

8/14/20019

MENA
MIDDLE
SCHOOL

STUDENT HANDBOOK



Dream, Believe, Achieve

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 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:

Benny Weston: Superintendent Paulette Sherrer: Assistant Superintendent

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



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Mena Middle School

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



Clifton Sherrer, Principal

"We're the BEST at MMS!"

Todd Coogan, Asst. Principal

Dear Parents & Students:

Welcome to the Mena Middle School!

We are so excited about this school year and the great things that will occur as well as the wonderful opportunity for us to teach your child! Our district vision is:

Engage our Community; Inspire our Students; Prepare our Graduates

We have an AWESOME faculty at MMS that is highly qualified, caring, and very motivated to teach your child and help him/her grow into the BEST student they can be. Our school motto is:

“Dream, Believe, Achieve”

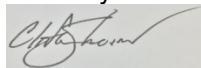
At MMS, we want to make great things happen and we can when we all strive to accomplish the following:

- **Do your Best** - to be on time, prepared, and productive!
- **Act your Best** - in the classroom and in other social situations!
- **Expect your Best** - from yourself in the classroom and beyond!

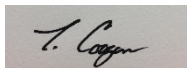
This summer our entire staff has been working diligently to prepare our school to have the best year ever. We hope you are ready to help us achieve it!!

Please let us know if we can ever be of service to you and/or your child.

Sincerely



Clifton Sherrer
Principal



Todd Coogan
Assistant Principal

MENA PUBLIC SCHOOLS CALENDAR 2019 - 2020

FALL SEMESTER 2019

First Day of School – Wednesday, August 14 (Cafeteria will be open)

Labor Day – School will be dismissed Monday, September 2

First Grading Period ends Friday, October 11

Fall Break—Monday, October 21

Thanksgiving Holidays – November 25 – 29

2nd Grading Period and End First Semester – Friday, December 20

Christmas Holidays – December 23 – January 3

SPRING SEMESTER 2020

Second Semester Begins—Monday, January 6

Valentine’s Holiday – Friday, February 14

Holiday for Students / Teacher PD – Monday, February 17

3rd Grading Period ends Friday, March 13

Spring Break – March 23 – 27

Good Friday – School will be dismissed Friday, April 10

4th Grading Period and End of Second Semester – Thursday, May 22

Memorial Day – Monday, May 25

Weather Days (as needed) – May 26 – June 1

Quarter 1.....	42 Days
Quarter 2.....	44 Days
Quarter 3.....	48 Days
Quarter 4.....	44 Days

BELL SCHEDULE
(First Bell 7:56 a.m.)

<u>6th Grade</u>	<u>7th/8th Grade</u>
1 st Period: 8:00 – 8:50	1 st Period: 8:00 – 8:50
2 nd Period: 8:54 – 9:44	2 nd Period: 8:54 – 9:44
3 rd Period: 9:48 – 10:38	3 rd Period: 9:48 – 10:38
ACHIEVE 10:42 – 11:12	ACHIEVE: 10:42 – 11:12
LUNCH "A": 11:12 – 11:42	4 th Period: 11:16 – 12:06
4 th Period: 11:46 – 12:36	LUNCH "B": 12:06 – 12:36
5 th Period: 12:40 – 1:30	5 th Period: 12:40 – 1:30
6 th Period: 1:34 – 2:24	6 th Period: 1:34 – 2:24
7 th Period: 2:28 – 3:18	7 th Period: 2:28 – 3:18

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

At the conclusion of each nine-week grading period, students will be recognized for their outstanding academic achievement. If a student has all A's in his academic subjects, he will meet the requirements for inclusion on the honor roll. If a student has no academic grade below a B that student will meet the requirements for inclusion on the merit list. An unsatisfactory conduct grade will eliminate a student from either of these lists. Recognition ribbons will be awarded accordingly.

MAKE-UP WORK (4.8)

Students whom miss due to an 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. 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 to 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 are allowed the number of days equal to the absence to complete make-up work. The student will be responsible for all work assigned and be expected to take any tests that were scheduled prior to the absence on the day of returning to school.
6. Make up work which is not turned in within the make-up schedule for that assignment **may** 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 the work is due meets the day or their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

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.

HIGH SCHOOL CREDIT

Those students who qualify and elect to take Algebra 1 in the 8th grade will receive high school credit for that course if they maintain standards and complete the course work. The grade received will be included in the cumulative GPA for the grades 9 - 12.

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 will result in assignment to In School Suspension at the discretion of the Principal or Assistant Principal; generally 6 unexcused tardies = 1 day in ISS.**

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:

Any absence not described above will be defined as unexcused.

1. The Mena School District has established **twelve (12) class absences or six (6) unexcused class absences as the number of absences allowed per semester.** Excessive absences may be used as a basis for denial of course credit, promotion, or graduation.
2. An absence may be excused only if the parent/Guardian notifies the school office by phone or in person between the hours of 7:15 a.m. and 4:00 p.m. on the day of the absence or by 8:00 a.m. the next school day. If the office has not been notified by that time, the absence will be considered unexcused. A written statement must be presented upon return to school from a doctor, dentist, or therapist documenting the medical reason a student was absent and the number of days/time under their care.
3. Upon return to school after an absence, the student shall report to the principal's office for an admittance slip before 8:00 a.m. The admit slip is presented to the teacher each period for the teacher's signature.
4. Students at Middle and High school are recorded as absent in a class period if they are not in attendance for at least 20 minutes of that class.
5. Students are allowed the number of days equal to the absence to complete make-up work. The student will be responsible for all work assigned and be expected to take any tests that were scheduled prior to the absence on the day of returning to school.
6. When parents request an early release date, the parents must notify the school prior to the absence and the student needs to complete required work before he or she leaves.
7. Absences due to suspension will count as accumulated absences and no make-up work will be allowed.
8. Students absent for ten consecutive days will be dropped from the rolls unless the parents have contacted the school regarding the nature of the absence.
9. Students who transfer in during the school year will be charged with all absences reported by the previous school. All school days missed between withdrawing from the previous school and enrolling in the Mena School District will also be counted.
10. Official school activities approved by the principal will not be considered as days missed.
11. Parents will be notified by phone or by regular mail sent within a week when a student has accumulated three (3) unexcused and/or six (6) absences in a class.
12. After the twelfth (12th) absence and/or the sixth (6th) unexcused absence in a class during the semester, the school will notify the parent that the student may lose credit for the semester. Such loss of credit will be determined on a class-by-class basis. Parents may submit to the assistant principal, a request for an extension for the number of absences allowed for that class. The Attendance Committee will determine whether an extension is to be granted based on their review of the total attendance record of the student. An extension will not be granted for unexcused absences.
13. Whenever a student exceeds twelve (12) absences and/or six (6) unexcused absences in a class during the semester, notification will be sent to the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.
14. Notification will also be sent to the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. Upon receipt of such notification, the Department of Finance and Administration shall notify the licensee that his motor vehicle operator's license will be suspended unless a hearing is requested in writing within thirty (30) days from the dated of notice.

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. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, 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)** and
23. Operating a vehicle on school grounds while using a wireless communication device.
24. Theft of another individual's personal property.

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.

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 at 7:56 am, during their lunch period, and after the last bell at 3:18. The outside recess area is the designated area for phone / device use.

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.

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.
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 worn in the building.

PARENT-FAMILY INVOLVEMENT

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 on our school's website at:

www.menaschools.org/o/mena-middle-school

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 MUST COME INTO THE OFFICE AND SIGN YOU OUT. (NOTE: See Attendance Policy how leaving school early may affect the student.)

LOCKERS

Each student will be assigned a locker. Students must use only their assigned locker. All personal items and books, when not in use, are to be kept in lockers. For proof of ownership and identification, all books, notebooks, coats, balls, etc. **should have a name permanently written on it.** Students are responsible for the care and appearance of their locker. Students will be fined accordingly for abuse and damage.

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. The fee is \$1.00 for the first card, \$3.00 for the second and \$5.00 for the third card, etc.

CAFETERIA MEALS

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 students lunch account.

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

DELIVERIES FOR STUDENTS

Any deliveries of goods 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.

PLEASE NOTE: *The principal retains the right and privilege for acts of discipline not specifically stated herein and to alter any penalties, as he considers necessary. Furthermore, the principal reserves the right to amend any revision in this Handbook, which he deems to be in the best interest of the education process.*

The remaining attached pages are the District School Board policy section 4 and 5 which is about Students, Curriculum and Instruction. The entire District School Board policy is located on the district website.

www.menaschools.org/o/mena-middle-school