

Student Handbook And Discipline Policies 2021-22

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STUDENTS' RIGHTS, RESPONSIBILITIES AND LIMITATIONS	
ALTERNATIVE LEARNING CENTER	8
ASSAULT	8
ATTENDANCE/ABSENCES	8
BULLYING	10
BUS STUDENTS	11
CAFETERIA	11
CHECK-OUT PROCEDURE	11
CHEMICAL SCREEN TEST POLICY	11
CLASSROOM EXPECTATIONS	16
CLOSED CAMPUS	17
DAMAGE, DESTRUCTION OR THEFT OF SCHOOL PROPERTY	17
DELAYED START FOR SCHOOL PROCEDURES	17
DETENTION HALL	17
DISHONESTY	18
DISORDERLY CONDUCT	18
DISPLAY OF AFFECTION	18
DRESS CODE	19
DRUGS AND ALCOHOL	19
DUE PROCESS	20
ELECTRONIC DEVICES/INTERNET SAFETY	21
EXTRA-CURRICULAR/OFF-CAMPUS SCHOOL EVENTS	22
FALSE ALARMS	22
FALSIFICATION OF SCHOOL RECORDS	22
FIGHTING	22
FOOD AND DRINKS	22
GAMBLING, IMMORALITY, AND PROFANITY	22
HALL PASS	22
HALL RULE	23
INDECENCY	23
INSUBORDINATION	23
LEAVING CLASS	23
LIABILITY FOR INJURY	23
LIBRARY MEDIA CENTER	23
LOCKERS	24
LOCKER SEARCHES	24
LOITERING	24
LOITERING BY SUSPENDED STUDENTS	25
LOSS OF EXEMPTION	25
OFF LIMIT AREAS	25
PARKING	25
PERSISTENT DISREGARD FOR SCHOOL RULES	26
POSSESSION OF WEAPONS, INSTRUMENTS, AND CONTRABAND	26
PREPARATION FOR CLASS	26
PROFANITY	26

PROPERTY DESTRUCTION OR VANDALISM	26
REQUIREMENT TO IDENTIFY SELF	26
SATURDAY SCHOOL POLICY	26
SCHOOL BUS TRANSPORTATION	27
SMOKELESS TOBACCO/TOBACCO/E-CIGARETTES/VAPES	28
STUDENT FUNDRAISING	29
TARDY POLICY	30
THEFT	30
THREATENING BEHAVIOR	30
TRASH	30
VIOLATIONS ON THE LAST DAY OF SCHOOL	31
ACADEMIC POLICIES	31
ACADEMIC INTEGRITY	31
AP COURSES	31
ARKANSAS ACTIVITIES ASSOCIATION - STUDENT ELIGIBILITY	32
CLASSIFICATION OF STUDENTS	31
CONCURRENT CREDIT	32
CONWAY AREA CAREER CENTER	33
CURRICULUM	33
DROPPING A CLASS	34
GRADING SCALE	34
GRADE POINT AVERAGE	35
GRADUATION REQUIREMENTS	35
EARLY GRADUATION	37
HOMEWORK POLICY	37
HONOR GRADUATES	38
HONOR ROLL	38
MAKE-UP WORK	38
ICU/WORKING LUNCH	38
PROMOTION AND RETENTION/COURSE CREDIT	39
REPORT CARDS	39
SCHEDULE CHANGE	39
SCHOLARSHIPS	39
SEMESTER TESTS	40
TEXTBOOKS	40
TRANSFER/HOMESCHOOL STUDENTS	40
GENERAL POLICIES	
ACCIDENTS/ILLNESS	41
ASSEMBLY PROGRAM OR PEP RALLY	41
ATHLETICS	42
BACKPACKS	42
BELL SCHEDULE	42
BLANKETS	43
COUNSELOR-GUIDANCE SERVICES	43
DANCES	43
FEES IN SCHOOL	43
FOREIGN EXCHANGE RESIDENCY	43

HOMECOMING	44
ORGANIZATIONS/CLUBS/EXTRACURRICULAR ACTIVITIES	44
PARENT / TEACHER COMMUNICATION	45
PARENT/TEACHER CONFERENCES	45
PARENTAL INVOLVEMENT PLAN	46
PROCESS FOR ADDRESSING STUDENT AND/OR PARENT CONCERNS	47
SCHOOL SPONSORED TRIPS	47
SIGNS AND POSTERS	47
VISITORS	47
WITHDRAWALS	48

Mount Vernon Enola School District



DISTRICT ADMINISTRATION

Larry Walters, Superintendent

501-849-2220

ADMINISTRATION

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501-849-2221

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Preface

The administration, board of education, and faculty have prepared this handbook in an attempt to assist students and parents in becoming familiar with the policies, regulations, requirements, and activities of Mount Vernon-Enola Public Schools. This handbook, when properly used, can help high school students enjoy more fully the school and the opportunities it affords.

The handbook is designed in such a way that the incoming students may have a ready source of information when they meet the problems of adjusting themselves to new surroundings.

Along with increasing your knowledge and skills, another major responsibility while attending Mount Vernon-Enola High School will be for you to recognize that freedom implies the right to make mistakes and learn from them so long as the consequences of the acts are not dangerous to life and property, and that these acts do not infringe upon the rights of others or disrupt the academic program.

We trust that you will find the handbook of value in answering the main questions that arise during the school year. If you do not find herein the information desired, please inquire at the office.

2021-22 School Calendar

August 16	First Day of School
Sept. 6	Labor Day Holiday
October 12	End of 1st Quarter (41 Days)
October 13	Begin 2nd Quarter
October 19 & 21 21: High School	Parent/Teacher Conferences
October 22	School Holiday
November 22-26	Thanksgiving Holiday
December 17	End of Second Quarter (42 Days)
December 20-January 3	Christmas Break
January 3	Teacher Work Day (AMI Day 1)
January 4	Begin 3rd Quarter
February 8 and 10 8: High School	Parent/Teacher Conferences
February 11	School Holiday (AMI Day 2)
February 21	School Holiday (AMI Day 3)
March 11	End of Third Quarter (47 Days)
March 14	Begin 4th Quarter
March 21-25	Spring Break
April 14	CAP Conferences
April 15	School Holiday (AMI Day 4)
May 9	Graduation 6:30 pm
May 26	Last Day of School (48 Days)
May 27	AMI Day 5

STUDENTS' RIGHTS, RESPONSIBILITIES AND LIMITATIONS

Each student at Mount Vernon-Enola High School has the responsibility to maintain and promote the safe and orderly environment conducive to a quality education. This responsibility includes reporting any violation of school rules and/or violations of state laws to the proper authorities.

ALTERNATIVE LEARNING CENTER

An Alternative Learning Center (ALC) is provided at the Crossroads Alternative Learning Campus at Quitman for students who have been identified as educationally at-risk. The purpose of the program is to prepare students academically to return to the regular classroom and to acquire attitudes and skills to manage their personal conduct in a socially acceptable manner. Those students assigned to the ALC will be expected to follow all rules and procedures established by the ALC staff. The following criteria must be met for placement in the alternative campus:

1. Consent of parent/guardian must be obtained.
2. Recommendation made by a committee comprised of members of the administration, the teaching staff, the student and his/her parent.
3. Students will be placed in the school for at least one semester.
4. A meeting before entrance in the alternative school with student, parent/guardian, alternative school supervisor, and administration of MVE.
5. A meeting before entrance back to the MVE main campus with student, parent/guardian, alternative school supervisor, and administration of MVE.

ASSAULT Page 44 MVE Student Policies

Willfully and intentionally assaulting or threatening to assault or abuse any student or teacher, principal, superintendent, or other employee of the MVE School System will result in a minimum of suspension to a maximum of expulsion. Seriously threatening a school employee or other student, or threatening damage to a school structure is a class C felony (Act 1046). ACA 5-17-101 Threats which involve the possibility of the loss of life may result in immediate suspension. Evaluation by a mental health professional will be required before readmission to school. Proper law enforcement authorities will be notified.

ATTENDANCE/ABSENCES Page 21 MVE Student Policies

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

Excused Absences

Excused absences are those where the student absence was due to one of the following reasons and the student brings written documentation to the principal or designee upon

his/her return to school. Written documentation presented for an absence having occurred more than (5) school days prior to its presentation will not be accepted;

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death of an immediate family member,
3. Observance of recognized holidays observed by the student's 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;
7. Participation in the election poll workers program for high school students.
8. 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.
9. 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 (12).
10. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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.

Unexcused Absences

Absences not defined above or not having the accompanying documentation and presented in the timeline required by this policy, shall be considered as an unexcused absence. Students with 6 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 3 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified by telephone or by regular mail with a return address.

When a student exceeds 6 unexcused absences in a semester, the District shall notify the prosecuting attorney and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences

be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirement. The agreement shall be signed by the student, the student's parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, and the school or district administrator or designee. Students who attend in-school suspension shall not be counted absent for those days.

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

Students are required to sign in and out in the office when arriving or leaving campus other than at regular start and end times of the school day. Students are only allowed to be signed out during the day by a parent/guardian or after the office has received notification from the parent/guardian.

Any student leaving school during the day must, in all cases, sign out. Failure to sign in and out will result in disciplinary measures that range from detention hall to suspension.

Students will be permitted to turn in all work missed due to an absence under the following rules:

- a) Students will have as many days to turn in make-up work as were missed, with this exception; assignments given before the absence, are due on the first day returning. The first day a student returns to school after an absence, the student must ask the teacher what work he or she missed that must be made up.
- b) The student must turn in to the teacher the make-up work without the teacher asking the student for it. It is the responsibility of the student.
- c) Providing a student receives make-up assignment and is not in school the day it is due, then it is due the first day the student returns to school.

Any student who has not completed all work and tests assigned at the end of the semester shall receive an "I"(incomplete) for the semester. The student shall have two (2) weeks to complete the work and/or tests for the semester, or the "I" becomes an "F" for the final grade except for extenuating circumstances, such as illness.

A student will be counted absent if more than ten (10) minutes are missed in a class period.

BULLYING Page 88 MVE Student Policies

Students found in violation of the MVE Bullying policy shall be subject to disciplinary action up to and including expulsion.

- Level 1---(at minimum) Student & Principal Conference (documented warning)
- Level 2---detention
- Level 3---Student, Parent, & Principal Conference
- Level 4---ISS
- Level 5---OSS
- Level 6---(maximum)Expulsion

- Students who knowingly fabricate allegations and falsely accuse a student of being a bully, will be subject to disciplinary action

BUS STUDENTS Page 42 MVE Student Policies

All reported bus misconduct will be subject to disciplinary guidelines according to the MVE High School handbook. Students who misbehave on the bus will receive disciplinary action ranging from student conference to expulsion.

Any visitor riders on a bus must provide the bus driver with a permission note signed by an administrator before being transported on the bus.

CAFETERIA

Breakfast and lunch meals are prepared daily and made available to the students. Meals are expected to be paid for unless the appropriate paperwork has been filled out and the student has been approved for free meals. **The option to prepay or pay online is always available.** Students are notified they are out of money when they come through the meal service line.

Courtesy is always commendable, and we need to be courteous in our cafeteria. We would appreciate your cooperation in complying with the following rules:

1. Stay in line and do not break, push, or run.
2. Be polite to fellow students and especially to cafeteria workers.
3. Remove trays and milk cartons from your table.
4. Food is to be eaten in the cafeteria only, unless you are to report to working lunch.
5. Students are to behave in an orderly manner in the cafeteria.
6. Each student who has finished eating should leave the area he/she used clean.

CHECK-OUT PROCEDURE

Permission to leave school before the close of the school day may be obtained **ONLY** from the office.

The proper procedure for checking out of school includes the following:

1. Parents must be present, send documentation, or call before a student is allowed to check out.
2. Sign the check-out book

No check-out will be allowed during finals until ALL the student's testing for the day is complete.

Failure to follow check-out procedure will result in disciplinary action ranging from Saturday School to suspension.

CHEMICAL SCREEN TEST POLICY

The MVE School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total well being of each individual. The MVE Board of Education is determined to help students by providing another option for them to say "no".

Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

Purpose of a Chemical Abuse Policy:

1. To let all the students of MVE Schools know that the school is concerned about their total wellbeing. The school district is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of the students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state laws, which restrict the use of such mood-altering chemicals.
4. To assist students of MVE Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of MVE Schools who are considered leaders and standard bearers among their peers.
6. To work cooperatively with the parents by assisting them in keeping their children free from mood-altering chemicals.
7. To provide referrals for students who need evaluation regarding their use of mood altering chemicals.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.

Scope

The provisions of this policy apply to all students in MVE Schools in grades seven through twelve whose parent/guardian signs Consent Form "A" of the Chemical Policy.

General Provisions

Illegal drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and their derivative or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug.

Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.

Reasonable Suspicion Provisions

The use or possession of illegal drugs or alcohol by a student on property under the control of the MVE school district or prior to entering property controlled by the district or at a district-sponsored event where the illegal drug or alcohol has the possibility of impairing the student is a violation of this policy. The presence of an illegal drug or its metabolites or alcohol in a student's body is considered possession.

Reasonable Suspicion-is defined as a reasonable suspicion by an administrator or other district employee that a student has used, possessed, or sold illegal drugs on district property or has used illegal drugs off of district property, but is on district property or at a district-sponsored event while under the influence of the illegal drugs; or that a student has used or possessed alcohol on or off of district property or at a district-sponsored event while under the influence of alcohol; or that a student is abusing or misusing prescription medications on district property or at a district-sponsored event while under the influence of the prescribed medication.

Examples of reasonable suspicion include, but are not limited to:

- Eyewitness evidence by a district official, administrator, or employee:
Eyewitness evidence of another person plus additional evidence;
- Individualized suspicion possessed by an employee of the district that is based

upon a reasonable suspicion and/or reasonably reliable evidence

Random Testing Provisions

The use or possession of illegal drugs during school activities or prior to school activities where the illegal drug has the possibility of impairing the participant is a violation of this policy. The presence of an illegal drug and its metabolites in a student's body is considered possession. Any student undergoing medical treatment prescribed by a physician that includes the use of a drug or medication capable of affecting the student's mental or physical capabilities must notify the appropriate school official at the time of testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. A student's failure to notify the appropriate school official that the student is undergoing medical treatment that includes the use of any drug or medication capable of affecting the student's mental and physical abilities is violation of this policy. The penalty for this violation may be the same as an initial positive test result under the random testing provisions.

Procedure

Type of Testing-The District may require each student of the MVE schools grades seven through twelve to provide a urine specimen. Each specimen cup will have a number on it, which will be assigned to a participant's name. The numbers that are selected through a random process will be sent to the lab for testing. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must show up for providing urine samples to be taken at MVE schools or go to a pre-designated doctor's office and give a urine specimen.

Selecting Process-While students are in school, they will be subject to random selection for testing. Each student will be assigned a number. Particular days will be selected for testing. The amount of numbers drawn will be no less than (2%) or greater than (50%) of the students in grades seven through twelve. If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for random testing equals the number representing students designated for random testing.

Refusal to Submit Testing-Students not consenting to be tested (in random pool) are allowed to join clubs or organizations, but are not allowed to attend after school meetings and functions or participate in off-campus trips. Any participant who refuses to submit to random drug testing shall not be allowed to participate in any school activity for the remainder of the school year. Each student must consent by the beginning of the 2nd semester in order to participate in 2nd semester activities. The following is a list of activities that students not consenting (in the random pool) will not be allowed to participate in for the school year.

Examples include:

Class or Club trips	Prom Committee	Dances(including Prom)
Decorating for Prom	Homecoming Maid	Sports
Band Festival	Student Parking Permit	

Use of a Positive Test-Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a 24 hour period of a positive result. The specimen must be given at a pre-designated doctor's office.

Expense: Certain chemicals that take more than twenty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

Testing Procedure:

Analysis of Urine specimens-The initial urinalysis method shall be an immunoassay screen. If a specimen tests positive for any substance being checked, a student may request a confirmation test within 24 hours of receiving the positive result. The confirmation test will be at the student's expense at the office of a pre-designated physician. Gas chromatography/mass spectrometry GC/MS shall be conducted on the specimen.

All test results from the laboratory shall be communicated to the superintendent or designee. To ensure proper testing, the United States Department of Health and Human Services as defined by the National Institute of Drug Abuse certified laboratories will be followed.

All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen shall be directed to the collection site, where the student will complete the necessary forms. Students selected as part of the random test will be required to execute an additional consent form.

The Following precautions will be taken, as appropriate, at the collection site:

1. Positively identify the examinee.
2. The observer shall ask the individual to remove any unnecessary outer garments (i.e. coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings (i.e. purse, briefcase, etc.) must remain with the outer garments. The observer shall note any unusual behavior or appearance.
3. The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and process area.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents shall be placed in the toilet tanks, whenever possible. No other source of water shall be available in the enclosure where urination occurs.
6. After the specimen has been provided to the observer, the observer will continue with custody procedures and determine whether it contains at least 60 millimeters of urine. If there is not at least 60 millimeter, additional urine should be collected. The student may be given reasonable amounts of water for drinking. If a student fails for any reason to provide the necessary amount of specimen, the observer shall contact the Superintendent or designee for guidance.
7. Immediately after collection the observer shall check the temperature of the specimen and inspect the specimen for color and signs of contaminants. Freshly filled specimens should be warm.
8. Both the observer and the student being tested shall keep the specimen in view at all times prior to its being sealed and labeled.

9. The student shall observe the tamper-proof seal. The labels for the specimen bottle must have all information completed before being placed over the bottle cap and down the sides of the bottle. The observer will place the identification label securely on the bottle.
10. The student and the observer will sign the chain of custody form.
11. The identification label on the specimen container shall contain: the date, the student's name, and the student's assigned number.

The observer shall enter the identifying information in a record book. Both the observer and the student shall sign the permanent record book next to the identification information. The student shall be asked to read and sign a certification statement regarding the urine specimen.

Results and Notification

Test results shall be reported to the superintendent or his designee within a specified number of days after the lab's receipt of the specimens. All reports shall be in writing. All specimens testing negative on the initial test, or negative on the confirmation test shall be reported as negative. Only specimens confirmed as positive shall be reported as positive for specific drugs.

Substance Tested

The substances for which students will be tested include:

Barbiturates	Amphetamines	Benzodiazepines
Amobarbital	Amphetamine	Alprazolam
Butabarbital	Methamphetamine	Chlordiazepoxide
Butalbital	Clorazepate	Pentobarbital
Diazepam	Phenobarbital	Halazepam
Secobarbital	Prazepam	Triazolam
Cocaine Metabolites	Propoxyphene	Phencyclidine (PCP)
Qualitative THC	Opiates	Ethyl Alcohol
Codeine	Heroin	Morphine

The cutoff levels for initial screens shall be 100 nanograms per millimeter (ng/mg) for marijuana metabolites (THC), 300 ngn/ml for cocaine metabolites and opiates, 25 ng/ml for phencyclidine, and 1000 ng/ml for amphetamines. The cut weight of ethyl alcohol shall be four one-hundredths of one percent (0.04%) by weight of alcohol in the student's breath or blood. Cutoff levels used are determined by the National Institute on Drug Abuse.

The cutoff levels for confirmation tests shall be 15 mg/ml for marijuana metabolites, 150 ng/ml for cocaine metabolites, 300 ng/ml for opiates, 500 ng/ml for

amphetamines, and 25 ng/ml for phencyclidines.

Consent Form

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing at various times of the year. The form must be cosigned by the student's custodial parent/legal guardian. No student shall be allowed to participate in any school activity (any activity outside the regular curriculum) until the consent form has been signed by both student and custodial parent/guardian and returned to the principal.

Cost

The test to be given during random selection will be paid for by the district. Any second test or test requested by the parent or student will be at the parent's own expense.

Testing Due to Reasonable Suspicion

Students who have been identified through the criteria outlines as reasonable suspicion may be tested separately from the times of the random testing. The testing should take place as soon as possible after the determination of reasonable suspicion has been verified. The charge of the testing for those identified will be the responsibility of the district.

Records

All records concerning chemical abuse testing shall be maintained by the superintendent or designee in a separate file under lock and key. The records shall not be kept in a student's regular file. Only the superintendent or his/her designee shall have access to the files. The files on each student shall be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of his/her chemical abuse testing records upon written request.

Grievances

The procedure for appealing is found in the MVE handbook.

The following procedures will be followed when students violate this policy:

1. The parent or guardian will be notified.
2. The superintendent or designee shall schedule a conference with the student's custodial parents or legal guardians to explain the results.
3. Counseling/rehabilitation will be strongly recommended for the student who test positive. This will be at the expense of the student.
4. The student will be placed on a 20-day probation from any school activities. After twenty-one days, the student will be tested again at the student's own expense. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to continue in school activities for one calendar year. The student cannot participate in any form of extracurricular activity involving MVE schools. To regain eligibility for participation in activities after the calendar year period, a student must have a negative chemical screening test. This must be administered by the pre-designated doctor at the student's expense.

CLASSROOM EXPECTATIONS

1. Be in your assigned seat ready to begin work when the tardy bell BEGINS to ring.
2. Bring all necessary materials to class every day.

3. Complete all assignments.
4. Do not work on assignments from other classes while in a class.
5. Follow instructions at all times.
6. Cheating will not be tolerated.
7. Keep your hands, feet, and objects to yourself.
8. Respect your classmates and their property.
9. Do not have food or drinks other than water in the classrooms and hallways.

CLOSED CAMPUS Page 26 MVE Student Policies

Students may not leave the campus during the school day unless permission has been granted by a parent through the principal's office. Once you enter the student parking lot or any part of the campus, even before classes have started, you cannot leave without permission from the office.

Leaving solely for the purpose of eating lunch will not be permitted except in extenuating circumstances. Students who leave campus for any reason without principal approval will be subject to disciplinary action ranging from early detention to loss of driving privileges.

CONTRABAND

Contraband such as laser lights (ACA § 6-18-512), lighters, matches, radios, TV sets, tape recorders, CD players, any other electronic devices, sunglasses, hats, caps, chemical agents, and fireworks will not be allowed on school campus without prior approval. If such a device is brought to school it will be collected by the teacher and handed to the principal. **Students who violate this policy are subject to disciplinary action that will range from a minimum of a student conference to a maximum of expulsion.**

DAMAGE, DESTRUCTION OR THEFT OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor in an amount not in excess of \$2,000.00. Depending on the severity of the offense any of the following could be imposed:

- a. Suspension (5 days plus payment of replacement cost and placed on probation)
- b. Suspension (10 days plus payment of replacement cost and placed on probation)

MVE school reserves the right to bring criminal charges against the student in addition to other discipline.

DELAYED START FOR SCHOOL PROCEDURES

The decision to close school will be made by the superintendent of schools. When the superintendent has reason to close school, he will begin a process of informing staff, parents, and students through the use of Little Rock TV stations and recorded telephone announcements. Please contact the office to be added to the telephone contact list.

DETENTION HALL

MVE high school uses a school-wide discipline system to help maintain order and provide a basis of understanding between students, parents, and the staff of MVE High

School. The discipline system is based on detention hall. Detention hall is held daily at the following times:

Teacher Detention	7:40-7:55 daily in room 23
Early Detention Hall	7:00 a.m. till 7:40 a.m. (held on Monday - Friday each week)

Classroom teachers will use teacher detention for classroom behavior that does not warrant an office referral. **If a student has 3 no shows for teacher detention, an office referral will be made.**

It is not possible for students to ride the school bus and attend early detention hall; instead students must provide their own transportation to or from school in order to attend.

A student who is tardy to detention hall will remain that day and will receive an additional day for being tardy. A student will be assigned to one session of Saturday school for excessive tardiness to early detention hall. If a student is more than ten minutes late, he will not be allowed to stay, and thus will receive no credit for being there. Students who fail to attend or are more than ten minutes late to detention hall will be assigned two additional detention halls. After a student has accumulated a total of five detention halls, he will be assigned one session of Saturday School. If a student is absent from school on the day he has detention hall, he must report the day he returns to school.

A student assigned to detention hall by the administration as a disciplinary measure must attend at the assigned time.

DISHONESTY

Students shall refrain from purposely deceiving or misleading any staff member in their efforts to gain factual information concerning any event. Also, students shall not be involved in any effort to receive credit for any assignment by dishonest means. This includes but is not limited to: copying, plagiarism, and stealing. **Consequences for this infraction range from conference to expulsion. Students who have been caught plagiarising will not be exempt for semester testing in that course.**

DISORDERLY CONDUCT

Students guilty of inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program are subject to a minimum of suspension to a maximum of expulsion.

DISPLAY OF AFFECTION

Undue public display of affection between students on campus is not in good taste and will be subject to disciplinary action ranging from student conference to suspension.

DRESS CODE

It is felt that learning to dress appropriately is an important aspect of a student's education. It is also felt that improper dress is a distraction and a deterrent to the education process. Any student may be sent home immediately if clothing does not meet the dress code or attracts undue attention to the student, thus creates a disturbance in the school. All garments must be worn in a manner as not to detract from the dignity of the student, school, and community.

The Board of Education and Administration has adopted the following dress code:

- a. Students will, at all times, dress in good taste and be groomed to present a respectable appearance.
- b. Clothing displaying demonic symbols, slogans, or pictures of a vulgar nature or depicting alcohol beverages, tobacco products or illegal drugs will not be worn.
- c. Hats, caps, or sunglasses (except for medical reasons) will not be worn in any building.
- d. Students may not wear apparel that exposes bare midriff in any position. Shoulder width on shirts or tops must be a minimum of three inches. Boys must wear a top with enough sleeve to cover the armpit. Girls must keep their bra covered. No cut-out, ball practice shirts may be worn outside the gym.
- e. Students may dress in shorts year round. Shorts and skirts must be of the appropriate style and length. Shorts must be at least as long as the tips of the fingers when standing in a relaxed, hands at the sides, position.
- f. Tights, leggings, or spandex are not allowed unless covered by a garment that provides front and back coverage whether student is sitting or standing.
- g. Act 835 of 2011 prohibits wearing clothing that exposes underwear, buttocks, or the breast of a female on the grounds of a public school or school sponsored activities. Pants and shorts with holes must have no holes higher than the tips of the fingers when standing in a relaxed, hands at the sides, position.
- h. Students will not be allowed to wear sleepwear, including house shoes.

Students who do not comply with these guidelines will receive appropriate disciplinary action. Since styles, fashions, and fads change, the administrators may make decisions regarding other modes of dress that are considered inappropriate. If a student's teacher is concerned with a possible violation of the previous guidelines, this disapproval must be expressed to the appropriate administrator. The student will then be called in for consultation and possible disciplinary action ranging from changing clothes to suspension. Final decision on any matters of dress code, will be at the discretion of the administration.

Students cannot attend class and will be counted absent from class until provisions are made to attain proper clothing. After contacting the parent/guardian the student will be sent home or issued school clothing. Refusal to wear the school clothing will result in disciplinary action for insubordination.

Exceptions to the above rules and regulations may be approved for special occasions by the administration.

DRUGS AND ALCOHOL

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol

and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our school.

Therefore, no student in the MVE school district shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is on route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to : alcohol, or any alcoholic beverage; inhalants or any ingestible matter that alter a student's ability to act, think, or respond; LSD or any other hallucinogen; marijuana, cocaine, heroin, or any other narcotic drug; PCP; amphetamines, steroids, designer drugs; look-alike drugs; or any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement, or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Medical Information.

Any student who violates the drug and alcohol policy stated above shall be subject to immediate out-of-school suspension for 10 days. Students will not be allowed to re-enter school until a conference has taken place with school administration, parent, and student.

Any student found guilty of a second offense shall be expelled after the normal due process and expulsion procedure has been followed. This expulsion will be immediate and range from a minimum of one complete school semester, to one calendar year, to permanent expulsion. Upon recommendation by the administration, placement in an Alternate Education Environment may be given in lieu of expulsion.

In all cases involving alcoholic beverages, drug paraphernalia, and/or controlled substances, the proper law enforcement authorities will be notified.

DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by board policy and/or school regulations, and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct.

Principals and teachers have the responsibility to follow board established procedures in disciplinary actions against students. Principals are responsible for

notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed and to arrange with proper school authorities for desired student hearings.

The due process rights of students and parents are as follows:

- a. Prior to any suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
- b. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
- c. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.
- d. Any parent(s), tutor, or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools after appealing to the school's principal.

ELECTRONIC DEVICES/INTERNET SAFETY Page 55 MVE Student Policies

Students are not allowed to utilize, bring attention to or display any electronic communications or entertainment device on campus between the hours of 7:55 am and 3:10 pm. The utilization of these devices before and after school hours or while on extra-curricular activities will be left to the discretion of the principal. Students are not to utilize these devices at any time inside school buildings (halls, library, classrooms, restrooms, offices, cafeteria), or on any school bus. The only exception to use in building or on buses is at the specific direction of the bus driver or classroom teacher (instructional purposes only). Consequences for violations of this policy will be:

First offense:

1. Device will be taken up and parent must pick up
2. If student refuses to surrender his/her device, it will result in 5 days Out-Of-School Suspension (OSS).

Second Offense:

1. Device will be taken up and parent must pick up
2. The student will receive 1 day Saturday School.
3. If student refuses to surrender his/her device, it will result in 10 days OSS.

Third Offense:

1. The device is taken by the office and kept until the parent picks it up. The student may no longer bring cell phone on campus.
2. The student will receive 3 days OSS.
3. If student refuses to surrender his/her device, expulsion for the remainder of the semester with loss of credit.

Fourth Offense:

1. The device is taken by the office and kept until the parent picks it up.
2. The student will receive 5 days OSS.
3. If student refuses to surrender his/her device expulsion for one year with loss of credit.

Students who have not utilized or displayed their own electronic communications or entertainment device, but have done so with another student's device will be subject to the consequences above.

Students are allowed to use electronic devices before 7:55 am outside of the building and after 3:10 pm. Students should not have electronic devices out or turned on inside the building on campus at any time during the school day. These rules apply to electronic watches as well (i.e. Apple Watch).

EXTRA CURRICULAR/OFF-CAMPUS SCHOOL EVENTS Page 117 MVE Student Policies

Students at school-sponsored off-campus events will be governed by school district rules and regulations and be subject to the authority of school district personnel or authorized chaperones. Failure to obey the rules and/or failure to obey reasonable instructions of school district personnel shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in disciplinary action applicable under the regular school program.

FALSE ALARMS

State law ACA § 5-71-210 makes it illegal to submit any type of false alarm, i.e. 911 calls, bomb threats, fire, etc. Students found guilty are subject to discipline ranging from suspension to expulsion. Since this is considered a Class D felony, appropriate law enforcement agencies will be notified.

FALSIFICATION OF SCHOOL RECORDS

A student who falsifies any school record, i.e. hall passes, absentee slips, report cards, etc. will be subject to suspension.

FIGHTING

Fighting will not be tolerated during the school day or at any school activity. Students involved in such conduct will receive immediate suspension. Suspension will range from OSS to expulsion.

FOOD AND DRINK

Students are not permitted to bring food or drinks other than water into the buildings or classrooms. Violation of this rule will result in disciplinary action ranging from student conference to detention hall.

GAMBLING, IMMORALITY, AND PROFANITY

Principals and teachers shall exercise careful supervision over moral conditions in the school. Gambling, immorality, and profanity on the school grounds will not be tolerated; these acts will be subject to the appropriate disciplinary action ranging from Saturday School to expulsion.

1. Immorality -- A student shall abstain from immoral acts.
2. Gambling -- A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.
3. Profanity -- A student shall abstain from using profanity.
4. Shocking Behavior -- Students should refrain from any type of behavior that would be "shocking" to the school or community.

HALL PASS

A hall pass is necessary when a student leaves the classroom during the period. This pass must be dated and signed by the teacher in charge of the room from which the student is leaving. Students found in unspecified areas are subject to disciplinary action ranging from a minimum of early detention hall to a maximum of suspension.

HALL RULE

The halls of the school building will be open to students at 7:55 am in the morning and closed during the lunch period.

INDECENCY

A student found guilty of committing or attempting to commit an act which, in the judgement of the school administration, is considered indecent will face disciplinary action ranging from detention to Saturday School.

INSUBORDINATION Page 40 MVE Student Policies

Students are expected to follow all instructions given by any staff member while on campus or any school related activity. Refusal or failure to comply can be serious and is punishable by a minimum of detention hall to a maximum of expulsion.

LEAVING CLASS

To leave class during session, a student must be granted permission by the teacher and the hall pass card must be signed. Students are not to leave the classroom, with the exception of emergencies or called by the office.

LIABILITY FOR INJURY

Each student is responsible for his/her conduct at all times. A student who causes injury to another student or a school employee will be liable for any damages and is subject to a minimum of suspension to a maximum of expulsion.

LIBRARY MEDIA CENTER

The MVE High School Library Media Center strives to provide a learning environment for all students. This environment will supplement the curriculum and adhere to the ALA Library Bill of Rights. In order to provide the best possible service, the library policies for seventh through twelfth grades will be as such:

1. The media center is a place for quiet, independent study and research.
2. Students may use this facility for a specific assignment with permission from his/her teacher during class; however, a pass must be issued by the teacher and presented to the Library Media Specialist.
3. Leisure reading should be done only at lunch and before school.
4. The media center will open each morning at 7:40 and remain open until 3:10.
5. Most books may be checked out for a two-week period. Reference books may not be checked out.
6. Once a book becomes overdue, the student may lose the privilege to borrow books from the library, until that book is returned or paid for.
7. If a book becomes damaged or deemed unusable while checked out to a student, that book must be paid for before borrowing privileges are reinstated. Lost or damaged books will be charged at the original purchase price, if that price is unavailable, then will be charged at a replacement price. Payments for lost or damaged books must be made to the Library Media Specialist, at which time a receipt will be given.

8. If a payment is made for a lost book, which is later found and returned in usable condition, then reimbursement for the payment will be rendered. Reimbursements will be paid out once a semester and mailed to the parent/guardian at the address listed on the student's record.

9. Any other issues will be resolved on a case by case basis, at the discretion of the Library Media Specialist and the administrators of MVE High School.

10. Do not remove any material from the media center without first checking it out with the Library Media Specialist or assistant. Act 906 of 1995 provides support for media centers in terms of keeping "library (media center) materials" secure from unauthorized removal or willful mutilation. This act provides support by allowing charges to be brought against a person who violates school policies that govern media center security and provides protection to the employee that detains or questions a person believed to be concealing materials. This act also allows for a person to be detained and questioned in a reasonable manner if media center personnel believes a person has committed an offense or has concealed any center material within his/her belongings. This law protects media center personnel that detain or question any person from civil liability.

LOCKERS

Lockers are for storage of books, notebooks, and lunches. Valuable items or money should never be left in them. Keeping your locker locked, its combination secret, and not sharing it with others is the best way to avoid missing contents.

Use only the locker assigned to you. The rental fee of the locker with a lock furnished will be \$5.00 per year. If the lock is misplaced or lost, the student will be charged \$5.00 at the end of the year to replace the lock.

Do not use paint of any kind on the inside or outside of any locker. Stick-on type materials of any kind are not permitted on the outside of any locker. Damage to a locker may result in disciplinary action.

A locker is considered school-owned and is subject to a search at any time. The student to whom the locker is assigned is responsible for the contents and for any damage done to the locker.

LOCKER SEARCHES Page 63 MVE Student Policies

1. A search may be conducted only if there is reasonable suspicion that a controlled substance, illegal material, gun or other contraband is present.
2. Students should be informed in advance of a search that school authorities have equal access to lockers.
3. The district's ownership of lockers does not, in and of itself, remove a student's expectation of privacy.
4. Students should be informed, when locker assignments are made of conditions governing the use of school lockers.
5. A blanket search of lockers should not be conducted except in unusual circumstances.

LOITERING

No person, including students, shall loiter on or near the school grounds of any school at any time without expressed lawful business. Loitering is defined as “to hang around or linger on or within 100 feet of any school” (AR Code 6-21-607).

MVE High School students are not permitted on any other campus at any time. This includes before school, during school and after school. If legitimate business requires a visit to the other campus, the student should first seek approval. Students violating this policy will be subject to disciplinary action ranging from a conference to suspension.

LOITERING BY SUSPENDED STUDENTS Page 59 MVE Student Policies

A student provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter such building or be present on school grounds. Penalties will include:

- a. Extend length of suspension or recommend expulsion
- b. Student(s) shall be arrested and charged in accordance with Arkansas Law (Act 7 of 1971) ACA 6-21-607

LOSS OF EXEMPTION FROM SEMESTER TESTS

1. Students who are placed in In-School Suspension because of disciplinary infractions or receive out-of-school suspension will lose their right to be exempt from semester tests.
2. Students enrolling after the third day of the semester will be required to take semester tests.
3. Students who have violated the academic integrity policy will lose their right to be exempt from semester testing for that semester.

OFF LIMIT AREAS

Before School (Prior to 7:40 Bell)

All students must remain in the cafeteria, the courtyard, or library before school. All other areas, including student lockers, are off limits.

At Lunch

The following areas are off limits during lunch:

1. Main buildings
2. All parking lots

Students found in these areas are subject to disciplinary action ranging from detention hall to Saturday School.

PARKING

Students must possess a valid driver's license, proof of insurance, and purchase a parking permit in order to park on campus. The following rules apply:

1. All cars must be properly registered with the office before they may be driven to school and parked on school property.
2. Students will be required to park and leave them in assigned areas upon arrival.
3. Students are not to sit in parked cars or loiter around them. Parking lots are off limits during the school day.
4. No person shall sit in, drive, or ride in any car except to and from school during school hours unless permission is obtained from the principal's office.

5. Students are forbidden from using electronic devices while driving any vehicle at any time on school property. Violation may result in disciplinary action up to and including expulsion.
6. Speeding or reckless driving on or off campus reported by any staff member will result in revocation of students' privilege of parking on school property.

Discipline for any of the above infractions will range from early detention hall to suspension. **Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the principal.**

PERSISTENT DISREGARD FOR SCHOOL RULES

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to established rules shall be recommended for expulsion.

POSSESSION OF WEAPONS, DANGEROUS INSTRUMENTS, AND CONTRABAND

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that might reasonably be considered a weapon or dangerous instrument or any contraband material. Act 567 of 1995 requires expulsion for a period of not less than one year for possession of any firearm or other weapon prohibited upon the school campus by law, however, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-to-case basis.

PREPARATION FOR CLASS

Before the tardy bell rings, students are to be in their classroom seats with the appropriate materials required for that class. Student are not to take food or drinks into the classroom unless approval has been secured in advance by the instructor of that class and the principal.

PROFANITY

A student shall not use abusive, vulgar, or irreverent language on the school campus at any time. Disciplinary action will range from conference to suspension.

PROPERTY DESTRUCTION OR VANDALISM

Students shall not cause or attempt to cause damage to any property, publicly or privately owned. The party responsible for destruction will provide restitution as determined by the administration. Parents of a minor child may be held responsible for monetary damages. Students who destroy property of other students and/or staff members away from campus will violate this policy if determination is made that the act was a culmination of events that occurred on campus. Consequences of vandalism will range from detention hall to expulsion, dependent upon the severity.

REQUIREMENT TO IDENTIFY SELF

All persons must, upon request, identify themselves to all school authorities in the school building, on school grounds, and at all school-sponsored events. Failure to do so will result in a minimum of a conference to a maximum of a suspension.

SATURDAY SCHOOL POLICY

The main purpose of this school shall be to help students remain in school instead of being suspended; however, Saturday School is not available to students who are found guilty in the use of drugs, alcohol, fighting, and employee abuse.

Saturday School will be offered during the school year, excluding holiday weekends (Thanksgiving, Christmas, AEA meetings, spring break). It will be held at MVE High School Library. Failure to attend Saturday School without prior approval or failure to comply with all Saturday School rules will result in disciplinary action ranging from Saturday School reassignment to out of school suspension.

The rules are as follows:

1. At least one parent must bring the student to Saturday School and check him/her into class and agree to be available in case of illness or misbehavior by the student during the hours of Saturday School. Parents and students will enter through the side door near library. There must be an emergency telephone number left with the supervisor before the parent leaves. Arrangements must be made to remove the child from MVE High School campus promptly at 12:00 dismissal. Failure to follow these guidelines could result in loss of Saturday School as a disciplinary option.
2. Upon checking in, each student must have one (1) library book, two (2) textbooks, paper and pencil. No magazines or newspapers will be allowed.
3. Appropriate school clothing must be worn. Tank tops, muscle shirts or shirts with suggestive slogans will not be allowed. Shorts must be an appropriate length.
4. Saturday School begins at 8:00 a.m. Doors will be locked at this time and no one will be permitted to enter late.
5. Productive and meaningful activities are expected throughout each session. Head on desk or sleeping will not be tolerated; students will be sent home if this occurs.
6. There will be one break in the morning.
7. All classroom/school rules and regulations will be followed during Saturday School.
8. Only verifiable physician statements will be acceptable as an excuse for not attending Saturday School.
9. If a student cannot attend Saturday School on the assigned date, the parent shall contact the administration before the end of the school day on the Thursday prior to the Saturday School assignment. At that point the administration may delay the assignment due to genuine and verifiable conflicts.
10. If a student becomes ill during the night and a parent notifies a school official on-site the morning of the assigned Saturday School, the Saturday School shall be reassigned.

SCHOOL BUS TRANSPORTATION Page 42 MVE Student Policies

Policies for Students Riding School Buses

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike or ride or walk to or from school.
2. While loading or unloading, enter or leave the bus orderly and quickly.

3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. The principal has the authority to temporarily suspend a student from riding the bus.
4. Students are not to distract the attention of their driver or disturb other riders on the bus (which includes keeping your hands to yourself; attend to your own matters; leave other students alone, and be reasonably quiet).
5. No knives or sharp objects of any kind are allowed-neither firearms, pets, nor other living animals, etc.
6. A student who wishes to ride a bus other than the one to which he/she has been assigned must have a note from his/her parent/guardian. The note must be approved by the principal.
7. You are not to tamper with any of the safety devices, such as door latches, fire extinguishers, etc. Students must remain seated while the bus is in motion and must not ever move while it is stopped except as the driver directs. Students are not to put their hands, arms, heads, or bodies out the window. Do not yell at anyone outside the bus.
8. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food, or other objects on the floor of the bus. Do not eat on the bus. Keep aisle of the bus clear from books, lunches, coats, etc. Do not put feet in the aisle.
9. Act 854 of 1987; ACA 6-21-609 of State Legislature makes it illegal to smoke on school buses. The penalty for violating this law is a fine ranging from \$10-\$100.
10. Act 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state. Any person who violates the Act shall be guilty of a misdemeanor, and upon conviction, shall be punished by a fine of no less than \$25 nor more than \$100. ACA 5-60-113
11. Do not ask the driver to let you off the bus anywhere except your regular stop.
12. If you cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (unless the driver directs you differently)
13. Students who cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver signals you to do so.
14. Visitors are not allowed except in case of an emergency. Permission must be secured from the principal.
15. This is not intended to cover everything, but it is a very specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

Consequences for not following the student expectations on the school bus will range from detention hall to suspension of riding privileges.

SMOKELESS TOBACCO/TOBACCO/E-CIGARETTES/VAPES Page 47 MVE Student Policies

Students are not permitted to smoke, use, or have in possession any tobacco product (including e-cigarettes and like products) on campus, school buses, or at any

school activity. Violation of this rule will result in disciplinary actions that range from In-School Suspension to Out-of-School Suspension.

First Offense:

1. A parent or guardian will be notified.
2. One (1) day of Saturday School-While attending Saturday School, student must complete a school provided assignment on the dangers of tobacco, cessation programs, etc.
3. Students and parents will be provided information about available cessation programs.

Second Offense:

1. A parent or guardian will be notified.
2. Two (2) days of ISS-While attending ISS, student must complete a school provided assignment on the dangers of tobacco, cessation programs, etc. in addition to other class assignments provided by teachers or ISS supervisor.
3. Students and parents will be provided information about available cessation programs.

Third Offense:

1. The parent or guardian will be notified.
2. Three (3) days of Out-Of-School Suspension.
3. A parent-principal conference must be held before the student is allowed to return to class.
4. Students and parents will be provided information about available cessation programs.

Fourth Offense:

1. The parent or guardian will be notified.
2. Four (4) days of Out-Of-School Suspension.
3. A parent-principal conference must be held before the student is allowed to return to class.
4. Students and parents will be provided information about available cessation programs.

Violators of this rule will be reported to law enforcement authorities. Any person violating the provision of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars and no more than one hundred dollars. ACA 6-21-609.

STUDENT FUND-RAISING, DRIVES, AND PETITIONS Page 59 MVE

Student Policies

Any drive for money by classes or other organization must have the authorization of the administration of the school. All money collected in the name of the school shall be deposited in the school activity account or with the school bookkeeper.

Money-making projects are to be limited and should be oriented toward service to the community, rather than door-to-door sales activities.

Expenditures of these funds shall be limited to activities and/or projects that are beneficial to the school, and expenditures shall be approved through the club or class sponsor and the principal.

Students not fulfilling their part in any money making project for a class or organization of which they are a member will not be entitled to partake of the benefits.

TARDY POLICY Page 25 MVE Student Policies

Students are expected to be prompt in arriving at school. Students having business in the office will be required to arrive at school early enough to care for the business before school begins. Standing in line for an admission to class slip will not be an excused tardy. The third tardy to school during a term and every tardy to school thereafter will result in disciplinary action.

- a. 3rd tardy-1 detention hall
- b. 4th tardy-2 detention halls
- c. 5th tardy-3 detention halls
- d. After the 5th tardy student is subject to disciplinary actions ranging from Saturday school to loss of driving privileges

Tardies for second through eighth period shall be defined as a student not being in his assigned learning stations or seated when the tardy bell rings.

Each student is given a tardy card at the beginning of each semester or when he/she enrolls in school. When the student is tardy, the card must be presented to the teacher to be signed and dated. When the card has been signed four (4) times, the student is sent to the office. The student will be assigned 1 day of detention hall and receive another tardy card. After the second card has been signed two (2) times, the student is sent to the office and assigned 3 days detention. Every tardy after will result in disciplinary actions ranging from Saturday School to a maximum of suspension.

If students lose their cards or do not have them when they are tardy, they are to be sent to the office and receive disciplinary action

A student who is more than 10 minutes late to class will be considered absent.

THEFT Page 40 MVE Student Policies

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat. The offense or theft of anything will be viewed as serious misconduct and discipline will range from a minimum of a suspension to a maximum of expulsion from the school. In addition, authorities may be notified and prosecution in the courts may result. Students shall make restitution of any property stolen by them.

THREATENING BEHAVIOR Page 40 MVE Student Policies

Threats of physical harm to any person will not be tolerated. Insinuations of death or harm to another are prohibited. Threats may be considered as criminal acts in which law-enforcement involvement will occur. Appropriate action will be taken upon reports of all threats. This includes oral, written, physical or electronic communication (phone, internet, etc.). Any person who communicates an intention of bringing a weapon to school to inflict harm to another will be immediately referred to the appropriate law enforcement agency. Violation of this policy will result in consequences ranging from conference to expulsion.

TRASH

Do not drop paper, candy wrappers, cold drink containers, or other waste materials on the floor, halls, passageways, or grounds, but place them in conveniently located

containers for that purpose. Students violating this rule will be subject to discipline ranging from a minimum of detention hall to a maximum of suspension.

VIOLATIONS OF THE LAST DAY OF SCHOOL

Violations on the last day of school that cannot be addressed on that date will result in disciplinary action the next school year.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

It is the practice of MVE High school to facilitate honesty and integrity among the student body. Students must work to be successful in the classroom with each student's success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable. The definition of academic misconduct can include but not limited to:

1. Giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports, or other assignments;
2. Knowingly misrepresenting the source of any academic work;
3. Unauthorized changing of grades;
4. Unauthorized use of school approvals or forging of signatures;
5. Plagiarizing of another's work;
6. Otherwise acting dishonestly in the classroom.

Any breach in the academic integrity policy may result in disciplinary action ranging from detention to Saturday School and/or loss of credit for the assignment. All student work may be subject to analysis by plagiarism software. Students who have plagiarised will not be exempt from semester testing for that semester. Parent or guardian will be notified on each offense.

Examples which violate academic integrity:

- Cheating-giving, using, or attempting to see unauthorized materials, information, notes, study aids, or other devices in any academic exercise including unauthorized communication of information.
- Fabrication and falsification-unauthorized alteration or invention of any information or citation in an academic exercise.
- Plagiarism-knowingly presenting the work of another as one's own whether it be a sentence, paragraph, or whole essay(i.e., without proper acknowledgement of the source). This includes the use of Internet sources. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- Facilitating academic misconduct-giving or attempting to help another commit an act of academic misconduct.
- Tampering with materials, grades, or records-interfering with, altering, ora attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying,or removing the original information found in such records.
- Violating copyright laws-all applicable copyright laws will be in effect as related to both computer software and printed books and materials.

Students who are taking a concurrent credit course will be subject to both the MVE policies and the policies of the institute in which courses are being taken.

AP COURSES

For the purpose of determining weighted grade point averages, the numeric value of each letter grade shall be:

A = 5 points

B = 4 points

C = 3 points

D = 2 points

F = 0 points

Classes in which students may earn college credit while they are in high school are available at Mount Vernon Enola High School. Advanced Placement (AP) are recognized by MVE High School and are offered in AP English Language and Composition, AP English Literature and Composition, AP Biology, AP United States History, and AP Calculus. Weighted grades (5-point 'A' grading scale) are given to students who take the AP exam given by the College Board. Weighted grades awarded by another Arkansas accredited school in AP Courses will be recognized for students who transfer into the Mount Vernon Enola School District. Students not enrolled in AP classes may take an AP exam, but will be required to pay for the exam. All Advanced Placement teachers are trained to instruct Advanced Placement Classes.

ARKANSAS ACTIVITIES ASSOCIATION - STUDENT ELIGIBILITY

1. Player must be under 20 years of age.
2. Player may participate only during the first eight semesters' attendance in high school.
3. Player must be passing four subjects (other than physical education, music, extra-curricular activities) at the time of participation in athletics and must have passed four subjects the previous semester.
4. A player must maintain academic standards as set by the Arkansas Activities Association. In addition to the academic standards of the Arkansas Activities Association, all players in grades 7-12 must have had a 2.0 GPA the previous semester.
5. Unless legally adopted by other persons, the residence of a player is taken to be that of his/her family.
6. Physical examinations are required for participation in athletics.

CLASSIFICATION OF STUDENTS

Students are classified by the number of credits he/she has accumulated.

- Sophomore-passed 5 units, 2 of which must be required ninth grade core(math, English, science, social studies) courses. Both semester of 2 core courses passed.
- Junior-passed 11 units, which must include at least 2 required 10th grade core courses passed in their entirety.
- Senior-passed 17 units, which must include at least 2 required 11th grade core courses passed in their entirety.

Transfer students will be classified on a temporary basis until proper confirmation of grade placement is received from the school from which the student has withdrawn. BIG period assignments will be based on classification of students. Students must attend class meetings and assemblies according to BIG period assignments.

CONCURRENT CREDIT

A student at MVE High School may enroll in courses at a publicly supported community college or four-year college or university and receive academic credit at both the college and at the high school. A student who chooses to enroll in college courses:

1. Must have completed 8th grade.

2. Must be enrolled as a full-time student in the 9th, 10th, 11th, or 12th grade.
3. Meet the admission requirements for the college or university he or she plans to attend and take responsibility for initiating such admission
4. Will receive an additional one half elective credit toward high school graduation for each 3 hour college-level course successfully completed.

CONWAY AREA CAREER CENTER

Conway Area Career Center will offer courses at Vilonia High School and Quitman High School. The courses there are approved by the Arkansas Department of Workforce Education and will count toward high school graduation requirements. Students wanting to attend Conway Area Career Center must seek approval from the principal.

MVE High School Students who attend

- Must ride the bus provided by the school to and from the Career Center
- Must abide by all MVE High School rules and regulations
- Cannot attend if suspended from Mount Vernon Enola High School or is in attendance in ISS
- MVE High School attendance policy will be in effect

CREDIT RECOVERY

MVE High School offers academic credit recovery. Credit recovery is offered through the APEX computer program.

1. Students must have been previously enrolled for the entire semester class in which they are attempting credit recovery, and failed due to attendance or a final grade of F.
2. MVE High School Administration will determine courses offered.

CURRICULUM

Students have the right to a meaningful curriculum, to express their opinion in its development, and to have access to guides and course outlines. They have the right to know what is expected of them in class and to be informed of their progress.

MVE High School offers the 38 courses required by the Standards for Accreditation as well as a variety of other classes that are not required by the State Department of Education. Mount Vernon Enola High School offers a broad curriculum in hopes that students can be prepared for further studies in college or technical schools or for joining the workforce or military after high school graduation.

Courses offered by MVE are as follows:

English

English 9	Transitional English 12
English 10	English 12
Pre-AP English 10	CC Freshman Comp I/II
English 11	Oral Communications
AP Language and Composition	Journalism

Social Studies

World History	Psychology/Sociology
Civics	Economics
American History	World Geography
AP United States History	

Mathematics

Algebra I	Algebra II
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Algebra III
Quantitative Literacy
CC College Algebra
CC Statistics

Geometry
Pre-AP Trig/Pre-Calculus
AP Calculus AB

Science

Physical Science
Chemistry
Environmental Science
Anatomy/Physiology

Pre-AP Biology
AP Biology
Biology

Foreign Language

Spanish I, II, III

Career Technical

Fine Arts

Choir I, II, III
Instrumental Music I, II, III
Piano/Guitar

Art I, II
Visual Art

Other

Physical Education
Health & Safety (CPR training)
Softball
Essentials of Computer Programming

Basketball
Baseball
EAST I, II, III, IV
ACT Prep

DROPPING A CLASS

If a student should drop a class before completion, he will receive an "F" in the course. This includes removal from athletics, work programs, academic classes, etc.

A student taking a concurrent credit class in conjunction with a MVE High School Advanced Placement (AP) class will be allowed to drop the concurrent credit through the post-secondary institution; however, a student may not drop the Advanced Placement (AP) class. **IMPORTANT:** Post-secondary institutions require a specific drop date, beyond which the student must accept the grade he/she has at the time. Students that drop all concurrent credit classes, for which they are enrolled for the term, must formally withdraw from the post-secondary institution, or they will still receive an "F" in each class. Dropping a concurrent class and formally withdrawing from the post-secondary institution is the student's responsibility.

GRADING SCALE

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. Grades that reflect other educational objectives, such as those contained in the learner outcomes and curriculum frameworks, may also be given. The professional staff is directed to establish a process designed to implement and document this policy.

The following grading scale shall be used for all courses offered.

A -- 90-100	A Superior
B -- 80-89	B Above Average
C -- 70-79	C Average
D -- 60-69	D Below Average
F -- 0-59	F Failure

Each letter grade shall be given a numeric value for the purpose of determining grade average. A student that takes a course over because of failure or to remove a non-desirable grade will have the lower grade removed from e-School and will not have the lower grade used in figuring GPA. Credit Recovery on Apex Curriculum software will be scored as assignments and quizzes 50% of the final grade, and semester exam(s) 50% of the final grade. Except for AP, IP, or ADE approved honors courses, the numeric value for each letter grade shall be:

- A=4 points
- B=3 points
- C=2 points
- D=1 point
- F=0 points

GRADE POINT AVERAGE

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

1. A student's GPA will be determined by the grades received on all solid subjects (unless otherwise noted) credited toward graduation attempted in grades 9, 10, 11, 12. Eighth grade algebra will also be a part of GPA. GPA will be calculated at the end of each term.
2. All solid subjects attempted at MVE High School in grades 9-12, along with 8th grade Algebra I, will be counted in the GPA. These include all subjects except athletics. Concurrent credit classes taken in conjunction with Advanced Placement classes will be recorded on post-secondary transcripts only.
3. GPA will be used in determining class rank with the exception of those students with a modified curriculum.

GRADUATION REQUIREMENTS AND SMART CORE CURRICULUM

Page 92 MVE Student Policies

MVE High School will teach the Smart Core Curriculum. All students will participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. Parents will be notified of Smart Core curriculum in grade six (6) and continually through grade twelve (12) as appropriate. This notification will occur at parent-teacher conferences, career action planning night, PTO meetings, counselor meetings, and in the student handbook. Parents are required to sign an informed consent document, which will be attached to the permanent student transcript. This document will be transferred to other schools/districts with student's records.

SMART CORE: Sixteen (16) units	CORE: Sixteen (16) units
English	English

four(4) units-9th, 10th, 11th, and 12th	four(4) units-9th, 10th, 11th, and 12th
Oral Communications: one-half(½) unit	Oral Communications: one-half(½) unit
<p>Mathematics: four(4) units Algebra I or Algebra A & B (which may be taken in grades 7-8 or 8-9) Geometry or Investigating Geometry or Geometry A&B(which may be taken in grades 8-9 or 9-10)*A two year algebra 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; and The fourth unit may be either:</p> <ul style="list-style-type: none"> ● A math unit beyond Algebra II: can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Top and Modeling in Mathematics, mathematical Applications and Algorithms, Linear Systems and Statistics, or any of sever IB or Advanced Placement math course; or ● A computer science flex credit may be taken in the place of a fourth math credit 	<p>Mathematics: four(4) units</p> <ul style="list-style-type: none"> ● Algebra or its equivalent-1 unit ● Geometry or its equivalent-1 unit ● All math units must build on the base of algebra and geometry knowledge and skills. ● A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry <p>*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.</p>
<p>Natural Science:</p> <ul style="list-style-type: none"> ● DESE approved Biology-1 credit ● DESE approved Physical Science-1 credit ● A third unit that is either : <ul style="list-style-type: none"> ○ An additional science credit approved by DESE; or <ul style="list-style-type: none"> ■ Environmental Science ■ Anatomy/Physiology ■ AP Biology ■ Chemistry ○ A computer science flex credit may be taken in the place of a third science credit 	<p>Science: three(3) units</p> <ul style="list-style-type: none"> ● DESE approved Biology-1 credit ● DESE approved Physical Science-1 credit ● A third unit that is either: ● An additional science credit approved by DESE; or ● A computer science flex credit
<p>Social Studies: three(3) units</p> <ul style="list-style-type: none"> ● Civics one-half (½) unit ● World History-one unit ● American History-one unit 	<p>Social Studies: three(3) units</p> <ul style="list-style-type: none"> ● Civics one-half (½) unit ● World History-one unit ● American History-one unit
Physical Education: one-half(½)unit	Physical Education: one-half(½)unit
Health and Safety: one-half (½) unit	Health and Safety: one-half (½) unit
Economics-one half (½) unit	Economics-one half (½) unit
Fine Arts: one-half (½) unit	Fine Arts: one-half (½) unit
Career Focus: six(6) units	Career Focus: six(6) units

All students graduating from MVE Schools must acquire 24 Carnegie units, which include the 22 required by the DESE.

Students must meet all the requirements to receive a diploma in order to participate in the graduation ceremony.

Students who receive direct special education services must complete the Individualized Education Plan as determined by the Special Education IEP Team.

A minimum of twenty-four (24) units is required for graduation.

The MVE School District believes homework to be an integral, positive part of each student's educational program. The district recommends a reasonable amount of homework which will vary from day to day with each student, commensurate with the individual's capacity, potential, and need. Homework assignments shall be worthy of the time necessary for being corrected and discussed by the teacher with the individual student or class. Homework will be accepted late up until the Friday of the eighth week of a nine-week grading period for up to 75% credit. This policy does not apply to classwork, tests, and research papers.

HONOR GRADUATES

Students must take a minimum of 2 AP courses and have a 3.6 or better cumulative grade point average to be eligible for Honor Graduate status. GPA will be figured through the first 9 weeks grading period of Semester II of the senior year. (providing they have maintained a 3.6 average for the last one or more semesters in attendance on campus at MVE High School in addition to the grades transferred from another school)

Graduating seniors with a 4.0 or more GPA will be designated as Highest Honors.

HONOR ROLL

At the end of each semester, an honor roll will be compiled by the administration of students having all B's or better.

ICU/WORKING LUNCH

In an effort to instill student responsibility and provide meaningful continuation of the classroom, we are expecting all students in 7th-12th grades to turn in all homework. Incomplete assignments are not acceptable. Students who fail to turn in an assignment, turn in poor quality work, or incomplete work will be required to report to the ICU/working lunch classroom before school and during lunch.

ICU/ Working lunch will be held daily Tuesday through Friday during lunch and breakfast. Parents will be notified with a text message and email on Monday if the student is missing assignments from the previous week. A text message and email notification will be sent when the assignment is completed.

Students who choose to not show up for ICU/Working lunch will be given an office referral and receive morning detention. If assignments are not completed by the Friday that parents have been notified, students will be given Saturday School.

MAKE-UP WORK

It is the student's responsibility to make up all work missed. Missed tests will be made up at the teacher's convenience but not during class time.

Students should be aware of the following guidelines:

1. The student will receive a Z in each subject for missed assignments until work is made up.
2. A student shall be given one day to make up work for each day absent, exclusive of the day the student returns to school. For example, if a student is absent from school on Monday and returns to school on Tuesday, the student will be required to makeup all work missed by Wednesday or a zero may be applied for the missed work. An exception to this policy shall be that pre-announced projects or homework assignments may be assessed or required on the day the student returns from an absence provided the student was present in class on the day the assignment was first announced by the teacher. A student is also expected to take a pre-announced test if the student

had prior knowledge of the test and was present for the majority of the instruction as determined by the teacher; students should not assume that they do not have to take a test simply because they were absent the day prior to the test.

3. If a student has an extended absence of six (6) days or more days, the office should be contacted to make arrangements to pick up assignments.
4. Make-up work is allowed for suspension.

PROMOTION/RETENTION/COURSE CREDIT Page 114 MVE Student Policies

The teacher will communicate student progress at regular intervals. A student will be retained if, in the judgment of the teacher and principal, the interest of the student is best served. The parent has a right to a conference with the teacher and principal before final determination is made. Students will be promoted if satisfactory achievement and social behavior has been made.

Grades 7 & 8

Students may be recommended for academic retention if he/she fails 4 of the 8 required semester of Math, English, Science, and Social Studies. The student will be retained if 5 semesters are failed. Students who fail 4 semesters may be promoted if they do not fail both semesters of Math and English. Algebra grades have no bearing on the 8 required semesters.

Parents will be notified of the date for a conference if their child is recommended for retention within two weeks after the conclusion of school.

REPORT CARDS

A report card will be available on the following week of a 9 week grading period. A progress report will be sent home during each 9 week grading period.

SCHEDULE CHANGE

Students who desire a schedule change need to complete a Request for Schedule Change form from the guidance office. The counselor and administration will take these under advisement and notify the student if the request has been granted.

Schedule Change Policy

Schedule changes will be considered during the first 2 class days for the following reasons only:

- Student is a senior not scheduled in a course needed for graduation
- Student has already earned credit for a course in which he/she is currently scheduled
- Student does not have the prerequisite(s) for a class listed on his/her schedule
- Student does not have a full schedule
- Data entry error (class listed twice, free period, etc...) has occurred
- A class is listed that the student did not request

SCHOLARSHIPS

Local, state and national scholarships are available to MVE High School students.

To apply for all Arkansas Department of Education Scholarships, including the Governor's Scholarship, Arkansas Academic Challenge (Lottery) Scholarship, etc., go to www.adhe.edu and click on the link for their YOUiversal application.

The Free Application for Federal Student Aid (FAFSA) website is www.fafsa.ed.gov. This application must be completed for students to qualify for the Pell Grant and/or student loans, as well as some scholarships. For general information, go to <http://studentaid.ed.gov>.

SEMESTER TESTS

A semester test schedule will be prepared by the principal and delivered to the staff and students. No test will be given before the scheduled time, with the exception of school-sponsored events falling on the days of semester testing. The following rules apply to students taking semester tests.

1. All students taking semester tests must stay in the room until the class period is over.
2. Students at school who are not being tested must report to the class they are scheduled for at that time.
3. Students may report to school at the time they are to be tested and remain on campus, in the proper place, until they have taken their last test for the day.
4. Students who have completed testing for the day may check out by normal checkout procedures.
5. Each quarter will count for 40% of the semester grade and the semester test will count 20%.

In an effort to promote better student attendance and achievement, students with no more than 3 absences for any reason for the semester and a B average, or 4 absences for any reason and an A average based on the two nine weeks grades will be exempt from semester exams. Suspension from school, whether in-school or out-of-school, will disqualify a student from exemptions. Students enrolling after the third day of the semester will be required to take the semester tests.

TEXTBOOKS

School textbooks will be furnished by the local district. Students are asked to take care of their textbooks as others will have to use them during the coming years. New textbooks are scheduled to be adopted every five years. Students who lose or damage their textbooks will be expected to pay for the loss or damage.

TRANSFER/HOMESCHOOL STUDENTS

- A. Any student in grades 7 and 8 transferring from a school accredited by the State Department of Education shall be placed in the same grade the student would have been in had the student remained at the former school. Students in grades 9-12 will be placed according to the number of appropriate credits previously acquired as outlined in this handbook.
- B. Any student transferring from a school that is not accredited by the State Department of Education (including home schools) shall be evaluated by the staff to determine the student's proper placement in this school district. The granting of credits will be left to the discretion of the administration.
- C. The MVE School District has established the following guidelines for implementing (B) above:

1. A copy of standardized test scores administered or approved by the Arkansas Department of Education (out-of-state students by appropriate certifying state education agency) must be presented at the time of enrollment.
2. Students in kindergarten through eighth grade whose scores are eight(8) months below the norm group on the standardized test administered may be placed in the grade level for which the test was administered unless exceptional circumstances are present.
3. Students in grades nine(9) through twelve(12) whose scores are nine(9) months below the norm group on any subtest may be placed in the individual subject for the grade for which the test was administered unless exceptional circumstances are present.
4. Parents who have provided home school for their child must present a written list of subjects taught and textbooks used to the principal or counselor at the time of enrollment. Comparable information must be provided for non-accredited private school instruction.
5. Students who have received home school or non-accredited private school instruction will not have letter grades entered on permanent records for such work. "Home Schooling" or "Credit" will be entered for years of instruction or for individual subjects completed.
6. The maximum number of credits accepted for each school year of homeschooling or non accredited instruction cannot exceed the number of credits which could be earned by a student enrolled in the MVE School District for a comparable period of time.
7. Grade point averages will be determined by dividing the cumulative points earned in grades nine(9) through twelve (12) by the number of credits earned in accredited schools only. Home school or non-accredited school credits will not affect grade point averages.
8. A student must attend an accredited public or private school a minimum of (6) semesters (ninth grade and above) to be considered for recognition as an honor graduate.
9. The MVE School District will not award a diploma to any person who has not been in attendance during the last semester of the senior year.
10. A student must meet all curriculum requirements of the MVEI District as well as attendance requirements to receive a diploma.

GENERAL POLICIES

ACCIDENTS AND ILLNESS

Any accident in the school building or on the school grounds is to be reported to the teacher on duty or to the principal's office as soon as possible. The school assumes no financial responsibility for treatment; and school personnel will dispense internal medicines with written permission of a physician or parent. Parents will be notified by phone if possible when their child has been injured or becomes ill while at school.

ASSEMBLY PROGRAM OR PEP RALLY

A visitor will quickly form an impression of a school from what is observed during a single assembly period. An orderly and well-behaved student body always denotes a well-conducted school.

The rules of conduct are very simple: all students need to go quietly and orderly to their seats in the assembly area and give their entire attention to the program that is being given. Throwing objects of any kind during any assembly or pep rally will not be tolerated. Never boo anyone during a pep rally or assembly.

In leaving the assembly area, practice the rules of good manners and courtesy. Make sure there is no pushing or jostling.

ATHLETICS

We are proud of our athletic teams and coaches. All students are asked to support them each time they enter competition. The young men and women who represent our school deserve and expect your support. The Mount Vernon Enola Athletic Program consists of basketball, baseball, softball, and golf. We are proud to offer these activities to the student body of MVE Schools.

Team Guidelines

1. Any violation of the MVE High School Student Handbook Drug and Alcohol Policy will result in dismissal from the team for the remainder of the season.
2. Any violation of the MVE High School Student Handbook tobacco policy will result in the following disciplinary action:
 - a. 1st offense-3 game suspension
 - b. 2nd offense-dismissal from the team for the remainder of the season
3. All players must be on the court and dressed 3 minutes after the tardy bell. No fighting or horseplay.
4. No foul or abusive language at any time.
5. Each player will respect the privacy of all players. At times boys and girls will be in the gym at the same time.
6. Shirts must be worn by all players at all times while in the gym. Players must follow all other rules in the MVE handbook.
7. Players will dress in a responsible manner at all ball games. There will be no t-shirts, shorts, or torn clothing worn.
8. Students who are injured and need medical attention will need a doctor's release or written permission before they can participate in athletics at MVE.
9. Students must ride the bus to all athletic events. Students not riding the bus home from a game must be signed out by the parent.

BACKPACKS

To prevent damage to textbooks and provide for a safer school environment, MVE High School allows the use of backpacks/bags/totes/oversized purses for the transport of books and school related items to and from school. At school, all backpacks/bags/totes/oversized bags or purses should remain in the student's locker throughout the day, or if taken to class, all backpacks/bags/totes/oversized bags or purses must be kept under your seat. Please make sure all backpacks/bags/totes/etc. will fit in the school lockers, for we are lacking in storage space for oversized items during the school day.

BELL SCHEDULE

REGULAR

Detention Hall 7:00

1st Bell	7:55
1st Period	8:00-8:50
7th grade Extended	8:00-9:20
2nd Period	8:56-9:45
3rd Period	9:52-10:40
7th grade Extended	9:25-10:40
4th period	10:45-11:30 grades 10-12
Lunch	11:30-12:30 grades 10-12
BIG period	12:05-12:25 grades 10-12
BIG period	10:45-11:05 grades 7-9
Lunch	11:05-11:35 grades 7-9
4th period	11:40-12:25 grades 7-9
5th Period	12:30-1:20
6th Period	1:25-2:15
7th Period	2:20-3:10

BLANKETS

Blankets are not allowed on campus.

COUNSELOR OR GUIDANCE SERVICES

The student counseling service is one of the services MVE Public School offers students. The counselor works with the students in an attempt to help grow in self-understanding and self-direction and to move toward better educational, vocational and personal adjustment. In guidance, your counselor will meet with you in individual interviews and will try to assist you with any educational, vocational, or personal problem.

DANCES

Homecoming

All current MVE High School students in good standing are allowed to attend the Homecoming Dance. They are allowed to bring one date from off campus if the date is pre-registered with the principal's office a week in advance from the event. All dances are come and stay affairs. If you leave, you will not be allowed to return. A nominal fee may be charged to cover expenses.

Prom

Any current 11th or 12th grade MVE student in good-standing shall be allowed to attend. They are allowed to bring one date from off campus if the date is pre-registered in the Principal's office a week prior to the event. All dances are come and stay affairs. If you leave, you will not be allowed to return. The junior class is responsible for prom. Members of the junior class will be expected to work the homecoming fundraiser to pay for the cost of prom. Juniors who opt to not work homecoming during their junior year, will be expected to pay to attend prom as both a junior and senior.

- Guest attendees must be in at least the 10th grade
- Guest attendees must be under 21 years of age to attend prom

FEES IN SCHOOL

There are no required fees for any course carrying credit toward graduation. Voluntary fees (Student Council, FCCLA, FFA, FBLA, etc.) are set by the clubs and

sponsors. Locker fees will be \$5.00 per year. Student parking fees will be \$10.00 per year.

FOREIGN EXCHANGE RESIDENCY

Foreign exchange students who live with persons residing in the MVE School district may attend MVE High School. The following restrictions pertain to these students.

1. All foreign exchange students for the current school year, must enroll by September 1.
2. Foreign exchange students may attend MVE High School no more or no less than one (1) academic year.
3. The student will receive credit for the courses which he/she completes, but is not eligible to graduate from MVE High School.
4. Exchange students will enter as juniors.
5. The student must have satisfactory biography, including a student profile, high school transcript, and a good command of English language.
6. Host parents must provide proof of residency in the MVE School District.

HOMECOMING POLICY

One representative will be chosen by popular vote of the student body from each grade 7-12. One representative will be chosen by popular vote by each junior high basketball team and by each high school basketball team. The total number of representatives will be ten. The junior high student body will elect the junior high Homecoming Princess, and the girl receiving the second highest number of votes will be named the junior high Honor Maid. The senior high student body will elect the senior high Homecoming Queen, and the student receiving the second highest number of votes will be named the high school Honor Maid. The high school faculty will elect two students who will be named Jr. High Miss Congeniality and Sr. High Miss Congeniality of the homecoming festivities.

ORGANIZATIONS/CLUBS/EXTRACURRICULAR ACTIVITIES

Students have the right to join an existing club and should not be restricted from membership on the basis of race, sex, national origin or other arbitrary criteria.

Students may, however, be restricted from membership on the basis of their sex, but only if the organization is entitled to Title IX exemption under the Bayh Amendment. This amendment gives exemption to organizations that are:

1. Voluntary youth service organizations
2. Tax exempt under Section 501(a) of the 1954 Internal Revenue code (religious and charitable organizations)
3. Single sex by tradition, or
4. Principally composed of members under the age of 19.

School fraternities and secret societies are banned in Arkansas Public Schools, Act 171, 1929.

Clubs and extracurricular activities are important, but the main purpose of school is to

learn in the various subject areas. Students are advised to participate in only one or two extracurricular activities. If a student should wish to join, he/she should do his/her part. No student can contribute much if he/she belongs to several different organizations.

Students who miss more than four (4) periods shall not participate in any school activity on that day or night unless permission is granted through the Principal's office.

Students who are going to miss a class or classes for an extracurricular activity should notify the teacher ahead of time. They should obtain any assignments they will miss and be ready for the next class upon returning from the activity.

Students who participate in interscholastic competitive events or any other club or organization's extracurricular activities must maintain academic standards as set by the Arkansas Activities Association.

The Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals.

Although cognizant of the value of extracurricular and interscholastic programs, the Board believes the following points should be used by principals in determining whether or not students may participate in such activities:

1. That participation in the activities will not deprive pupils of the instructional time needed to successfully complete academic coursework.
2. That all due care will be taken to ensure that extracurricular programs not interfere with the instructional school day.
3. That students and/or organizations activities may be curtailed or modified due to those activities infringements on the instructional time needed by students to perform their academic work to satisfaction.
4. Eligibility requirements for the District conform to the Arkansas Activity Association as listed in the current official handbook. The principal of each school is responsible for applying these rules.

Student participating in co-curricular or extracurricular programs will be subject to random drug testing. Students not consenting to be tested are allowed to join clubs and organizations, but are not allowed to attend after school meetings and functions or participate in off campus trips.

PARENT / TEACHER COMMUNICATION

Parent/Teacher communication is important to the well-being of our students. Teachers are obligated to communicate with the parent(s) or guardian(s) of students to discuss each student's progress. Teachers meet this requirement through the following: Parent/Teacher Conferences and CAP Conferences. Other ways teachers are accessible are through emails and telephone calls. Parents of students not performing at the level expected for their grade are also notified through mid-term progress reports.

Each morning the school news bulletin will be read to students. Students are advised that only school news will be placed in the morning bulletin. School announcements will be posted on the district website, as well as, emailed to the parent contact list.

PARENT TEACHER CONFERENCES

Parent visitation will be held twice a year. All parents are urged to come to the school for the purpose of meeting the faculty members and furthering the opportunity for the best education possible for the student(s) involved.

All teachers, except those on duty or completing classroom materials, are required to be in their rooms by 7:40 a.m. The teachers are here to help students with any problems that may arise. If you feel that you need to have additional help on class work, make an appointment to meet with the teacher during this time before school. Parents requesting a conference with a classroom teacher are asked to make arrangements through the principal's office 24 hours in advance with stated reason.

PARENTAL INVOLVEMENT PLAN

MVE High School will:

- Involve parents in the development of the School-Wide Parental Involvement Plan
- Involve parents as members of the School-Wide Parental Involvement Committee
- Provide an opportunity to meet for information and decision-making in regards to the Parental Involvement Plan
- Ensure that information related to school and parent programs is sent to parents, to the extent practical, in a language that parents can understand
- Provide information to parents at the beginning of the year that regarding:

§ The School's parental involvement program

§ The recommended role of the parent, student, teacher, and school

§ Ways for the parent to become involved in the school and his or her child's education

§ A survey for the parent regarding volunteering at the school, activities planned throughout the school year, and a system to allow the parents and teachers to communicate in a regular, 2-way meaningful manner with the child's teacher and principal.

- Hold Parent Involvement Meetings in which a report is given to parents with an overview of:

§ What the students will be learning

§ How the students will be assessed

§ What the parent should expect for their child's education

§ How the parent can assist and make a difference in his or her child's education

The following are communication strategies used in MVE High School to provide additional information to parents and to increase parental involvement in supporting classroom instruction:

- School Messenger Phone notification system
- School Website
- Parent/Teacher Conferences
- Back to School Open House
- Daily Announcements sent via email to parents
- McKinney-Vento Youth Services Committee Activities(homeless liaison, after school tutoring program, and summer reading camp)
- Home Access Center (HAC, secure site for viewing student's grades online)
- Report to Public Meeting
- Monthly School Calendar sent home with all students
- CAP (Career Action Planning) Conferences

- School Facebook page

The following are ways MVE High School plans to provide information to parents about volunteer opportunities:

- Open House
- Fall Parent Teacher Conferences
- Report to the Public
- Spring Conferences
- CAP Conferences
- College & Career Night
- Financial Aid Planning Night

PROCESS TO ADDRESSING STUDENT AND/OR PARENT CONCERNS

If a student and/or parent of a student involved in a disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint. Normally, the complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing. All complaints, whether written or oral, should be directed through the office of the principal.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his/her action and give his/her decision to the complaint.
2. If the complainant is not satisfied with the decision, the complaint must be directed to the immediate superior of the person who took the original action. If the complaint is directed to a teacher, the immediate superior would be the principal. If the complaint is directed toward the principal and involves either an academic problem or disciplinary action, the immediate superior would be the superintendent. The principal shall review the original action which was taken and render the decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision, the complaint may be directed to the superintendent.
3. The superintendent shall review the complaint and shall issue a decision regarding the complaint.

SCHOOL SPONSORED TRIPS

Field trips are planned to extend learning. You will be notified in advance when your child is scheduled to go on a field trip. We will ask that you sign permission for him/her to go on field trips.

Students who are unable to attend field trips may be required to do assignments pertaining to the subject or subjects covered during the field trip.

Students may be excluded from field trips if they have previously exhibited poor behavior, or have more than six unexcused absences during a semester.

SIGNS AND POSTERS

No posters, signs, etc. are allowed any place except on bulletin boards. This shall include spirit signs, campaign signs, and all other type posters or announcements.

Permission to post any material must be obtained from the principal.

VISITORS Page 37 MVE Student Policies

Non-Adult: Visiting school age students are not permitted during the school day.
Parents or other adults: Parents are encouraged to visit the school and consult with teachers about the progress of their child. Teachers are available for this purpose, but an appointment should first be made through the principal's office 24 hours in advance. Parents or adult visitors are asked not to go to classrooms without first clearing through the principal's office.

WITHDRAWALS

If a student is planning to attend another school, a withdrawal form must be obtained from the principal's office. The locker must be emptied, and all textbooks must be returned. All bills must be paid before credits will be sent to the receiving school.

The School reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules. The school also reserves the right to increase disciplinary penalties when a threat to disrupt or interfere with the educational process is present. Consequences for behavior not covered will range from a minimum warning/conference to a maximum expulsion.

CHEMICAL SCREEN TESTING CONSENT FORM

Mount Vernon Enola School is providing an opportunity to help students be drug free. The school solicits your support through your voluntary signature of this form. Each parent's support is needed for the student to succeed.

I/We, _____ and _____,

Parents of _____, do hereby consent, to abide by,

and comply with the policy regarding Chemical Screen Testing for Mount Vernon Enola

Public Schools.

I, _____, a student of Mount Vernon Enola School

District do hereby consent to, abide by, and comply with the Chemical Screen Test

policy of the Mount Vernon Enola School District.

Student _____

Parent/Guardian _____

Date _____

STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

The Mt. Vernon-Enola School District agrees to allow the student identified about ("student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - a. Using the Internet for other than educational purposes;
 - b. Gaining intentional access or maintaining access to materials which are "harmful to minors: as defined by Arkansas law;
 - c. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. Making unauthorized copies of computer software;
 - e. Access, "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. Posting anonymous messages on the system;
 - h. Using encryption software;
 - i. Wasteful use of limited resources provided by the school including paper;
 - j. Causing congestion of the network through lengthy downloads of files;
 - k. Vandalizing data of another user;
 - l. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. Gaining or attempting to gain unauthorized access to resources or files;

- n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - o. Invading the privacy of individuals;
 - p. Divulging personally identifying information about himself/herself or any else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
 - q. Using the network for financial or commercial gain without district permission;
 - r. Theft or vandalism of data, equipment, or intellectual property;
 - s. Attempting to gain access or gaining access to student records, grades, or files;
 - t. Introducing a virus to, or otherwise improperly tampering with the system;
 - u. Degrading or disrupting equipment or system performance;
 - v. Creating a web page or associating a web page with the school or school district without proper authorization;
 - w. Failing to obey school or classroom Internet use rules;
 - x. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools; or
 - y. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
 6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parent/guardians.
 7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
 8. Signatures: We, the person who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

SCHOOL-PARENT-STUDENT COMPACT

The staff at Mount Vernon Enola Public Schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent-student compact is in effect during the 2021-2022 school year.

School Responsibilities

Mount Vernon Enola High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
"Mount Vernon Enola High School is committed to equip and empower students with the knowledge and skills to achieve their maximum potential."
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress. Parents may check their child's progress daily through HAC(Home Access Center) and receive up-to-date information about school activities through daily announcements via email.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents by appointment or by phone during their prep period or after school.
5. Provide parent opportunities to volunteer. Other opportunities for parental involvement include events such as Open House, PTO meetings, Financial Aid Night, CAP Conferences.

Parent Responsibilities

We, as parents, will support our child's learning in the following ways:

- Monitoring attendance
- Making sure that homework is completed.
- Monitoring the amount of television and video games my child watches.
- Volunteering in my child's school.
- Participating, as appropriate, in decisions related to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by email and responding, as appropriate.
- Serving, to the extent possible, on school advisory committees.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic achievement and achieve the State's high standards, Specifically, I will:

- Stay on task during daily instruction.
- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

STATEMENT OF RECEIPT

This is to verify that, in accordance with compliance guidelines issued under Act 105 of 1983 Special Session of the Arkansas General Assembly, I have this date been given a copy of the student handbook covering Student Attendance, Discipline, Parental Involvement, and Technology Use policies of the MVE Public Schools. My signature ensures that I understand the responsibilities of everyone involved in the education of my child.

Date _____

Student Signature _____

This is to verify that as parent or guardian of the above student, I acknowledge receipt of the above described policies and information relating to the school program.

Date _____

Parent Signature _____

MVE Student Policy 4.39 addresses the administering of corporal punishment. Please check one of the following:

_____ I give the MVE school permission to administer corporal punishment under the guidelines of the student handbook. Imposition of any further guidelines will be considered a denial of permission.

_____ I do not wish my child to receive corporal punishment

Date _____

Parent Signature _____

Please detach and return this sheet to the high school office to be filed in the student's permanent record folder.

Thank you for your cooperation and support in our efforts to meet the needs of the children of the MVE School District.

