

MENA HIGH SCHOOL
A CAREER READINESS SCHOOL

Student Handbook

Prepare for Your Next

www.menaschools.org



TO: INSTRUCTORS, STAFF, AND STUDENTS
FROM: SUPERINTENDENT

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973; Mena School District assures that no person in the United States shall, on the basis of race, color, national origin, age, sex, sexual orientation or handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Mrs. Bridget Buckley: Assistant Superintendent
Address: 501 Hickory Avenue
Mena, AR 71953
Phone Number: 479-394-1710

Any person having inquiries concerning compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the above coordinator.

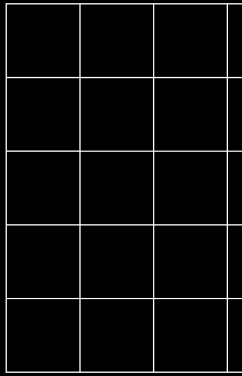
Table of Contents

01	Mission & Vision
02	Welcome Message
03	Our Team
06	Parent Information
11	Student Procedures
16	Academics
25	Path to Graduation
31	Alternative Education
34	Community Service
38	Behavior Expectations
57	Student Engagement
63	Health + Safety
69	Academic Calendar



District Board
Policies

Vision and Mission



Vision

Mena Public Schools envisions a future where all students and staff uplift each other and the community they serve. Adversity is confronted with personal responsibility, leadership, and perseverance to achieve success. Skills and talents are to help others and face challenges with confidence and poise. School and community are continually engaged in learning and growing together with spirit and pride.



Mission

Mena Public Schools exists to serve our community by instilling an individualized purpose in our students and staff, which creates a better community for all generations to live and work. Skills and talents are strengthened by opportunities for growth provided by both community and curriculum. This purpose is a source of pride because no dream is diminished or demeaned by another. Mena Public Schools values determination, perseverance, and personal growth. We exemplify personal accountability by celebrating successes and learning from failures without abandoning purpose. At Mena Public Schools, our students are prepared, our staff is supported, and our community is confident.



Welcome Message

Welcome to Mena High School! High School in the 21st Century is a wonderful place of discovery, learning and becoming the young adult you are meant to be. On our campus, you will have the opportunity to explore and grow academically, physically and individually. Here you will have the opportunity to strengthen your foundation, adding to your personal and family experiences to give yourself the best opportunity to grow into your NEXT. Once you reach high school, your NEXT is your responsibility and completely up to you. I implore you to grow personally and professionally while you are here.

There are so many careers open and available to you, that your interests and experience will count as a leg up on those you are competing against once you enter the career workforce. I want you to remember that you are in competition for these high paying careers, and your NEXT will not look like your friends or classmates. This opportunity is yours and yours alone. Make the most of your time here, enjoy it, and take advantage of all the opportunities that will come your way.

David R. Maxwell, Ed.S.
Principal



Our Team

All staff members may be reached via email at firstname.lastname@menaschools.org

Literacy

Kristine Albin
Maranda Cash
Jerusha Neufeld
Shawna Powell
Colby Singleton

Math

Bernice Philpot
Melissa Puckett
Kathryn Smith
Krystal Titsworth

Science

Rachel Dover
Andrea Hughes
Rodney Rowland
Holly Welser

Social Studies

Annita Hendrix
Deedra Hooker
Cody Koch
Zen Valencia

Fine Arts

Jessica Kropp (Theatre)
Charles Morgan (Band)
Jenny Robertson (Art)
Abi Tilley (Choir)

Career & Technical Education

Heather Catlett (JAG)
Justin Goodnight (Agri)
Ladatha Hobson (FACS)
Bryan Maye (Agri)
Teresa Torix (Business)
Kristi Wilson (FACS)

Our Team

Alternative Education

Ryan Luttmmer
Aaron O'Brien
Amanda Threlkeld

Special Education

Wanalynn Alexander
Samantha Breedlove
Cynthia Standridge

Specialists

Shanda Craig (Behavior Interventionist)
Alicia Farringer (Dyslexia)
Amber Labertew (Interventionist)
Shannon Lyle (10-12 Counselor)
Timothy Walston (9 Counselor + Career Coach)

Support Staff

Paraprofessionals:	Office Staff:
Aarika Cox	Cassandra McBride
Stacy Green	Jennifer McCauley
Amanda Hohmann	
Dianne Hunter	Custodian:
Crystal Reed	Rodney Dominguez
Lisa Roberts	
Caleb Tilley	Nurse:
	Bobbi Baker

Athletics

Chad Arnold (football + girls soccer)
Craig Bentley (football head coach + athletic director)
Landon Dover (football + senior high track)
Rachel Dover (indoor track + heptathlon + decathlon)
Tia Fryar (junior girls volleyball + asst senior volleyball + asst softball)
Heather Goss (junior girls basketball + asst. jr volleyball)
Andrea Hughes (senior high cheer)
Ray Hunter (golf, softball)
Tommy Johnson (football + junior boys track)

Athletics

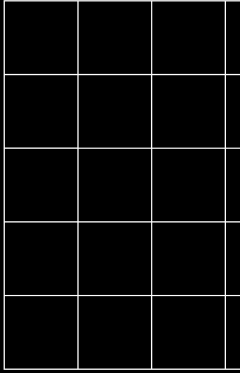
Cody Koch (football + junior girls track)
Ryan Luttmmer (football)
Brad Lyle (girls basketball + volleyball + asst. athletic director)
Kobe Morris (head baseball + asst. football)
Misty Mullen (junior high cheer)
Randy Peters (boys basketball + cross country)
Rodney Rowland (asst. baseball)
Bobby Sweere (junior boys basketball + boys soccer)
Tanner Womack (asst. girls basketball + asst. volleyball)
Zen Valencia (football + wrestling)

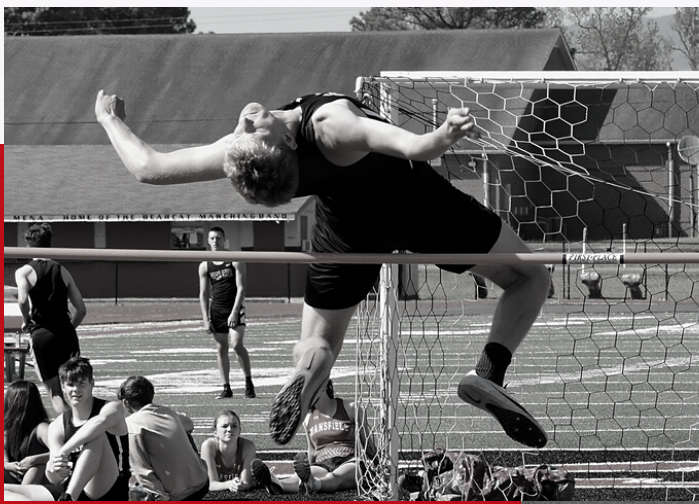


Bell Schedule

1st Period	8:05 - 9:00
Enrichment	9:05 - 9:35
2nd Period	9:40 - 10:30
3rd Period	10:35 - 11:25
Lunch A	11:25 - 11:55
4th Period	12:00 - 12:50
4th Period	11:30 - 12:20
Lunch B	12:20 - 12:50
5th Period	12:55 - 1:45
6th Period	1:50 - 2:40
7th Period	2:45 - 3:40

Parent Information





Parent Information

Getting Involved



The Mena High School Parent and Family Engagement Plan has been collaboratively created in an effort to engage families and the community in the educational development of our students. The plan outlines the various events and manners in which staff, family and community members collaborate and communicate with each other to foster a culture of pride in self and community. The plan can be found on the Mena School District website. Mena School District > Menu > State Required Information > Overview & Links > District Parent/Family Engagement Plans > Parent/Family Engagement- Mena High School > School Year 2023-2024

Withdrawing or Transferring

Upon withdrawal from the Mena School District, all materials belonging to the school must be returned to and all fines and fees paid.

School Phone

Parents should not call the school for their children except in cases of real emergency. The office telephone can only be used for school business or emergencies. Students should make arrangements on how they are getting home before they come to school in the mornings. The length of all calls should be limited to 3 minutes.



Parent Information

School Meals

A student who starts school at Mena Schools on the first day of classes **AND** is directly certified for free meals will have free meals from that first day of the school year.

A student who transfers to Mena Schools after school has started shall complete paperwork immediately to be approved for free or reduced meals. **The student will have to pay for meals until the application is approved.** The application will be accepted or rejected within 10 days of submission to the Mena Schools Central Office.

A student who was on free or reduced meals at another school and is transferring to a Mena school shall **immediately** complete paperwork to be approved for free or reduced meals. **The student will have to pay for meals until the application is approved.**

A student who was at Mena Schools the year before and was on free or reduced meals shall complete paperwork **immediately** at the beginning of the school year to request to be **re-approved** for free or reduced meals. **The student may have to pay for meals until the application is approved.**

Please keep your student's meal balance account current. When a negative balance is reached, parents will be notified. NO charging for À la Carte items. Any item purchased (such as a milk or juice) is considered A' la Carte if it is in addition to the one included with the meal or if a meal is not purchased, regardless of the student's eligibility status. Mena Schools will not refuse a meal to any student, but will not allow purchase of extra items without a positive balance. Payments can be sent to the school office, cafeteria or made online with mypaymentsplus.com. You can access account information by visiting the mypaymentsplus.com website and setting up an account using the student last name and student ID number. mypaymentsplus.com is Free to use to monitor meal purchases and balances.



Parent Information

Cell Phones + Other Personal Devices

Cell phones and other personal devices are only allowed to be used in class only when specifically permitted by the teacher.

Teachers shall ask students to place their phones in a safe location upon entering the classroom. Possessing these items at school is risk. Personal items such as devices or cells phones are the sole responsibility of the students. and the school shall not be held liable for lost or stolen items, however, all rules will be followed regarding these items if the student is permitted to bring them to school. These items may be confiscated if students do not follow classroom or school rules.

- Personal Computers are not permitted. The school provides a device for student use.

Misuse of personal devices shall not be permitted at any time while on campus, including but not limited to:

- misuse for academic dishonesty
- using the device to violate others personal privacy (including locker rooms & restrooms)
- creating, possessing, or viewing an indecent depiction of oneself or others
- cell phones may be seized and searched upon meeting the reasonable individualized suspicion requirements of 4.32.

*Please refer to District Policy 4.47 for the full cell phone policy





Parent Information

Early Dismissal

After having arrived on school property, should an emergency arise which makes it necessary for a student to leave campus, the following procedure will be followed:

A student may check out only if a parent/guardian comes to the office and signs the student out.

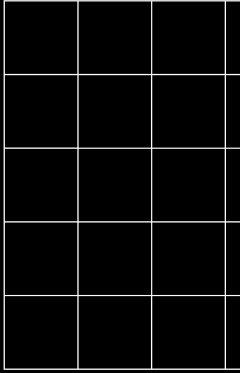
One exception is if a student has a doctor or dental appointment, the parent can call to allow the student to check out. Then, the student can sign out in the school office for the medical appointment, however, upon return to school, the student must bring to the school office a written verification from the medical office stating the date and time of the appointment to be permitted to check back in. At that point, the absences will be counted as "excused".

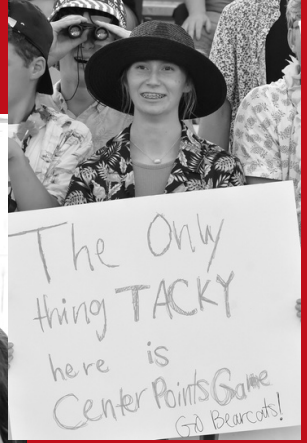
In case of an emergency, the principal or assistant may sign the student out per parent phone call.

Students who leave the campus without checking out will be considered truant and will be issued truancy consequences.



Student Procedures





Student Procedures

Paid Time Off (PTO)

"As a vital resource for Mena High School, the campus recognizes the value of a student's time and outside experiences. This policy is an attempt at rewarding students for exemplary attendance, classroom participation, and overall leadership within the school and community. As a high school student, it is an expectation to be able to handle the rigors of campus life and outside personal life, all while growing into adulthood with experiences that enhance the students' opportunities towards their NEXT. This policy will reward a student with an excused absence per quarter. The following guidelines will apply:

- A student may earn two hours of Paid Time Off (PTO) per 40 hours attendance. This equals out to two days per quarter. Days may be carried over and utilized at the end of the semester for a total of four days excused absences

Criteria:

- No more than two unexcused absences per quarter
- No more than four tardies per quarter
- Minimum GPA = 3.0 per quarter
- Zero office referrals per quarter

A student that has earned an excused absence must:

Request for the day one week prior to the absence

Contact individual instructors via email or face to face of planned absence

Provide parental permission for the absence turned into the office via a signed letter with parent phone number



Student Procedures

Absences

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.

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. Interactions with other students and participation in the instruction within the classroom enriches the learning environment and promotes a continuity of instruction that results in higher student achievement.

Students with excessive consecutive absences may receive ISS in order to help the student complete make-up assignments as per recommendations from the student's teachers and/or administration.



All absences will be unexcused until parent or guardian provides an approved excuse. For further information, refer to district policy.

*Please refer to District Policy 4.7 and 4.44 for full policy



Student Procedures

Promptness is expected of all students. Any student not in his or her proper room when the tardy bell rings is tardy.

Tardiness

- If you arrive at school late at any time during the day, report to the office to sign in at the attendance kiosk.
- If you are late to a class and you do not have a note from the office or a teacher, it will be an unexcused tardy. So, if you have been detained by a teacher, ask for a note before going to your next class.
- Tardies are recorded per nine weeks.
- Five (5) tardies will result in you being assigned to detention, and ten (10) tardies will result in a day of In-School Suspension (ISS). Continued tardiness on a regular basis will result in severe disciplinary action.
- You are recorded as absent in a class period if you are not in attendance for at least 30 minutes of that class. If this is an unexcused absence, it may result in a day of ISS.



*Please refer to District Policy 4.9

Schedule Changes

Schedule changes, including dropping sports, cannot be made after the end of the first week of the semester unless the schedule change is signed by the principal. If any concurrent credit course is dropped, an "F" will be recorded on your transcript for the high school course.

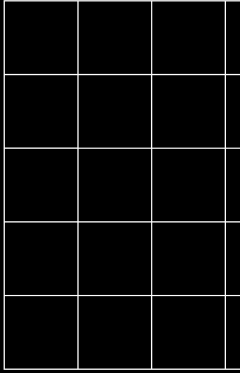


Student Procedures

Exemption Policy

- A student with 6 or fewer absences for the semester and an A in the course will be exempt from the Final Exam to end the semester.
- A student with 4 or fewer absences for the semester and a B in the course will be exempt from the Final Exam to end the semester.
- A student with 3 or fewer absences for the semester and a C in the course will be exempt from the Final Exam to end the semester.
- A student with a D or lower will take a Final Exam to end the semester.
- All students enrolled in an Advanced Placement Course or Career and Technical course that requires an End of Course Assessment will test.

Academics





Academics

Grade Level + Number of Credits

Freshman: Promoted from 8th grade to 9th grade

Sophomore: 5 credits

Junior: 10 credits

Senior: 17 credits

Promotion

Promotion of students is based on the successful completion of the necessary number of units by grade level. Failure to complete the required number of units will result in retention. All courses required to meet graduation requirements must be repeated if not successfully completed.

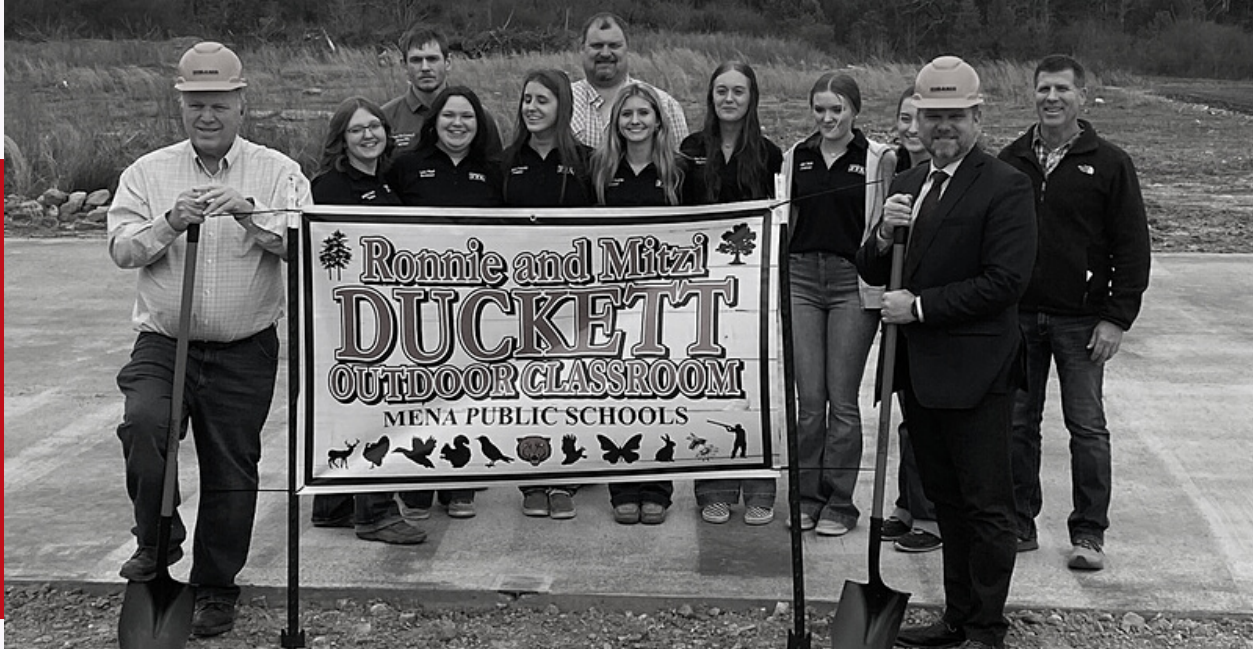
Academic Integrity

In accordance with standing board policies 4.18, 4.47, and 5.21, the following are the academic integrity policies for Mena High School.

Academic dishonesty will not be tolerated at Mena High School. Academic dishonesty is defined as, including but not limited to, cheating, plagiarism, copying another person's work or allowing someone to copy your work, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores. Any of these defined behaviors are subject to disciplinary actions up to, and including, suspension or expulsion. All disciplinary actions are at the discretion of administration.

*Please refer to District Policies 4.18, 4.47, and 5.21





Academics

Gradel Level + Number of Units

The purpose of grading is to indicate the student's progress in learning, the teacher's suggestions for improvement, and to assist in promotion and grade placement. Grades given reflect only the achievement of the expressed academic objectives of the course. The grade earned by a student at the end of a semester is a cumulative grade for that semester and is the grade that is recorded on the transcript. It is the student's responsibility to know his or her grades at all times. A report card is distributed at the end of each 9-weeks grading period. Parents and students can view grades on the MHS Home Access Center by using the assigned username and password. The username and password may be obtained from a school secretary.

Courses taken in middle school for high school credit (such as Algebra I) will be used to compute student grade point averages.

Students who have grades earned in college will be assigned the following numeric values when such courses are used to compute student grade point averages: A-4, B-3, C-2, D-1, F-0.



*Please refer to District Policy 5.15



Academics

AP Courses

Mena High School students who register for Advanced Placement (AP) courses approved by the Arkansas Department of Education are required to participate in the state-funded Advanced Placement exam as a part of the course requirements. Students who complete the course and take the AP exam receive weighted units with the following numeric values for the purpose of determining grade point averages: A-5, B-4, C-3, D-2, F-0. The weighted unit is not an option, nor is participation in the AP exam. If a student does not take the AP exam, he or she may be charged with the price of the exam.

*Please refer to District Policy 5.21

Honor Roll & Merit List

Students on the honor roll shall have all A's.
Students on the merit list shall have all A's and B's.

*Please refer to District Policy 5.17



Academic Letter

The Mena School System encourages academic excellence by recognizing and honoring students who demonstrate commitment to a high level of achievement, and these students will be awarded an Academic Letter.

The following scale will determine eligibility:

Freshman -- 4.00 GPA.	Junior -- 3.50 GPA
Sophomore -- 3.75 GPA.	Senior -- 3.25 GPA

These are based on a student's grades at the end of the first semester each year and are presented at the annual Honor Assembly.



Academics

Arkansas Challenge

The Arkansas Academic Challenge Scholarship Program (AACS) is a guaranteed college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school graduates to enroll in Arkansas' colleges and universities in a program that leads to a baccalaureate degree, associate degree, qualified certificate, or a nursing school diploma. Requirements include a 19 on the ACT.

Honor Graduates

Candidates for honor graduate status must meet the criteria below. General Requirements are as follows:

1. Honors: Minimum of 3.2500 GPA & a minimum of 19 on the ACT (Silver Stole)
2. No course may be repeated for the purpose of improving a student's GPA.
3. A student must complete the Smart Core Curriculum as outlined on the [ADE Smart Core Course Code List](https://docs.google.com/spreadsheets/d/1zRx15jJ0_uY70qpVTdn0auduYL_Wgm5l69FLPceWNVM/edit#gid=425530875) (https://docs.google.com/spreadsheets/d/1zRx15jJ0_uY70qpVTdn0auduYL_Wgm5l69FLPceWNVM/edit#gid=425530875)
4. Students must earn a 3.2500 or better cumulative GPA for eight (8) semesters.



Academics

High + Distinguished Honors

Recognition will be earned as follows for High and Distinguished Honors:

1. Distinguished Honors: Minimum of 3.9200 GPA including designated courses & a minimum of 19 on the ACT (Gold Stole and Cord)
2. High Honors: Minimum of 3.7600 GPA including designated courses & a minimum of 19 on the ACT (Gold Stole)
3. All requirements listed above for Honors must be met with the following additional requirements:

a. **ENGLISH:** 8 semesters and courses must include one of the following:

- AP English Literature
- English Comp I AND English Comp II.

b. **MATH:** 4 units and courses must include one of the following:

- Pre-AP Calculus
- AP Statistics
- AP Calculus
- College Algebra
- CC Plane Trigonometry
- Or another pre-approved AP or concurrent credit math course

c. **SCIENCE:** 4 units and courses must include one of the following:

- Anatomy/Physiology
- Physics
- AP Biology
- AP Chemistry
- CC Physical Science
- CC Biology
- Or another pre-approved AP or concurrent credit science course

d. **SOCIAL STUDIES:** 4 units and courses must include one of the following:

- AP United States Government and Politics
- AP United States History
- CC US History I
- CC US History II
- CC World Civilizations I
- CC World Civilizations II
- CC American National Government
- CC Introduction to Sociology
- CC General Psychology
- CC Regional Geography of the World
- Or another pre-approved AP or concurrent credit social studies course

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

Academics



Concurrent Credit Courses

Students must have consultation from the principal or counselor before enrolling in college courses for dual units. Students taking summer classes must have an approved course code number before the course will be counted as high school credit. *Exception: Concurrent credit courses offered by MHS may not be taken in the summer.*

If any concurrent course is dropped, an "F" will be recorded on your transcript for the high school course.

Mena High School will offer the following concurrent credit courses on campus in a traditional classroom setting:

- * AP Concurrent Credit English Language (Composition I)
- * AP Concurrent Credit English Literature (Composition II)
- * Concurrent Credit Oral Communication
- * AP Concurrent Credit Chemistry (Chemistry I & II)
- * Concurrent Credit Physical Science
- * Pre -AP Concurrent Credit Calculus (College Algebra/College Trigonometry)
- * AP Concurrent Credit Calculus (Calculus I & II)
- * Concurrent Credit Accounting I
- * Concurrent Credit Accounting II
- *Concurrent Business Law
- *Concurrent Business Communications
- *Concurrent Intro to Education
- *Concurrent Education Technology
- *Concurrent Child Growth & Development
- * AP Concurrent Credit United States History

*Students must meet UARM course requirements to enroll in these courses.

*Please refer to District Policy 5.22



Academics



Concurrent Credit Attendance Policy

Students enrolled in concurrent courses are expected to attend and participate in class just as traditional college students must. In order for students to be fully engaged and prepared for university entrance upon graduation, students who choose concurrent courses during high school must not have excessive absences. Students who have more than six absences in a class per semester can lose their concurrent credit for that course. It is important that students communicate with their teachers ahead of class time. Students who communicate with their teachers prior to their absences and turn in their assignments on or before the assigned due date will not be considered excessively absent. School sponsored events will not count toward the students' absences.

(See Board Policy 5.22)

UARM Attendance Policy: Missing an excessive number of classes is detrimental to the success of students in this course causing them to fall behind. The following number of absences is considered excessive:

- Regular classes- failure to attend class for more than a week (2 class sessions)
- On-line classes - failure to participate in posted assignments for more than a week

** Students who do not attend class may receive a grade of NF which can negatively affect financial aid.



Academics



UARM Classes During the School Day

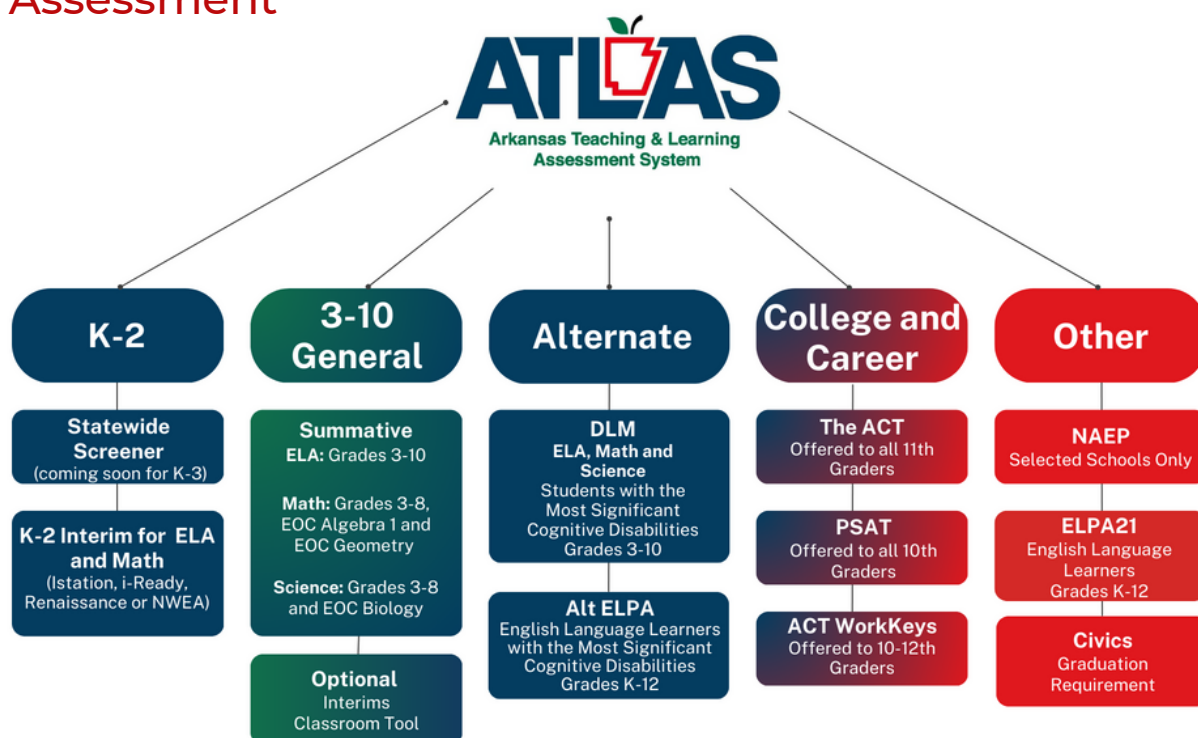
Any student who is taking a UARM class in release time during the school day will be responsible for paying for the UARM class if he or she drops out of the UARM class. If a student is failing the UARM class at 9-weeks, he or she will be required to transfer back to a class on the MHS campus.

Summer School + Credit Recovery

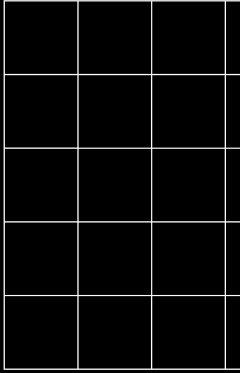
The Summer School/Recovery session will consist of three weeks of between 12-28 hours of assigned seat time per week. Our Recovery students have an opportunity of a maximum of 84 hours of seat time in order to recover a lost .5 credit of a course we can recover utilizing an online delivery system. The attempt will count as an attempt in GPA calculations, and the student will receive the grade earned on the transcript.

Testing + Assessment

2023-2024



Path to Graduation





Path to Graduation

Honor Graduates

See pages 20 - 21 for honors, high honors, and distinguished honors.

Early Graduation or Fifth Year Procedures

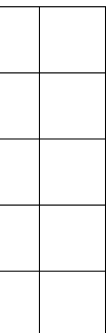
Acceleration for the purpose of graduation is a tool that is offered to the students of Mena High School to meet the individual needs.

Early Graduation:

- The student and parent must make a request to the campus administration prior to the end of the fifth semester.
- The student must articulate the proposed academic/career plan in a meeting with the parent and the campus team, to be composed of the principal, GT coordinator, and counselors.
- Administration, with input from parent and student, will work together to modify the graduation plan to align with District and State requirements.
- Any coursework required in this plan outside of personnel contract days will be the monetary responsibility of the parent and student.

Fifth Year:

- Any student that is short of credits due to attendance issues will be afforded the opportunity to remain in school for a fifth year to reach their graduation requirements.
- The same procedures will apply to a Fifth Year as to an Early Graduate.





Path to Graduation

Mena High School Graduation Requirements

23 total Units Required

Class of 2023, 2024, & 2025

4 Units of English (8 semesters)

3 Units of Social Studies

- World History (1 unit)
- U.S. History (1 unit)
- Civics (1/2 unit)
- Economics (1/2 unit Social Studies)

4 Units of Math (Must include a Math Senior Year)

3 Units of Science

.5 Unit of Physical Activity (Selected from .5 Unit of physical education. or .5 unit of athletics)

.5 Unit of Health

.5 Unit of Oral Communication (Speech)

.5 Unit of Fine Art (Selected from Art, Concert Band, Concert Choir, Advanced Music, or Theater Arts)

7 elective units

Your curriculum will be adjusted according to various criteria such as test scores, teachers' recommendations, counselors' recommendations and evidence of personal commitment.

- It is the responsibility of the student and parent to be sure that all graduation requirements are being met.
- Graduation supplies cannot be ordered through the school until a student has 19.5 units.
- A student must have completed all requirements for a diploma or IEP in order to participate in the graduation ceremony.
- All requirements including correspondence courses, college courses, etc. must be completed and grades turned in by the last day seniors are on campus.
- Any student who is enrolled in a public high school in Arkansas and has earned the number of units required by the local school district for graduation shall be eligible to graduate from the high school without regard to the grade level the student is enrolled in at the time such units are earned.
- Diplomas will be awarded after a student has completed all academic requirements and fulfilled all disciplinary and monetary obligations to the school.

*Please refer to District Policy 4.45





Path to Graduation

Mena High School Graduation Requirements

23 total Units Required

Beginning with Class of 2026

4 Units of English (8 semesters)

3 Units of Social Studies

- World History (1 unit)
- U.S. History (1 unit)
- Civics (1/2 unit)
- Economics (1/2 unit Social Studies)

4 Units of Math (Must include a Math Senior Year)

3 Units of Science

.5 Unit of Physical Activity (Selected from .5 Unit of physical education. or .5 unit of athletics)

.5 Unit of Health

.5 Unit of Oral Communication (Speech)

.5 Unit of Fine Art (Selected from Art, Concert Band, Concert Choir, Advanced Music, or Theater Arts)

1 Unit of Computer Science

6 elective units

Your curriculum will be adjusted according to various criteria such as test scores, teachers' recommendations, counselors' recommendations and evidence of personal commitment.

- It is the responsibility of the student and parent to be sure that all graduation requirements are being met.
- Graduation supplies cannot be ordered through the school until a student has 19.5 units.
- A student must have completed all requirements for a diploma or IEP in order to participate in the graduation ceremony.
- All requirements including correspondence courses, college courses, etc. must be completed and grades turned in by the last day seniors are on campus.
- Any student who is enrolled in a public high school in Arkansas and has earned the number of units required by the local school district for graduation shall be eligible to graduate from the high school without regard to the grade level the student is enrolled in at the time such units are earned.
- Diplomas will be awarded after a student has completed all academic requirements and fulfilled all disciplinary and monetary obligations to the school.

*Please refer to District Policy 4.45





Path to Graduation

ARKANSAS GRADUATION REQUIREMENTS SMART CORE INFORMATION Beginning with the class of 2024

English – 4 credits

- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English*

Science – 3 credits

(or 1 biology, 1 physical science, and 1 Computer Science**)

- Biology - 1 credit
- Physical Science Credit - 1 credit
- Third Science or computer Science Flex* - 1 credit

Mathematics – 4 credits

(or 3 credits of math and 1 credit of Computer Science**)

- Algebra I*
- Geometry*
- Algebra II*
- ADE approved fourth Math credit or Computer Science Flex – 1 credit

Social Studies – 3 credits

- Civics* - 0.5 credit
- World History* - 1 credit
- American History* - 1 credit
- other social studies* - 0.5 credit
- Economics - 0.5 credit

Additional Requirements

- Oral Communication* – 0.5 credit
- Physical Education* – 0.5 credit
- Health and Safety* – 0.5 credit
- Economics and Personal Finance* – .5 credit (may be counted toward Social Studies or Career Focus)
- Fine Arts* – 0.5 credit
- Career Focus* – 6 credits

*Category course options as listed on the [ADE Smart Core Course Code List](#)

**Computer Science – (optional) A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Starting with the class of 2026, a Computer Science credit must be earned for Graduation in the Smart Core Curriculum

*Please refer to District Policy 4.45.1

Each high school student shall be required to take at least one digital learning course for credit to graduate. A.C.A. § 6-16-1406

Students must pass the Arkansas Civics Exam. A.C.A. § 6-16-149

Students must complete CPR training - A.C.A. § 6-16-143

Beginning with the entering ninth grade class of 2022-2023, a public high school student shall be required to earn one (1) unit of credit in an ADE-approved high school computer science course before the student graduates. - A.C.A. § 6-16-152

Smart Core is the default graduation requirement for all students; therefore, signatures are no longer required to participate. Schools should develop Students Success Plans beginning in 8th grade for all students in accordance with Smart Core requirements.

*Please refer to District Policy 4.45





Path to Graduation

Career + Technical Education (CTE) Programs of Study

Agriculture

Animal Science Program of Study

Survey of Ag Systems: 1 unit
Animal Science: 1 unit
Advanced Animal Science: 1 unit OR
Ag Ed Capstone: 1 unit

Natural Resources/ Environmental Service Systems Program of Study

Survey of Ag Systems: 1 unit
Natural Resources Management: 1 Unit
Forestry and Wildlife Ecosystems: 1 Unit
OR
Ag Ed Capstone: 1 unit

Agricultural Power, Structural, and Technical Systems Program of Study

Survey of Ag Systems: 1 unit
Agriculture Mechanics: 1 unit
Agricultural Metals: 1 unit OR
Agricultural Structures: 1 unit OR
Advanced Ag Mechanics: 1 unit OR
Ag Ed Capstone: 1 unit

Business

Accounting Program of Study

Survey of Business 1 unit
Computerized Accounting I: 1 unit
Computerized Accounting II: 1 unit

Office Administration Program of Study

Survey of Business: 1 unit
Business Procedures: 1 unit
Computerized Accounting I: 1 unit

Family & Consumer Sciences

Human and Social Services Program of Study

Family and Consumer Sciences: 1 unit
Child Growth and Development: 1 unit
Child Care Guidance, Management & Services:
1 unit

Nutrition Science and Dietetics Program of Study

Family and Consumer Sciences: 1 unit
Food, Safety & Nutrition: 1 unit
Life and Fitness Nutrition: 1 unit

Pre-Educator Program of Study

Introduction to Education: 1 unit
Education Technology: 1 unit
Child Growth and Development: 1 unit

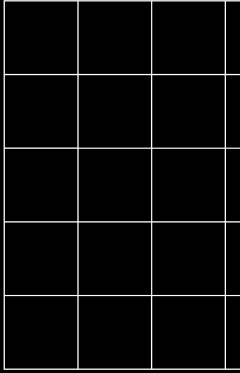
JAG

Jobs for America's Graduates

Jr JAG Class	1 unit
Jr JAG Work	1 unit
Sr JAG Class	1 unit
Sr JAG Work	Maximum of 3 units

(All JAG Work requires an approved application prior to enrollment)

Alternative Education (AE)





Alternative Education

AE Description

AE/MENA HUB is a research-based intervention program designed to renew hope for at-risk students. The Alternative Environment seeks to eliminate barriers to learning for any students whose academic or social progress is negatively impacted by the students environment or situation. AE students are provided with intervention services, collaborative learning opportunities, and engaging curriculum. ALL AE STUDENTS WILL BE PERIODICALLY EVALUATED FOR RETURN TO GENERAL STUDENT POPULATION. The evaluation will take into consideration a student's behavior, attendance, and academic progress.

Students who enroll or return to MHS from a facility within a semester may be placed in AE for the remainder of the semester. The Alternative Learning Team will review each individual situation to determine the best learning program for success. If a student ends up at the end of a semester in AE with less than 20 days left, he or she must return the entire following semester to AE.

AE students are eligible to participate in all extra-curricular opportunities if they have met the requirements.

*Please refer to District Policy 5.26





Alternative Education

Second Chance Program

Students who are recommended for expulsion MAY be eligible to appeal to the Superintendent of Schools for placement in the “Second Chance Program” to avoid expulsion. This request must be made directly to the superintendent by the parent or guardian and/or the student. This program is designed to allow eligible students a possibility of continuing as a Mena student under a strict probation and with specific limitations if they meet the following:

1. The student cannot have previously been recommended for expulsion in the previous calendar year.
2. The parent and student must agree to be enrolled in and agree to complete participation in the school approved counseling program. The school approved program is provided and administered by the professionals at the Western Arkansas Counseling and Guidance Center.
3. The student agrees to participate in the drug/alcohol testing, counseling, and required meetings prescribed by the counseling program. The program administrators will notify the school if the student fails to meet all of the requirements of their program. In addition, if the student fails a drug or alcohol test, they will be considered to have violated their agreement in the “Second Chance Program.”
4. The parent and student agree to the requirement that the student complete fifteen (15) hours of approved community service work as a part of this program.
5. The parent and student agree to assume the cost of the counseling program. The parent agrees to completely fulfill their financial agreement with the Western Arkansas Counseling and Guidance Center prior to their child completing the entire program.

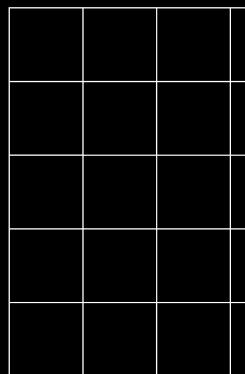
Students who meet these requirements may request probationary status from the Superintendent of Schools after they serve the Ten (10) Day Out of School Suspension. If approved, the student may have their recommendation for expulsion modified by the superintendent and will be placed in the “Second Chance Program.”

Parents making the request for this probationary status must contact the Superintendent of Schools and arrange for a meeting with the superintendent. Those in attendance at this meeting may include the superintendent, an administrator from the student’s school, a school counselor, the “Second Chance Program” director, the student, and their parent/guardian. The superintendent may, after reviewing the information provided, choose to allow the student to attend the “Second Chance Program” on a probationary status for the remainder of the school year, or an appropriate and/or comparable length of time as determined by the superintendent.

Students who are placed on probationary status will be allowed to attend the “Second Chance Program” as long as the student satisfactorily completes the counseling program. In addition, the student must meet all prescribed stipulations dealing with school attendance, academic performance, student disciplinary restrictions and other restrictions deemed appropriate by the principal and superintendent. A student who fails to meet all requirements of the counseling program, has a positive drug/alcohol test, or violates the agreed upon terms of the “Second Chance Program” will be considered in violation of probation and be recommended for immediate expulsion.

The “Second Chance Program” will be an extension of the Alternative Education (AE) program under the guidance of the AE director. Students will be enrolled in AE and follow the requirements and guidelines of the current AE program.

Community Service





Community Service

Community Service Plan

75 Pre-approved Community Service Hours are needed for 1 Graduation Credit
[DOES NOT CALCULATE TOWARDS GPA]

- The community service project must be pre-approved by your counselor **BEFORE** you begin your hours, and **IT MUST** address a social problem or concern.
- Community service projects will not be accepted if they were completed:
- For a family member
- Prior to the summer before entering Grade 9, unless pre-approved
- Please follow these guidelines to earn credit for your hours.

Guidelines for Students:

1. Obtain the required forms from the school website or your school counselor.
2. Develop a written community service plan which **addresses a social problem or concern**.
3. Submit the plan to your counselor for approval **BEFORE** you begin your community service
4. All community service will begin the summer prior to entering high school.
5. Submit community service documentation to your counselor upon completion of the approved activity.



Community Service

Community Service Plan

Suggested Categories of Service

- **Service for Youth:** Provide leadership, guidance, and activities for the youth in our community. Ex: Collection of Toys for Holidays
- **Quality of Life:** Work towards improving the standard of living for the residents of our community. Ex: Food Collection Drives; Humane Society help; etc..
- **Service to Senior Citizens:** Provide opportunities for senior citizens to enhance independent living or assist with promoting a quality of life.
- **Health/Safety:** Volunteer services to promote the health, welfare and safety of the residents in our community.
- **Developmentally Disabled and/or Physically Disabled:** Volunteer your services in an effort to improve and enrich the lives of the mentally and physically disabled. Ex: Special Olympics or Project Unify.
- **Environment/Historical Preservations:** Volunteer your services to promote and encourage the preservation of the environment and/or the protection of historical sites. Ex: Community Beautification Projects; Trash Pick-up; Cemetery Beautification.
- **Arts/Culture:** Volunteer your services to encourage the growth of the arts in our community.



Community Service

Community Service Plan

EXAMPLES OF VOLUNTEER ACTIVITIES

(DO NOT Count as Community Service Hours)

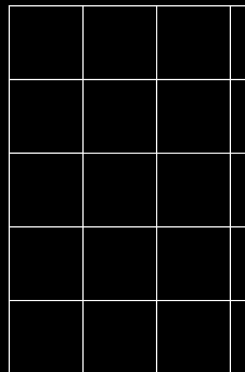
- Washing your elderly Neighbor's car or mowing their lawns.
- School/Clubs group car washes or fundraisers
- Babysitting for your neighbor
- Working at parent's store or business
- Helping your pastor at your church with personal errands
- Church activities that benefit only the members of the church

DOCUMENTATION NEEDED FOR A CREDIT

- **Service Learning Log:** Pre-approved weekly logs/time sheet in which the community service hours involved are noted
- **Service Learning Educational Log:** How is this valuable to language/content development?
- **Community Service Verification:** Supervisor of the community service program.
- **Community Service Volunteer Evaluation Form:** Supervisor will fill out upon completion of services performed.

Service Learning Analysis: Summary of learning through the community service process

Behavior Expectations





Behavior Expectations

Dress Code+ Appearance

At Mena High School, we focus on supporting students to achieve success in all areas including academics and behavior. How a student dresses daily for school may reflect an attitude toward learning, either negatively or positively. The school recognizes that it is both the prerogative and the responsibility of parents to determine how their children shall dress, wear their hair, and otherwise present themselves in public. We assume that what a student wears to school has the approval and reflects the attitude of his/her parents as to what is proper and fitting; however, all students should dress in a manner that is appropriate for school and should follow the guidelines as outlined below. These guidelines are in place to prevent health and safety issues, sanitary guidelines, or to prevent disruption in the flow of school. Additionally, the school recognizes that specific events or activities may require uniforms or clothing which may not fit within the constraints of these guidelines.



Behavior Expectations

Dress Code+ Appearance

- The wearing of clothing which is revealing, which includes the exposing of a student's chest, back, midriff or undergarments is prohibited. Undergarments are defined as underwear, panties, bra, or men's ribbed sleeveless undershirts.
- Tank tops must have a minimum of a 2 inch strap; no spaghetti strap shirts or halters may be worn.
- Shirts with sleeves torn or cut out, nor shirts with large armholes are permitted.
- Shorts and skirts shall be mid-thigh or longer.
- Shorts length must be visible beneath the shirt by a minimum of 2 inches.
- Holes in pants may not be above mid-thigh level or show any type of undergarment.
- Hoodies may not be pulled up on the head.
- House shoes with soft soles are not permitted.
- Pajamas of any kind are not permitted.
- Chains are not allowed on jeans or to be used as jewelry nor attached to wallets.
- Sunglasses may not be worn inside unless there is an administrator-approved doctor's note.
- Hats are only permitted in hallways, cafeteria, or gym.
- Clothing, emblems, insignias, badges, obscenities, or other symbols that advocate or insinuate illegal activity shall not be permitted.
- No clothing promoting marijuana, alcohol or tobacco is permitted.
- Costumes shall only be permitted on pre-approved days.



Behavior Expectations

School Prank

Senior Pranks can be harmless fun for a graduating class. Senior Pranks that do not cause disruption to the school day or school sponsored events, destruction of school property or violation of any law or school policy will be allowed and considered the rights of passage to graduating seniors. However, because of the intention of a senior class trying to outdo the previous senior class, Senior Pranks have become a problem for the Mena School District. Therefore, it is necessary to address the possibility of student(s) carrying a Senior Prank to the point of disruption, destruction of property or violation of city, county or state law. In the event that a Senior Prank occurs and causes damage to school property, disruption to the school day or a school sponsored event, or where a city, county or state law is violated the student(s) responsible will be held accountable. Student(s) responsible for destruction of school property will be held financially responsible for the replacement value or full repair of any property that is damaged. In addition, the school district has the option to assess additional punishments to the student(s) including but not limited to the suspension of the student(s) from attending any or all of the graduation ceremonies. In a case where the student(s) have violated a city, county or state law the student(s) may be turned into the local authorities.



*Please refer to District Policy 4.18 and 4.20



Behavior Expectations

Public Display of Affection (PDA)

Public displays of affection (kissing, hugging, etc.) is considered inappropriate behavior at Mena High School. Failure to abide by this rule will result in disciplinary action. Holding hands is the only acceptable form of public displays of affection.

Medicine

Students who need non-prescription medicine or supplies need to come to the office before school, during lunch, or after school. Only prescription medication will be given between class periods and during class by the nurse.
*Please refer to District Policy 4.35

Student Use of School Property

The use of school property without proper authorization will be considered as unlawful. Being in a school building without a specific teacher in charge of the activity will be considered trespassing on school grounds and will be dealt with in that manner.

Student Behavioral Intervention + Restrain

All school districts must implement measures to avoid the use of physical restraint on a student to the greatest extent possible without endangering the safety or other students and school personnel. Act 1084 of 2021



Behavior Expectations

Cell Phones & Other Personal Devices

Cell phones and other personal devices are only allowed to be used in class only when specifically permitted by the teacher. Teachers shall ask students to place their phones in a safe location upon entering the classroom. Possessing these items at school is risk. Personal items such as devices or cells phones are the sole responsibility of the students. and the school shall not be held liable for lost or stolen items, however, all rules will be followed regarding these items if the student is permitted to bring them to school. These items may be confiscated if students do not follow classroom or school rules. Personal Computers are not permitted. The school provides a device for student use. Misuse of personal devices shall not be permitted at any time while on campus, including but not limited to: misuse for academic dishonesty using the device to violate others personal privacy (including locker rooms & restrooms) creating, possessing, or viewing an indecent depiction of oneself or others cell phones may be seized and searched upon meeting the reasonable individualized suspicion requirements of 4.32.

*Please refer to District Policy 4.47 for the full cell phone policy





Behavior Expectations

Device Use Policy

Program Description

Each student in 9th-12th grade will receive a laptop or Chromebook (further referred to as "device") for use at school and at home. This initiative provides access to online resources for learning by providing these devices to the students. This ensures that students can access what they need from wherever they are - school, home, anywhere with an internet connection. Students can access tools and resources, post their work, track their progress, and interact with teachers and other students through a variety of tools. The goal is to provide the best education to all learners by preparing them to be college and career ready.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any school-owned computer, network, or electronic communication device may be monitored by school authorities. Students should not expect to have privacy rights on school equipment.

Ownership of the Device & Terms of Loan

Mena High School retains sole right of possession and lends the device for academic purposes only. The device will be assigned in the same manner as a textbook and the serial number will be recorded in a database when issued to the student. The device remains with the student for the duration of the school year unless he/she withdraws from school. Students are responsible for bringing the device to school, taking it home each day and charging the battery at night. It must not be left unsupervised at school or home in unsecured locations.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federal mandated Children's Internet Protection Act (CIPA). All school-issued devices, (in use in or out of school), will have internet activity filtered and logged. Mena School District cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision.

Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.



Behavior Expectations

Device Use Policy

No Expectations of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a device or their school-issued Google account, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the school. By using a device, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student devices.

Inspection, Repair, and Replacement Costs

Students may be randomly selected to provide the device for inspection. Students who need to have their device repaired should leave it with the School Library Media Specialist and will be given a loaner until the assigned device is repaired.

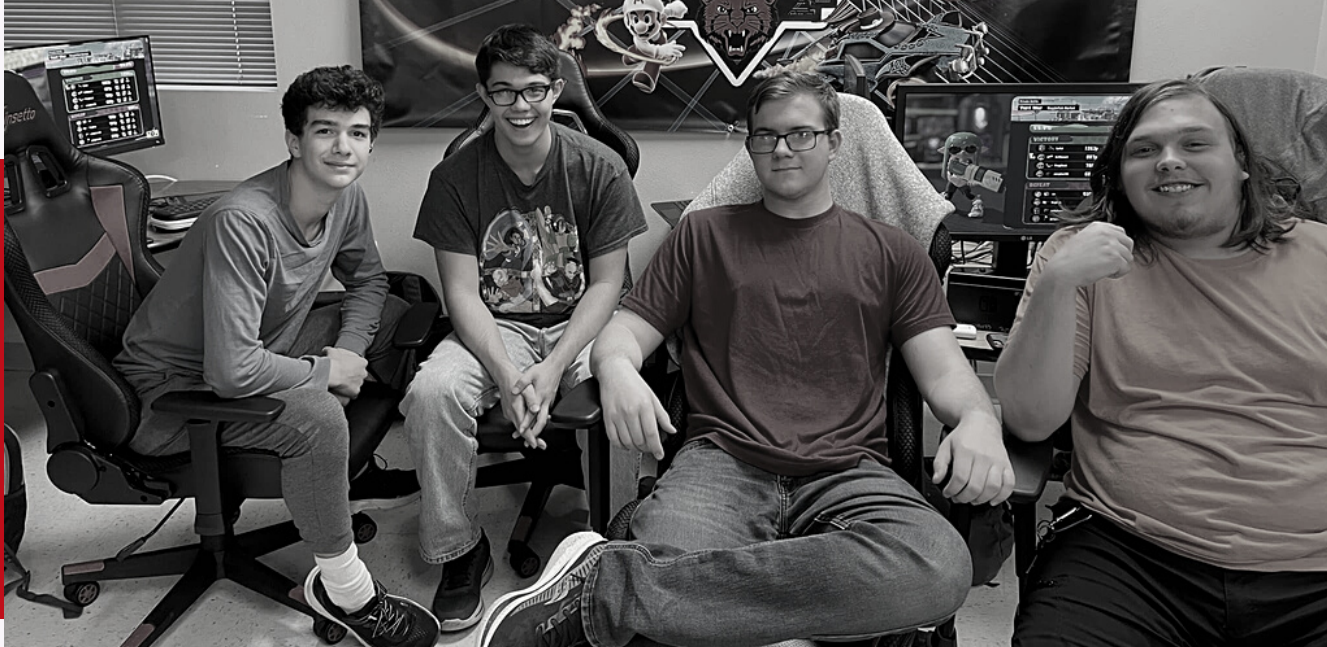
The following are estimated costs of device parts and replacements (may be subject to change):

- Replacement of Device: \$360.00
- Chromebook Case: \$30.00
- Power cord: \$25.00
- Screen -\$50.00
- Keyboard/Touchpad - \$30.00

Consequences for Violations

- 1st Offense- 1 day ISS
- 2nd Offense- 2 days ISS
- 3rd Offense- 3 days ISS

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Internet while at school and under teacher Supervision. It could also mean that Internet privileges are banned for the period of restriction.



Behavior Expectations

Device Use Policy

Returning Device

The right to use and possess the device and all accessories terminates no later than the last day of school, unless earlier terminated by the district, or upon withdrawal from school through dropping-out, suspension, expulsion, or transfer. The school principal will be in charge of seeing equipment is returned in a timely manner. The device remains as property of Mena School District and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s). Failure to turn in a device will result in the student being charged the full replacement cost. Unpaid fines and fees may be turned over to a collection agency or small claims court. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Personal Device

Students' personal technology devices are not permitted to be used at Mena High School without prior approval by either the principal or designee. This policy exists not only to protect the security of the school wifi, but also to protect academic integrity and honesty. Consequences of students using an unauthorized device are as follows:



Behavior Expectations

Device Use Policy

EXPECTATIONS

Parent Expectations

- Remember that while the school system will provide Internet content filtering, *there is no substitute for parental supervision when using a computer.*
- Monitor student use of the device and Internet at home.
- Ensure your child understands and adheres to device and Internet policies and guidelines set forth in the Device Use Policy.
- Parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty, up to the full replacement cost of the device.
- Review Mena High School's Device Policy, Acceptable Use Policy, and Consequences for Violations of the policies with your child.
- Ensure the return of the device and all accessories in good working condition at the end of the current school year or before the student withdraws from school.

Student Expectations

- Students will be responsible for device at all times.
- Students will immediately report technical problems with my device to the Library Media Specialist.
- Students will charge their device each evening and bring it to school fully charged.
- Students will have the AC adapter with them for necessary charging throughout the school day.
- Students will not share login information with anyone.
- Students will not loan the device or any component to another student for any reason.



Behavior Expectations

Textbooks

With the passage of State Law Number 5, 1973, free textbooks will be furnished to students with state monies provided through taxes by the legislature and parents.

Inspect your textbooks when issued and take note of their condition. If a textbook must be replaced, the cost of replacement is determined by the condition of the book at the time of loan. Marking and writing in a book will be charged accordingly.

Exception: UARM courses offered as concurrent credit classes at MHS may require a textbook fee.

Library

All library materials become the responsibility of the student who checks out the materials.

The school reserves the right to withhold library privileges to any student who fails to meet these obligations. The only fines assessed will be in the instance of lost or damaged items.



Behavior Expectations

Activity Rules for Trips, Dances, + School Functions

Students will be expected to conduct themselves at school activities in the same manner as during school hours. Disciplinary action will be taken for misconduct at school activities as would apply during school hours. All trips involving any sizable number of students will be made on school buses driven by regular drivers or by regular substitute drivers.

Students who are transported in a school vehicle to an event or place will be expected to return to the home community in the school vehicle. A parent or guardian, who has attended the same event, may personally contact the coach or sponsor and take responsibility for return transportation of his or her child by signing the Sign-Out Sheet. If the parent wants someone other than the school to bring a student back, a parent may hand deliver a notarized note to the sponsor or coach with instructions for return transportation of their child.

Buses + Transportation

The same rules apply to behavior on the bus as on the school campus. Students are under the supervision of the bus driver and must obey him/her at all times while they are on his/her bus. The north side of the high school (bus loop) is the area where buses will load and unload students. Students need to stay behind yellow lines until loading the bus. Only students who ride a bus can be in the bus loading area. No cars are to be in the bus loading area at any time. Students may not drive past the bus loading area on the north end of the high school without permission from the principal or assistant principal.



Behavior Expectations

In-School-Suspension (ISS)

Students assigned In-School-Suspension (ISS) will have the opportunity to complete assignments without consequences, as ISS is not an unexcused absence. Additional disciplinary action will be taken in the instance of students who attempt to skip ISS by attending their regular class, students who are late for their ISS assignment, or students who are sent out of the ISS room due to disciplinary reasons. The student will not be eligible for practice or interscholastic participation during the days of assignment.

Out-Of-School-Suspension (OSS)

During an out of school suspension, a student will not get credit for class work but may obtain the assignments in order to keep up academically with classes. He or she cannot attend classes on the high school campus.

A student cannot participate in or attend any school activity on a day he or she is suspended or expelled. The student will be eligible to return to practice or competition on the next day following the suspension.



*Please refer to District Policy 4.30

Matrixes

The following charts are used as guides for all stakeholders to recognize behavior expectations, procedures for managing behaviors, and disciplinary actions, should they be necessary. Sharing these with our stakeholders provides consistency, equity, and transparency.

Behavior Matrix

A schoolwide matrix is simply a table that defines expectations in various settings throughout your school campus. Along one axis are the expectations, while the other axis includes locations in which these behaviors are expected.

Discipline Matrix

The discipline matrix is used as a guide for administrators to apply consequences and allow for progressive discipline to occur. As with any discipline infraction, a variety of circumstances and evidence must be considered while assigning a consequence. The primary goal of our discipline structure is to ensure that students have the opportunity to understand that actions have consequences. Furthermore, it provides students the opportunity to correct their behavior and maximize their access to teaching and learning. Administrators have the discretion to apply a variation of approved consequences for infractions while operating in alignment with the discipline matrix.

Discipline Flowchart

A discipline flowchart has several functions:

- Clearly define the difference between minor and major behaviors
- Outline a process for minor and major behaviors
- Create consistency across the entire school

School-Wide Behavior Expectations

SW Behavior Expectation	Classroom	Cafeteria	Restroom	Hallway	Assembly
Prepared	<ul style="list-style-type: none"> *Be on time *Bring materials *Follow safety protocols 	<ul style="list-style-type: none"> *Have student ID *Have a positive balance in your lunch account 	<ul style="list-style-type: none"> *Take restroom breaks between classes *Use time wisely *Leave backpacks & phones outside 	<ul style="list-style-type: none"> *Be on time to your destination *Quickly take care of restroom breaks *Be responsible for all supplies and possessions 	<ul style="list-style-type: none"> *Sit in assigned area
Respect	<ul style="list-style-type: none"> *Listen to the speaker *Take care of school materials *Hands to Self *Clean up after yourself 	<ul style="list-style-type: none"> *Throw away trash *Hands and feet to yourself *Use polite manners 	<ul style="list-style-type: none"> *Clean up after yourself *Wash hands *Use facilities as intended *Take care of school property 	<ul style="list-style-type: none"> *Use appropriate language *Be considerate of other classes in-session by using appropriate voice level *Use appropriate physical contact *Respect school property *Walk on the right side of the hallway 	<ul style="list-style-type: none"> *Keep feet on the floor *Stay seated *Follow directions *Enter and exit rows appropriately
Integrity	<ul style="list-style-type: none"> *Phones in Holder *Do your own work *Create a SmartPass when leaving the class 	<ul style="list-style-type: none"> *Stay in line *Use technology appropriately *Queue properly *Remain in cafeteria/patio until dismissed 	<ul style="list-style-type: none"> *One person per stall at a time *Use closest facility *Promptly use facilities and move on 	<ul style="list-style-type: none"> *Use technology wisely *Clean up after yourself *Use acceptable physical contact 	<ul style="list-style-type: none"> *Phones put away *Appropriate physical contact
Drive	<ul style="list-style-type: none"> *On Task *Have materials out and ready to go *Participate in learning 	<ul style="list-style-type: none"> *Use time wisely to take care of eating & restroom needs 	<ul style="list-style-type: none"> *Be efficient 	<ul style="list-style-type: none"> *Walk directly to your destination *Be on-time 	<ul style="list-style-type: none"> *Listen to speaker *Be attentive
Empathy	<ul style="list-style-type: none"> *Include & support others *Consider different perspectives *Be patient with others who might be struggling with learning 	<ul style="list-style-type: none"> *Share your table *Show appreciation of cafeteria staffs hard work 	<ul style="list-style-type: none"> *Be mindful of others' time 	<ul style="list-style-type: none"> *Help others in need *Think before speaking and acting 	<ul style="list-style-type: none"> *Appropriate participation





Discipline Matrix



Mena High School Discipline Matrix

The following are suggested consequences for certain school violations. The school personnel reserves the right to modify consequences as needed based on the nature of the specific incident.

Action	1st or Minor Offense	2nd or Medium Offense	3rd or Major Offense
Disobedience/Defiance Expectations: Prepared, Respect, Integrity, Drive, Empathy			
Tardiness (resets at quarter)	3 tardies: warning	5 tardies: 1 day of detention	10 tardies: 1 day of ISS
Truancy (skipping class)	warning	1 day of ISS for each period skipped	
PDA (Public Display of Affection)	Parent contact Teacher-Student Compact Office Referral	1-3 Day ISS Parent conference Behavioral Interventionist Observation/Plan	3-5 Days ISS AE Referral 1-3 Days OSS Service Learning SRO Conference/Referral
Willful disobedience, recurring behavior that causes disruption to the learning environment, repeated defiance.	Parent contact Teacher-Student Compact Office Referral	1-3 Day ISS Parent conference Behavioral Interventionist Observation/Plan	3-5 Days ISS AE Referral 1-3 Days OSS Service Learning SRO Conference/Referral
Behavior on or off school grounds detrimental to the welfare or safety of other students. (includes behavior that creates a threat of physical harm to the student or other students)	Parent contact 1-3 Days ISS Office Referral Behavior Interventionist -Observations/Plan	1-3 Days OSS 3-5 Days ISS AE Referral Behavior Interventionist -Observations/Plan	SRO Conference/Referral 3-5 Days OSS Expulsion
Electronic devices: cellphone, chromebooks, or other technology outside the acceptable use policy	Teacher/student conference, Office Referral, Removal of device for the day	Parent Pick-Up of Device	1 Day ISS Must turn in phone at the office for 5 days, Repeated violation: additional ISS days.
Dress Code Violation including repeated and disruptive offenses.	Warning + change or removal of garment Office Referral Review of dress code	Parent Conference Loss of privilege for garment 1 Day ISS	2 Days ISS



Mena High School Discipline Matrix



Action	1st or Minor Offense	2nd or Medium Offense	3rd or Major Offense
Bullying/Harassment Expectations: Respect, Integrity, Empathy			
Bullying in any form including teasing, taunting, name calling, cyber bullying, harassment	Teacher mediation Parent contact Counselor intervention Office referral	1-3 Days ISS Counseling referral Schedule change Parent contact	3-5 Days ISS 1-3 Days OSS Behavior Plan AE Referral
Intimidation/Threats student to student in person, in writing, electronically	Counseling referral Office Referral Threat assessment 1-5 Days ISS	1-5 Days OSS Behavior Plan Counseling referral	AE Referral Expulsion SRO Referral
Intimidation/Threats student to adult in person, writing, electronically	3-5 Days ISS AE Referral Behavior Plan Counseling Referral Threat Assessment SRO Referral	3-5 Days OSS SRO Referral	Expulsion
Harassment of a racial, ethnic, sexual nature (including sexting).	1-3 days OSS Parent contact for both victim and harasser	3-5 days OSS AE Referral SRO Referral Behavior Plan	Expulsion

Discipline Matrix



Mena High School Discipline Matrix

Action	1st or Minor Offense	2nd or Medium Offense	3rd or Major Offense
Fighting/Aggression Expectations: Respect, Integrity, Empathy			
Horseplay	Teacher conference Parent communication Warning Office Referral	1-3 Days ISS Parent conference	3-5 days ISS Behavior Plan
Fighting verbal or physical with or without injury	Warning Counselor intervention Parent contact 1-3 Days ISS	3-5 Days ISS SRO Referral Counseling Intervention Parent conference Behavioral Intervention	3-5 Days OSS SRO Referral Counseling Referral AE Referral Behavior Plan Expulsion
Inciting a Fight either verbally, by use of social media, or by using a phone to video or take pictures	Administrative conference 1-3 Days ISS Counselor intervention Confiscation of device	3-5 Days ISS SRO Referral	AE Referral Behavior Plan
Physical aggression towards a staff member	AE Referral SRO Referral Behavioral Intervention Counseling Referral	Expulsion	
Assault on a student	1-5 Days ISS AE Referral SRO Referral Behavioral Intervention	5-10 Days OSS AE Referral SRO Referral	Expulsion
Gang-like/mimicking behaviors	Counseling Intervention Office Referral Parent Contact	1-3 Days OSS SRO Referral Behavior Intervention/Plan	
Terroristic Threats	Threat Assessment SRO Referral 10 OSS	SRO Referral Expulsion	



Mena High School Discipline Matrix

Action	1st or Minor Offense	2nd or Medium Offense	3rd or Major Offense
Drugs/Alcohol/Tobacco Expectations: Respect, Integrity, Drive			
Tobacco possession/use including electronic devices	3 Days ISS Cessation Program Parent contact	4 Days ISS Cessation Program 4 Hours of Community Service Cessation Program Parent Contact	5 Days ISS Cessation Program 6 Hours of Community Service Conference with parent <ul style="list-style-type: none"> • Citation • Behavior Plan
Alcohol/illegal narcotics under the influence	3-5 Days OSS Parent Conference Counselor Intervention Drug testing	Expulsion (Recommend Intervention Programs) Drug Counseling Referral 10 Days OSS AE Referral	Expulsion
Alcohol/illegal narcotics possession/paraphernalia to include electronic smoking devices	10 Days OSS Expulsion (Recommend Intervention Programs) Drug Counseling Behavior Plan Community Service SRO Referral		
Alcohol/Drugs/Over the Counter Medication/Tobacco/Nicotine and/or Distribution or Sales	10 Days OSS Expulsion (Recommend Intervention Programs) Drug Counseling Behavior Plan Community Service SRO Referral		

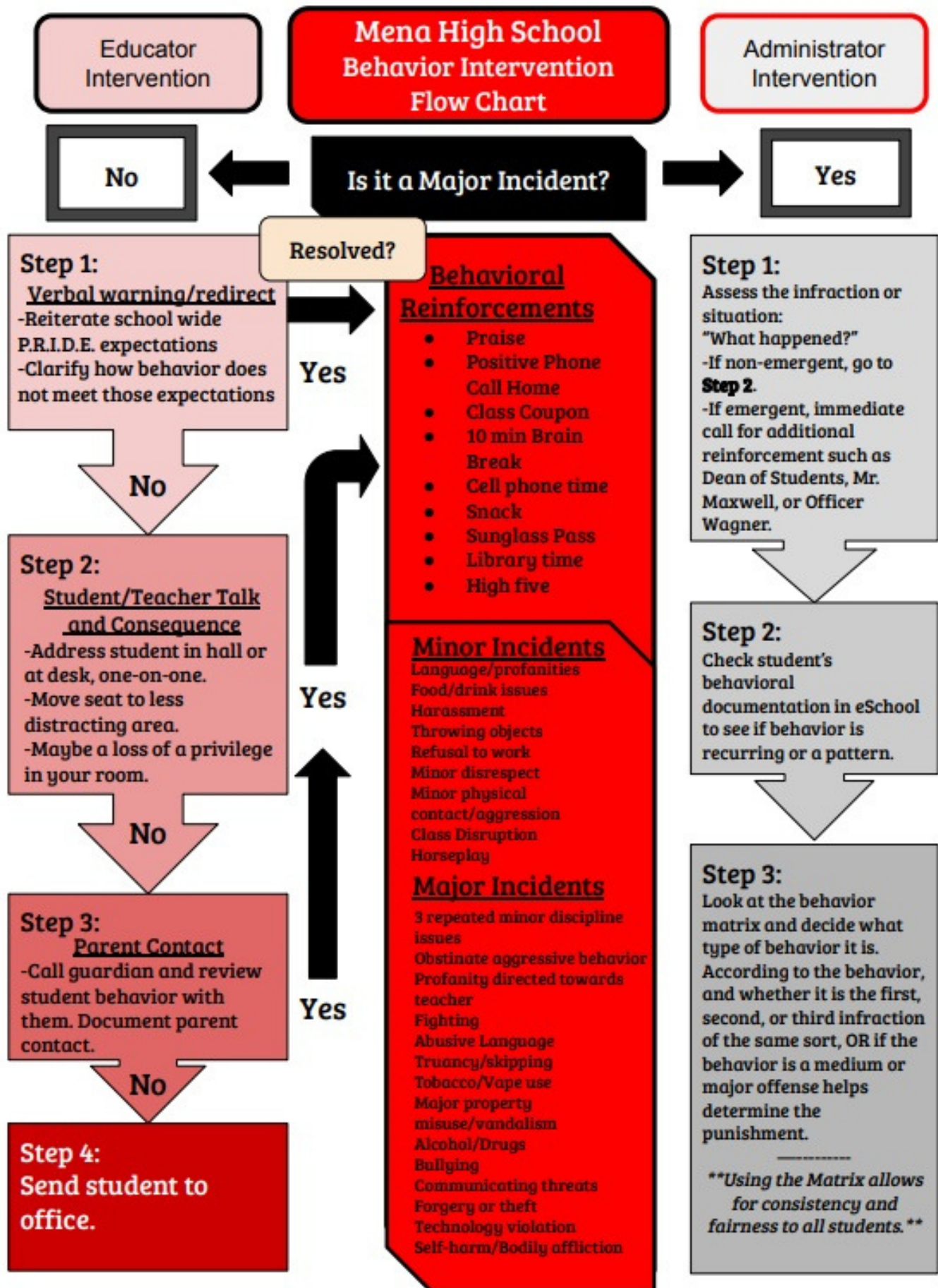
Discipline Matrix



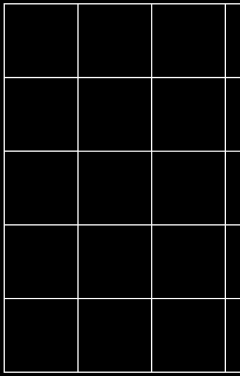
Mena High School Discipline Matrix

Action	1st or Minor Offense	2nd or Medium Offense	3rd or Major Offense
Weapons/Illegal Activity Expectations: Respect, Integrity, Drive			
Caps, fireworks, stink bombs, bullets (no firearm)	1-3 Days ISS Confiscation of items Parent Contact	3-5 Days ISS 1-3 Days OSS SRO Referral Parent Conference	3-5 Days OSS SRO Referral Parent Conference
Weapon self-reported by student	Confiscate Weapon Parent Conference		
Weapon, not self reported	Non-Dangerous 1-3 Days ISS	Non Dangerous Repeated 1-3 Days OSS	Dangerous Weapons Expulsion SRO Referral
Arson		10 Days OSS SRO Referral	Expulsion SRO Referral
Theft	Parent Contact Return Item to Owner and/or Restitution 1-3 Days ISS SRO Referral	Parent Contact Restitution 3-5 Days ISS SRO Referral	Parent Contact OSS Up to 10 Days Restitution SRO Referral Possible Expulsion AE Referral
Vandalism	ParentContact Restitution 1-3 Days ISS	ParentContact Restitution 3-5 Days ISS SROReferral	Parent Conference Restitution Up to 10 Days OSS Possible Expulsion SRO Referral

Behavior Flowchart



Student Engagement





Student Engagement

10 Statements Supporting Extracurricular Activities for High School Students

1. **Broadens horizons:** It exposes students to diverse interests, subjects, and experiences beyond their academic curriculum.
2. **Skill development:** It nurtures talents, hones interpersonal skills, and fosters leadership, teamwork, time management, and organizational abilities.
3. **College applications:** It enhances resumes and college applications by demonstrating a well-rounded profile and dedication beyond academics.
4. **Personal growth:** It promotes self-confidence, self-discovery, and a sense of identity, empowering students to explore their passions and strengths.
5. **Social connections:** It facilitates the formation of lasting friendships, cultivates social skills, and builds a sense of community among peers.
6. **Stress reduction:** It provides an outlet for stress relief, relaxation, and rejuvenation, helping to maintain a healthy balance between academics and recreation.
7. **Networking opportunities:** It offers chances to connect with professionals, mentors, and experts in various fields of interest, opening doors for future opportunities.
8. **Mental and physical well-being:** It promotes a healthy lifestyle, physical fitness, and mental well-being through activities like sports, arts, and clubs.
9. **Exploration of career paths:** It allows students to explore potential career paths, gain practical skills, and make informed decisions about their future.
10. **Fun and enjoyment:** It adds an element of fun, excitement, and enjoyment to the high school experience, creating lasting memories and positive associations.



Student Engagement

General Club Guidelines

Honor clubs will meet on a scheduled, regular basis. To be in the honor clubs, you must meet certain requirements. Clubs will meet during the enrichment period. Clubs requiring dues are paid by the student.

Other optional, interest-related clubs are available and will meet regularly during the school year.

New clubs may be formed providing they meet the following requirements:

1. Have a sponsor (faculty member)
2. Show a purpose and interest for forming
3. Enough interested students to form and maintain a club

Note: Clubs officers may be selected by various methods including, but not limited to, appointment or selection by club advisor or by election.

*Please refer to District Policy 4.12

Honor Clubs

FFA	NHS
FCCLA	NEHS
JAG	Educators Rising
FBLA	

All honor clubs require a **minimum** of a 2.0 GPA or higher to become & remain a member.



Student Engagement

Additional Clubs

Chess Club
Culture Club
Art Club
Book Club

National Honor Society

The National Honor Society is sponsored by the National Association of Secondary School Principals. Candidates for membership shall be members of the junior or senior class. Members of the Mena National Honor Society are chosen by selected members of the faculty. Selection is based on scholastic average, leadership, character, and service. Candidates must be enrolled at Mena High School for at least one semester prior to application.

To be chosen and remain as a member throughout their junior and senior years, students must display outstanding abilities in the following areas:

- Scholarship -- a 3.25 or above scholastic average in the required core of classes.
- Leadership -- active involvement in school or community activities.
- Character -- outstanding behavior at school, home, and community.
- Service -- Evidence of time in service to school and community



Student Engagement

JAG

Jobs for Arkansas Graduates (JAG) is a program designed to help prepare the student for employment and/or post secondary training in a chosen career field. It provides an opportunity for the students to develop the knowledge, attitude, and skills needed for success in their chosen occupation. Elements of JAG include on-the-job training, related classroom instruction + follow-up services after graduation. Students who participate in the JAG program are eligible to be a JAG club member. For information or to apply for the program contact the JAG Coordinator, Heather Catlett.

National English Honor Society

The mission and purpose of this organization will be literary and educational. National English Honor Society (NEHS) will strive to do the following:

1. Confer distinction upon Mena High School students for high achievement in English language and literature.
2. Provide cultural stimulation in Mena High School.
3. Encourage interest in the English language arts.
4. Promote exemplary character and good fellowship among its members.
5. Serve society by fostering literacy.

Requirements and Procedures for Initial Member Selection and Continued Membership
Candidates must have

- Completed the equivalent of two semesters of English at Mena High School prior to consideration as members.
- Achieved a minimum overall rounded grade point average of a 3.0 (on a 4.0 scale) prior to consideration as members.
- Achieved a minimum English rounded grade point average of 3.0 (on a 4.0 scale) prior to consideration as members.

The Faculty Advisory Council may raise, but not lower, these criteria. Criteria must be based on demonstrable academic achievement; however, chapters may also consider recommendations, character, or letters of interest. Twice a year, the Chapter Advisor will invite qualifying students to apply for NEHS membership. To join the chapter, students are required to apply and pay their registration dues.

An Induction Ceremony will take place yearly. Once students have been accepted into the chapter, grade point averages will be checked at the end of each semester.



Student Engagement

Activities

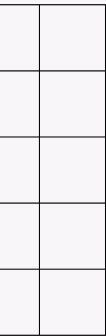
- | | |
|------------------|-------------------------|
| Band | Judging Team (FFA) |
| Choir | Livestock Showing (FFA) |
| Yearbook | Shooting Sports (FFA) |
| eSports (gaming) | Bass Fishing |
| Theatre | |

Sports

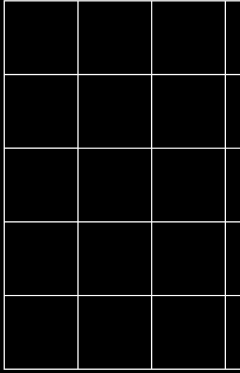
- | | |
|-----------------------------------|-----------|
| Football | Softball |
| Volleyball | Baseball |
| Basketball | Golf |
| Cross Country | Wrestling |
| Soccer | Track |
| Cheerleading | |
| Indoor Track/Heptathlon/Decathlon | |

Prom

Students classified as a Junior or a Senior and who currently attend Mena High School are welcome to participate in MHS Prom. MHS Juniors are responsible for choosing a theme and decorating for prom each year. There is a one- time fee that is due prior to attending MHS Prom.



Health + Safety





Health + Safety

Visitors to Campus

Visitors are permitted on campus after registering in the principal's office where they will receive a visitor's tag to wear while on campus. All visitors are required to check out through the office before leaving campus.

Arkansas law provides for prosecution of any person loitering on school grounds. Any unauthorized person shall be asked to leave; if he or she refuses, law enforcement authorities shall be summoned.

*Please refer to District Policy 4.16

Safety Drills

A fire drill is indicated by a continuous signal. A tornado drill is given by the public address system. Drills will be held at various times throughout the year according to the Department of Elementary and Secondary Education. Teachers will instruct students as to the proper procedures to follow. Fire escape routes are shown on a chart in each classroom. Students are to maintain silence and good order throughout all drills

*Please refer to District Policy 4.37





Health + Safety

Early Dismissal for Seniors during School Day

If a student is dismissed early every school day for reasons such as being in college classes or JAG, he or she immediately needs to leave the high school campus and not return that school day. If he or she leaves after the fourth period, he or she may eat lunch before leaving.

Hardship Driver's License

The principal will write a letter of recommendation for a hardship driver license if the student has a need for the license, has a 3.0 grade point average or better, and has satisfactory school attendance.

Checking-In Late Procedure

Students arriving late to school will sign in to the attendance kiosk in the office. Upon returning to school after checking out, students will sign in to the attendance kiosk in the office.



Health + Safety

After having arrived on school property should an emergency arise which makes it necessary for a student to leave campus, the following procedure will be followed:

A student may check out only if a parent/guardian comes to the office and signs the student out.

Checking-Out Early Procedure

One exception is if a student has a doctor or dental appointment, the parent can call to allow the student to check out. Then, the student can sign out in the school office for the medical appointment, however, upon return to school, the student must bring to the school office a written verification from the medical office stating the date and time of the appointment.

In case of an emergency, the principal or assistant may sign the student out per parent phone call.

Students who leave the campus without checking out will be considered truant and will be dealt with as truants.



Health + Safety

Licensed drivers may operate a motor vehicle on campus if the following rules are obeyed:

Vehicles + Parking Lot

1. Each student's vehicle must display a parking sticker that must be purchased from Mrs. Plunkett for \$10.00 (All fines must be paid before a parking sticker may be purchased.) A student must notify the office any time he/she drives a vehicle that does not have a parking sticker. A student may not share a parking sticker/parking spot with another student.
2. Students may only park in the designated student parking lot, within the constraints of the designated student parking zones. Students may not park in the middle school parking lot.
3. Failure to display a parking sticker or an improperly parked vehicle may result in the vehicle being towed.
4. Student athletes may park near their practice areas outside of school hours; however, they must move their vehicles to the student parking lot prior to entering the building for class.
5. Upon arrival, students immediately are to exit their vehicles and leave the parking lot. They can return to the parking lot only at departure time. Loitering in the parking lot is not permitted.
6. Students may not walk into the parking lot during school hours unless permission is obtained from the principal or assistant principal.
7. The student parking lot is school property. Therefore, cars using the parking lot are subject to search by teachers and administrators without student consent. Any illegal or contraband material or material evidence of a school rule being violated will be seized.
8. When seniors leave at the end of the school year, parking places are on a first come-first served basis for the remainder of the school year.
9. Fast or reckless driving will not be tolerated.
10. While in the parking lot, a radio/stereo must be turned down low.
11. Students may not drive past the bus loading area on the north end of the high school without permission from the principal or assistant principal. Students should walk to Holly Harshman Elementary for any activities at that school.
12. Student drivers will have to submit to the random drug testing policy and signed consent form to be able to obtain a parking sticker.

Failure to comply with these rules could result in the loss of driving privileges on the Mena High School campus in addition to disciplinary penalties.

Please refer to District Policy 4.32 + 4.33





Health + Safety

Closed Campus

Checking out for the purpose of eating lunch off campus is not permitted. Parents are permitted to bring food to campus for their children only. However, in compliance with national school lunch rules, food cannot be in packaging that promotes where it was purchased.



After you arrive on campus by bus, vehicle, or walking, you are not to leave the campus under any circumstances unless you have checked out through the principal's office.

*Please refer to District Policy 4.10

Student Use of School Property

The use of school property without proper authorization will be considered as unlawful. Being in a school building without a specific teacher in charge of the activity will be considered trespassing on school grounds and will be dealt with in that manner.

Student Behavioral Intervention + Restrain

All school districts must implement measures to avoid the use of physical restraint on a student to the greatest extent possible without endangering the safety or other students and school personnel. Act 1084 of 2021

Mena Public Schools

2023 - 2024 School Calendar

August '23							September '23							October '23						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
November '23							December '23							January '24						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													
February '24							March '24							April '24						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													
May '24							June '24							July '24						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

	School Closed/ Holidays		End of Quarter
	End of Semester/End of Year		Non-Instructional Days (Schools & Offices Closed)
	Classroom Prep/Professional Development (6 hours)		First Day of School



Alma Mater

Mena High, Our Alma Mater,
'Tis the school we love.
Blessed pine trees on the hillside,
Rocks, and fields and skies above.
'Til one day the sun shall vanish
And no more these grounds we'll roam,
But our place at Mena High School
Will e're be called our home

Let's Work Together to Support our Students!



teacher.name@menaschools.org



<https://www.menaschools.org/o/mena-high-school>



479-394-1144



<https://www.facebook.com/MenaPublicSchools>

