

# Home of The Bearcats

A Career Readiness High School

2022-2023

Principal: Mr. David R. Maxwell, Ed.S.

Assistant Principal: Mrs. Celeste Ashcraft, Ed.S.



## MENA HIGH 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.

Superintendent: Dr. Lee Smith

**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.

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## MENA HIGH SCHOOL BELL SCHEDULE

1st Period	7:55 - 8:50
Enrichment	8:55 - 9:25
2nd Period	9:30 - 10:20
3rd Period	10:25 - 11:15
Lunch A	11:15 - 11:45
4th Period	11:50 - 12:40
OR	
4th Period	11:20 - 12:10
Lunch B	12:10 - 12:40
5th Period	12:45 - 1:35
6th Period	1:40 - 2:30
7th Period	2:35 - 3:30

REVISED AUGUST 2022

## **PARENT ENGAGEMENT**

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 2022-2023

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/106/Mena\\_School\\_District/2310389/2022-2023\\_MHS\\_Parent\\_and\\_Family\\_Engagement\\_Plan.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/106/Mena_School_District/2310389/2022-2023_MHS_Parent_and_Family_Engagement_Plan.pdf)

## **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**

## **CHECKING IN TO SCHOOL 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.

## **CHECKING OUT OF SCHOOL PROCEDURE**

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.

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.

## **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.

**\*Please refer to District Policy 4.7 and 4.44**

## **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**

## **TARDINESS**

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

1. If you arrive at school late at any time during the day, report to the office to sign in at the attendance kiosk.
2. 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.
3. Tardies are recorded per nine weeks.
4. 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.
5. 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**

## **WITHDRAWING/TRANSFERRING PROCEDURE**

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

## **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.

## 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.

## ALTERNATIVE ENVIRONMENT(AE)/MENA HUB

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**

## GRADE LEVEL BY NUMBER OF UNITS

**Freshman:** Promoted from 8th grade to 9th grade

**Sophomore:** 5 units

**Junior:** 10 units

**Senior:** 17 units

## 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.

## GRADING

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**

## **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**

## **ADVANCED PLACEMENT**

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**

## **MENA HIGH SCHOOL COMMUNITY SERVICE PLAN**

### **PLEASE NOTE:**

**75 Pre-approved Community Service Hours are needed for 1 Graduation Credit  
[DOES NOT CALCULATE TOWARDS GRADE POINT AVERAGE (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.

### **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.

### **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

### **MENA HIGH SCHOOL GRADUATION REQUIREMENTS Twenty-three (23) total units required**

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

½ Unit of Physical Activity (Selected from ½ Unit of physical education. or ½ unit of athletics)

½ Unit of Health

½ Unit of Oral Communication (Speech)

½ 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**

**MENA HIGH SCHOOL**  
**GRADUATION REQUIREMENTS**  
**Twenty-three (23) total units required**  
*Beginning with the graduating 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

½ Unit of Physical Activity (Selected from ½ Unit of physical education. or ½ unit of athletics)

½ Unit of Health

½ Unit of Oral Communication (Speech)

½ 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**

## **EARLY GRADUATES**

If students complete their educational requirements to graduate from MHS any time prior to their scheduled graduation date, they **are allowed** to return to MHS and participate in MHS graduation ceremonies. These students are not able to participate in any other school related activity, such as prom and extra curricular, that take place after their graduation requirements have been met. The contract to graduate early must be signed prior to the end of the fifth semester. Approval will be granted by a committee of campus leadership.

## **HONOR ROLL AND 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 5.7**

## **ACADEMIC LETTER REQUIREMENTS**

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  
Sophomore -- 3.75 GPA  
Junior -- 3.50 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.

## **ARKANSAS GOVERNOR’S RECEPTION**

The Arkansas Governor’s Reception invites only two top academic students to. If Mena High has more than two top students, the students with the top GPAs will draw for those two positions along with one alternate.

## **ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP PROGRAM**

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.

## **ARKANSAS GRADUATION REQUIREMENTS**

### **SMART CORE INFORMATION**

*Beginning with the class of 2024*

#### **English – 4 credits**

- 9<sup>th</sup> Grade English\*
- 10<sup>th</sup> Grade English\*
- 11<sup>th</sup> Grade English\*
- 12<sup>th</sup> Grade English\*

#### **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

#### **Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science\*\*)**

- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

#### **Social Studies – 3 credits**

- Civics\* - ½ credit
- World History\* - 1 credit
- American History\* - 1 credit
- other social studies\* - ½ credit

#### **Oral Communication\* – ½ credit**

#### **Physical Education\* – ½ credit**

#### **Health and Safety\* – ½ credit**

#### **Economics and Personal Finance\* – ½ credit** (may be counted toward Social Studies or Career Focus)

#### **Fine Arts\* – ½ 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.**

**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 8<sup>th</sup> grade for all students in accordance with Smart Core requirements.**

**\*Please refer to District Policy 4.45**

## **HONOR GRADUATE REQUIREMENTS**

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

1. Honors: Minimum of 3.2500 GPA (Silver Stole) & 19 on the ACT
2. No course may be repeated for the purpose of improving a student's GPA.
3. A student must complete at least sixteen (16) units selected from the honor core as listed below. The subjects are marked with either a full or half unit.
4. Students must earn a 3.2500 or better cumulative GPA for eight (8) semesters during grades 9-12.

**English: Need eight (8) semesters from the following list:**

- English 9 (1 unit)
- English 10 (1 unit)
- English 11 (1 unit)
- English 12 (1 unit)
- AP Language (1 unit)
- AP Literature (1 unit)
- English Composition I (1 unit)
- English Composition II (1 unit)

**Math: Need four (4) units from the following list:**

- Algebra I (1 unit)
- Geometry (1 unit)
- Algebra II (1 unit)
- Statistics (1 unit)
- Pre Calculus (1 unit)
- AP Calculus (1 unit)
- College Algebra (1 unit)

**Science: Need three (3) units from the following list:**

- Physical Science (1 unit)
- Biology (1 unit)
- Chemistry (1 unit)
- Anatomy/Physiology (1 unit)
- AP Chemistry (1 unit)
- AP Biology (1 unit)
- Physics (1 unit)
- CC Physical Science – concurrent (1 unit)

*1 unit must be from Biology. 2 units must be from Physical Science, Chemistry or Physics; only one unit from each category may be used to meet the 2<sup>nd</sup> and 3<sup>rd</sup> unit requirements*

**Social Studies: Need three (3) units from the following list:**

- World History (1 unit)
- U.S. History (1 unit)
- Civics/ Economics (1 unit)
- American National Government (1 unit)
- AP U.S. Government and Politics (1 unit)

**\*\*Completing ½ unit of Oral Communications, ½ unit of PE, ½ unit of Health and ½ unit of Fine Arts make up the rest of the required 16 units**

## **HIGH AND DISTINGUISHED HONOR GRADUATE REQUIREMENTS**

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

1. Distinguished Honors: Minimum of 3.9200 GPA including designated courses (Gold Stole and Cord)
2. High Honors: Minimum of 3.7600 GPA including designated courses (Gold Stole)
3. All requirements listed above for Honors must be met with the following additional requirements:
  - a. Students must be enrolled in a minimum of four (4) units of academic core classes from the honor core.
  - b. **ENGLISH**: Courses must include:  
AP Concurrent Credit Literature OR English Comp I and II.
  - c. **MATH: 4 UNITS** and courses must include one of these courses:
    - Pre-AP Calculus
    - College Algebra
    - College Trigonometry
    - AP Calculus
    - Statistics
    - AP Statistics
  - d. **SCIENCE: \*4 UNITS\*** and courses must include:  
AP Chemistry OR AP Biology OR Physics OR Concurrent Credit Physical Science or Anatomy/Physiology
  - e. **SOCIAL STUDIES: \*4 UNITS\*** and courses must include:  
  
AP U.S. Government and Politics OR any approved Concurrent Credit History 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.***

## GRADUATION SPEECH

There will be senior student speaker(s) at graduation. All seniors are eligible to audition in the Spring semester. A committee will choose who will speak during the ceremony.

## CONCURRENT CREDIT

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
- \* AP Concurrent Credit United States History

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

**\*Please refer to District Policy 5.22**

## UARM CLASSES DURING SCHOOL-DAY RELEASE TIME

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.

If a student misses 12 days in a semester they will be placed back at Mena High School into a credit recovery class.

## SUMMER SCHOOL/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 AND ASSESSMENTS

The testing program at Mena High School is conducted in the following manner:

**Freshmen:** ACT Aspire (no charge)

**Sophomore:** Practice ACT, ACT Aspire (no charge)

**Juniors:** ACT (no charge); ASVAB Tests (no charge); PSAT Tests are given to students on a voluntary basis during the school day (the student may be required to pay a minimum charge to take this test)

**Seniors:** Career Readiness/WorkKeys. The ACT Test is optional during Senior year and is scheduled Saturdays with a specific charge for the test. There could be other tests necessary for their specific schools or fields of training.

**Other:** Any other test (Psychometric Instrument) may be suggested for proper placement and for enhancing progress of an individual student. AP Testing is required for those students who are taking an AP Course. It is free of charge. If the student fails to test on the scheduled date, he or she will be required to pay the cost of the test. Additionally, if a student drops the course after the test has been ordered, he or she will be required to pay the cost of the test.

## EXTRACURRICULAR ACTIVITIES

A club or organization may have requirements that exceed the Arkansas Activities Association (AAA) requirements in order to be eligible.

All extracurricular activities are to be held after 3:30 p.m. if scheduled on a regular school day.

If a student is serving an out-of-school or an in-school suspension, the student will not be permitted to participate in any extracurricular activities and cannot attend any extracurricular activities during the time of the suspension.

A student must be in attendance at least 1/2 of the school day in order to participate in any school sponsored activity or practice on that date. Half of the school day is equivalent to four (4) full class periods.

\*Please refer to District Policy 4.56

## 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.

## CLUBS AND ORGANIZATIONS

Honor clubs will meet on a scheduled basis. To be in the honor clubs (FFA, FCCLA, JAG, FBLA, NHS, NEHS), you will have to meet certain requirements. Clubs will meet during the enrichment period.

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:

- A. Have a sponsor (faculty member)
- B. Show a purpose and interest for forming
- C. 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

## **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

## **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.

## **JAG PROGRAM**

Jobs for Arkansas Graduates (JAG) are 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. Some of the elements of JAG are on-the-job training, related classroom instruction and follow-up services after graduation. For information or to apply for the program contact the JAG Coordinator, Karen Purvis.

## **BEARCAT (YEARBOOK)**

A student can reserve a *BEARCAT* by ordering and paying for it through the mail or online. This ensures that you will get a *BEARCAT* when they arrive at the end of the school year. The order form will be distributed to students during the fall semester. If you fail to order and pay for a *BEARCAT* during yearbook sales, you must place your name on a waiting list. On the day the books are distributed, you must wait in line for your name to be called and pay for your *BEARCAT*. You are not assured of getting a yearbook if you wait to purchase one from the list.

## **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.

## **DRESS CODE AND 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.

- 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.
- Bandanas may not be worn.
- 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 is permitted.
- Costumes shall only be permitted on pre-approved days.

Consequences of dress code violations are as follows:

- ❖ 1st offense: warning and student must change immediately
- ❖ 2nd offense: one day of ISS and student must change immediately
- ❖ 3rd offense: two days of ISS and student must change immediately.
- ❖ Further offenses: repeated defiance of dress code may result in suspension of student and conference with parents.

**\*Please refer to District Policy 4.25**

## **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**

## **VANDALISM - DESTRUCTION OF SCHOOL PROPERTY**

Vandalism/Destruction of School Property is defined as the intentional defacing or damage done to any property owned by the Mena School District. Vandalism is not limited to a school campus but is included at any location in which Mena School District property is located. Mena School District property is any property paid for by or donated to the Mena School District.

Any person committing vandalism will have to pay restitution to the Mena School District equaling the replacement value of the damaged property. Also, the school district may report the damage to local authorities. Additionally, the school district itself has the option to levy additional punishments up to and including expulsion from school.

## **THEFT OF SCHOOL OR PERSONAL PROPERTY**

The taking of property that does not belong to you is strictly prohibited. Property that belongs to students, teachers, staff members, or the school district should always be left to the care of the property owner. Taking property that does not belong to you is considered theft and is subject to the punishments within this section.

A student taking property that does not belong to them must first return the property to the proper owner. If the property cannot be returned, the student will be financially responsible for the replacement costs of that property to be paid to the school office then remitted directly to the owner of the property. If the property is damaged in any way, the student taking the property will be financially responsible for the repairs needed to return the property to its original working order.

Students taking property not their own may also be subject to punishments deemed necessary by the Mena Public School. These punishments can range from a verbal reprimand to expulsion from school. If deemed necessary by the school officials, students taking property not their own may be reported to local officials.

Theft of property may result in the student being recommended for placement in the Alternative Education program (AE).

## **PUBLIC DISPLAY OF AFFECTION**

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.

**\*Please refer to District Policy 4.35**

## **CAFETERIA**

It is the responsibility of the students to return trays to the proper location and to maintain a litter-free and orderly atmosphere in the dining area.

## **FREE OR REDUCED 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.**

## **SCHOOL TELEPHONE**

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.

## **PERSONAL ITEMS**

Cell phones, iPods, and tablets are only allowed to be used before school and at lunch in designated areas. Laser pointers are banned by law and will be confiscated. Any personal electronic items are the sole responsibility of the student to which they belong. The school shall not be held responsible for lost or stolen items.

**\*Please refer to District Policy 4.28**

## CELL PHONE POLICY

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

At the same time, cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. Teachers have the authority to permit student use of their cell phones for specific classroom lesson plans or projects. Students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.

Unless otherwise permitted in this policy, acceptable usage is as follows:

Before and after normal school hours and during the lunch period, possession of cell phones or similar electronic communication devices, and other portable music devices is permitted on the school campus in designated areas. 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.

If a student uses their personal cell phone or related device during designated class times without permission from the classroom teacher, the device may be confiscated by any school personnel. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student or student's parents or guardians. Students have no right of privacy as to the content contained on any cell phone and other electronic communication devices that have been confiscated.

Students who use personal 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 personal cell phones while driving any vehicle at any time. Violation may result in disciplinary action including confiscation of the device for a period of 2 weeks or 2 days of in school suspension. Continued violation of this policy would result in the student receiving additional disciplinary actions including expulsion.

The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

**\*For further cell phone or electronic device issues, please refer to District Policy 4.29F and 4.47.**

## DELIVERY OF BALLOONS, FLOWERS, ETC.

Delivery of balloons and or flowers to school is discouraged. Helium balloons and glass vases are not allowed on buses.

## **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 AND RESTRAINT**

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

**\*Please refer to Board Policy 4.60\***

## **BULLETINS, ANNOUNCEMENTS, AND POSTERS**

Announcements are made each morning at the start of the school day. A copy of the announcement will be emailed to faculty and students. Any student responsible for putting notices on the morning announcements must have the announcement signed by the sponsor and submitted to the office the day before the announcement is to be made. No poster may be posted in the building or on the grounds without permission of the principal.

## **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.

## **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.

### **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.

### **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:

### **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.

### **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.*

## **DANCES**

Inappropriate dancing may result in disciplinary action.

## **MATH AND SCIENCE SCHOOL**

Any student who is a senior at the Math and Science School shall have the option of participating in events with and in the same manner as other members of the graduating class in his or her home school district. These events include but are not limited to the following: prom, graduation activities, recognition as an honor graduate, and yearbook pictures.

## **FIRE AND TORNADO 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**

## **ACTIVITY RULES FOR TRIPS**

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 on the day of the event a notarized note to the sponsor or coach with instructions for return transportation of their child.

## **HARDSHIP DRIVER 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.

## **VEHICLES AND PARKING LOTS**

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

1. Each student's vehicle must display a parking sticker that must be purchased from the assistant principal 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 and 4.33**

## **BUSES AND 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.

## **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension - Students assigned In-School Suspension 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**

## **EXEMPTION POLICY**

In order to promote daily attendance, Mena High School will experiment with an exemption policy for the 2022-2023 school-year to determine if this policy can increase attendance.

The following policy will be in place for the Fall and Spring semester of 2022-2023 in order for the campus to gather data.

1. 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.
2. 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.
3. 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.
4. A student with a D or lower will take a Final Exam to end the semester.
5. All students enrolled in an Advanced Placement Course or Career and Technical course that requires an End of Course Assessment will test.

## **CAREER AND TECHNICAL EDUCATION** **PROGRAMS OF STUDY**

To be a **Completer**, a student must take all classes listed under a **Program of Study**

### **AGRICULTURE**

#### **Animal Systems -- 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

#### **Agricultural Power, Structural, and Technical Systems -- Program of Study**

Survey of Ag Systems 1 unit

Agriculture Mechanics 1 unit

Agricultural Metals **OR** Agricultural Structures **OR** Advanced Ag Mechanics **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 AND 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**

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)	

## **GRADING SCALE**

A+ = 98 – 100	C+ = 77 - 79
A = 94 – 97	C = 74 – 76
A- = 90 – 93	C- = 70 – 73
B+ = 87 – 89	D+ = 67 – 69
B- = 84 – 86	D = 64 – 66
B = 80 – 83	D- = 60 – 63
F = 59 – below	

NC = does figure into cumulative GPA as an F

NG = does not figure into cumulative GPA

**All School Board Policies are available at the campus office for review.**

# MENA PUBLIC SCHOOLS CALENDAR

## Mena Public Schools | 2022-2023 Calendar (Option 3)

Independence Day - 4<sup>th</sup>  
Board Meeting - 19<sup>th</sup>

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

New Year's Day - 1<sup>st</sup>  
Begin 2<sup>nd</sup> Semester - 9<sup>th</sup>  
Professional Development (non-instructional day) - 16<sup>th</sup>  
Board Meeting - 17<sup>th</sup>

Teacher Work Days - 8<sup>th</sup> to 11<sup>th</sup>  
District Convocation - 15<sup>th</sup>  
Board Meeting - 16<sup>th</sup>  
Building Meetings - 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>  
First Day of School - 22<sup>nd</sup>

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Parent/Teacher Conference Week (MMS & MHS mid-term) 6<sup>th</sup> - 10<sup>th</sup>, 3 hours  
Professional Development/CAPS Conferences (non-instructional day) - 20<sup>th</sup>  
Board Meeting - 21<sup>st</sup>

Labor Day (no school) - 5<sup>th</sup>  
Board Meeting - 20<sup>th</sup>  
Parent/Teacher Conference Week (MMS & MHS mid-term) 26<sup>th</sup> - 30<sup>th</sup>, 3 hours

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

End of 3<sup>rd</sup> Quarter (43 Days) - 10<sup>th</sup>  
Parent/Teacher Conferences (LD & HH) - 13<sup>th</sup> & 14<sup>th</sup>  
Spring Break - 20<sup>th</sup> to 24<sup>th</sup>  
Board Meeting - 28<sup>th</sup>  
(279.5 hours of instruction)

End 1<sup>st</sup> Quarter (41 Days) - 18<sup>th</sup>  
Board Meeting - 18<sup>th</sup>  
Professional Development (non-instructional day) - 24<sup>th</sup>  
(266.5 hours of instruction)

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Good Friday (no school) - 7<sup>th</sup>  
Parent/Teacher Conference Week (MMS & MHS mid-term) 10<sup>th</sup> - 14<sup>th</sup>, 3 hours  
Board Meeting - 18<sup>th</sup>

Parent/Teacher Conferences (LD & HH) - 14<sup>th</sup> & 15<sup>th</sup>  
Parent/Teacher Conference Week (MMS & MHS mid-term) 14<sup>th</sup> - 18<sup>th</sup>, 3 hours  
Board Meeting - 15<sup>th</sup>  
Thanksgiving Break - 21<sup>st</sup> - 25<sup>th</sup>

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mena High School Graduation - 20<sup>th</sup>  
End 4<sup>th</sup> Quarter (46 Days) - 23<sup>rd</sup>  
End of 2<sup>nd</sup> Semester (89 days)  
End-of-Year Celebration/PD - 24<sup>th</sup>  
(299 hours of instruction)  
578.5 Semester Total Hours  
1,105 Year's Total Hours  
170 Student Interaction Days

Board Meeting - 20<sup>th</sup>  
End 2<sup>nd</sup> Quarter (40 Days) - 21<sup>st</sup>  
End 1<sup>st</sup> Semester (81 Days) - 21<sup>st</sup>  
Christmas Break - Dec. 22nd to Jan. 9<sup>th</sup>

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Board Meeting - 20<sup>th</sup>

School Day = 6.5 hours  
This calendar:  
37 hours over state minimum  
5.7 school days over state minimum (used for school closures if needed.)

190 day contract: 170 Student Interaction days / 2 P/T Conference days / 4 classroom workdays / 8 on-site PD days / 6 flex PD days