DETENTION HALL**

Mount Vernon Enola High School uses a school-wide discipline system to help maintain order and provide a basis of understanding between students, parents, and the staff of MVE High School. The discipline system is based on detention hall. Detention hall is held daily at the following times:

<b>Teacher Detention</b>	<b>Held at Teacher's discretion</b>
<b>Early Detention Hall</b>	<b>7:00 a.m. till 7:40 a.m. (held on Monday - Friday each week)</b>

Classroom teachers will administer teacher detention for classroom behavior that does not warrant an office referral. If a student does not attend teacher detention at the scheduled time, an office referral will be made.

It is not possible for students to ride the school bus and attend early detention hall; instead students must provide their own transportation to or from school in order to attend.

A student who is tardy to detention hall will remain that day and will receive an additional day for being tardy. A student will be assigned to one session of Saturday School for excessive tardiness to early detention hall. If a student is more than ten minutes late, he will not be allowed to stay, and thus will receive no credit for being there. Students who fail to attend or are more than ten minutes late to detention hall will be assigned two additional detention halls. After a student has accumulated a total of five detention halls, he will be assigned one session of Saturday School. If a student is absent from school on the day he has detention hall, he must report the day he returns to school.

A student assigned to detention hall by the administration as a disciplinary measure must attend at the assigned time.

## **DISCIPLINE OF DISABLED STUDENTS**

Students with disabilities are subject to the same disciplinary rules as non-disabled students. The individualized educational plan (IEP) will address any particular disciplinary procedures that may deviate from the usual rules. State and Federal guidelines will be followed to maintain compliance, and protect the rights of students with disabilities to a free appropriate public education. The building principal is given the responsibility of serving as the grievance officer in compliance to requirements of Act 504 of the Rehabilitation Act of 1973.

## **DISHONESTY**

Students shall refrain from purposely deceiving or misleading any staff member in their efforts to gain factual information concerning any event. Also, students shall not be involved in any effort to receive credit for any assignment by dishonest means. This includes but is not limited to: copying, plagiarism, and stealing. Consequences for this infraction range from conference to expulsion.

## **DISORDERLY CONDUCT**

Students guilty of inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program are subject to a minimum of suspension to a maximum of expulsion.

## **DISPLAY OF AFFECTION**

Undue public display of affection between students on campus is not in good taste and will be subject to disciplinary action ranging from student conference to suspension.

## **DRESS CODE**

It is felt that learning to dress appropriately is an important aspect of a student's education. It is also felt that improper dress is a distraction and a deterrent to the education process. Any student may be sent home immediately if clothing does not meet the dress code or attracts undue attention to the student, thus creates a disturbance in the school. All garments must be worn in a manner as not to detract from the dignity of the student, school, and community.

The Board of Education and Administration has adopted the following dress code:

- a. Students will at all times dress in good taste and be groomed to present a respectable appearance.
- b. Clothing displaying demonic symbols, slogans, or pictures of a vulgar nature or depicting alcohol beverages, tobacco products or illegal drugs will not be worn.
- c. Hats, caps, or sunglasses (except for medical reasons) will not be worn in any building.
- d. Students may not wear apparel that exposes bare midriff in any position. Shoulder width on shirts or tops must be a minimum of three inches. Boys must wear a top with enough sleeve to cover the armpit. Girls must keep their bra covered. No cut-out, ball practice shirts may be worn outside the gym.
- e. Students may dress in shorts year round. Shorts and skirts must be of the appropriate style and length. No spandex or boxer shorts may be worn. Shorts must be at least as long as the tips of the fingers when standing in a relaxed, hands at the sides, position.
- f. Act 835 of 2011 prohibits wearing clothing that exposes underwear, buttocks, or the breast of a female on the grounds of a public school or school sponsored activities. Pants and shorts with holes must have no holes higher than the tips of the fingers when standing in a relaxed, hands at the sides, position.
- g. Students will not be allowed to wear sleepwear, including house shoes.

Students who do not comply with these guidelines will receive appropriate disciplinary action. Since styles, fashions, and fads change, the administrators may make decisions regarding other modes of dress that are considered inappropriate. If a student's teacher is concerned with a possible violation of the previous guidelines, this disapproval must be expressed to the appropriate administrator. The student will then be called in for consultation and possible disciplinary action ranging from changing clothes to suspension. Final decision on any matters of dress code, will be at the discretion of the administration.

Students cannot attend class and will be counted absent from class until provisions are made to attain proper clothing. After contacting parent/guardian the student will be

sent home or issued school clothing. Refusal to wear the school clothing will result in disciplinary action for insubordination.

Exceptions to the above rules and regulations may be approved for special occasions by the administration.

## **DUE PROCESS**

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations, and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct.

Principals and teachers have the responsibility to follow Board established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed and to arrange with proper school authorities for desired student hearings.

The due process rights of students and parents are as follows:

- a. Prior to any suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
- b. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
- c. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.
- d. Any parent(s), tutor, or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools after appealing to the school's principal.

## **ELECTRONIC COMMUNICATION DEVICES**

Students are not allowed to utilize, bring attention to or display any electronic communications or entertainment device on campus between the hours of 7:55 am and 3:10 pm. The utilization of these devices before and after school hours or while on extra-curricular activities will be left to the discretion of the principal. Students are not to utilize these devices at any time inside school buildings (halls, library, classrooms, restrooms, offices, cafeteria), or on any school bus. The only exception to use in building or on buses is at the specific direction of the bus driver or classroom teacher (instructional purposes only). Consequences for violations of this policy will be:

### **First offense:**

1. Device will be taken up and parent must pick up
2. If student refuses to surrender his/her device, it will result in 5 days Out-Of-School Suspension (OSS).

### **Second Offense:**

1. Device will be taken up and parent must pick up
2. The student will receive 1 day OSS.
3. If student refuses to surrender his/her device, it will result in 10 days OSS.

### **Third Offense:**

1. The device is taken by the office and kept until the parent picks it up. The

student may no longer bring cell phone on campus.

2. The student will receive 3 days OSS.
3. If student refuses to surrender his/her device, expulsion for the remainder of the semester with loss of credit.

**Fourth Offense:**

1. The device is taken by the office and kept until the parent picks it up.
2. The student will receive 5 days OSS.
3. If student refuses to surrender his/her device expulsion for one year with loss of credit.

Students who have not utilized or displayed their own electronic communications or entertainment device, but have done so with another student's device will be subject to the consequences above.

Students are allowed to use electronic devices before 7:55 am outside of the building and after 3:10 pm. Students should not have electronic devices out or turned on inside the building on campus at any time during the school day. These rules apply to electronic watches as well (i.e. Apple Watch).

**ENTRANCE REQUIREMENTS**

Any student entering Mount Vernon Enola School for the first time (transfer student) must present a complete immunization record. Exceptions will be considered in accordance with Act 999 of 2003. Prior to a child's admission to the Mount Vernon Enola High School, the parent, guardian, or responsible person shall provide the School District with the child's Social Security Number (or a 9 digit number will be assigned) and one (1) of the following documents indicating the child's age:

- a. A birth certificate
- b. A statement by the local registrar or a county recorder certifying the child's date of birth
- c. An attested baptismal certificate
- d. A passport
- e. An affidavit of the date and place of birth by the child's parent or guardian
- f. Previous school records
- g. United States military identification

Prior to a student's admission to Mount Vernon Enola School, the parent, guardian, or other responsible person shall indicate on school registration forms whether the student has been expelled from any other school district or is a party to an expulsion proceeding. AR Code Ann 6-18-208 (Repl. 1993), as amended by Act 574 of 1995.

In accordance with Act 472 of 1995, any person who has been expelled as a student from any other school district may not enroll as a student in the Mount Vernon Enola School District until that expulsion has expired. ACA 6-18-510

**EXTRA CURRICULAR/OFF-CAMPUS SCHOOL EVENTS**

Students at school-sponsored off-campus events will be governed by school district rules and regulations and be subject to the authority of school district personnel or authorized chaperones. Failure to obey the rules and/or failure to obey reasonable instructions of school district personnel shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in disciplinary action applicable under the regular school program.

**FALSE ALARMS**

State law ACA § 5-71-210 makes it illegal to submit any type of false alarm, i.e. 911 calls, bomb threats, fire, etc. Students found guilty are subject to discipline ranging from suspension to expulsion. Since this is considered a Class D felony, appropriate law enforcement agencies will be notified.

### **FALSIFICATION OF SCHOOL RECORDS**

A student who falsifies any school record, i.e. hall passes, absentee slips, report cards, etc. will be subject to suspension.

### **FIGHTING**

Fighting will not be tolerated during the school day or at any school activity. Students involved in such conduct will receive immediate suspension. Suspension will range from OSS to expulsion.

### **FOOD AND DRINK**

Students are not permitted to bring food or drinks other than water into the buildings or classrooms. Violation of this rule will result in disciplinary action ranging from student conference to detention hall.

### **FIREWORKS**

A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students, that could cause damage to school property or that could be disruptive to the learning climate of the school. Disciplinary actions for handling, storing, or possessing any kind of fireworks will range from Saturday School to expulsion.

### **GAMBLING, IMMORALITY, AND PROFANITY**

Principals and teachers shall exercise careful supervision over moral conditions in the school. Gambling, immorality, and profanity on the school grounds will not be tolerated; these acts will be subject to the appropriate disciplinary action ranging from Saturday School to expulsion.

1. Immorality -- A student shall abstain from immoral acts.
2. Gambling -- A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.
3. Profanity -- A student shall abstain from using profanity.
4. Shocking Behavior -- Students should refrain from any type of behavior that would be "shocking" to the school or community.

### **GANG POLICY**

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions.

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;



3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

Violation of this policy will result in a minimum three (3) days out-of-school suspension to a maximum consequence of expulsion for the remainder of the semester for the first offense. The second offense will result in an immediate expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds. Act 1108 of 1997, ACA § 6-15-1005

### **HALL PASS**

A hall pass is necessary when a student leaves the classroom during the period. This pass must be dated, timed, and signed by the teacher in charge of the room from which the student is leaving and also by the receiving teacher. Students found in unspecified areas are subject to disciplinary action ranging from a minimum of Early Detention Hall to a maximum of suspension.

### **HALL RULE**

The halls of the school building will be open to students at 7:55 am in the morning and closed during the lunch period.

### **INDECENCY**

A student found guilty of committing or attempting to commit an act which, in the judgement of the school administration, is considered indecent will face disciplinary action ranging from detention to Saturday School.

### **IN-SCHOOL/OUT-OF-SCHOOL SUSPENSION**

Suspension is the prohibition of a student from entering any district school or school grounds (except for a prearranged conference with an administrator) or participating in any curricular or extracurricular activity for a period of time set by the principal of the school or the superintendent. Suspensions may not exceed ten (10) school days including the day on which the offense occurred. Suspension does not carry with it loss of credit for the semester, however, make-up work for the time suspended will not be allowed.

The principal and/or superintendent may suspend students from school for disciplinary reasons when the best efforts of the staff, the counselor, and the parents or guardians of the student have failed.

Unless the official imposing suspension has personally witnessed the infraction, he will conduct such investigation into the matter as he/she deems necessary, including an interview with the subject student before imposing a suspension.

The suspension shall not exceed ten (10) school days, including the day upon which it was initially imposed, and the parent or guardian will be given notice of such suspension and its duration.

A suspension will be, at the request of the parent, reviewed by the superintendent. At such review, the student may make a statement in his or her own behalf and present any other available evidence in support of his or her position. The superintendent shall have authority to revoke, terminate, or otherwise modify the suspension and will notify the parents of his action in this regard on the day the review is completed.

Students may be assigned by the administrator to In-School Suspension for a set number of days. In-School is held in the old agriculture building. The following rules apply to the in-school suspension program.

1. All rules and regulations as listed in the Student Handbook are in effect while in ISS.
2. Students may bring their lunch from home or purchase a school lunch. Soft drinks, candy, and gum are not allowed in ISS.
3. Students are to bring all their textbooks, notebooks, and supplies in order to work all day. No one will be allowed to leave to get supplies. No student will be allowed to borrow materials or books from other students.
4. Students must stay all day in order for it to count. Leaving ISS early for any reason will not count as a successfully completed ISS day and will have to be made up.
5. Students in ISS are not allowed to attend, practice, or participate in any school related activities that take place on the day the student is in ISS. **STUDENTS ARE NOT TO BE ON ANY SCHOOL CAMPUS FOR ANY REASON WHILE ASSIGNED TO ISS.**
6. If a student is absent while assigned to ISS, he/she must make up that day before being released from ISS.
7. Students must go directly to the ISS room upon arriving on school grounds, go to their assigned seat and start work immediately. Work will be assigned by the ISS supervisor or by their classroom teachers.
8. Students will raise their hand and obtain permission from the ISS supervisor before speaking. Students are not to communicate with each other while in ISS.
9. Students will not sleep. They will NOT lay their head on their arms, desk, or partition.
10. Failure to follow the rules/procedures of the ISS program will result in additional ISS days and/or out of school suspension (OSS) being assigned for breaking the rules. OSS will be for the remainder of the original ISS time plus additional time for breaking the rules of ISS.

### **INSUBORDINATION**

Students are expected to follow all instructions given by any staff member while on campus or any school related activity. Refusal or failure to comply can be serious and is punishable by a minimum of detention hall to a maximum of expulsion.

### **INTERROGATION AND/OR REMOVAL FROM SCHOOL**

Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, to know that anything he/she says may be held against him/her in court, for the interrogation to take place in the presence of an official school representative, and not to be removed from school unless he/she has been observed violating a law by a law enforcement officer and/or the official school representative is presented a warrant or other valid order for arrest. School administrators have the responsibility to notify parents of pending or past interrogation, to be present in the absence of parents during an interrogation, and assure the student is removed from the school by legal authority. (School administrators have the responsibility to initiate

proceedings for removing students from the school by legal authorities when the student becomes uncontrollable and/or disruptive,)

## **INVESTIGATIVE PROCEDURE**

State Law requires that Department of Human services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of the state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by a law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee.

## **LEAVING CLASS**

To leave class during session, a student must be granted permission by the teacher and the hall pass card must be signed. Students are not to leave the classroom, with the exception of emergencies or called by the office.

## **LIABILITY FOR INJURY**

Each student is responsible for his/her conduct at all times. A student who causes injury to another student or a school employee will be liable for any damages and is subject to a minimum of suspension to a maximum of expulsion.

## **LIBRARY MEDIA CENTER**

The MVE High School Library Media Center strives to provide a learning environment for all students. This environment will supplement the curriculum and adhere to the ALA Library Bill of Rights. In order to provide the best possible service, the library policies for seventh through twelfth grades will be as such:

1. The media center is a place for quiet, independent study and research.

2. Students may use this facility for a specific assignment with permission from his/her teacher during class; however, a pass must be issued by the teacher and presented to the Library Media Specialist.
3. Leisure reading should be done only at lunch and before school.
4. The media center will open each morning at 7:40 and remain open until 3:10.
5. Most books may be checked out for a two-week period. Reference books may not be checked out.
6. Once a book becomes overdue, the student may lose the privilege to borrow books from the library, until that book is returned or paid for.
7. If a book becomes damaged or deemed unusable while checked out to a student, that book must be paid for before borrowing privileges are reinstated. Lost or damaged books will be charged at the original purchase price, if that price is unavailable, then will be charged at a replacement price. Payments for lost or damaged books must be made to the Library Media Specialist, at which time a receipt will be given.
8. If a payment is made for a lost book, which is later found and returned in usable condition, then reimbursement for the payment will be rendered. Reimbursements will be paid out once a semester and mailed to the parent/guardian at the address listed on the student's record.
9. Any other issues will be resolved on a case by case basis, at the discretion of the Library Media Specialist and the administrators of MVE High School.
10. Do not remove any material from the media center without first checking it out with the Library Media Specialist or assistant. Act 906 of 1995 provides support for media centers in terms of keeping "library (media center) materials" secure from unauthorized removal or willful mutilation. This act provides support by allowing charges to be brought against a person who violates school policies that govern media center security and provides protection to the employee that detains or questions a person believed to be concealing materials. This act also allows for a person to be detained and questioned in a reasonable manner if media center personnel believes a person has committed an offense or has concealed any center material within his/her belongings. This law protects media center personnel that detain or question any person from civil liability.

## **LOCKERS**

Lockers are for storage of books, notebooks, and lunches. Valuable items or money should never be left in them. Keeping your locker locked, its combination secret, and not sharing it with others is the best way to avoid missing contents.

Use only the locker assigned to you. The rental fee of the locker with a lock furnished will be \$5.00 per year. If the lock is misplaced or lost, the student will be charged \$5.00 at the end of the year to replace the lock.

Do not use paint of any kind on the inside or outside of any locker. Stick-on type materials of any kind are not permitted on the outside of any locker. Damage to a locker may result in disciplinary action.

A locker is considered school-owned and is subject to a search at any time. The student to whom the locker is assigned is responsible for the contents and for any damage done to the locker.

### **LOCKER SEARCHES**

1. A search may be conducted only if there is reasonable suspicion that a controlled substance, illegal material, gun or other contraband is present.
2. Students should be informed in advance of a search that school authorities have equal access to lockers.
3. The district's ownership of lockers does not, in and of itself, remove a student's expectation of privacy.
4. Students should be informed, when locker assignments are made of conditions governing the use of school lockers.
5. A blanket search of lockers should not be conducted except in unusual circumstances.

### **LOITERING**

No person, including students, shall loiter on or near the school grounds of any school at any time without expressed lawful business. Loitering is defined as "to hang around or linger on or within 100 feet of any school" (AR Code 6-21-607).

Mount Vernon Enola High School students are not permitted on any other campus at any time. This includes before school, during school and after school. If legitimate business requires a visit to the other campus, the student should first seek approval. Students violating this policy will be subject to disciplinary action ranging from a conference to suspension.

### **LOITERING BY SUSPENDED STUDENTS**

A student provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter such building or be present on school grounds. Penalties will include:

- a. Extend length of suspension or recommend expulsion
- b. Student(s) shall be arrested and charged in accordance with Arkansas Law (Act 7 of 1971) ACA 6-21-607

### **LOSS OF EXEMPTION FROM SEMESTER TESTS**

1. Students who are placed in In-School Suspension because of disciplinary infractions or receive out-of-school suspension will lose their right to be exempt from semester tests.
2. Students enrolling after the third day of the semester will be required to take the semester test.

### **OFF LIMIT AREAS**

#### **Before School (Prior to 7:40 Bell)**

All students must remain in the cafeteria, the courtyard, or library before school. All other areas, including student lockers, are off limits.

#### **At Lunch**

The following areas are off limits during lunch:

1. Main Buildings
2. All parking lots

Students found in these areas are subject to disciplinary action ranging from detention hall to Saturday School.

## **PARKING**

Students must possess a valid driver's license and proof of insurance in order to drive their cars to school. The following rules apply:

1. All cars must be properly registered with the office before they may be driven to school and parked on school property.
2. Students will be required to park and leave them in assigned areas upon arrival.
3. Students are not to sit in parked cars or loiter around them. Parking lots are off limits during the school day.
4. No person shall sit in, drive, or ride in any car except to and from school during school hours unless permission is obtained from the principal's office.
5. Speeding or reckless driving on or off campus reported by any staff member will result in revocation of students privilege of parking on school property.

Discipline for any of the above infractions will range from Early Detention Hall to suspension. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the principal.

## **PATRIOTIC AND RELIGIOUS EXERCISE**

Students have the right to participate in or abstain from such exercises as the flag salute, oaths, or pledges, anthems, and religious observances.

## **PERSISTENT DISREGARD FOR SCHOOL RULES**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to established rules shall be recommended for expulsion.

## **PERSONAL SEARCH**

A search of a student's person should be limited to a situation in which the administration has reasonable suspicion that the student is concealing evidence of an illegal act, contraband, or has violated a school rule.

Dangerous items (such as firearms, weapons, knives) controlled substances as defined by Act 590 of 1971, ACA 5-64-101 as amended, and other items which may be used to disrupt substantially the education process will be removed from the student's possession and will be reported to the proper authorities.

An adult witness of the same sex as the student will be present when a personal search is conducted. A pat-down search of a student's person should be done by a school official of the same sex as the student and with an adult witness of the same sex present.

## **PLAGIARISM**

Using the ideas or words of a source without giving that source credit for the borrowed information and cheating will result in a zero on the work involved as well as detention hall.

## **POSSESSION OF WEAPONS, DANGEROUS INSTRUMENTS, AND CONTRABAND**

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that might reasonably be considered a weapon or dangerous instrument or any contraband material. Act 567 of 1995 requires

expulsion for a period of not less than one year for possession of any firearm or other weapon prohibited upon the school campus by law, however, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-to-case basis.

## **POSSESSION/UNDER THE INFLUENCE OF DRUGS/ALCOHOL/CONTROLLED SUBSTANCES**

A student shall not possess, sell, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substances defined in Act 590 of 1071. A student shall not possess any type of drug paraphernalia.

Any student who violates the narcotic and drug provisions at school or at a school activity shall be suspended from school until the next school board meeting. After the due process and a hearing, the board may then officially expel the violator for the remainder of the current semester, the remainder of the school year, or one full calendar year. Upon recommendation by the administration, placement in Alternative School may be given in lieu of expulsion. ACA 5-64-101

### **Section B:**

A student shall not possess, sell, transmit or be under the influence of any beverage containing alcohol or intoxicant of any kind as defined in amended Act 590 of 1071. Any student who violates the alcohol or intoxicant provisions above at school or at a school activity shall be subject to:

Immediate out-of-school suspension for 10 days. Students will not be allowed to re-enter school until parent/guardian has met with the administration.

Any student found guilty of a second offense shall be expelled after the normal due process and expulsion procedure has been followed. This expulsion will be immediate and range from a minimum of one complete school semester, to one calendar year, to permanent expulsion. Upon recommendation by the administration, placement in Alternative School may be given in lieu of expulsion.

In all cases involving alcoholic beverages, drug paraphernalia, and/or controlled substances, the proper law enforcement authorities will be notified.

This is not in conflict with the MVE Chemical Test Policy. Students found with a positive test under the MVE Chemical Test Policy will have consequences as outlined in the MVE Chemical Test Policy. ACA 6-18-502; 503; 507; 6-21-608

## **PREPARATION FOR CLASS**

Before the tardy bell rings, students are to be in their classroom seats with the appropriate materials required for that class. Students are not to take food or drinks into the classroom unless approval has been secured in advance by the instructor of that class and the principal.

## **PROFANITY**

A student shall not use abusive, vulgar, or irreverent language on the school campus at any time. Disciplinary action will range from conference to suspension.

## **PROHIBITED CONDUCT**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Consequences of prohibited conduct will range from detention hall

to expulsion, dependent upon the severity. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual; A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that might reasonably be considered a weapon or dangerous instrument or any contraband materials. Act 567 of 1995 requires expulsion for a period of not less than one year for possession of any firearm or other weapon prohibited upon the school campus by law; however, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-to-case basis
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device;  
and
24. Behavior not covered.



In accordance with Act 888 of 1995, ACA 6-17-113 all felonies and other violent criminal acts will be reported to the appropriate local law enforcement agency.

### **PROPERTY DESTRUCTION OR VANDALISM**

Students shall not cause or attempt to cause damage to any property, public or privately owned. The party responsible for destruction will provide for restitution as determined by the administration. Parents of a minor child may be held responsible for monetary damages. Students who destroy property of other students and/or staff members away from campus will violate this policy if determination is made that the act was a culmination of events that occurred on campus. Consequences of vandalism will range from detention hall to expulsion, dependent upon the severity.

### **REQUIREMENT TO IDENTIFY SELF**

All persons must, upon request, identify themselves to all school authorities in the school building, on school grounds, and at all school-sponsored events. Failure to do so will result in a minimum of a conference to a maximum of a suspension.

### **SATURDAY SCHOOL POLICY**

The main purpose of this school shall be to help students remain in school instead of being suspended; however, Saturday School is not available to students who are found guilty in the use of drugs, alcohol, fighting, and employee abuse.

Saturday School will be offered during the school year, excluding holiday weekends (Thanksgiving, Christmas, AEA meetings, spring break). It will be held at Mount Vernon Enola High School Library. Failure to attend Saturday School without prior approval or failure to comply with all Saturday School rules will result in disciplinary action ranging from Saturday School reassignment to out of school suspension. **In the event of inclement weather and school is not in session the Friday before a scheduled Saturday School, it will be cancelled. If inclement weather is forecast for Friday night and/or Saturday, we will inform students of the cancellation by school administration.**

The rules are as follows:

1. At least one parent must bring the student to Saturday School and check him/her into class and agree to be available in case of illness or misbehavior by the student during the hours of Saturday School. Parents and students will enter through the side door near library. There must be an emergency telephone number left with the supervisor before the parent leaves. Arrangements must be made to remove the child from Mount Vernon Enola High School campus promptly at 12:00 dismissal. Failure to follow these guidelines could result in loss of Saturday School as a disciplinary option.
2. Upon checking in, each student must have one (1) library book, two (2) textbooks, paper and pencil. No magazines or newspapers will be allowed.
3. Appropriate school clothing must be worn. Tank tops, muscle shirts or shirts with suggestive slogans will not be allowed. Shorts must be an appropriate length.
4. Saturday School begins at 8:00 a.m. Doors will be locked at this time and no one will be permitted to enter late.
5. Productive and meaningful activities are expected throughout each session. Head on desk or sleeping will not be tolerated; students will be sent home if this occurs.

6. There will be one break in the morning.
7. All classroom/school rules and regulations will be followed during Saturday School.
8. Only verifiable physician statements will be acceptable as an excuse for not attending Saturday School.
9. If a student cannot attend Saturday School on the assigned date, the parent shall contact the administration before the end of the school day on the Thursday prior to the Saturday School assignment. At that point the administration may delay the assignment due to genuine and verifiable conflicts.
10. If a student becomes ill during the night and a parent notifies a school official on-site the morning of the assigned Saturday School, the Saturday School shall be reassigned.

## **SEARCH AND SEIZURE**

Students have the right to be protected from unreasonable search and seizure by either state, federal, or school officials.

School administrators have the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly and efficient school. Search and seizure by administrators and/or their designee may occur when need exists.

Search and seizure by law enforcement officials shall occur when a warrant exists. School administrators have the responsibility to make students aware of search and seizure procedures involving school property and/or person.

General searches of school property may be conducted at any time. According to ACA 6-21-608, it is unlawful to conceal any gun, illegal drug, or other contraband in any school-owned desk, locker, or other school-owned property; said property may be searched by any school official employed in a supervisory capacity without obtaining a search warrant. Refusal to submit to or flight to avoid a non-intrusive physical search when reasonable suspicion exists may result in a minimum of suspension or a maximum of expulsion.

## **SEXUAL HARASSMENT**

### **Purpose**

Sexual harassment is sex discrimination under Title IX. It is the policy of the Mount Vernon Enola School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

### **Authority**

It shall be a violation of this policy for any member of the district staff to harass a student through conduct of communications of a sexual nature as defined below. It shall also be a violation of this policy for student to harass other students or member of the district staff through conduct or communications of a sexual nature as defined below.

### **Definitions**

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a member of the school staff to a student, or when made by any student to another student constitute sexual harassment when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- Inappropriate patting or pinching
- Intentional brushing against a student's or an employee's body
- Any sexually motivated unwelcome touching

### **Procedures**

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the District's equity complaint procedure (detailed below) or may complain directly to the building principal, guidance counselor, or to the Equity Coordinator, the individual designated to receive such complaints. Filing of a complaint to otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Use of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against the employee.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the Superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation.

Equity Coordinator shall make a report to the Superintendent within two school days of the completion of the investigation.

### **School District Action**

Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or nonrenewal.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the district. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

### **Reprisal**

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **SCHOOL BUS TRANSPORTATION**

### **Policies for Students Riding School Buses**

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike or ride or walk to or from school.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. The principal has the authority to temporarily suspend a student from riding the bus.
4. Students are not to distract the attention of their driver or disturb other riders on the bus (which includes keeping your hands to yourself; attend to your own matters; leave other students alone, and be reasonably quiet).
5. No knives or sharp objects of any kind are allowed-neither firearms, pets, nor other living animals, etc.
6. A student who wishes to ride a bus other than the one to which he/she has been assigned must have a note from his/her parent/guardian. The note must be approved by the principal.
7. You are not to tamper with any of the safety devices, such as door latches, fire extinguishers, etc. Students must keep seated while the bus is in motion and must not ever move while it is stopped except as the driver directs. Students are not to put their hands, arms, heads, or bodies out the window. Do not yell at anyone outside the bus.
8. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food, or other objects on the floor of the bus. Do not eat on the bus. Keep aisle of the bus clear from books, lunches, coats, etc. Do not put feet in the aisle.
9. Act 854 of 1987; ACA 6-21-609 of State Legislature makes it illegal to smoke on school buses. The penalty for violating this law is a fine ranging from \$10-\$100.

10. Act 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state. Any person who violates the Act shall be guilty of a misdemeanor, and upon conviction, shall be punished by a fine of no less than \$25 nor more than \$100. ACA 5-60-113
11. Do not ask the driver to let you off the bus anywhere except your regular stop.
12. If you cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (unless the driver directs you differently)
13. Students who cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver signals you to do so.
14. Visitors are not allowed except in case of an emergency. Permission must be secured from the principal.
15. This is not intended to cover everything, but it is a very specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

Consequences for not following the student expectations on the school bus will range from detention hall to suspension of riding privileges.

### **SMOKING AND SMOKELESS TOBACCO**

Students are not permitted to smoke, use, or have in possession any tobacco product (including e-cigarettes and like products) on campus, school buses, or at any school activity. Violation of this rule will result in disciplinary actions that range from In-School Suspension to Out-of-School Suspension.

#### **First Offense:**

1. A parent or guardian will be notified.
2. Two (2) days of In-School Suspension-While attending ISS, student must complete a school provided assignment on the dangers of tobacco, cessation programs, etc. in addition to other class assignments provided by teachers or ISS supervisor.
3. Students and parents will be provided information about available cessation programs.

#### **Second Offense:**

1. A parent or guardian will be notified.
2. Three (3) days of In-School Suspension-While attending ISS, student must complete a school provided assignment on the dangers of tobacco, cessation programs, etc. in addition to other class assignments provided by teachers or ISS supervisor.
3. Students and parents will be provided information about available cessation programs.

#### **Third Offense:**

1. The parent or guardian will be notified.
2. Three (3) days of Out-Of-School Suspension.
3. A parent-principal conference must be held before the student is allowed to return to class.

4. Students and parents will be provided information about available cessation programs.

**Fourth Offense:**

1. The parent or guardian will be notified.
2. Four (4) days of Out-Of-School Suspension.
3. A parent-principal conference must be held before the student is allowed to return to class.
4. Students and parents will be provided information about available cessation programs.

Violators of this rule will be reported to law enforcement authorities. Any person violating the provision of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars and no more than one hundred dollars. ACA 6-21-609.

**STUDENT DISCIPLINE-GENERAL STATEMENT OF JURISDICTION**

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

**STUDENT AUTOMOBILE SEARCH**

There is no expectation of privacy for student automobiles parked on the school campus. Student vehicles may be searched when the administration has a reasonable suspicion that contraband is present.

**STUDENT FUND-RAISING**

Any drive for money by classes or other organization must have the authorization of the administration of the school. All money collected in the name of the school shall be deposited in the school activity account or with the school bookkeeper.

Money-making projects are to be limited and should be oriented toward service to the community, rather than door-to-door sales activities.

Expenditures of these funds shall be limited to activities and/or projects that are beneficial to the school, and expenditures shall be approved through the club or class sponsor and the principal.

Students not fulfilling their part in any money making project for a class or organization of which they are a member will not be entitled to partake of the benefits.

**SUSPENSIONS AND EXPULSIONS**

**Suspensions**

The principal or his designee is authorized to suspend students from school for disciplinary reasons for a period of up to ten (10) school days, including the day upon which the suspension is initially imposed. The parent or guardian will be given notice of such suspension and its duration.

The principal or designee shall inform the student of the alleged charges or accusations and the basis of the charges or accusations. If the student denies the charges, the principal shall explain the evidence which forms a basis of the charges and shall permit the student to present his side of the story. If the principal or designee still considers that a suspension is proper, he shall send the student home for one (1) to ten

(10) days. If the principal or designee feels it necessary, he may request a principal-parent conference upon the return to school.

Students who are suspended must stay away from school premises. No suspended student will be allowed to attend any Mount Vernon Enola Public School activity. Only major exams and previously assigned major projects will be allowed to be made up and must be made up upon the student's return to school. Make-up work is allowed for suspensions only on the first one-day offense. A major exam is defined as any exam which would be detrimental to the student passing the class. Repeated suspensions may result in expulsion.

### **Expulsions**

The Board of Education is authorized to expel a student for the remainder of the semester, the remainder of the year, or permanently for conduct it deems inappropriate or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.

The Superintendent shall give written notice to the parent or guardian (mailed to the address reflected on the school district records) that he has recommended to the Board of Education that a student be expelled for the balance of the school year, and notice shall contain a statement of reasons for this recommendation. The notice shall reflect the date, hour, and place where the Board of Education will consider and dispose of the recommendation; and such hearing shall be conducted not earlier than three (3) working days nor more than seven (7) working days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The Superintendent may present any evidence, including statement of those persons having personal knowledge of the events and circumstances giving rise to the expulsion recommendation, at the hearing. The student or his or her representative may then present statements of any persons with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. However, if during the course of the hearing, the Board determines that credibility of any of the witnesses is an issue, then it will permit cross-examination by the student and the superintendent (or their representatives) of those witnesses as to whom credibility has become an issue. Such cross-examination shall be limited to the question or questions as to which the credibility of the witness has become an issue.

Written questions may be submitted by the superintendent or student to any witness presented by the other, and the witness will answer those which the board deems material and relevant. Members of the Board may question any witness. It is noted that Arkansas law makes no provision for the taking of testimony under oath, and no sanctions for perjury, at proceedings such as these.

At the conclusion of the hearing, the Board's decision on the question of expulsion will be made in an open meeting.

Arkansas Statute 80-1516 provides that the director of a school district may exclude students for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other students. ACA 6-18-507

### **TARDY POLICY**

Students are expected to be prompt in arriving at school. Students having business in the office will be required to arrive at school early enough to care for the business before school begins. Standing in line for an admission to class slip will not be an excused tardy. The third tardy to school during a term and every tardy to school thereafter will result in disciplinary action.

- a. 3rd tardy-1 detention hall
- b. 4th tardy-2 detention halls
- c. 5th tardy-3 detention halls
- d. After the 5th tardy student is subject to disciplinary actions ranging from Saturday school to loss of driving privileges

Tardies for second through eighth period shall be defined as a student not being in his assigned learning stations or seated when the tardy bell rings.

Each student is given a tardy card at the beginning of each semester or when he/she enrolls in school. When the student is tardy, the card must be presented to the teacher to be signed and dated. When the card has been signed four (4) times, the student is sent to the office. The student will be assigned 1 day of detention hall and receive another tardy card. After the second card has been signed two (2) times, the student is sent to the office and assigned 3 days detention. Every tardy after will result in disciplinary actions ranging from Saturday School to a maximum of suspension.

If students lose their cards or do not have them when they are tardy, they are to be sent to the office and receive disciplinary action

**A student who is more than 10 minutes late to class will be considered absent.**  
**TECHNOLOGY USE POLICY**

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was coursework). Students who violate technology user agreements are also subject to the penalties outlined in the agreement. Students who violate the technology policy will receive disciplinary action ranging from Saturday School to suspension.

Students who use technology to violate others policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening email to another student. This student would be disciplined for misusing technology as well as threatening another student.

The Technology Coordinator may close an account any time as required. The administration, faculty, and staff at Mount Vernon Enola School District may request the Technology Coordinator to deny, revoke, or suspend specific user accounts.

### **Policy**

The Mount Vernon Enola School District recognizes the need to effectively use computer technology to further enhance educational goals by facilitating resource sharing, innovation, and communication. However, protection and security of the various information networks and computer systems are necessary. Users are expected to learn and to follow normal standards of polite conduct and responsible behavior in their use of computer resources. Electronic mail and telecommunications are not to be utilized by



students to share confidential information about other students or individuals because messages are not entirely secure. Network administrators may review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should not expect that files stored on district servers would be private.

Mount Vernon Enola School District is providing access to computer networks and the Internet for educational purposes ONLY. If users have any doubt about the educational value of any activity, they should consult a member of the administration. It is the responsibility of each user to use the network and Internet access appropriately and to stay away from offensive or harmful sites. Any inappropriate site accessed from a district computer should be reported immediately to the Technology Coordinator.

Mount Vernon Enola School District, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are obscene or harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials.

**I. Use of Computer Hardware:**

1. Computer hardware is like any other school property and shall be treated accordingly.
2. Only authorized individuals will install, service, and/or maintain district owned computer hardware.
3. No hardware, including cables or peripherals, may be moved without authorization from the Technology Coordinator.
4. It is the responsibility of the faculty member to whom the computer is checked out to turn off the computer and peripherals at the end of the day.
5. It is the responsibility of the faculty and then students, staff, and users to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
6. It is the responsibility of the faculty member to whom the computer is checked out to report malfunctions of the hardware to the Principal and/or Technology Coordinator.

**II. Use of Computer Software:**

1. Only software which is legally owned and/or authorized by the district may be installed on district computer hardware.
2. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
3. Modification or erasure of software without authorization is prohibited.
4. The introduction of any viral agent is prohibited.
5. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the computer/network use policy.
6. Any individual who installs any type of file sharing program will have Internet access removed for the remainder of the semester. Access to district email and network programs will still be granted.

7. The Technology Coordinator and/or Technology staff have the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

**III. The following behaviors are NOT PERMITTED on district workstations, computers, or networks:**

1. Sending of "chain letters" or "broadcast" messages to lists or to individuals.
2. Sharing confidential information about students or other individuals.
3. Sending, viewing, downloading, or displaying offensive materials or pictures.
4. Directly assisting a campaign for election of any person to any office.
5. Using obscene language, harassing, insulting, or attacking others.
6. Engaging in practices that threaten the network (i.e., loading files that may introduce a virus)
7. Violating copyright laws
8. Using anyone's email account other than your own.
9. Trespassing in another's folders, documents, or files
10. Violating any regulation prescribed by the network provider
11. Using district-connected technology to gain unauthorized access (hacking) into technology systems is not acceptable.
12. Using district-connected technology to perform any illegal activity is prohibited.

Mount Vernon Enola School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Mount Vernon Enola School District will not be responsible for any damages you suffer. This includes loss of data resulting in delays, non-deliveries, or service interruptions caused by negligence, errors, or omission. Use of any information obtained via MVENet is at your own risk. Mount Vernon Enola School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Security**

Security on any computer system is high priority especially when the system involves many users. If you feel you can identify a security problem on MVENet you must notify the Technology Coordinator. Do not demonstrate the problem to users. Do not use another individual's account without written permission from the individual. Attempts to login to the system as any other user will result in cancellation.

**Vandalism**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, MVENet, or any of the other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.

**IV. Updating Your User Information**

MVENet may occasionally require new registration and account information for you to continue the service. You must notify MVENet of any changes in your account information (address, etc.). Currently, there are no user fees for this service.

**V. Exception of Terms and Conditions**

All terms and conditions as stated in this document are applicable to the Mount Vernon Enola School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Arkansas, United States of America. I

understand and will abide by the Terms and Conditions for MVENet. I further understand that violation of the network regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

### **Parent or Guardian**

Parent or guardian must also read and sign this agreement. As the parent or guardian of this student, I have read the Terms and Conditions for MVENet. I understand that this access is designed for educational purposes and Mount Vernon Enola School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Mount Vernon Enola School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct

### **THEFT**

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat. The offense or theft of anything will be viewed as serious misconduct and discipline will range from a minimum of a suspension to a maximum of expulsion from the school. In addition, authorities may be notified and prosecution in the courts may result. Students shall make restitution of any property stolen by them.

### **THREATENING BEHAVIOR**

Threats of physical harm to any person will not be tolerated. Insinuations of death or harm to another are prohibited. Threats may be considered as criminal acts in which law-enforcement involvement will occur. Appropriate action will be taken upon reports of all threats. This includes oral, written, physical or electronic communication (phone, Internet, etc.). Any person who communicates an intention of bringing a weapon to school to inflict harm to another will be immediately referred to the appropriate law enforcement agency. Violation of this policy will result in consequences ranging from conference to expulsion.

### **TRASH**

Do not drop paper, candy wrappers, cold drink containers, or other waste materials on the floor, halls, passageways, or grounds, but place them in conveniently located containers for that purpose. Students violating this rule will be subject to discipline ranging from a minimum of detention hall to a maximum of suspension.

### **TRUANCY**

Truancy is defined as being absent from class, lunch, or school without previous knowledge of a parent or school official, being on campus and not being in the assigned class, or leaving school without proper checkout.

Students found guilty of truancy will be subject to discipline ranging from a minimum of Saturday School to a maximum of suspension.

### **VIOLATIONS OF THE LAST DAY OF SCHOOL**

Violations on the last day of school that cannot be addressed on that date will result in disciplinary action the next school year.

### **MT.VERNON-ENOLA PUBLIC SCHOOL WIRELESS POLICY**

The Mt. Vernon-Enola Public School utilizes wireless technology district-wide. When using the wireless network, all staff and students are subject to the original acceptable use policies that pertain to the wired connection. Connections to APSCN and eSchool services are made only via a wired connection. On the wireless network one Service Set Identifier (SSID) is in place. This SSID utilizes 802.1x security and utilizes WPA2 security and a Pre-Shared Key and is known by only the Technology Coordinator and Administration.

There is currently no guest access. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyberbullying awareness and response.

## **ACADEMIC POLICIES**

### **AP COURSES**

For the purpose of determining weighted grade point averages, the numeric value of each letter grade shall be:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 0 points

Classes in which students may earn college credit while they are in high school are available at Mount Vernon Enola High School. Advanced Placement (AP) are recognized by Mount Vernon Enola High School and are offered in AP English Language and Composition, AP English Literature and Composition, AP Biology, AP United States History, and AP Calculus. Weighted grades (5-point 'A' grading scale) are given to students who take the AP exam given by the College Board. Weighted grades awarded by another Arkansas accredited school in AP Courses will be recognized for students who transfer into the Mount Vernon Enola School District. Students not enrolled in AP classes may take an AP exam, but will be required to pay for the exam. All Advanced Placement teachers are trained to instruct Advanced Placement Classes.

### **ARKANSAS ACTIVITIES ASSOCIATION - STUDENT ELIGIBILITY**

1. Player must be under 20 years of age.
2. Player may participate only during the first eight semesters' attendance in high school.
3. Player must be passing four subjects (other than physical education, music, extra-curricular activities) at the time of participation in athletics and must have passed four subjects the previous semester.
4. A player must maintain academic standards as set by the Arkansas Activities Association. In addition to the academic standards of the Arkansas Activities Association, all players in grades 7-12 must have had a 2.0 GPA the previous semester.
5. Unless legally adopted by other persons, the residence of a player is taken to be that of his/her family.
6. Physical examinations are required for participation in athletics.

### **CLASSIFICATION OF STUDENTS**

Students are classified by the number of credits he/she has accumulated.

- Sophomore-passed 5 units, 2 of which must be required ninth grade core (math, English, science, social studies) courses. Both semesters of 2 core courses passed.
- Junior-passed 11 units, which must include at least 2 required 10th grade core courses passed in their entirety.
- Senior-passed 17 units, which must include at least 2 required 11th grade core courses passed in their entirety.

Transfer students will be classified on a temporary basis until proper confirmation of grade placement is received from the school from which the student has withdrawn. BIG period assignments will be based on classification of students. Students must attend class meetings and assemblies according to BIG period assignments.

### **CONCURRENT CREDIT**

A student at Mount Vernon Enola High School may enroll in courses at a publicly supported community college or four-year college or university and receive academic credit at both the college and at the high school. A student who chooses to enroll in college courses:

1. Must have completed 8th grade.
2. Must be enrolled as a full-time student in the 9th, 10th, 11th, or 12th grade.
3. Meet the admission requirements for the college or university he or she plans to attend and take responsibility for initiating such admission
4. Will receive an additional one half elective credit toward high school graduation for each 3 hour college-level course successfully completed.

### **CORRESPONDENCE CREDIT**

Correspondence courses, taken for the purpose of making up failed work, may be accepted for credit if approved by the principal and taken under the supervision of the counselor. All correspondence courses should be completed and grades received by May 1.

### **CONWAY AREA CAREER CENTER**

Conway Area Career Center will offer courses at Vilonia High School and Quitman High School. The courses there are approved by the Arkansas Department of Workforce Education and will count toward high school graduation requirements. Students wanting to attend Conway Area Career Center must seek approval from the principal.

Mount Vernon Enola High School Students who attend

- Must ride the bus provided by the school to and from the Career Center
- Must abide by all Mount Vernon Enola High School rules and regulations
- Cannot attend if suspended from Mount Vernon Enola High School or is in attendance in ISS
- Mount Vernon Enola High School attendance policy will be in effect

### **CREDIT RECOVERY**

Mount Vernon Enola High School offers academic credit recovery. Credit recovery is offered through the APEX computer program.

1. Student must have been previously enrolled for the entire semester class in which they are attempting credit recovery, and failed due to attendance or a final grade of F.
2. Mount Vernon Enola High School Administration will determine courses offered.

- Students enrolled in a credit recovery course through APEX will be placed in the computer lab during BIG period to work on the course unless remediation is required for state-mandated testing.

## **CURRICULUM**

Students have the right to a meaningful curriculum, to express their opinion in its development, and to have access to guides and course outlines. They have the right to know what is expected of them in class and to be informed of their progress.

Mount Vernon Enola High School offers the 38 courses required by the Standards for Accreditation as well as a variety of other classes that are not required by the State Department of Education. Mount Vernon Enola High School offers a broad curriculum in hopes that students can be prepared for further studies in college or technical schools or for joining the workforce or military after high school graduation.

Courses offered by MVE are as follows:

### **English**

English 9	Transitional English 12
English 10	English 12
Pre-AP English 10	AP Literature and Composition
English 11	Oral Communications
AP Language and Composition	Journalism

### **Social Studies**

World History	Psychology/Sociology
Pre-AP World History	Civics
American History	World Geography
AP United States History	Economics

### **Mathematics**

Algebra I	Algebra II
Algebra III	Bridge to Algebra II
Geometry A/B	Geometry
Quantative Literacy	
Pre-AP Trig/Pre-Calculus	AP Calculus AB

### **Science**

Physical Science	Pre-AP Biology
Chemistry	AP Biology
Physics	Environmental Science
Biology	

### **Foreign Language**

Spanish I, II, III

### **Career Technical**

Computer Business Applications	Family and Consumer Science
Sports and Entertainment Marketing	Child Development
Business Communications	Clothing Mgmt I
Digital Layout and Design & Digital Imaging	Family CSI
Digital Media & Digital Audio/Video Production	Family Dynamics
Career Orientation	Financial Literacy
Entrepreneurship	Food and Nutrition
Animal Science I	Food Safety

Survey of Ag System  
 Ag Structure Systems  
 Ag Metals  
 Forestry  
 Intro to World Agriculture  
 Ag Mechanics  
 Animal Science 2  
 Greenhouse

Housing and Interior Design  
 Human Relations  
 Nutrition and Wellness  
 Parenting  
 Medical Professions  
 Construction Trades

**Fine Arts**

Choir I, II, III  
 Instrumental Music I, II, III  
 Piano/Guitar

Art I, II  
 Visual Art

**Other**

Physical Education  
 Health & Safety (CPR training)  
 Softball  
 Essentials of Computer Programming

Basketball  
 Baseball  
 EAST I, II, III, IV  
 ACT Prep

**DROPPING A CLASS**

If a student should drop a class before completion, he will receive an “F” in the course. This includes removal from athletics, work programs, academic classes, etc.

A student taking a concurrent credit class in conjunction with a Mount Vernon Enola High School Advanced Placement (AP) class will be allowed to drop the concurrent credit through the post-secondary institution; however, a student may not drop the Advanced Placement (AP) class. **IMPORTANT:** Post-secondary institutions require a specific drop date, beyond which the student must accept the grade he/she has at the time. Students that drop all concurrent credit classes, for which they are enrolled for the term, must formally withdraw from the post-secondary institution, or they will still receive an “F” in each class. Dropping a concurrent class and formally withdrawing from the post-secondary institution is the student’s responsibility.

**GRADING SCALE**

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. Grades that reflect other educational objectives, such as those contained in the learner outcomes and curriculum frameworks, may also be given. The professional staff is directed to establish a process designed to implement and document this policy.

The following grading scale shall be used for all courses offered.

- |             |                 |
|-------------|-----------------|
| A -- 90-100 | A Superior      |
| B -- 80-89  | B Above Average |
| C -- 70-79  | C Average       |
| D -- 60-69  | D Below Average |
| F -- 0-59   | F Failure       |

Each letter grade shall be given a numeric value for the purpose of determining grade average. A student that takes a course over because of failure or to remove a non-desirable grade will have the lower grade removed from E-School and will not have the lower grade used in figuring GPA. Credit Recovery on Apex Curriculum software will be scored as assignments and quizzes 50% of the final grade, and semester exam(s) 50%

of the final grade. Except for AP, IP, or ADE approved honors courses, the numeric value for each letter grade shall be:

- A=4 points
- B=3 points
- C=2 points
- D=1 point
- F=0 points

### GRADE POINT AVERAGE

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

1. A student's GPA will be determined by the grades received on all solid subjects (unless otherwise noted) credited toward graduation attempted in grades 9, 10, 11, 12. Eighth grade algebra will also be a part of GPA. GPA will be calculated at the end of each term.
2. All solid subjects attempted at Mount Vernon Enola High School in grades 9-12, along with 8th grade Algebra I, will be counted in the GPA. These include all subjects except athletics. Concurrent credit classes taken in conjunction with Advanced Placement classes will be recorded on post-secondary transcripts only.
3. GPA will be used in determining class rank with the exception of those students with a modified curriculum.

### GRADUATION REQUIREMENTS AND SMART CORE CURRICULUM

Mt. Vernon-Enola High School will teach the Smart Core Curriculum. All students will participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. Parents will be notified of Smart Core curriculum in grade six (6) and continually through grade twelve (12) as appropriate. This notification will occur at parent-teacher conferences, career action planning night, PTO meetings, counselor meetings, and in the student handbook. Parents are required to sign an informed consent document, which will be attached to the permanent student transcript. This document will be transferred to other schools/districts with student's records.

SMART CORE: Sixteen (16) units	CORE: Sixteen (16) units
English	English
four(4) units-9th, 10th, 11th, and 12th	four(4) units-9th, 10th, 11th, and 12th
Oral Communications: one-half(½) unit	Oral Communications: one-half(½) unit
Mathematics: four(4) units Algebra I or Algebra A & B (which may be taken in grades 7-8 or 8-9) Geometry or Investigating Geometry or Geometry A&B(which may be taken in grades 8-9 or 9-10*A two year algebra or a two year geometry equivalent may each be counted as two	Mathematics: four(4) units <ul style="list-style-type: none"> <li>• Algebra or its equivalent-1 unit</li> <li>• Geometry or its equivalent-1 unit</li> <li>• All math units must build on the base of algebra and geometry knowledge and skills.</li> <li>• A computer science flex credit may be taken in the</li> </ul>





- 3 units Science
- 3 units Social Studies (½ Economics, ½ Civics, World History, A. History required)
- 1 unit Computer Applications
- 1/2 unit Health & Safety
- 1/2 unit Physical Education
- 1/2 unit Fine Arts
- 1/2 unit Oral Communication
- 7 Career Focus/electives
- 1 unit must be digital learning

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

## **HOMEWORK POLICY**

The Mount Vernon Enola School District believes homework to be an integral, positive part of each student's educational program. The district recommends a reasonable amount of homework which will vary from day to day with each student, commensurate with the individual's capacity, potential, and need. Homework assignments shall be worthy of the time necessary for being corrected and discussed by the teacher with the individual student or class. Homework will be accepted late up until the Friday of the eighth week of a nine-week grading period for up to 75% credit. This policy does not apply to classwork, tests, and research papers.

## **HONOR GRADUATES**

All graduating seniors having a 3.6 or better cumulative grade-point average through the first 9 weeks grading period of Semester II of the senior year shall be designated as Honor Graduates (providing they have maintained a 3.6 average for the last one or more semesters in attendance on campus at Mount Vernon Enola High School in addition to the grades transferred from another school.)

Graduating seniors with a 4.0 or more GPA will be designated as Highest Honors. Grades shall be averaged on the basis of 4 points for each A, 3 points for each B, 2 for each C, 1 for each D, and 0 for F. Beginning with the graduating class of 2007, only Advanced Placement (AP), International Baccalaureate (IB), or ADE approved honors courses will be given weighted credit toward a student's GPA. Beginning with the graduating class of 2016, students must take a minimum of 2 AP, IB, or ADE approved honors courses to be eligible for honor graduate status.

## **HONOR ROLL**

At the end of each semester, an honor roll will be compiled by the administration of students having all B's or better. It will be printed in the school and local newspaper.

## **ICU/WORKING LUNCH**

In an effort to instill student responsibility and provide meaningful continuation of the classroom, we are expecting all students in grades 7-12 to turn in all homework. Incomplete assignments are not acceptable. Students who fail to turn in an assignment will be referred to ICU/working lunch.

Working lunch will be available Tuesday-Friday during lunch in Mrs. Brady's classroom. Students will go to the cafeteria to pick up a to-go lunch, and then

report to the working lunch classroom. Students will be required to bring the materials needed to complete the missing assignment. Students will remain on the working lunch list until all incomplete assignments are completed. Disciplinary consequences for not attending working lunch or assignment incompleteness will range from parent conference to Saturday School.

### **MAKE-UP WORK**

It is the student's responsibility to make up all work missed. Missed tests will be made up at the teacher's convenience but not during class time.

Students should be aware of the following guidelines:

1. The student will receive a Z in each subject for missed assignments until work is made up.
2. A student shall be given one day to make up work for each day absent, exclusive of the day the student returns to school. For example, if a student is absent from school on Monday and returns to school on Tuesday, the student will be required to make up all work missed by Wednesday or a zero may be applied for the missed work. An exception to this policy shall be that pre-announced projects or homework assignments may be assessed or required on the day the student returns from an absence provided the student was present in class on the day the assignment was first announced by the teacher. A student is also expected to take a pre-announced test if the student had prior knowledge of the test and was present for the majority of the instruction as determined by the teacher; students should not assume that they do not have to take a test simply because they were absent the day prior to the test.
3. If a student has an extended absence of six (6) days or more days, the office should be contacted to make arrangements to pick up assignments.
4. Make-up work is allowed for suspension only on the first one-day offense.

### **PROMOTION/RETENTION/COURSE CREDIT**

The teacher will communicate student progress at regular intervals. A student will be retained if, in the judgment of the teacher and principal, the interest of the student is best served. The parent has a right to a conference with the teacher and principal before final determination is made. Students will be promoted if satisfactory achievement and social behavior has been made.

#### **Grades 7 & 8**

Students may be recommended for academic retention if he/she fails 4 of the 8 required semesters of Math, English, Science, and Social Studies. The student will be retained if 5 semesters are failed. Students who fail 4 semesters may be promoted if they do not fail both semesters of Math and English. Algebra grades have no bearing on the 8 required semesters.

Parents will be notified of the date for a conference if their child is recommended for retention within two weeks after the conclusion of school.

### **REPORT CARDS**

A computerized report card will be available on Thursday following the end of a 9 week grading period. A progress report will be sent home during each 9 week grading period.

### **SCHEDULE CHANGE**

Students who desire a schedule change need to complete a Request for Schedule Change form from the guidance office. The counselor and administration will take these under advisement and notify the student if the request has been granted.

### **Schedule Change Policy**

Schedule changes will be considered during the first 2 class days for the following reasons only:

- Student is a senior not scheduled in a course needed for graduation
- Student has already earned credit for a course in which he/she is currently scheduled
- Student does not have the prerequisite(s) for a class listed on his/her schedule
- Student does not have a full schedule
- Data entry error (class listed twice, free period, etc...) has occurred
- A class is listed that the student did not request

### **SCHOLARSHIPS**

Local, state and national scholarships are available to Mount Vernon Enola High School students.

To apply for all Arkansas Department of Education Scholarships, including the Governor's Scholarship, Arkansas Academic Challenge (Lottery) Scholarship, etc., go to [www.adhe.edu](http://www.adhe.edu) and click on the link for their YOUiversal application.

The Free Application for Federal Student Aid (FAFSA) website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This application must be completed for students to qualify for the Pell Grant and/or student loans, as well as some scholarships. For general information, go to <http://studentaid.ed.gov>.

### **SEMESTER TESTS**

A semester test schedule will be prepared by the principal and delivered to the staff and students. No test will be given before the scheduled time, with the exception of school-sponsored events falling on the days of semester testing. The following rules apply to students taking semester tests.

1. All students taking semester tests must stay in the room until the class period is over.
2. Students at school who are not being tested must report to a designated area and be prepared to study for the next test they are to take.
3. Students may report to school at the time they are to be tested and remain on campus, in the proper place, until they have taken their last test for the day.
4. Students who have completed testing for the day may be signed out and exit the campus.
5. Each quarter will count for 40% of the semester grade and the semester test will count 20%.

In an effort to promote better student attendance and achievement, students with no more than 3 absences for any reason for the semester and a B average, or 4 absences for any reason and an A average based on the two nine weeks grades will be exempt from semester exams. Suspension from school, whether in-school or out-of-school, will disqualify a student from exemptions. Students enrolling after the third day of the semester will be required to take the semester tests.

### **TEXTBOOKS**

School textbooks will be furnished by the local district. Students are asked to take care of their textbooks as others will have to use them during the coming years. New textbooks are scheduled to be adopted every five years. Students who lose or damage their textbooks will be expected to pay for the loss or damage.

### **TRANSFER/HOMESCHOOL STUDENTS**

- A. Any student in grades 7 and 8 transferring from a school accredited by the State Department of Education shall be placed in the same grade the student would have been in had the student remained at the former school. Students in grades 9-12 will be placed according to the number of appropriate credits previously acquired as outlined in this handbook.
- B. Any student transferring from a school that is not accredited by the State Department of Education (including home schools) shall be evaluated by the staff to determine the student's proper placement in this school district. The granting of credits will be left to the discretion of the administration.
- C. The Mount Vernon Enola School District has established the following guidelines for implementing (B) above:
  1. A copy of standardized test scores administered or approved by the Arkansas Department of Education (out-of-state students by appropriate certifying state education agency) must be presented at the time of enrollment.
  2. Students in kindergarten through eighth whose scores are eight(8) months below the norm group on the standardized test administered may be placed in the grade level for which the test was administered unless exceptional circumstances are present.
  3. Students in grades nine(9) through twelve(12) whose scores are nine(9) months below the norm group on any subtest may be placed in the individual subject for the grade for which the test was administered unless exceptional circumstances are present.
  4. Parents who have provided home school for their child must present a written list of subjects taught and textbooks used to the principal or counselor at the time of enrollment. Comparable information must be provided for non-accredited private school instruction.
  5. Students who have received home school or non-accredited private school instruction will not have letter grades entered on permanent records for such work. "Home Schooling" or "Credit" will be entered for years of instruction or for individual subjects completed.
  6. The maximum number of credits accepted for each school year of homeschooling or nonaccredited instruction cannot exceed the number of credits which could be earned by a student enrolled in the Mount Vernon Enola School District for a comparable period of time.
  7. Grade point averages will be determined by dividing the cumulative points earned in grades nine (9) through twelve (12) by the number of credits earned in accredited schools only. Home school or non-accredited school credits will not affect grade point averages.
  8. A student must attend an accredited public or private school a minimum of (6) semesters (ninth grade and above) to be considered for recognition as an honor graduate.

9. The Mount Vernon Enola School District will not award a diploma to any person who has not been in attendance during the last semester of the senior year.
10. A student must meet all curriculum requirements of the Mount Vernon Enola School District as well as attendance requirements to receive a diploma.

## **GENERAL POLICIES**

### **ACCIDENTS AND ILLNESS**

Any accident in the school building or on the school grounds is to be reported to the teacher on duty or to the principal's office as soon as possible. The school assumes no financial responsibility for treatment; and school personnel will dispense internal medicines with written permission of a physician or parent. Parents will be notified by phone if possible when their child has been injured or becomes ill while at school.

### **ASSEMBLY PROGRAM OR PEP RALLY**

A visitor will quickly form an impression of a school from what is observed during a single assembly period. An orderly and well-behaved student body always denotes a well-conducted school.

The rules of conduct are very simple: all students need to go quietly and orderly to their seats in the assembly area and give their entire attention to the program that is being given. Throwing objects of any kind during any assembly or pep rally will not be tolerated. Never boo anyone during a pep rally or assembly.

In leaving the assembly area, practice the rules of good manners and courtesy. Make sure there is no pushing or jostling.

### **ATHLETICS**

We are proud of our athletic teams and coaches. All students are asked to support them each time they enter competition. The young men and women who represent our school deserve and expect your support. The Mount Vernon Enola Athletic Program consists of basketball, baseball, softball, and golf. We are proud to offer these activities to the student body of Mount Vernon Enola Schools.

#### **Mount Vernon Enola Basketball Rules**

1. No drinking of alcoholic beverages or use of illegal drugs by any player. Any violation of this rule will result in immediate expulsion from the team.
2. All players must be on the court and dressed 3 minutes after the tardy bell. No fighting or horseplay.
3. No foul or abusive language at any time.
4. Each player will respect the privacy of all players. At times boys and girls will be in the gym at the same time.
5. Shirts must be worn by all players at all times while in the gym. Players must follow all other rules in the Mount Vernon Enola handbook.
6. Players will dress in a responsible manner at all ball games. There will be no t-shirts, shorts, or torn clothing worn.
7. Students who are injured and need medical attention will need a doctor's release or written permission before they can participate in athletics at Mount Vernon Enola.
8. Students must ride the bus to all athletic events. Students not riding the bus home from a game must be signed out by the parent.

## **ATTENDANCE/COMPULSORY ATTENDANCE**

Students have the right to attend school in the Mount Vernon Enola Public School in accordance with state law (Arkansas Statutes 80-1502 to 1504, amended act 1069 of 1985), Board of Education policies, and individual school procedures. Students and parents have the right to be informed of school assignment and attendance policies and policies pertaining to scheduling, grading, make-up work, and behavior expected for continued attendance. ACA 6-18-209

Students have the responsibility to maintain prompt, regular attendance in school in accordance with Board of Education policy. Parents have the responsibility to require attendance and to familiarize themselves with policies pertaining to school assignment for their place of residence, the education program of the school, and rules regarding student behavior.

Students who are absent from school should be aware of these guidelines:

### **Students covered by Arkansas Compulsory Attendance Laws:**

1. ACA 6-18-201 Every parent, guardian, or other person residing within the state of Arkansas, having custody or charge of any child or children aged five (5) on or before August 1, through seventeen (17), both inclusive, shall send such child or children to a public, private or parochial school under such penalty for noncompliance as shall be set by law. Age for attending public school is 5 to 21. To enter kindergarten students must be five (5) years old on or before August 1.
2. (Section 1 of Act 70, 1989, 6-18-209) The Board of Directors of each school district in this state shall adopt student attendance policy which may include excessive absences as a mandatory basis for denial of promotion or graduation.

## **BACKPACKS**

To prevent damage to textbooks and provide for a safer school environment, Mount Vernon Enola High School allows the use of backpacks/bags/totes/oversize purses for the transport of books and school related items to and from school. At school, all backpacks/bags/totes/oversize bags or purses should remain in the student's locker throughout the day, or if taken to class, all backpacks/bags/totes/oversize bags or purses must be kept under your seat. Please make sure all backpacks/bags/totes/etc. will fit in the school lockers, for we are lacking in storage space for oversized items during the school day.

## **BELL SCHEDULE**

### **REGULAR**

Detention Hall	7:00
1st Bell	7:55
1st Period	8:00-8:45
7th grade Extended	8:00-9:10
2nd Period	8:50-9:35
3rd Period	9:40-10:25
7th grade Extended	9:15-10:25
4th period	10:30-11:20
Lunch	11:20-11:50
5th Period	11:55-12:40

6th Period	12:45-1:30
7th Period	1:35-2:20
8th Period	2:25-3:10

## **BIG INSTRUCTIONAL GAINS (BIG) PERIOD**

BIG period will meet once each week for forty minutes to provide students with an opportunity for tutoring, academic advising, remediation, and enrichment. Every student will be assigned to a BIG teacher and class.

### **BIG Period Day**

Detention Hall	7:00
1st Bell	7:55
1st Period	8:00-8:40
7th grade Extended	8:00-9:02
2nd Period	8:45-9:25
7th grade Extended	9:08-10:10
3rd Period	9:30-10:10
4th Period	10:15-10:55
<b>BIG Period</b>	<b>11:00-11:40</b>
Lunch	11:40-12:10
5th Period	12:15-12:55
6th Period	1:00-1:40
7th Period	1:45-2:25
8th Period	2:30-3:10

## **BLANKETS**

Blankets are not allowed on campus.

## **CALENDAR**

August 14	First Day of School
September 4	Labor Day
September 13	Progress Reports
October 13	End of First Quarter (44 days)
October 16	Begin Second Quarter
October 19	Parent/Teacher Conferences
October 20	School Holiday
November 15	Progress Reports
November 20-24	Thanksgiving Holiday
December 20	End of Second Quarter
December 21-January 3	Christmas Holiday
January 4	Begin Third Quarter
January 31	Progress Reports
February 1	Parent/Teacher Conferences
February 2	School Holiday
February 19	School Holiday
March 9	End of Third Quarter (45 days)
March 12	Begin Fourth Quarter
March 19-23	Spring Break



March 29	CAP Conferences
March 30	School Holiday
April 18	Progress Reports
April 30	School Holiday
May 13	High School Graduation
May 24	End of Fourth Quarter (47 days)

## **COUNSELOR OR GUIDANCE SERVICES**

The student counseling service is one of the services Mount Vernon Enola Public School offers students. The counselor works with the students in an attempt to help grow in self-understanding and self-direction and to move toward better educational, vocational and personal adjustment. In guidance, your counselor will meet with you in individual interviews and will try to assist you with any educational, vocational, or personal problem.

## **CONFIDENTIALITY OF APPLICATION FOR FREE/REDUCED MEALS**

All information is confidential and may be used only for determining eligibility for fee or reduced price meal benefits and verifying income information required by program regulations. Regulations authorize the release of aggregate information about the number of children eligible for free and reduced price meals but require a waiver of confidentiality for the release of names. All information is confidential unless a waiver of confidentiality is obtained by the Food Service Director from the parent/guardian.

No reports generated by APSCN shall include the student's name and eligibility status, and the code used to indicate eligibility status of a student will be known only to the person operating the system. The NSLA establishes a fine of not more than \$1,000, or imprisonment of not more than 1 year, or both, for publishing, divulging, disclosing, or making known in any manner or extent any eligibility information not authorized by Federal Law. The protection of the identity for students eligible for free and reduced priced meals is of top priority at the Mount Vernon Enola School District.

## **DISTRIBUTION OF LITERATURE**

Students shall have the rights to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school activities:

The time, place, and the manner of student distribution of literature may be reasonably regulated by the district provided such regulations:

- a. Are uniformly applied to all forms of literature;
- b. Allow distribution at times and places where no interferences with school activities will occur;
- c. Are specific as to places and times where distribution is prohibited; and
- d. Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.

All petitions shall be free of obscenities, libelous statements, and personal attack and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.

Students are required to have all literature for distribution cleared by sponsoring teachers or principals.

### **DRIVER'S LICENSE**

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

### **DRIVES AND PETITIONS**

No solicitation of funds, circulation of petitions or drives may be conducted without the written approval of the superintendent and building principal.

### **EMERGENCY EVACUATION PROCEDURE**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment may be conducted for all District schools in collaboration with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

### **FEES IN SCHOOL**

There are no required fees for any course carrying credit toward graduation. Voluntary fees (Student Council, FHA, FFA, FBLA, etc.) are set by the clubs and sponsors. Locker fees will be \$5.00 per year. Student parking fees will be \$10.00 per year.

### **FOREIGN EXCHANGE RESIDENCY**

Foreign exchange students who live with persons residing in the Mount Vernon Enola School district may attend MVE High School. The following restrictions pertain to these students.

1. All foreign exchange students for the current school year, must enroll by September 1.
2. Foreign exchange students may attend Mount Vernon Enola High School no more or no less than one (1) academic year.
3. The student will receive credit for the courses which he/she completes, but is not eligible to graduate from Mount Vernon Enola High School.

4. Exchange students will enter as juniors.
5. Student must have satisfactory biography, including a student profile, high school transcript, and good command of English language.
6. Host parents must provide proof of residency in the Mount Vernon Enola School District.

### **HOMEcomings POLICY**

One representative will be chosen by popular vote of the student body from each grade 7-12. One representative will be chosen by popular vote by each junior high basketball team and by each high school basketball team. The total number of representatives will be ten. The junior high student body will elect the junior high Homecoming Princess, and the girl receiving the second highest number of votes will be named the junior high Honor Maid. The senior high student body will elect the senior high Homecoming Queen, and the student receiving the second highest number of votes will be named the high school Honor Maid. The high school faculty will elect two students who will be named Jr. High Miss Congeniality and Sr. High Miss Congeniality of the homecoming festivities.

### **HOME SCHOOLING**

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to homeschool. Notice shall be given:

1. At the beginning of each school year, but not later than August 15;
2. By December 15 for parents who decide to start homeschooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to excessive absences and at the beginning of each school year thereafter).

### **HOMELESS POLICY**

The school board of the Mount Vernon Enola School District has reviewed all policies on attendance, transmittal of records, and eligibility for special programs. Such programs include free food program, special education, gifted and talented, Title I and other federal programs, before and after school care programs, transportation, immunization time requirements and the request of homeless parents to allow their children in the school of origin.

All policies that would have in the past provided barriers for the attendance of homeless children in the district have been removed.

### **INFECTIOUS/COMMUNICABLE DISEASES POLICY**

1. All Students and staff in Arkansas public schools have a constitutional right to a free, suitable program of educational experience and employment. The school(s) shall provide a sanitary environment and adhere to the established routines for the handling of any body fluids as recommended by the Centers for Disease Control.
2. Staff members/students identified as HIV positive will follow the following guidelines:

- a. Notify the Arkansas Department of Health and the Arkansas Department of Education before any action is taken by the local district.
  - b. The AIDS advisory board will interact from the notification and assist the local district with a case-by-case action plan (Ref.2)
  - c. The physician of the staff member/student will determine if secondary infections, such as tuberculosis, constitutes a recognized risk of transmission in the school setting. Should this be the case, the superintendent shall determine the proper and correct action to be taken. This decision will be consistent with state and federal statutes.
  - d. The process must be subject to periodic review in accordance with state and federal statutes, including due process and appeal.
  - e. Confidentiality of HIV persons, staff/student, shall be observed to the utmost. The following people will be aware of the medical condition of the infected person:
    - Superintendent or his/her designee
    - The personal physician
    - A public health official
    - School nurse will be the liaison with the student and their physician
    - The school nurse will coordinate all services for the student
    - The teacher(s) of the infected student
3. Students guidelines for HIV/AIDS or AIDS Related Complex (ARC):
- a. The student with AIDS/ARC may attend classes with proper personal physician consent.
  - b. The confidentiality guarantees will be observed.
  - c. Special Education can/will be provided if determined to be necessary.
  - d. Any student with AIDS/ARC that lacks toilet training, has open sores or has demonstrated behavior (e.g. Biting, etc.) which could infect others, will not be allowed to remain in attendance in a regular classroom setting.
  - e. A student with AIDS/ARC will automatically be dismissed if an outbreak of measles, chicken pox, or other childhood diseases is occurring in the school population.
4. The Board of Education hereby authorizes the superintendent to make the determination of exclusion of the staff/student suffering from a reportable disease, as defined by the Arkansas Department of Health, on a temporary basis not to exceed ten (10) school days. Any exclusion longer than ten (10) school days must be brought before the Board of Education in a regular or special meeting with the infected individual having the opportunity for a hearing. Due process will be followed in each case.
5. Any school staff member who violates confidentiality will be disciplined according to procedures listed in the personnel policy (Ref.3)
6. Mandatory screening for communicable diseases that are not spread by casual, everyday contact, such as HIV infection, shall not be a condition for school re-entry or attendance or for employment or continued employment (Ref.1)

#### **References**

1. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals who have handicaps, including those with AIDS and/or HIV positive, as long as they are "otherwise qualified" for their jobs.
2. Minutes of Arkansas State Board of Education: January 13, 1992

3. Family Education Rights and Privacy Act. (34 Code of Federal Regulations Part 99 and Sub Chapter 9, Section 20-15-904 of the laws of Arkansas. Both acts speak of confidentiality).

### **Admittance After Contagious Disease**

If a student becomes too ill to remain in class, a school official will attempt to reach the parent/guardian by phone and recommend that the parent/guardian come to school and pick up the student. This is why it is so important that the school has an updated, working number on the emergency contact form. If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or a condition, such as pink eye, chicken pox, ringworm, impetigo, or pediculosis (head lice), will be sent home from school and must remain home until the condition or disease is corrected.

A student of the Mount Vernon Enola Public School System who has suffered a contagious disease shall be readmitted only upon the presentation of a permit from a physician. (Chapter 6, Section 3, Rules and Regulations of the State Board of Health).

### **MEAL CHARGE POLICY/PRICING**

The district provides credit for the students to charge meals, (excluding ala carte items) and any other items that may be sold in the food service area. Payment for these items must be paid at the time of receipt. The students shall only be allowed to charge up to \$20.00. The reimbursable meals can be paid in advance through any of the following methods.

- Submitting cash or check at the secretary's office or at the Food Service Department.
- Depositing funds through the district's online service. This is a new option for the 2017-18 school year.

A student's parent/guardian shall receive a note from the Food Service Department when their account reaches \$15.00. This will allow time for their balance to be paid before it reaches \$20.00. It shall be the parent/guardian's responsibility to check the student's online account funds.

### **Alternative Meals**

The district does provide alternate meals for the students that have exceeded their charge limit.

- The breakfast meal consists of graham crackers and juice, non reimbursable.
- The lunch meal consists of a cheese sandwich and milk, non reimbursable.

The district provides the alternate meal free of charge. A student may only select an alternate meal up to ten times in a school year. The parent/guardian and student will then be notified that the student has no additional alternate meals available for the remainder of the year.

The students that have documentation of allergies will be served a substitution for that particular allergy or medical condition. School lunch substitutions shall receive the same type of substitution as the alternate meal.

A copy of this policy shall be communicated in writing at least once to all households at the start of each school year and to students who transfer into the district during the year. The policy shall be sent home in the student enrollment materials, as well as be included in the district handbook, and in the Free and Reduced meal application. A digital copy may also be found on the district website. A written copy will be shared with

school food service professionals, school social workers, school nurse, and the LEA's homeless liaison.

### **Meal Pricing**

- **Full Price Breakfast**
  - **\$1.25-Student     \$1.75-Adult**
  
- **Full Price Lunch**
  - **\$2.25-Student     \$3.25-Adult**

## **MEDICAL INFORMATION**

### **Medication**

Written parental consent for non-prescription medication or physician consent for prescription medication will be required prior to the administration of any medication to any student under the age of eighteen (18). A Medical/Medication Administration Release Form will also have to be completed and signed by the parent/guardian before medication can be given. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

### **Non-prescription medication**

Non-prescription medications (this is to include pain reliever, topical ointments/lotions, eye drops, ear drops, cough drops, cough syrup) at school are strongly discouraged. The school nurse will not give the first dose of any medication. The parent/guardian will give the first dose of all medications to prevent adverse reactions at school. All medications should be brought to school in the original container. Medications brought in baggies, unmarked containers or expired containers will not be given. No more than a 30-day supply of the non-prescription medication for a student shall be stored at the school.

Parents must provide all medication with a note stating student's name, dose to be given, frequency, route, and length of time to be given. The district will not purchase or supply any medication for students to protect from litigation. Dispensing and administering over the counter medications to students constitutes practicing medicine without a license because it assumes diagnosis and treatment of a patient, practice for which the school nurse/designees are not licensed. The school nurse will not give Tylenol or any non-prescription medications at school unless a physician prescribes the medication to be given at school or verbal/written consent is obtained from the parent/guardian prior to dosage of oral medication.

If the physician feels that a student will require these medications at school on a continuous basis, then a note from the doctor is needed. Additional information accompanying the medication shall state the purpose for the medication and any other pertinent instructions such as storage requirements or warnings. All medications will be given according to the labeling directions found on the container. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse or designee will give this medication at the designated times(s). All medications will be kept in a locked container in the nurse's office. If the nurse is unavailable, a designee who

has received proper training from the nurse will administer the medication in correspondence with the aforementioned guideline.

If a child becomes ill with fever of 101.0 degrees or greater and the parent/guardian cannot be notified, attempts will then be made to contact the emergency numbers or physician provided on the Medical/Medication Administration Release Form and the medication will be given. At this point, the student will need to be sent home and fever free for 24 hours.

### **Prescription Medication**

Prescription medication should be in the pharmacy container labeled with the student's legal name (on record with the facility), date prescription was filled, ordering provider name, name of medication, dose, route, frequency of the medication to be given and name of the pharmacy filling the prescription. A request can be made through the pharmacist for two labeled bottles so that one bottle can be kept at home and one at school. It is preferred that medications that need to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given. For example, an antibiotic which is to be given three times daily could be given before the student leaves for school, when he or she gets home, and at bedtime. The school nurse or designee will not give the first dose of any medication to prevent adverse reactions at school. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse or designee will give this medication at the prescribed times(s). The nurse or school is not responsible for missed doses. If the nurse is unavailable, a designee who has received proper training from the nurse will administer the medication in correspondence with the aforementioned guidelines.

### **Asthma Inhaler and Epinephrine Injectable Use**

The parent/guardian of a student who wishes their child to carry an asthma inhaler or auto-injectable epinephrine, or both, while at school or school sponsored activities, shall provide the school nurse with written authorization on the Medical/Medication Release Form (Alex's Law 6-18-707). Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The parent/guardian who elects not to allow their child to possess an asthma inhaler or auto-injectable epinephrine shall provide the school with the appropriate medication to be stored in the nursing office. Medication shall be immediately available to the student in an emergency situation. A written authorization on the Medical/Medication Release Form shall contain the following:

- a. Student's legal name (on record at the facility)
- b. Date of birth
- c. Age
- d. Parent information
- e. Address
- f. Emergency contact information
- g. Name of medication
- h. Dosage
- i. Frequency to be given
- j. Prescriber's name, phone number, date of order
- k. Instructions to follow after administration of rescue medication
- l. Specific adverse reactions to be aware of

A Medical Release Form is valid for one (1) school year only. The school shall not keep outdated medications or any medications past the end of the school year. Parents will be notified before the end of the school year to pick the medication up. All medication left at the school will be sent to the Pharmacy Services at the Arkansas Department of Health and Human Services for destruction.

In accordance with Act 1565 of 1999, students with special health care needs will have an Individual Health Care Plan developed and monitored by school health personnel. The identification and process for the development of services for identified students will be done using existing referral identification and evaluation procedures as established under Section 504 of the Rehabilitation Counseling Act of 1973 and/or the Individuals with Disabilities Act.

By filling out the Medical/Medication Release Form you are allowing the school nurse to share health information with educators on a “need to know” basis for “legitimate educational interests” as defined in FERPA (Family Educational Right to Privacy Act). All health information will be kept in a confidential manner.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 123g; 34 CFR Part 99), by signing the medical release form, you are giving permission for your child’s personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance.

### **NONDISCRIMINATORY POLICY**

It is the policy of the Mount Vernon Enola Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to: Equity Coordinator, 38 Garland Springs Road, Mount Vernon, AR 72111.

### **ORGANIZATIONS/CLUBS/EXTRACURRICULAR ACTIVITIES**

Students have the right to join an existing club and should not be restricted from membership on the basis of race, sex, national origin or other arbitrary criteria.

Students may, however, be restricted from membership on the basis of their sex, but only if the organization is entitled to Title IX exemption under the Bayh Amendment. This amendment gives exemption to organizations that are:

1. Voluntary youth service organizations
2. Tax exempt under Section 501(a) of the 1954 Internal Revenue code (religious and charitable organizations)
3. Single sex by tradition, or
4. Principally composed of members under the age of 19.

School fraternities and secret societies are banned in Arkansas Public Schools, Act 171, 1929.

Clubs and extracurricular activities are important, but the main purpose of school is to learn in the various subject areas. Students are advised to participate in only one or two extracurricular activities. If a student should wish to join, he/she should do his/her part. No student can contribute much if he/she belongs to several different organizations.

Students who miss more than four (4) periods shall not participate in any school activity on that day or night unless permission is granted through the Principal’s office.



Students who are going to miss a class or classes for an extracurricular activity should notify the teacher ahead of time. They should obtain any assignments they will miss and be ready for the next class upon returning from the activity.

Students who participate in interscholastic competitive events or any other club or organization's extracurricular activities must maintain academic standards as set by the Arkansas Activities Association.

The Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals.

Although cognizant of the value of extracurricular and interscholastic programs, the Board believes the following points should be used by principals in determining whether or not students may participate in such activities:

1. That participation in the activities will not deprive pupils of the instructional time needed to successfully complete academic coursework.
2. That all due care will be taken to ensure that extracurricular programs not interfere with the instructional school day.
3. That students and/or organizations activities may be curtailed or modified due to those activities infringements on the instructional time needed by students to perform their academic work to satisfaction.
4. Eligibility requirements for the District conform to the Arkansas Activity Association as listed in the current official handbook. The principal of each school is responsible for applying these rules.

Student participating in co-curricular or extracurricular programs will be subject to random drug testing. Students not consenting to be tested are allowed to join clubs and organizations, but are not allowed to attend after school meetings and functions or participate in off campus trips.

### **Dances**

Any current Mount Vernon Enola High School student shall be allowed to attend. They are allowed to bring one date from off campus if the date is pre-registered in the Principal's office the week of the dance. All dances are come and stay affairs. If you leave, you will not be allowed to return. Extenuating circumstances will be evaluated on a case by case basis. A nominal fee may be charged to cover expenses.

Alumni will be allowed to attend Homecoming if they meet the following criteria:

1. They are recognized by the faculty or
2. They give their name, date of graduation, and some form of identification.
3. These are come and stay affairs. If you leave, you will not be allowed to return.

### **PARENT / TEACHER COMMUNICATION**

Parent/Teacher communication is important to the well-being of our students. Teachers are obligated to communicate with the parent(s) or guardian(s) of students to discuss each student's progress. Teachers meet this requirement through the following: Parent/Teacher Conferences and CAP Conferences. Other ways teachers are accessible are through e-mails and telephone calls. Parents of students not performing at the level expected for their grade are also notified through mid-term progress reports.

Each morning the school news bulletin will be read to students. Students are advised that only school news will be placed in the morning bulletin. School announcements will be posted on the district website, as well as, emailed to the parent contact list.

## **PARENT TEACHER CONFERENCES**

Parent visitation will be held twice a year at the end of the first grading period, and during the third nine week grading period. All parents are urged to come to the school for the purpose of meeting the faculty members and furthering the opportunity for the best education possible for the student(s) involved.

All teachers, except those on duty or completing classroom materials, are required to be in their rooms by 7:40 a.m. The teachers are here to help students with any problems that may arise. If you feel that you need to have additional help on class work, make an appointment to meet with the teacher during this time before school. Parents requesting a conference with a classroom teacher are asked to make arrangements through the principal's office 24 hours in advance with stated reason.

## **PARENTAL INVOLVEMENT PLAN**

### **Development of the School-wide Parental Involvement Plan**

Mount Vernon-Enola High School will:

- Involve Parents in the development of the School-Wide Parental Involvement Plan
- Parents are members of the School-Wide Parental Involvement Committee
- Provide an opportunity to meet for information and decision-making in regards to the Parental Involvement Plan
- Ensure that information related to school and parent programs is sent to parents, to the extent practical, in a language that parents can understand
- Provide Informational Packets to parents at the beginning of the year that provides information regarding:
  - § The School's parental involvement program
  - § The recommended role of the parent, student, teacher, and school
  - § Ways for the parent to become involved in the school and his or her child's education
  - § A survey for the parent regarding volunteering at the school, activities planned throughout the school year, and a system to allow the parents and teachers to communicate in a regular, 2-way meaningful manner with the child's teacher and principal.
- Hold Parent Involvement Meetings in which a report is given to parents with an overview of:
  - § What the students will be learning
  - § How the students will be assessed
  - § What the parent should expect for their child's education
  - § How the parent can assist and make a difference in his or her child's education
- Administer a Parent Needs/Evaluation survey in the spring of each year seeking input about the effectiveness of the overall parental involvement plan.

The following are communication strategies used in MVE High School to provide additional information to parents and to increase parental involvement in supporting classroom instruction:

- School Messenger Phone notification system
- School Website
- Parent/Teacher Conferences
- Back to School Open House
- Daily Announcements sent via email to parents
- McKinney-Vento Youth Services Committee Activities (homeless liaison, after school tutoring program, and summer reading camp)
- Home Access Center (HAC, secure site for viewing student's grades online)
- Report to Public Meeting
- Monthly School Calendar sent home with all students
- CAP (Career Action Planning) Conferences
- School Facebook page

How will Mount Vernon-Enola High School provide coordination, technical assistance, and other support necessary to assist in planning and implementing effective parental involvement?

- Open House (8/08/16)
- Fall Parent Teacher Conferences (10/19/16)
- Report to the Public (8/08/16)
- Spring Conferences (2/11/16)
- CAP Conferences (03/29/17)
- College & Career Night (TBA)
- Financial Aid Planning Night (TBA)

The following are ways Mount Vernon-Enola High School plans to provide information to parents about volunteer opportunities:

## **PRIVACY OF STUDENT RECORDS**

This notice informs parents and eligible students (those age 18 and older) of their rights concerning educational records maintained by the Mount Vernon Enola School District. The rights include those of access to the records, opportunity to challenge such records, limitations on disclosure, and provisions to file a complaint with the Department of Education.

Those rights are explained in the Family Educational Rights and Privacy Act. The laws and regulations require school systems such as Mount Vernon Enola to:

- a. Provide parents and eligible students the opportunity to inspect educational records. Requests should be directed to the school principal.
- b. Provide parents and eligible students the opportunity to challenge the contents of the record when they believe it contains information that is inaccurate, misleading, or an invasion of the student's right of privacy. This does not apply to grades.
- c. Limit disclosure of information from the student's record to those who have written consent of the parent or eligible student, or to officials specifically permitted under the law (such as Mount Vernon Enola officials); to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state, and federal officials.

Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and if efforts to resolve the situation through appeal channels within the Mount Vernon Enola School District have not proved satisfactory. Complaints should be addressed: Family Educational Rights, Switzer Building, Room 4511, Washington, D.C. 20202.

### **PROCESS TO ADDRESSING STUDENT AND/OR PARENT CONCERNS**

If a student and/or parent of a student involved in a disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint. Normally, the complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing. All complaints, whether written or oral, should be directed through the office of the principal.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his/her action and give his/her decision to the complaint.
2. If the complainant is not satisfied with the decision, the complaint must be directed to the immediate superior of the person who took the original action. If the complaint is directed to a teacher, the immediate superior would be the principal. If the complaint is directed toward the principal and involves either an academic problem or disciplinary action, the immediate superior would be the superintendent. The principal shall review the original action which was taken and render the decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision, the complaint may be directed to the superintendent.
3. The superintendent shall review the complaint and shall issue a decision regarding the complaint.

### **PROM**

The junior/senior prom will be held within a thirty (30) mile radius of Mount Vernon Enola at the facility that has been approved by administration. Students attending junior/senior prom must be at least in the 9th grade.

### **SCHOOL CHOICE**

Mount Vernon Enola Public Schools would like to remind patrons who do not live within our district boundaries of the opportunity to attend our district through Public School choice. The deadline to apply is on or before May 1st prior to the fall term for which the parent/legal guardian is requesting their child to begin attendance. The application can be downloaded from the district website or obtained from the district superintendent's office.

The Mount Vernon Enola School District will not allow any student who is currently under expulsion from another school to enroll in a District school.

### **SCHOOL PHONE**

Students will not be called to the phone except on urgent matters or in case of an emergency. Parents and friends are asked to cooperate with the school in this matter. Students' use of the school phone is discouraged. Only in case of emergencies may students use the office phones.

### **SCHOOL SPONSORED TRIPS**

Field trips are planned to extend learning. You will be notified in advance when your child is scheduled to go on a field trip. We will ask that you sign permission for him/her to go on field trips.

Field trips must be arranged two weeks in advance by the sponsor and approved by the administration.

When parents are asked to assist with field trips, they are responsible for helping with students in the class.

Students who are unable to attend field trips may be required to do assignments pertaining to the subject or subjects covered during the field trip.

Students may be excluded from field trips if they have previously exhibited poor behavior.

Field trips should not be scheduled two weeks prior to a student's semester tests. Students that have more than six absences for any reason during a semester shall not be allowed to participate in field trips unless permission is granted through the principal's office.

## **SIGNS AND POSTERS**

No posters, signs, etc. are allowed any place except on bulletin boards. This shall include spirit signs, campaign signs, and all other type posters or announcements.

Permission to post any material must be obtained from the principal.

## **STUDENT PUBLICATIONS POLICY**

### **Purpose**

School sponsored publications are produced as part of the Mount Vernon Enola School District's educational curriculum to provide a supervised learning experience for journalism students (and are taught as a regular classroom activity).

### **Principles**

Truth, fairness, accuracy, and responsibility are essential to the practice of journalism. The following types of publications by students are not authorized:

- a. Publications that are obscene s to minors, as defined by state law;
- b. Publications that are libelous or slanderous, as defined by state law;
- c. Publications that constitute an unwarranted invasion of privacy, as defined by state law;
- d. Publications that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or the violations of lawful school regulations or the material and substantial disruption of the orderly operation of the school.

### **Review of the Content by School Officials**

In order to reserve student publications for their education purpose, school officials shall retain ultimate editorial control over the determination of what constitutes responsible journalism in a school-sponsored publication. The publications advisor (journalism teacher) in conjunction with student editors will determine what material shall be considered by school officials for publication. All materials selected in this way shall be submitted to the building principal. The building principal shall review the material, taking into account such things as emotional maturity of the intended audience; whether the material associates the school with non-neutral position in a political controversy; whether the material might be perceived as advocating drug or alcohol use, irresponsible sex or conduct inconsistent with the shared values of the larger community.

Any material that the building principal deems to be inconsistent with the educational purpose of the publication shall be modified and resubmitted or withdrawn from consideration for publication. The decision of the building principal shall be final, and there shall be no appeal. Only material that has been approved by the building principal may be published.

### **Distribution**

School officials shall direct the distribution of student publications to ensure that school operations are not disrupted. Reference: Act 1109 of 1995 requires that a student publications policy be in effect by January 1, 1996. ACA 6-18-1201-1204

### **STUDENTS WITH SPECIAL HEALTH CARE NEEDS**

In accordance with Act 1565 of 1999, students with special health care needs will have individual health care plans developed and monitored by a school health care personnel. The identification and process for the development of services for identified students will be done using existing referral identification and evaluation procedures as established under Section 504 of the Rehabilitation Counseling Act of 1973 and/or the Individuals with Disabilities Education Act. ACA 6-18-1005

### **VISITORS**

Non-Adult: Visiting school age students are not permitted during the school day.

Parents or other adults: Parents are encouraged to visit the school and consult with teachers about the progress of their child. Teachers are available for this purpose, but an appointment should first be made through the principal's office 24 hours in advance. Parents or adult visitors are asked not to go to classrooms without first clearing through the principal's office.

### **WITHDRAWALS**

If a student is planning to attend another school, a withdrawal form must be obtained from the principal's office. The locker must be emptied, and all textbooks must be returned. All bills must be paid before credits will be sent to the receiving school.

**CONSENT FORM "A"**

Mount Vernon Enola School is providing an opportunity to help students be drug free. The school solicits your support through your voluntary signature of this form. Each parent's support is need for the children to succeed.

I/We, \_\_\_\_\_ and \_\_\_\_\_,

Parents of \_\_\_\_\_, do hereby consent, to abide by,  
and comply with the policy regarding Chemical Screen Testing for Mount Vernon Enola  
Public Schools.

I, \_\_\_\_\_, a student of Mount Vernon Enola  
School

District do hereby consent to, abide by, and comply with the Chemical Screen Test  
policy of the Mount Vernon Enola School District.

Student \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

**STATEMENT OF RECEIPT**

This is to verify that, in accordance with compliance guidelines issued under Act 105 of 1983 Special Session of the Arkansas General Assembly, I have this date been given a copy of the student handbook covering Student Attendance, Discipline, Parental Involvement, and Technology Use policies of the Mount Vernon Enola Public Schools:

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

This is to verify that as parent of guardian of the above student, I acknowledge receipt of the above described policies and information relating to the school program.

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Page 17 of the MVE Handbook includes administering of corporal punishment. Please check one of the following:

\_\_\_\_\_ I give the MVE school permission to administer corporal punishment under the guidelines of the student handbook. Imposition of any further guidelines will be considered a denial of permission.

\_\_\_\_\_ I do not wish my child to receive corporal punishment

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Please detach and return this sheet to the high school office to be filed in the student's permanent record folder.

Thank you for your cooperation and support in our efforts to meet the needs of the children of the Mount Vernon Enola School District.



<b>2017-18 Calendar</b>	
August 14	Begin First Quarter
September 4	Labor Day Holiday
September 13	Progress Reports
October 13	End of First Quarter (44 Days)
October 16	Begin Second Quarter
October 19	Parent Teacher Conferences
October 20	School Holiday
November 15	Progress Reports
November 20-24	Thanksgiving Holiday Break
December 20	End Second Quarter (42 Days)
December 21-January 3	Christmas Break
January	Teacher Work Day (Snow Day 1)
January 4	Begin Third Quarter
January 31	Progress Reports
February 1	Parent Teacher Conferences
February 2	School Holiday (Make up Teacher Work Day if January 3rd has to be used as a Snow Day.)
February 19	School Holiday (Snow Day 2)
March 9	End Third Quarter (45 Days)
March 12	Begin Fourth Quarter
March 19-23	Spring Break
March 29	CAPS Conferences
March 30	School holiday (Snow Day 3)
April 18	Progress Reports
April 30	School Holiday (Snow Day 5)
May 13	Senior Graduation
May 24	End of Fourth Quarter (47 Days)
May 25	Snow Day 4

