

**MENA MIDDLE SCHOOL
STUDENT HANDBOOK
2023 - 2024**

**The Best Way to
Predict Your Future
is to Create it.**



Mena Middle School

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, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, The 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 benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Any person having inquiries concerning compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the following coordinators:

Dr. Lee Smith, Superintendent

Mrs. Bridget Buckley, Assistant Superintendent

501 Hickory Avenue
Mena, AR 71953
Ph: 479-394-1710

OUR 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.

OUR 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.



Mena Middle School

700 South Morrow
Mena, AR 71983
Phone: 479-394-2572 – Fax: 479-394-0258
<http://ms.menaschools.org/>

PRINCIPAL'S WELCOME

Dear Parents and Students,

We would like to take this opportunity to welcome you to Mena Middle School. I am excited about the 2023 - 2024 school year as is the entire Middle School faculty and staff. Our administration, faculty, and staff have spent many hours in professional development training and preparation to ensure that each student will receive the best and most effective instructional techniques and methods.

As usual, there are always changes in policies and procedures as a result of either legislation or district directives. The following pages contain many of the student policies and procedures that apply to our campus. These policies are a vital step in ensuring that each student is treated fairly, equally, and respectfully. The entire Student Policy is available on the Mena School District website <https://www.menaschools.org/> under Board Policies:

Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,

Todd Coogan
Principal

Teresa Warner
Assistant Principal

TABLE OF CONTENTS

1.....	Vision & Mission
2.....	Principal's Welcome
4.....	Academic Year Calendar
5.....	Bell Schedule
	Grading
	Smart Core Curriculum
	Textbooks
	Homework
6.....	Honor Roll & Merit List
	Make Up Work
7.....	Promotion / Retention
	Alternative Learning Environment
	Tarides
	Absences
8.....	Excused Absences
	Unexcused Absences
9.....	Prohibited Conduct
10.....	Behavior Expectations Matrix
11.....	Cell Phones / Electronic Devices
	Noon Detention
12.....	Vaping / E-Cigarettes
	Student Dress Code
	Family Engagement
13.....	Student Medications
	Leaving School Early
	Student ID Cards
	Cafeteria Procedures
	Lunchtime Visitors
14.....	Food Deliveries
	Other Deliveries
	Surveys
	Drug Screen Testing
	Internet Safety & Electronic Device Use
	Principal's Disclaimer

2023 - 2024 ACADEMIC CALENDAR

FALL SEMESTER - 2023

August 7-15	Teacher PD (TBD)
August 16	First Day with Students
September 4	Labor Day - No School
September 20	Mid-Term Parent-Teacher Conferences
September 25	No School
October 16	End of 1st Grading Quarter
October 23	No School
November 15	Mid-Term Parent-Teacher Conferences
November 20-24	Thanksgiving Holiday (No School)
December 20	End of 2nd Grading Qtr & 1st Semester

Christmas Break: December 21 - January 5

SPRING SEMESTER - 2024

January 8	Teacher PD Day (No Students)
January 9	Students Return
January 29	No School
February 13	Mid-Term Parent-Teacher Conferences
February 26	No School
March 12	End of 3rd Grading Quarter
March 18-22	Spring Break (No School)
March 25	Teacher PD Day (No Students)
April 1	CAP Conferences for Rising 9th
April 8	No School
April 24	Mid-Term Parent-Teacher Conferences
April 29	No School
May 22	End of 4th Grading Qtr & 2nd Semester
May 23	Teacher Work Day

1st Quarter = 42 Days

2nd Quarter = 41 Days

3rd Quarter = 44 Days

4th Quarter = 43 Days

BELL SCHEDULE

** First Bell Rings at 8:00

LUNCH A SCHEDULE

Period 1: 8:00 - 8:55
Achieve: 9:00 - 9:35
Period 2: 9:40 - 10:30
Period 3: 10:35 - 11:25
Lunch A: 11:25 - 11:55
Period 4: 12:00 - 12:50
Period 5: 12:55 - 1:45
Period 6: 1:50 - 2:40
Period 7: 2:45 - 3:40

LUNCH B SCHEDULE

Period 1: 8:00 - 8:55
Achieve: 9:00 - 9:35
Period 2: 9:40 - 10:30
Period 3: 10:35 - 11:25
Period 4: 11:30 - 12:20
Lunch B: 12:20 - 12:50
Period 5: 12:55 - 1:45
Period 6: 1:50 - 2:40
Period 7: 2:45 - 3:40

** 3:35 - Dismissal Bell

GRADING

Grades A, B, C, and D, are passing grades. "A" indicates exceptional work; "B" above average; "C" average; "D" poor work, possibly close to failure; and "F" failure. The grade earned by the student at the end of a semester is a cumulative grade for that semester and is the grade that is recorded on the transcript. Students receive a grade for each class in which he is enrolled at the end of each nine weeks grading period, so both students and parents may know that progress is being made. Grades reflect only the achievement of the approved academic objectives of the class. **A (90-100) B (80-89) C (70-79) D (60-69) F (59 AND BELOW)**

SMART CORE CURRICULUM

All students are required to participate in the Smart Core curriculum unless their parents or guardians sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. Please refer to District Policy 4.45 for more information regarding Smart Core Curriculum.

TEXTBOOKS

While teachers have the option to assign students textbooks, it is not mandatory. Each classroom will have a set of textbooks available for student use as needed to supplement instruction. The textbooks are expected to last for five years. Textbooks taken from the classroom must be assigned or checked out through the classroom teacher. Replacement cost will be required due to damage, abuse, or loss of a textbook by a student.

HOMEWORK

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned, organized, and should be viewed by the students as purposeful. Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

HONOR ROLL AND MERIT LIST

Students who achieve academic excellence will be recognized at an Academic Awards Assembly during the last month of the school year. Recognition will be given for Honor Roll (all A's) and Merit List (all A's & B's). The cut-off for determining award recipients will be mid-term of the fourth grading quarter.

4.8—MAKE-UP WORK

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules:

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.²
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan. Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.
10. Unexcused absences will not be allowed to make-up work without a written agreement signed by the building administrator. If anyone is going to be denied access to make-up work, policy has to be followed for all students.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

In addition to the make-up work process above, at the conclusion of a pregnancy-related or parenting-related period of absence, a student may choose from various options to make up missed work, including without limitation:

- a. Retaking a semester at the District school where the student is enrolled;

- b. Participating in an online course credit recovery program;
- c. Being granted six (6) weeks to continue at the same pace and finish the semester at a later date, provided that the student may:
 - Complete the student's coursework within the current school year; or
 - Attend previously scheduled summer school classes made available by the District Where the student is enrolled; and
- d. Receiving home-based instruction services.

PROMOTION / RETENTION (4.55)

A disservice is done to students through social promotion and is prohibited by state law. Promotion, or retention of students, or their required retaking of a course shall be primarily based on the following criteria:

- If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/SPED representative (if applicable), and the student's parents shall be held before a final decision is made. If the conference attendees fail to agree concerning the student's placement, the final decision shall rest with the principal or the principal's designee.
- Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:
 - Does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State:
 - Takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

ALTERNATIVE LEARNING ENVIRONMENTS (5.26)

The District shall provide an eligible alternative learning environment (AE/HIVE Academy) for each eligible AE student enrolled in a District school. The AE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an AE shall not be punitive in nature.

TARDIES (4.9)

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. If you arrive late to school, report to the office for a tardy slip. If you arrive late to class, your teacher will report the tardy to the office. A record of tardiness and unnecessary trips out of class will be kept for each quarter (9 weeks). **Excessive tardiness may result in assignment to In School Suspension (ISS) or detention, at the discretion of the Principal or Assistant Principal. The accumulation of six (6) or more unexcused tardies in a grading quarter is considered excessive.**

ABSENCES (4.7)

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 Mena School District believes that the instructional program is the vital part of a formal education and that students must be in regular attendance in order to profit from that instructional program. The measures outlined in this policy are intended to ensure regular attendance by creating a cooperative effort among staff members, parents, students, and (when necessary) legal authorities.

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 enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

A student that has missed six (6) days of school in a semester will receive a letter of alert concerning absences. A second letter will be sent if a student has 12 absences within that same semester. Parents will have one week after the second letter has been mailed to contact the school concerning any extenuating circumstances that may have caused the absences. If the parents do not contact the school within one week, A Family In Need of Services (FINS)

petition will be filed with the Juvenile Services. A second FINS will be filed after the 15th absence and subsequent FINS will be filed after every three additional absences within the same semester.

EXCUSED ABSENCES:

Absences are excused for personal illness, serious illness in the immediate family, death in the immediate family, medical appointments, or emergency circumstances in the immediate family.

When an absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason:

1. The student's illness or when attendance could jeopardize the health of other students. **A maximum of twelve (12) such days are allowed** unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; such as visiting prospective college (1 day); or participation in an FFA, FHA, or 4-H sanctioned activity.
7. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, **at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences.** If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

Students not attending class due to school-sponsored activities shall not be counted absent.

UNEXCUSED ABSENCES

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy shall be considered as unexcused absences. Students with 12 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (6) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds (12) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the

student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student; the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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 statute.

PROHIBITED CONDUCT (4.18)

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. Prohibited behaviors include, but shall not be limited to the following.

1. Disrespect for school employees and failing to comply with their 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; (**see District policy 4.22**)
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. Misuse of cell phones or any electronic device (**see policy 4.47**).
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, sexual orientation, gender identity, 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;(see District policy 4.43)
- 23. Operating a vehicle on school grounds while using a wireless communication device.
- 24. Theft of another individual's personal property.
- 25. Selling, purchasing, or trading of items between students unless as a part of school-approved fundraising Activities.

Click here to view the Mena Middle School Discipline Matrix: [MMS Discipline Matrix](#).

Students that violate the Prohibited Conduct Policy may be subject of a verbal reprimand or parent conference at a minimum or a maximum penalty of expulsion.

PRIDE BEHAVIOR EXPECTATIONS MATRIX

	P repared	R espect	I ntegrity	D rive	E mpathy
Hallway	Go directly to your destination	Stay to the right Keep hands/feet/objects to yourself Quiet talking	Phones/earbuds put away	Keep moving toward your destination	Be mindful of personal space Be patient with others
Classroom	Arrive on time Be in your seat Have materials ready	Active listening Keep body/objects to yourself Take care of all materials and supplies	Store phone in caddy Do your own work Follow classroom rules and procedures	Attend class Stay on task Participate Try, try again	Positive collaboration with all classmates Be patient and forgiving
Cafeteria	Have ID ready Backpacks on wall	Throw trash away Keep hands/feet/objects to yourself	Eat your food Walk to cafeteria Phones away	Get in back of the line Stay in line When finished, go outside	Include others at your table
Restrooms	Put phones away Be efficient	Take care of property One person per stall Exit when finished	Choose the closest location Flush Throw away trash Wash your hands	Use your time wisely Get to class on time	Give others privacy
Outside	Stay in designated areas Dress for the weather	Keep hands/feet/objects to yourself Throw trash away	Responsible phone use	Participate in activities and/or conversation Model good behaviors	Share the space Include others

POSSESSION OF CELL PHONES, ELECTRONIC DEVICES (4.47)

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus in designated areas only. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

MIDDLE SCHOOL PROCEDURES FOR CELL PHONE POLICY VIOLATIONS

Students who violate the cell phone policy may be subject to the following consequences:

MINIMUM: - Verbal Warning MAXIMUM: - Loss of phone privileges for length to be determined.

At MMS, students may use their phones / devices on campus prior to the first bell, during their lunch period, and after the last bell at the end of the day. The outside recess area is the designated area for phone / device use. At the beginning of each class, students will ensure phone / device is turned off and placed in the phone storage holder located in each classroom until the end of the class period.

NOON DETENTION POLICY

The Principal, Assistant Principal, or teacher, for a variety of reasons, may assign students to NOON DETENTION. They include, but are not limited to, lack of homework, excessive tardiness, and misbehavior at school and on the bus. Noon detention takes place during the lunch period. Students assigned to noon detention will report to the detention room at the beginning of their lunch period and will complete any assigned activity. Students will then report to the cafeteria for lunch.

VAPING / E-CIGARETTES

Arkansas state law prohibits any person under the age of twenty one (21) from purchasing, using, or possessing a vaping device. Students are prohibited from using and / or possessing a vaping device or parts and pieces of such a device on any property owned by the Mena School District. Consequences for students who use or are found to be in possession of a vaping device, or components of such a device, functional or non-functional shall have the following consequences applied:

	Minor Offense	Medium Offense	Major Offense
Tobacco possession/use including electronic devices	Complete all: 3 Days ISS Cessation program Parent/guardian contact	Complete all: 4 Days ISS Cessation program 4 hours community service Parent/guardian contact	Complete all: 5 Days ISS Cessation program 6 hours community service In-person guardian conference <ul style="list-style-type: none"> ● Behavior Plan ● Citation

STUDENT DRESS CODE AND GROOMING (4.25)

The Mena Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a student. Portions of this prohibition may not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

Any apparel or accessory which is likely to create a disruption of classroom or school activity is prohibited. Such apparel includes, but is not limited to:

1. Apparel that depicts or promotes illegal activities, racism, violence, etc.
2. Apparel that is revealing, suggestive, overly loose or tight, etc. Large armholes not allowed.
3. Apparel that is obscene or vulgar.
4. Apparel that depicts/promotes the use of drugs, alcohol, or tobacco products.
5. Apparel that is deemed gang-related.
6. Apparel that presents concerns regarding safety or health issues.
7. No Hats or hoods worn in the building.
8. Shorts, dresses, skirts, etc, must reach the minimum length of mid-thigh.
9. Shorts length must be visible below the shirt by a minimum of 2 inches.
10. Pants that have rips or holes must not reveal any portion of the body any higher than mid-thigh.
11. Apparel must cover all undergarments completely.
12. Tank tops must have a minimum of a 2 inch strap; no spaghetti strap or halter shirts may be worn.
13. Pajamas are not permitted except on designated days.
14. Costumes shall only be permitted on pre-approved spirit days.

FAMILY ENGAGEMENT

Mena Public School District's vision is to create a nurturing, child-centered environment where everyone is engaged in authentic learning experiences that inspire a passion for life. Our partnership with parents and community will provide a quality educational environment which will enable all students to learn the skills, acquire the knowledge necessary for them to become contributing members of society, and meet the challenges of an ever changing world. Our district is dedicated to providing students with a quality education. We believe in educational experience that will guide a child through life by providing a challenging and enriching curriculum for all students that promotes appreciation, understanding, and respect of individual uniqueness within our school. The staff of T.E.A.M. MENA values each child, and we invite families to join us in building a partnership of community, parents and school in order to prepare tomorrow's citizens.

We believe:

- A child's education is a responsibility shared by school and family.
- Parents, school and community must work collaboratively in knowledgeable, caring, committed partnership.
- Family members must play a supportive, positive role in providing for student success

The Parent Involvement Plan is located at: <https://www.menaschools.org/page/parent-family-engagement>

MEDICATION (4.35)

All medication must be checked in at the nurse's station in the office. Once checked in, inhalers and epi pens may be carried by students according to ADE guidelines. Please refer to District Student Policies 4.35 in order to find forms related to student medications. If you wish to complete a form, please call the school office to get a properly sized form. (ACT 1694 of 2005)

TO LEAVE SCHOOL EARLY

If you need to leave school early, your parent or guardian should call the MMS office to make arrangements to sign you out.

ID CARDS FOR STUDENTS

All students of Mena Middle School will have an Identification Card on their person at all times.

Students will present their ID card to any school official, faculty member, or security personnel of Mena Public Schools upon request.

Student ID cards should NOT be defaced by any manner whatsoever so that the student cannot be identified by the ID card. Students who deface their card will be required to replace the card at their expense and possibly face disciplinary action.

Students may be required to present their ID – to enter or attend any school activity or function (EX: dance, assembly, athletic event), for library use, and cafeteria use.

Students will be charged for lost, stolen, and replacement cards at \$3.00 for the second and \$5.00 for the third card, etc.

** Students in grades 6 through 12 currently enrolled in Mena Public Schools shall be allowed free entry into all home athletic events by presenting their current school-issued ID card at the gate.

CAFETERIA PROCEDURES

Students may qualify for free and reduced price meals. To see if a child qualifies; parents are required to return a completed free lunch application with the necessary information. The child is responsible for any lunch charges incurred until the form is returned to the school.

Students will use their ID card to verify their identity and their lunch account status. Any student using another student's account number will be subject to discipline as well as remuneration of the affected student's lunch account.

Lunch accounts should be kept up to date; charges exceeding \$5.00 will not be allowed except in unusual circumstances.

LUNCHTIME VISITORS

Due to limited space in our cafeteria, students are not allowed to have visitors during lunchtime. However, there may be opportunities during special school events and activities at which time students may be allowed to have a limited number of guests.

FOOD DELIVERIES FOR STUDENTS

While students are allowed to bring their lunch from home, federal guidelines prohibit food deliveries being purchased from outside vendors and delivered to the student during the school day either by another person or from that vendor's delivery system. Such outside food and / or beverages will not be allowed onto the campus.

OTHER DELIVERIES FOR STUDENTS

Any deliveries of non-food related items for students should come through the office. Students are not allowed to go into the parking lot area to pick up packages or to visit. The office is the appropriate place for these activities. Parking lot deliveries are not allowed.

SURVEYS

Surveys will not be conducted at Mena Middle School as result ACT 1100 of the 2003 legislative session regulates these. Surveys may only be conducted with the approval of the Arkansas Department of Education.

DRUG SCREEN TEST POLICY (4.60)

The provisions of this policy applies to students in Mena Schools in grades seven through twelve. No student will be allowed to participate in any school activity outside the regular curriculum until a consent form for random drug testing has been signed by both the student and custodial parent / legal guardian and returned to the school. Positive screening results are cumulative, meaning a third positive test at any point during that student's enrollment will result in loss of eligibility in the programs and / or loss of driving privileges and will follow the student for the duration of enrollment in the Mena School District.

This policy applies to all students who drive on campus and / or participates in any extracurricular activity. These activities include – but are not limited to:

All athletic teams	FFA	Bearfacts
Band	FCCLA	Yearbook
Choir	JAG	Journalism
Drama	Quiz Bowl	Special Olympics
Student Council	Honor Societies	FBLA
FCA		

INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY (4.29)

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device -use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and Electronic Device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

PRINCIPAL'S STUDENT HANDBOOK DISCLAIMER

The Principal retains the right and privilege to determine consequences for acts of discipline policy violations not specifically stated herein, as he / she considers necessary. Furthermore, the principal reserves the right to amend any revision in this Handbook, which he / she deem to be in the best interest of the education process. The complete Student Discipline Policy can be viewed at [Student Discipline Policies](#)