



1100 East Boundary Road
Mena, AR 71953

2022 – 2023

STUDENT HANDBOOK

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479-394-2572

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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. Any person having inquiries concerning compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the district coordinator, Bridget Buckley 501 Hickory Avenue, Mena, AR 71953; email: titleIX@menaschools.org; phone: (479) 394-1710.

Parents and Students,

Thank you for choosing the Polk County Virtual Academy (PCVA) as your educational pathway to success! We believe learning should be available at any time, any place, and any pace. Your education will provide you with opportunities for many career pathways in the future. Please call or email the director, Teresa Warner, with any questions or concerns.

I. MISSION

The belief that all students deserve an educational program tailored to meet the individual needs will drive the efforts of the Polk County Virtual Academy. The academy can provide opportunities for student choice in all aspects of learning including where, when, and what to learn by providing personalized plans for students through a virtual curriculum. These flexible learning choices will offer support and acceleration to promote college, career, and citizenship readiness. In addition, students may choose to participate in community service opportunities and real world apprenticeships.

II. SUGGESTIONS FOR A SUCCESSFUL VIRTUAL EXPERIENCE

1. Check email daily.
2. Establish a daily schedule.
3. Maintain regular communication with assigned teachers as well as PCVA staff.
4. Attend academic support sessions at PCVA.
5. Stay on track with daily scheduled lessons.

III. PARENT ENGAGEMENT PLAN

Goals for the Year:

1. The staff will use a variety of communication strategies to provide additional information to parents and engage parents in supporting classroom instruction.
 - Annual report to the public
 - Informational packets
 - Volunteer surveys
 - Program guide
 - Facebook
 - Website: www.menaschools.org
 - Report cards
 - Orientation for new students

2. PCVA will hold parent meetings, conferences, and activities throughout the year to increase parent engagement.
 - Parent – Teacher conferences (2)
 - Parent meetings
3. PCVA will request parents to engage in the decision-making process in regards to the school program.
 - School Improvement committees
 - Wellness committee
 - Curriculum review committee
4. The school will engage parents in an evaluation of the parent engagement plan.
5. Parent centers are available in all four campus libraries and online materials can be accessed.

IV. VISITING THE PCVA CAMPUS

Students who come to the PCVA campus will be dropped off and picked up at the entrance to PCVA at 1100 East Boundary Road, Mena, Arkansas. Students will sign-in and sign-out when attending the virtual academy.

V. PARKING AT PCVA

Only students with a legal driver's license may be allowed to park on campus. All automobiles and motorcycles must be registered in the school office. This includes copies of current driver's license and valid insurance.

VI. SOCIAL MEDIA

Follow us on Facebook – Mena Public Schools.

VII. EMERGENCY CLOSURES

- Go to www.menaschools.org
- Click on Mobile Alerts
- Pulse Radio
- Television - Channel 4, 7, and 11

VIII. ENROLLMENT

1. Polk County Virtual Academy capacity is 50 students.
2. Students may not be enrolled concurrently in another public or private school.
3. Enrollment forms must be completed and registered through the PCVA director.

IX. TUTORING OPPORTUNITIES

To schedule an Academic Support Session at PCVA, please call 479-394-2572 or email teresa.warner@menaschools.org. Academic Support Sessions are a great way for students enrolled in PCVA to get extra assistance throughout the week.

X. STATE TESTING

- Students enrolled in PCVA will participate in the statewide assessments. Testing requirements are mandated by Arkansas law.
- Attendance is required on site for all state assessments.
- Students enrolled in K-2 are required to attend a minimum of 5 days on site. During this time, students will be assessed.
- Students who qualify for Gifted and Talented will receive services on site in the Mena School District. The GT Coordinator will arrange for GT services on site.

XI. LIBRARY SERVICES

The Polk County Library is available to all PCVA students. Students are encouraged to check out books at the public library. Mena campus libraries are also available to PCVA students.

XII. STUDENT POLICIES

- Students enrolled in PCVA will follow the Mena School District board policies.
- Board policies may be found at www.menaschools.org under State Required Information at the bottom of the District home page.
- Students at PCVA are expected to obey all rules and policies established by the Mena School District, PCVA, and individual teachers.

XIII. ATTENDANCE

- Student attendance is monitored through time spent in EdOptions and lesson completion.
- The PCVA teacher will contact parents when students are not progressing in the curriculum.
- Weekly lessons are expected to be complete by midnight Sunday night. Attendance will be determined based on completed lessons.
- For example, if a student did not complete a math assignment during the week, the student will be marked absent for the math class on the day the assignment was scheduled.

- This procedure will allow for flexibility within the week but will also encourage students to complete lessons in a timely manner.
- Remember that students who are inactive for 10 consecutive days will be dropped from the program. Let us know if you will not be able to complete work due to vacations, illnesses, etc. so we can make note in regards to attendance.
- Students struggling to make progress within a course will be encouraged to schedule tutoring sessions.
- Students who are inactive for 11 days will be reported to the Prosecuting Attorney's Office.
- Please refer to Board Policy 4.2, 4.3, 4.4 and 4.5.

XIV. GRADUATION – High School

- Smart Core
 - Board Policy 4.45 and 4.45.1
- High School Diploma
- Graduation Requirements
- Grade Point Average

XV. FIELD AND VOLUNTEER EXPERIENCES

Optional field trips and volunteer experiences will be scheduled during the year. Students are encouraged to participate in field trips and volunteer experiences. Families can also choose to schedule their own volunteer or field experiences and share those opportunities with PCVA personnel.

XVI. HEALTH SCREENINGS

The following health screenings are offered to students attending PCVA.

- Vision and Hearing Screenings: Grades K, 1, 2, 4, 6, and 8
- Scoliosis (curvature of the spine): Grades 6 and 8
- BMI (Body Mass Index): Grades K, 2, 4, 6, 8, and 10

To schedule a health screening, please contact the PCVA director at 479-394-2572 or teresa.warner@menaschools.org.

XVII. COUNSELING OPPORTUNITIES

School Counselors are available to all PCVA students. Please contact PCVA if you would like to schedule an appointment.

XVIII. STUDENT SUCCESS PLANS

All students in grades K – 12 will create a Student Success Plan. Students will develop the plans on-site at PCVA or with the assistance of the PCVA teacher.