

# Home of The Bearcats

2019-2020

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

Assistant Principal: Mrs. Bridget Buckley, Ed.S.



Mena High School is accredited by AdvancED.

## 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: Mr. Benny Weston

**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.

**Paulette Sherrer: 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 coordinators.

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### **MHS 2018-2019 BELL SCHEDULE**

<b>First Bell</b>	<b>7:56</b>
1 <sup>st</sup> period	8:00 – 8:50
2 <sup>nd</sup> period	8:54 – 9:44
3 <sup>rd</sup> period	9:48 – 10:38
<b>ENRICHMENT</b>	<b>10:42 – 11:12</b>
Lunch A	11:12 – 11:42
4 <sup>th</sup> period	11:46 – 12:36
OR	
4 <sup>th</sup> period	11:16 – 12:06
Lunch B	12:06 – 12:36
5 <sup>th</sup> period	12:40 – 1:30
6 <sup>th</sup> period	1:34 – 2:24
7 <sup>th</sup> period	2:28 – 3:18
<b>Last Bell</b>	<b>3:18</b>

### **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.

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 the Tardy Sheet in the office. Upon returning to school after checking out, students will sign the Check-In Sheet 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. (A Check-Out Signature Card is provided at the beginning of each year to verify who has permission to check out the student. An MHS student—no matter his or her age—cannot be listed on a check-out card.)

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.

Excused reasons for checking out include illness, funerals, or family emergency. Reasons that are not excusable for checking out of school include going out to eat lunch, going shopping, or running errands.

In case of an emergency, the principal or assistant may elect to suspend the procedure and check the student out.

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 promote 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 only to transact official school business. All visitors are required to register in the principal's office to gain permission to remain on campus, and they must get a visitor's badge to wear.

Arkansas law provides for prosecution of any person loitering on school grounds. Any unauthorized person shall be asked to leave; and 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 on the Tardy Sheet.
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. If you are running in the halls to class, you may be given an unexcused tardy.
4. If you are tardy and do not go to that class, you must sign the Tardy Sheet in the office. Failure to do so will result in an unexcused absence in that class and may result in being assigned to ISS.
5. Tardies are recorded per nine weeks.
6. Five (5) tardies will result in you being assigned to a day of In-School Suspension (ISS). Continued tardies on a regular basis will result in severe disciplinary action.
7. 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

- Parent or guardian must come to the office to sign withdrawal form.
- Students will have withdrawal form filled out by each teacher.
- Students will return all school books and property.
- Students will get signatures of librarian, counselor, and principal for final clearance
- Students must pay all fees and textbook and/or library fines before records can be released.

## 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 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. Once you are officially registered for the next year, schedule changes will not be made unless there is a direct conflict. If any course is dropped, an "F" will be recorded on your transcript.

## 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 pif 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

## 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.

Beginning with the 2005-06 year, the letter grade earned in Algebra I when taken in the eighth grade will count in the student's GPA.

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**

## PROMOTION

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. Promotion in senior high school is accomplished by subject on a semester basis. All required courses or prerequisite courses failed must be repeated.

Failure to complete or participate in the student's AIP will result in loss of credit for the course in which the AIP was assigned.

## 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 unit 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 on 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

## **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

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**

## **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.

## **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 student's grades at the end of the first semester each year and are presented at the annual Honor Assembly.

## **CORRESPONDENCE COURSES**

- Correspondence courses made available through accredited colleges may be considered as an option for a student who needs to make up unit(s) during his or her years at MHS or who fails to complete the graduation requirements within the academic year of his/her graduating class.
- In order to be eligible for a diploma from Mena High School, the student and principal will determine the course(s) that must be completed with a passing grade in order for all graduation requirements to be met and a diploma issued.
- All exams for correspondence courses or computer-based concurrent courses must be monitored by an authorized test administrator.
- All transcripts for correspondence courses must be postmarked no later than December 31 of the year in which the student was originally scheduled to graduate.

## **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 an associate, associate of applied science or baccalaureate degree or a nursing school diploma. Requirements include a 19 on the ACT.

### SMART CORE: Sixteen (16) units

**English:** four (4) units— 9th, 10th, 11th, and 12<sup>th</sup>

**Oral Communication:** one-half (1/2) unit

**Mathematics:** four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9
- Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10
- A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.
- Algebra II
- Choice of: Pre-AP Pre-Calculus, AP Calculus, Algebra III, or an Advanced Placement mathematics

(Comparable concurrent credit college courses may be substituted where applicable)

**Natural Science:** three (3) units with lab experience chosen from

- Physical Science
- Biology - required
- Chemistry
- Physics

**Social Studies:** three (3) units

- Civics (1/2 unit)
- World History
- American History

**Physical Education:** one-half (1/2) unit (1/2 year)

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

**Health and Safety:** one-half (1/2) unit (1/2 year)

**Economics:** one-half (1/2) unit (may be counted toward Social Studies or Career Focus)

**Fine Arts:** one-half (1/2) unit (1/2 year)

**CAREER FOCUS: - Six (6) units –**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations.

Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Core and career focus units must total at least twenty-two (22) units\* to graduate. Additionally, the district requires an additional unit for a total of 23 units to graduate which may be taken from any electives offered by the district.

**\*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 which is equivalent to the Smart Core curriculum. The subjects are marked with either a full or half unit.
4. Students must maintain a 3.2500 or better cumulative GPA for eight (8) consecutive semesters during grades 9-12 and meet Smart Core Curriculum.

**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) – this can be taken in 8<sup>th</sup> grade
- \*1<sup>st</sup> and 2<sup>nd</sup> part Algebra count as 1 unit*
- Geometry (1 unit)
- \*1<sup>st</sup> and 2<sup>nd</sup> part Geometry count as 1 unit*
- Algebra II (1 unit)
  - Algebra III (1 unit) – *Honors level only*
  - Pre-AP 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)
- AP Chemistry (1 unit)
- Physics (1 unit)
- 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 during their senior year and meet Smart Core Curriculum.

b. **ENGLISH:** Courses must include:

AP Concurrent Credit Literature OR English Comp I and II.

c. **MATH: \*8 SEMESTERS\*** and courses must include:

Pre-AP Calculus/Trigonometry OR College Algebra/College Trigonometry OR AP Calculus

*\*Algebra I taken in the 8<sup>th</sup> grade counts for 2 semesters*

*\*Algebra 1<sup>st</sup> and 2<sup>nd</sup> part cannot be substituted for Algebra I*

*\*Geometry 1<sup>st</sup> and 2<sup>nd</sup> part cannot be substituted for Geometry*

*\*\*Algebra III may be utilized if the student is enrolled in the Concurrent Credit course with eligible ACT scores.*

d. **SCIENCE: \*4 UNITS\*** and courses must include:

AP Chemistry OR Physics OR Concurrent credit Physical Science

e. **SOCIAL STUDIES: \*4 UNITS\*** and courses must include:

AP U.S. Government and Politics OR any approved Concurrent Credit History course.A

f. **FOREIGN LANGUAGE: Need two (2) courses from the following:**

- Spanish I (1 unit)
- Spanish II (1 unit)
- Spanish III (1 unit)
- College Elementary Spanish I (1 unit)
- College Elementary Spanish II (1unit)

***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 of teachers 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 unit.

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.***

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
- \*Concurrent Credit Accounting I

**\*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.

### **TESTING AND ASSESSMENTS**

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

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

**Sophomore:** 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:** The ACT Test 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.

### **EXTRACURRICULAR ACTIVITIES**

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

**If a student owes \$5.00 or more at Mena High School for anything such as club fundraisers, library fines, athletic costs, etc., he or she cannot participate in any extracurricular activity during or after the school day, until the money has been paid in full.**

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**

## 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.

## 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



## **BEARCAT (YEARBOOK)**

A student can reserve a *BEARCAT* by ordering and paying for it through the mail or online. This insures 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.

## **THE BEAR FACTS (NEWSPAPER)**

*THE BEAR FACTS* is the school newspaper, published monthly. This paper may be purchased on a monthly basis from members of the staff.

## **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 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**

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. We take pride in our students and feel that their individual dress and appearance may indicate their attitude toward school, their desire to learn, their quality of work, and their conduct. Therefore, all students should dress in a manner that is appropriate for school. Clothing should not be extreme or potentially distracting or disrupting.

No undershirt-type apparel, thin-strap, spaghetti strap or racerback tops should be worn. This includes mesh-type fabrics. No shirts with sleeves torn or cut out. Shirts with large armholes are prohibited.

Halter tops, bare midriffs, skirts, jeans or attire which expose any portion of a student’s undergarments or body parts normally covered are prohibited.

### **(SKIRTS MUST TOUCH KNEES)**

Holes in pants may not be above mid-thigh level or show any type of undergarment.

No bandannas may be worn.

No hoodies may be worn on the head.

No house shoes allowed.

No pajama bottom pants or scrubs.

No chains allowed on jeans or used as jewelry.

No hats or visors in the school building.

No sunglasses may be worn in the building

No wallet chains are allowed at school.

No clothing that suggests obscenities shall be worn.

No ribbed sleeveless undershirts (aka “A” shirts)

No clothing, emblems, insignias, badges, or other symbols that advocate or insinuate illegal activity shall be worn.

No clothing advertising any product that cannot be legally purchased by a minor shall be worn.

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 female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

Note: During Spirit Week, if there is a hat day or part of the costume, that day is the only day that hats or caps can be worn.

**\*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 out due 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 direct 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 personal laptops/tablets are only allowed to be used before school and at lunch in designated areas. Personal laptops and tablets may be used if given permission from the classroom teacher. Laser pointers are banned by law and will be confiscated.

**\*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, MP3 players, iPod, 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, MP3 players, iPods, 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 school hours outside of the designated areas or 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.

**\*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 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.

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

Announcements are made each morning at the start of the school day. A copy of the announcement will be posted on the office window, 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. A designated place will be allowed for student posters of interest.

## **LIBRARY**

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

A library fine of .05 cents per day will be charged on all overdue library items.

The school reserves the right to withhold library privileges to any student who fails to meet these obligations.

## **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.

## **LOCKERS**

Lockers are school property and are subject to search by school officials.

Lockers will be checked out through the office on an as needed basis. Locker check-out will be for temporary use only.

## **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 or by office runner.

Drills will be held at various times throughout the year. 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 vehicles 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. Failure to display parking sticker or an improperly parked vehicle may result in vehicle being towed.
3. 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.
4. Students may not walk into the parking lot during school hours unless permission is obtained from the principal or assistant principal.
5. 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.
6. 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.
7. Fast or reckless driving will not be tolerated.
8. While on parking lot, a radio/stereo must be tuned down low.
9. 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.

- 10. 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 is the area where buses will load and unload students. Students need to stay behind yellow lines until loading bus.

Only students who ride a bus can be in 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. Students who attempt to attend regular class, are sent out of the ISS room for disciplinary reasons, or are tardy to the ISS room will receive enhanced disciplinary actions as well as complete the ISS assignment. 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 high school campus or at UARM. 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**

**Each student will be required to take all semester exams at the conclusion of the fall semester.**

If a student shows academic success in the classroom and has not missed many classes, they will be rewarded by being exempt from each class where they meet the criteria during the **spring** semester.

The criteria are as follows:

A student has an "A" in a class with '3' or fewer absences will be exempt from the semester exam;

A student has a "B" in a class with '2' or fewer absences will be exempt from the semester exam;

A student has a "C" in a class with '1' or fewer absences will be exempt from the semester exam.



For this purpose, an absence is counted per class period and can be either excused or unexcused.

**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 Systems1 unit  
Animal Science1 unit  
Agriculture Elective0.5 unit  
Agriculture Elective0.5 unit

**Natural Resource Management Systems -- Program of Study**

Survey of Ag Systems1 unit  
Forestry0.5 unit  
Managing Our Natural Resources0.5 unit  
Agriculture Elective0.5 unit  
Agriculture Elective0.5 unit

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

Survey of Ag Systems1 unit  
Agriculture Mechanics I0.5 unit  
Agriculture Mechanics II0.5 unit  
Agriculture Elective0.5 unit  
Agriculture Elective0.5 unit

**BUSINESS**

**Accounting -- Program of Study**

CBA or CAI/II1 unit  
Computerized Accounting I1 unit  
Computerized Accounting II1 unit

**Social Media and Communications -- Program of Study**

CBA or CAI/II1 unit  
Computerized Accounting I1 unit  
Social Media and Communications1 unit

**FAMILY AND CONSUMER SCIENCES**

**Child Care Guidance, Management, and Services -- Program of Study**

Family and Consumer Sciences1 unit  
Child Development0.5 unit

Parenting 0.5 unit  
Child Care Guidance, Management & Services 1 unit

**Family and Consumer Sciences Education -- Program of Study**

Family and Consumer Sciences 1 unit  
2 more units required from the following:  
Child Development 0.5 unit  
Parenting 0.5 unit  
Food & Nutrition 0.5 unit  
Food Safety 0.5 unit

**Orientation to Teaching Program of Study**

Family and Consumer Sciences 1 unit  
Orientation to Teaching I or III 1 unit  
Choose either:  
Parenting 0.5 unit  
Child Development 0.5 unit  
OR  
Sociology 0.5 unit  
Psychology 0.5 unit

**HEALTH PROFESSIONS**

Introduction to Medical Professions	1 unit
Human Anatomy and Physiology	1 unit
Abnormal Psychology	0.5 unit
Human Behaviors and Disorders	0.5 unit
Medical Procedures	0.5 unit
Medical Terminology	0.5 units

**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  
2019-2020 SCHOOL YEAR**

District Professional Development **August 7 & 8 and August 12 & 13, 2019** (4 days)

First Day of School- **August 14, 2019**

Labor Day- School will be dismissed **Monday, September 2, 2019**

First Grading Period ends **Friday, October 11, 2019**

Fall Break- **Monday, October 21, 2019**

Thanksgiving Holidays- **November 25-29, 2019**

Second Grading Period and End of Fall Semester- **Friday, December 20, 2019**

Christmas Holidays- **December 23, 2019 through January 3, 2020**

Second Semester Begins- **Monday, January 6, 2020**

Valentines Day Holiday- **Friday, February 14, 2020**

Holiday for Students/In-Service for Teachers- **Monday, February 17, 2020**

Third Grading Period ends- **Friday, March 13, 2020**

Spring Break- **March 23-27, 2020**

Good Friday Holiday- **March 23, 2020**

Fourth Grading Period ends/ End of Spring Semester- **Friday, May 22, 2020**

Memorial Day- **Monday, May 25, 2020**

Inclement Weather Days- **May 26- June 1, 2020**

**The following persons are members of the Executive Council that approved this Handbook for the 2019-2020 School Year:**

Ms. Annika Thompson-	Sophomore Student Council Representative
Ms. Marissa Ortiz-	Junior Student Council Representative
Ms. Andrea Maechler-	Junior Student Council Representative
Mr. Marc Wilson-	Senior Student Council Representative
Ms. Faith Chaney-	Senior Student Council Representative
Mrs. Andrea Huges-	MHS Faculty Representative
Ms. Gracie Lyle-	Junior Student Council Representative
Ms. Lauren Sikes-	Junior Student Council Representative
Mrs. Bridget Buckley-	MHS Assistant Principal
Mr. David Maxwell-	MHS Principal