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MT. VERNON-ENOLA SCHOOL DISTRICT

DISTRICT ADMINISTRATION
Larry Walters, Superintendent (501) 849-2220

ADMINISTRATION
Chris Nail, High School Principal (501) 849-2221
Rob Rollins, Elementary Principal (501) 849-2211
Preface
The administration, board of education and faculty have prepared this handbook in an attempt to assist pupils and parents in becoming more familiar with the policies, regulations, requirements, activities and traditions of Mt. Vernon-Enola Public School. This handbook, when properly used, can help 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 and guideline while in Mt. Vernon-Enola 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.

The complete curriculum of the high school is outlined so that each student, in conference with his or her parents, may plan his/her course of study for high school graduation.

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.

With the hope that it will promote loyalty, honesty, sportsmanship, school pride, and a genuine spirit of understanding, this handbook is sincerely dedicated to the young men and women of the Mt. Vernon-Enola Public Schools.
**School Philosophy of Education**

Education is and must be a cooperative effort between the home and school. When parents, teachers and students undertake the common goals and the part each must play in order to reach these goals, then the process of education becomes more enjoyable for all concerned.

Each student will be guided by the policies established by the administration and approved by the School Board. We encourage each student to remember that he or she is here for the specific purpose of obtaining an education. In order to fulfill this purpose, it is recognized that it is the student’s responsibility to:

1. Attend school
2. Turn in all assignments
3. Behave in a cooperative manner with school personnel and other students.

We believe that this book will promote a more efficient educational system for the welfare of the students of the Mt. Vernon and Enola Community.

**Educational Objectives of Mt. Vernon-Enola School**

1. To teach the basic skills.
2. To develop the ability to think clearly, logically, and without confusion.
3. To develop social and civic responsibility as he/she becomes a good citizen.
4. To develop desirable attitudes such as cooperation, respect for the rights of others, self-respect, honesty and dependability.
5. To develop respect for public property.
6. To develop leadership.
7. To learn how to use leisure time wisely.
8. To promote an appreciation of the ethical values of life and habits of living which conform to the highest standards.
9. To develop the student’s curiosity, zeal and independence, to the extent that he/she will strive to carry forward his/her own education without the need of formal instruction.
10. To develop a broad and deep understanding of democracy as a way of life, a form of government, and to inculcate a deep desire to practice and appreciate the principles of democracy above all other forms of government.
11. To develop self-reliance and self-confidence.
12. To develop an appreciation for the importance of a good home and the meaning of worthy home membership.
13. To develop an appreciation of the importance of making a wise vocational choice.
14. To develop an appreciation of the dignity associated with honest toil and good workmanship.
15. To develop a growing appreciation of the importance of good health and the importance of cultivating sound health as being fundamental to one’s happiness and success in life.

**Student Code of Ethics**

Students of Mt. Vernon-Enola High School are expected to adhere to the following principles:

1. To display school loyalty and spirit which will be recognized wherever they go.
2. To be honorable, trustworthy and responsible individuals.
3. To be good sportsmen who are able to maintain good attitudes not only in competitions, but in all situations.
4. To take advantage of educational opportunities that will help them to succeed in life.
5. To form positive habits that will help to build strong character.
6. To search for and uphold the truth by respecting rules and laws.
7. To contribute time and effort to causes that promote a better school, community, and state.
8. To strive to achieve these ethical standards in order to become better students and citizens.

**School Colors and Emblem**
The colors of Mt. Vernon-Enola School are royal blue and silver. These colors are used on all letters given by the school and on uniforms worn by the athletic teams. The emblem is the Warhawk. The name of the yearbook is the Warhawk.

**School Spirit**
The success of our school depends in large measure upon the loyalty and spirit of the student body. True loyalty will cause the student to stop and weigh his/her actions in light of the influence that they may possibly have on the standing of the school. A student body should be determined to make the school first in all its undertakings. In order to be successful, a school must run harmoniously. There must be a unity of spirit, good team work, and cooperation among the students.

Let’s unify our minds and spirits toward making Mt. Vernon-Enola School the best school.

**Entrance Requirements**
Any student entering Mt. Vernon-Enola School for the first time (transfer student) must present a complete immunization record. The law requires that no student be admitted to a public or private school of the state who has not been immunized from hepatitis B, poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella and other diseases as designated by the state board of health, as evidenced by a certificate by a licensed physician, or public health department, acknowledging the same.) Exceptions will be considered in accordance with Act 999 of 2003. Prior to a child’s admission to the Mt. Vernon-Enola High School, the parent, guardian, or responsible person shall provide the School District with the child’s Social Security Number (or a 9 digit number will be assigned) and one (1) of the following documents indicating the child’s age:

a. a birth certificate
b. a statement by the local registrar or a county recorder certifying the child’s date of birth
c. an attested baptismal certificate
d. a passport
e. an affidavit of the date and place of birth by the child’s parent or guardian
f. previous school records
g. United States military identification

Prior to a student’s admission to Mt. Vernon-Enola School, the parent, guardian, or other responsible person shall indicate on school registration forms whether the student has been expelled from any other school district or is a party to an expulsion proceeding. Ark. Code Ann. 6-18-208 (Repl. 1993), as amended by Act 574 of 1995.
In accordance with Act 472 of 1995, any person who has been expelled as a student from any other school district may not enroll as a student in the Mt. Vernon-Enola School District until that expulsion has expired. ACA 6-18-510

**Late Enrollment**
A student will not be permitted to enroll in the Mt. Vernon-Enola School District after the fifth day of any semester unless the principal determines that extenuating circumstances existed. Exceptions may be made for transfer students who were in good standing (not suspended or expelled) at their last school attended.

**Withdrawal**
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.

**Infectious/Communicable Diseases Policy**
1. All students and staff in Arkansas public schools have a constitutional right to a free, suitable program of educational experience and employment. The school(s) shall provide a sanitary environment and adhere to the established routines for the handling of any body fluids as recommended by the Centers for Disease Control.
2. Staff members/students identified as HIV positive will follow the following guidelines:
   A. Notify the Arkansas Department of Health and the Arkansas Department of Education before any action is taken by the local district.
   B. The AIDS Advisory Board will interact from the notification and assist the local district with the case-by-case action plan (Ref. 2)
   C. The physician of the staff member/student will determine if secondary infections, such as tuberculosis, constitutes a recognized risk of transmission in the school setting. Should this be the case, the superintendent shall determine the proper and correct action to be taken. This decision will be consistent with state and federal statutes.
   D. The process must be subject to periodic review in accordance with state and federal statutes, including due process and appeal.
   E. Confidentiality of HIV persons, staff/student, shall be observed to the utmost. The following people will be aware of the medical condition of the infected person:
      - Superintendent or his/her designee
      - The personal physician
      - A public health official
      - School nurse will be the liaison with the student and their physician.
      - The school nurse will coordinate all services for the student.
      - The teacher(s) of the infected student.
3. Students guidelines for HIV/AIDS OR AIDS Related Complex (ARC):
   A. The student with AIDS/ARC may attend classes with proper personal physician consent.
   B. The confidentiality guarantees will be observed.
   C. Special Education can/will be provided if determined to be necessary.
D. Any student with AIDS/ARC that lacks toilet training, has open sores or has demonstrated behavior (e.g.-biting, etc.) which could infect others, will not be allowed to remain in attendance in a regular classroom setting.

A student with AIDS/ARC will be automatically dismissed if an outbreak of measles, chicken pox or other childhood diseases is occurring in the school population.

4. The Board of Education hereby authorizes the superintendent to make the determination of exclusion of the staff/student suffering from a reportable disease, as defined by the Arkansas Department of Health, on a temporary basis not to exceed ten (10) school days. Any exclusion longer than ten (10) school days must be brought before the Board of Trustees in a regular or special meeting with the infected individual having the opportunity for a hearing. Due process will be followed in each case.

5. Any school staff member who violates confidentiality will be disciplined according to procedures listed in the personnel policy (Ref.3)

6. Mandatory screening for communicable diseases that are not spread by casual, everyday contact, such as HIV infection, shall not be a condition for school re-entry or attendance or for employment or continued employment (Ref.1)

REFERENCES

1. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals who have handicaps, including those with AIDS and/or HIV positive, as long as they are ‘otherwise qualified’ for their jobs.

2. Minutes of Arkansas State Board of Education: January 13, 1992


Admittance After Contagious Disease

If a student becomes too ill to remain in class, a school official will attempt to reach the parent/guardian by phone and recommend that the parent/guardian come to school and pick up the student. This is why it is so important that the school has an updated, working phone number on the emergency contact card. If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or a condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice), will be sent home from school and must remain home until the condition or disease is corrected.

A pupil of the Mt. Vernon-Enola Public School System who has suffered a contagious disease shall be readmitted only upon the presentation of a permit from a physician. (Chapter 6, Section 3, Rules and Regulations of the State Board of Health).

Policy for Homeless Children

The school Board of the Mt. Vernon-Enola School district has reviewed all policies on attendance, transmittal of records, and eligibility for special programs. Such programs include free food program, special education, gifted and talented, Title I and other federal programs, before and after school care programs, transportation, immunization time requirements and the requests of homeless parents to allow their children in the school of origin.

All policies that would have in the past provided barriers for the attendance of homeless children in the district have been removed.
Policy for Students With Special Health Care Needs
In Accordance with ACT 1565 of 1999, students with special health care needs will have individual health care plans developed and monitored by school health care personnel. The identification and process for the development of services for identified students will be done using existing referral identification and evaluation procedures as established under Section 504 of the Rehabilitation Counseling Act of 1973 and/or the Individuals with Disabilities Education Act. ACA 6-18-1005

Transfer/Home School 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 Mt. Vernon-Enola 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 eight 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 home schooling or non-accredited private school instruction cannot exceed the number of credits which could be earned by a student enrolled in the Mt. Vernon-Enola 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 six (6) semesters (ninth grade and above) to be considered for recognition as an honor graduate.
9. The Mt. Vernon-Enola School District will not award a diploma to any person who has not been in attendance during the last semester of the senior year. A student must meet all curriculum requirements of the Mt. Vernon-Enola School District as well as attendance requirements to receive a diploma.

Distribution of Literature
Students shall have the rights to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school activities:

The time, place and the manner of student distribution of literature may be reasonably regulated by the district provided such regulations:

(a) are uniformly applied to all forms of literature;
(b) allow distribution at times and places where no interferences with school activities will occur;
(c) are specific as to places and times where distribution is prohibited; and
(d) do not inhibit a person’s right to accept or reject any literature distributed in accordance with the rules.

All petitions shall be free of obscenities, libelous statements, and personal attack and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.

Students are required to have all literature for distribution cleared by sponsoring teachers or principals.

Student Publications Policy

PURPOSE
School sponsored publications are produced as part of the Mt. Vernon-Enola School District’s educational curriculum to provide a supervised learning experience for journalism students (and are taught as a regular classroom activity).

PRINCIPLES
Truth, fairness, accuracy and responsibility are essential to the practice of journalism. The following types of publications by students are not authorized:

A. Publications that are obscene as to minors, as defined by state law;
B. Publications that are libelous or slanderous, as defined by state law;
C. Publications that constitute an unwarranted invasion of privacy, as defined by state law
D. Publications that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or the violations of lawful school regulations or the material and substantial disruption of the orderly operation of the school.

REVIEW OF CONTENT BY SCHOOL OFFICIALS
In order to reserve student publications for their education purpose, school officials shall retain ultimate editorial control over the determination of what constitutes responsible journalism in a school-sponsored newspaper. The publications advisor (journalism teacher) in conjunction with
student editors will determine what material shall be considered by school officials for publication. All material selected in this way shall be submitted to the building principal. The building principal shall review the material, taking into account such things as emotional maturity of the intended audience; whether the material associates the school with non-neutral position in a political controversy; whether the material might be perceived as advocating drug or alcohol use, irresponsible sex or conduct inconsistent with the shared values of the larger community.

Any material that the building principal deems to be inconsistent with the educational purpose of the publication shall be modified and resubmitted or withdrawn from consideration for publication. The decision of the building principal shall be final, and there shall be no appeal. Only material that has been approved by the building principal may be published.

DISTRIBUTION

School officials shall direct the distribution of student publications to ensure that school operations are not disrupted. Reference: Act 1109 of 1995 requires that a student publications policy be in effect by January 1, 1996. ACA 6-18-1201-1204

School Organizations

There are presently no state or federal laws which prohibit student organizations at the elementary or secondary level.

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

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 cocurricular and interscholastic programs, the Board believes the following points should be used by principals in determining whether or not pupils may participate in such activities:

1. That participation in the activities will not deprive pupils of the instructional time needed to successfully complete academic course work.
2. That all due care will be taken to ensure that cocurricular and 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 Activities Association as listed in the current official handbook. The principal of each school is responsible for applying these rules.

Students participating in cocurricular and 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.

Dances: Any current Mt. Vernon-Enola High School student 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 the week of the dance. All dances are come and stay affairs. If you leave, you will not be allowed to return. Extenuating circumstances will be evaluated on a case by case basis. A nominal fee may be charged to cover expenses.

Alumni will be allowed to attend Homecoming if they meet the following criteria:

1. They are recognized by the faculty OR
2. They give their name, date of graduation, and some form of identification.
3. These are come and stay affairs. If you leave, you will not be allowed to return.

Prom

The junior/senior prom will be held within a thirty (30) mile radius of MVE at a facility that has been approved by the administration. Students attending junior/senior prom must be at least in the 9th grade.

Beta Club

The Beta Club is an organization of students who have obtained a “B” average from the 9th grade. Their conduct is also taken into consideration before they are named as members of the club. Each year this honored club makes worthwhile contributions to our school and brings honor to our school.
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 Mt. Vernon-Enola Athletic Program consists of basketball, baseball, softball, cross-country, bowling and golf. We are proud to offer these activities to the student body of Mt. Vernon-Enola School.

Mt. Vernon-Enola Basketball Rules
1. No drinking of alcoholic beverages or use of illegal drugs by any player. Any violation of this rule will result in immediate expulsion from the team.
2. All players must be on the court and dressed 3 minutes after the tardy bell. No fighting or horseplay.
3. No foul or abusive language at any time.
4. Each player will respect the privacy of all players. At times boys and girls will be in the gym at the same time.
5. Shirts must be worn by all players at all times while in the gym. Players must follow all other rules in the MVE handbook.
6. Players will dress in a respectable manner at all ball games. There will be no T-shirts, shorts, or torn clothing worn.
7. 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.
8. 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.

Fundamental Athletic Eligibility Requirements
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 G.P.A., 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.

Homecoming Policy
One representative will be chosen by popular vote of the student body from each class. (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 Maid of Honor. 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 Maid of Honor. 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.

Courses Offered by Mt. Vernon-Enola School

**Required Courses for 9th Grade**

English I  
Health and Physical Education  
Physical Science  
Civics/Economics  
One Math - Algebra B or Algebra 2  
Computer Based Applications

**Required Courses for 10th Grade**

English II  
Biology  
World History  
Oral Communications  
Geometry or Geometry A

**Required Courses for 11th Grade**

English III or AP English III  
American History  
One math and one science

**Required Courses for 12th Grade**

English IV or AP English IV  
One math and one science

**Elective Courses**

Advanced Topics in Mathematics  
Ag Metals  
Ag Structures  
Agri Mechanics  
Animal Science  
AP American History  
AP Biology  
AP Calculus  
AP English  
Art 1  
Astronomy  
Athletics  
Band  
Biological Animal Science  
Bridge to Algebra 2  
Chemistry  
Child Development  
Choir  
Clothing Management  
Digital Layout/Digital Imaging  
EAST 1,2,3,4  
Electronics  
Environmental Science  
Essentials of Computer  
Family and Consumer Science  
Family Dynamics  
Financial Literacy  
Food Safety  
Foods and Nutrition  
Forestry  
Greenhouse Management  
Human Relations  
Intro to Travel and Tourism  
Journalism  
Managing Resources  
Medical Professions  
Nutrition and Wellness Housing and Interior Design  
Parenting  
Physics  
Pre-cal/trigonometry  
Programming  
Psychology  
Sociology  
Spanish 1, 2  
Sports Marketing  
Survey of Agricultural Systems  
World Geography
**Smart Core and Core Curriculum**

Mt. Vernon-Enola High School will teach the Smart Core curriculum required within the thirty-eight (38) units every year as listed in the Standards for Accreditation. In order to ensure that every child has access to a rigorous curriculum, beginning with the Seventh Grade class of 2004-05 academic year, the Smart Core curriculum and Core Curriculum will be a standard component of the required course of study to graduate from Arkansas public schools. All students will participate in the Smart Core curriculum unless the parent or guardian waives a student’s right to participate. In the case of a waiver, the student will be required to participate in the Core Curriculum. Parents will be notified of Smart Core curriculum in grade six (6) and continually through grade (12) as appropriate. This notification will occur at parent-teacher conferences, career action planning night, PTO meetings, counselor meetings, and student handbooks. 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.

<table>
<thead>
<tr>
<th>Smart Core (22 units)</th>
<th>Core Curriculum (22 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English 4 units (years)</strong></td>
<td><strong>English 4 units (years)</strong></td>
</tr>
<tr>
<td>English 9th grade</td>
<td>English 9th grade</td>
</tr>
<tr>
<td>English 10th grade</td>
<td>English 10th grade</td>
</tr>
<tr>
<td>English 11th grade</td>
<td>English 11th grade</td>
</tr>
<tr>
<td>English 12th grade</td>
<td>English 12th grade</td>
</tr>
<tr>
<td><strong>Oral Communications ½ unit (1 semester)</strong></td>
<td><strong>Oral Communications ½ unit (1 semester)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Studies 3 units</th>
<th>Social Studies 3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civics ½ unit</td>
<td>Civics ½ unit</td>
</tr>
<tr>
<td>World History</td>
<td>World History</td>
</tr>
<tr>
<td>US History</td>
<td>US History</td>
</tr>
<tr>
<td>Economics ½ unit</td>
<td>Economics ½ unit</td>
</tr>
<tr>
<td><strong>Physical Education ½ unit</strong></td>
<td><strong>Physical Education ½ unit</strong></td>
</tr>
<tr>
<td><strong>Health and Safety ½ unit</strong></td>
<td><strong>Health and Safety ½ unit</strong></td>
</tr>
</tbody>
</table>
**Mathematics 4 units**

- Algebra 1 or Algebra A & B
- Geometry or Geometry A & B
- Algebra 2
- Beyond Algebra 2: may include PreCalculus, Calculus, Statistics,
  Algebra 3, Advanced Topics in Mathematics,
  Mathematical Applications & Algorithms, Linear Systems & Statistics, or any one of several AP or IB math courses.

Comparative concurrent credit college course may be substituted where applicable.

**Natural Science 3 units with lab experience**

*chosen from:* 1 unit of Biology and 2 units from the following 3 categories:

- Physical Science
- Chemistry
- Physics

**Fine Arts ½ unit**

**Digital Learning 1 class**

Beginning with 2014-15 9th grade class

**Career Focus 6 units**

---

**Mathematics 4 units**

- Algebra 1 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.

Comparative concurrent credit college course may be substituted where applicable.

**Science 3 units**

- At least 1 unit of biology and at least 1 unit of a physical science.

**Fine Art ½ unit**

**Digital Learning 1 class**

Beginning with 2014-15 9th grade class

**Career Focus 6 units**

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**Requirements for a Diploma**

The Standards for Accreditation of Arkansas Public Schools, enacted by the Legislature in the First Extraordinary Session, 1985, and adopted by the State Board of Education, became effective June 1, 1987. These standards were revised in July, 2009. (These standards set the precedence for future graduation requirements for all public schools in the State of Arkansas.)

All students graduating from Mt. Vernon-Enola Schools must acquire 24 Carnegie units, which includes the 22 required by the State Department of Education.

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.
**Concurrent Credit**
A student at Mt. Vernon-Enola 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 the 8th grade.
2. Must be enrolled as a full-time student in the 9th, 10th, 11th, or 12th grade.

Must meet the admissions requirements for the college or university he or she plans to attend and take responsibility for initiating such admissions.

Will receive an additional one half elective credit toward high school graduation for each 3 hour college-level course successfully completed.

**Correspondence Courses**
Correspondence courses, taken for the purpose of making up failed work, may be accepted for credit if approved by the principal and taken under the supervision of the counselor. All correspondence courses should be completed and grades received by May 1.

**Student Classification**
Sophomore--Passed 5 units, 2 of which must be required ninth grade core (math, English, science, social studies) courses. Both semesters 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.

**Graduation Requirements**

<table>
<thead>
<tr>
<th>MVE Diploma Requirements</th>
<th>24 total credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) English</td>
<td>4 ½ units (9th, 10th, 11th and 12th grade English/Language Arts and ½ unit of oral communications)</td>
</tr>
<tr>
<td>(b) Math/Science</td>
<td>4 units of Math and 3 units of Science</td>
</tr>
<tr>
<td>(c) Social Studies</td>
<td>3 units of Social Studies (Civics/Economics, World History, US History)</td>
</tr>
<tr>
<td>(d) Physical Ed.</td>
<td>1/2 unit required and no more than 1 unit counted for graduation</td>
</tr>
<tr>
<td>(e) Health &amp; Safety</td>
<td>1/2 unit - Health will not substitute for Science</td>
</tr>
<tr>
<td>(f) Fine Arts</td>
<td>1/2 unit (Art - Choir - Band)</td>
</tr>
<tr>
<td>(g) Electives (Career Focus)</td>
<td>6 units</td>
</tr>
<tr>
<td>Subtotal</td>
<td>22 units required by the state of Arkansas</td>
</tr>
<tr>
<td>(h) MVE requires</td>
<td>1 unit Computer Applications and 1 additional elective unit</td>
</tr>
<tr>
<td>Total</td>
<td>24 units; at least 1 of which must be digital; 23 credits must be academic plus 1 P.E./Health.</td>
</tr>
</tbody>
</table>
Promotion 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 semesters of Math, English, Science, and Social Studies and 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 or English). Algebra grades have no bearing on the 8 required semesters.

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

“Any student failing to achieve at the proficient level on the State mandated Criterion Reference Test (CRT) must participate in an Academic Improvement Plan (AIP) developed by the parent and school personnel. Beginning in the 2006-2007 school year, students in grade 7 who fail to participate in remediation shall be retained. In 2007-2008 students in grade 8 who fail to participate in remediation shall be retained. Beginning in the 2005-2006 school year, students not proficient on the End-of-Course test or on the Grade 11 Literacy test, shall participate in a remediation program to receive credit for the corresponding course.”

Mt. Vernon-Enola Student Grade Scale
Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic 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.

90-100 A Superior
  80-89 B Above Average
  70-79 C Average
  60-69 D Below Average
  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 APSCN 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 final grade. Except for AP, IB 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

Alternative School (Off Mount Vernon -Enola Campus)
The purpose of the alternative school is to provide an alternative learning environment to meet the needs of two tiers of students. The first is the student who has fallen behind in academics. The second is for those students who are a discipline problem and may be faced with expulsion from school for an infraction(s). The following criteria must be met for placement in the alternative school:

I. 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, alternative school supervisor, and administration of MVE.

Homework
Home study is a necessary part of each pupil’s educational program. Each student will be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Report Cards
A computerized report card will be available on Thursday following the end of 9 week grading period. A progress report will be sent during each 9 week grading period.

Honor Roll
Grades 7-12: At the end of each semester, an honor roll will be compiled by the administration of students having all B’s or better and the list will be printed in the school and local newspaper.

Honor Graduates
All graduating seniors having a 3.6 or better cumulative grade-point average in the Smart Core Curriculum through the first 9 weeks grading period of Semester II shall be designated as Honor Graduates (providing they have maintained a 3.6 average for the last one or more semesters in attendance on campus at Mt. Vernon-Enola High School in addition to the grades transferred from another school.) Graduating seniors with a 4.0 or more GPA will be designated as “graduating with highest honors.” Grades shall be averaged on the basis of 4 points for each A, 3 points for each B, 2 for each C, 1 for each D, and 0 for F. Beginning with the graduating class of 2007, only Advanced Placement (AP), International Baccalaureate (IB), or ADE approved honors courses will be given weighted credit toward a student’s GPA. Beginning with the graduating class of 2016, students must take a minimum of 2 AP, IB, or ADE approved honors courses to be eligible for honor graduate status. If the teacher is fully trained and certified and
students complete the course and take the applicable test, these courses will be weighted with the value of:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 0 points

Students who wish to take AP, IB or Honors courses may have to complete summer academic requirements to be determined by the teacher of the course.

**Cafeteria**

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. A place will be provided for those students who bring their own lunch.
5. Food is to be eaten in the cafeteria only.
6. Students are to behave in an orderly manner in the cafeteria.
7. Each student who has finished eating should leave the area he/she used clean.

Please remember that the cafeteria is operated for the benefit of the students, faculty and other school personnel. A well-balanced lunch is provided each day at a minimum charge for your health and enjoyment. Students will not be allowed to accrue charges for more than 10 meals without payment.

**The Library**

A trained librarian, who is a member of the regular faculty, is in charge of all phases of the library service and has full responsibility.

The library and study hall are used during several periods of the regular school day. The book collection consists of non-fiction, classified according to the Dewey Decimal System, fiction and reference materials. There are also daily newspapers and a number of magazines which are recommended for high school libraries.

Except for reference works, any book may be checked out for the period of one week, and it is subject to renewal.

The use of the library is a privilege that each student is given but failure to observe the rules of the library will cause one to be excluded from its use. All rules pertaining to library use may be acquired from the librarian.

**The Student Counseling Service**

The student counseling service is one of the services Mt. Vernon-Enola Public School offers students. The counselor works with the students in an attempt to help students 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.

**School Closing**
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. Contact the principal’s office to be added to the telephone contact list.

**Fire, Earthquake and Tornado Drills**
Fire drills will be conducted by the principal and student fire marshals as directed by the State Department of Education.

Earthquake, Terrorist Attack, and Tornado drills will be held at planned times throughout the school year.

**Field Trips**
Field trips are planned to extend learning. As your child enters school each year, we ask that you sign permission for him/her to go on field trips. You will be notified in advance when your child is scheduled to go on a field trip.

Field trips must be arranged two weeks in advance by the sponsor and approved by the administration.

When parents are asked to assist with field trips, they are responsible for helping with students in the class.

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.

Field trips should not be scheduled two weeks prior to a student’s semester tests. Students that have more than six absences for any reason during a semester shall not be allowed to participate in field trips unless permission is granted through the principal’s office.

**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.

**Medication**
Written parental consent for non-prescription medication or physician consent for prescription medication will be required prior to the administration of any medication to any student under the age of eighteen (18). A Medical/Medication Administration Release Form will also have be completed and signed by the parent/guardian before medication can be given. The consent form shall include authorization to administer the medication and relieve the Board and its employees
of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

**Non-Prescription Medication**

Non-Prescription medications (this is to include pain reliever, topical ointments/lotions, eye drops, ear drops, cough drops, cough syrup) at school are strongly discouraged. The school nurse will not give the first dose of any medication. The parent/guardian will give the first dose of all medications to prevent adverse reactions at school. All medications should be brought to school in the original container. Medications brought in baggies, unmarked containers or expired containers will not be given. No more than a 30-school day supply of the non-prescription medication for a student shall be stored at the school.

Parents must provide all medication with a note stating student’s name, dose to be given, frequency, route, and length of time to be given. The district will not purchase or supply any medications for students to protect from litigation. Dispensing and administering over the counter medications to students constitutes practicing medicine without a license because it assumes diagnosis and treatment of a patient, a practice for which the school nurse/designees are not licensed. The school nurse will not give Tylenol or any non-prescription medications at school unless a physician prescribes the medication to be given at school or verbal/written consent is obtained from the parent/guardian prior to dosage of oral medication.

If the physician feels that a student will require these medications at school on a continuous basis, then a note from the doctor is needed. Additional information accompanying the medication shall state the purpose for the medication and any other pertinent instructions such as storage requirements or warnings. All medications will be given according to the labeling directions found on the container. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse or designee will give this medication at the designated time(s). All medications will be kept in a locked container in the nurse’s office. If the nurse is unavailable, a designee who has received proper training from the nurse will administer the medication in correspondence with the aforementioned guidelines.

If a child becomes ill with a fever of 101.0 degrees or greater and the parent/guardian cannot be notified, attempts will then be made to contact the emergency numbers or physician provided on the Medical/Medication Administration Release Form and the medication will be given. At this point, the student will need to be sent home and fever free for 24 hours.

**Prescription Medications**

Prescription medication should be in the pharmacy container labeled with the students legal name (on record with the facility), date prescription was filled, ordering provider name, name of medication, dose, route, frequency of the medication to be given and name of the pharmacy filling the prescription. A request can be made through the pharmacist for two labeled bottles so that one bottle can be kept at home and one at school. It is preferred that medications that need to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given. For example, an antibiotic which is to be given three times daily could be given before the student leaves for
school, when he or she gets home, and at bedtime. The school nurse or designee will not give the first dose of any medication to prevent adverse reactions at school. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse or designee will give this medication at the prescribed time(s). The nurse or school is not responsible for missed doses. If the nurse is unavailable, a designee who has received proper training from the nurse will administer the medication in correspondence with the aforementioned guidelines.

Asthma Inhaler and Epinephrine Injectable Use
The parent/guardian of a student who wishes their child to carry an asthma inhaler or auto-injectable epinephrine, or both, while at school or school sponsored activities, shall provide the school nurse with written authorization on the Medical/Medication Release Form (Alex’s Law 6-18-707). Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The parent/guardian who elects not to allow their child to possess an asthma inhaler or auto-injectable epinephrine shall provide the school with the appropriate medication to be stored in the nursing office. Medication shall be immediately available to the student in an emergency situation. A written authorization on the Medical/Medication Release Form shall contain the following: Student’s legal name (on record at the facility), date of birth, age, parent information, address, emergency contact information, name of medication, dosage, frequency to be given, prescriber’s name, phone number, date of order, instructions to follow after administration of rescue medication, and specific adverse reactions to be aware of.

A Medical Release Form is valid for one (1) school year only. The school shall not keep outdated medications or any medications past the end of the school year. Parents will be notified before the end of the school year to pick the medication up. All medication left at the school will be sent to the Pharmacy Services at the Arkansas Department of Health and Human Services for destruction.

In accordance with act 1565 of 1999, students with special health care needs will have an individual health care plan developed and monitored by school health personnel. The identification and process for the development of services for identified students will be done using existing referral identification and evaluation procedures as established under section 504 of the rehabilitation counseling act of 1973 and/or the individuals with disabilities education act.

By filling out the Medical/Medication Release form you are allowing the school nurse to share health information with educators on a “need to know” basis for “legitimate educational interests” as defined in FERPA (Family Educational Right to Privacy Act). All health information will be kept in a confidential manner.

Student Fund-Raising
Any drive for money by classes or other organizations 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.

**Fees**

There are no required fees for any course carrying credit toward graduation. Voluntary fees (Student Council, FHA, FFA, FBLA, etc.) are set by the clubs and sponsors. Locker fees will be $5.00 per year. Student parking fees will be $5.00 per year.

**Use of the School Phone**

Pupils will not be called to the phone except on urgent matters or in case of an emergency. Parents and friends are asked to cooperate with the school in this matter. Students’ use of the school phone is discouraged. Only in case of emergencies may students use the office phones.

**Textbooks and Backpacks**

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 each five years. Students who lose or damage their textbooks will be expected to pay for the loss or damage. To prevent damage to textbooks and provide for a safer school environment Mt. Vernon-Enola High School allows the use of backpacks/bags/totes/oversize purses for the transport of books and school related items to and from school. At school, all backpacks/bags/totes/oversize bags or purses should remain in the student’s locker throughout the day, or if taken to class, all backpacks/bags/totes/oversize 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.

**District Policies for Student Conduct and Discipline**

**To the Student:**

This portion of your handbook has been prepared for the purpose of outlining for you the expectations of the Mt. Vernon-Enola School District in regard to student conduct.

The District recognizes that students are guaranteed full rights of citizenship by the United States Constitution; and these rights may not be denied except in accordance with due process of law. The District further recognizes that with these rights, there are responsibilities, which are designed to help all participants acquire the full benefits of the educational program, regardless of race, sex, creed, or handicapping condition or national origin.

It is impossible to list in this handbook all of the rules and guidelines for student and staff use. Therefore, the contents of this handbook should not be construed to limit or deny your rights and responsibilities on your own campus as a member of the student body or as a citizen. Neither should it be construed as limiting or denying your principal the right and responsibility to develop such necessary rules and regulations that are not inconsistent with federal and state law and Board of Education policies and regulations.
Each student will receive a copy of the policy handbook and will be required to sign a statement of receipt.

**Who is Responsible for Student Conduct?**

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations which serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such a manner as to insure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education, and the entire community, it is essential that all work together to insure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

**Students**

Students have the responsibility to pursue their education in the Mt. Vernon-Enola School District in a manner that shows respect for other students, faculty members, parents and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools by abiding by rules and regulations established by the Board of Education and implemented by teachers and school administrators. Each student is responsible for his/her own conduct at all times.

**Parents and Guardians**

Parents or guardians are responsible for exercising the required controls so that their children’s behavior will be conducive to their own progress and not disruptive to the school’s educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home, and that by actively soliciting the help of the school, behavior standards may be maintained.

**Teachers**

All teachers are responsible for the supervision of the behavior of all the students in the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum which will promote the learning process, and to utilize sound techniques which seem appropriate. These techniques include conferences with students and parents, referral to counselor or referral to other support service personnel of the district. The teacher is authorized to administer corporal punishment according to guidelines established by district policy. When the teacher is unable to assist the student to maintain proper controls of his/her behavior, the student is to be referred to the principal.

**Principal**

The principal of the school is expected to disseminate to all students at the beginning of the year, and to each new student upon registration the rules and regulations currently in effect. The principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules, and procedures.

**Superintendent**

The superintendent is responsible for exercising leadership in establishing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to standards of student behavior.
Board of Education

The Board of Education of the Mt. Vernon-Enola School District, acting through the superintendent, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school. The board expects all employees to be concerned with student behavior and when and where unacceptable behavior occurs to take appropriate action.

Corporal Punishment

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools. Reasonable discipline may include the administration of corporal punishment to a student by a certified employee, but should follow the guideline below:

(a) This method should be used only after attempts to modify student behavior by other alternatives have failed, or in unusual circumstances.

(b) Corporal punishment is only offered as one of two or more alternatives. **It will not be administered if the student chooses not to take it.**

(b) It shall not be administered in the presence of other students, shall not be issued in a spirit of malice or anger, and shall not be excessive.

(c) Corporal punishment will only be administered when 2 certified employees (one of which must be an administrator) are present.

(d) The student shall be advised of the infraction he/she is being punished for before administering. If the student claims innocence, the certified employee will permit the student to state his/her position, which shall be considered prior to punishment.

(e) Corporal punishment should be administered to the posterior only.

(g) A written report of corporal punishment should be kept in the principal’s office.

(h) School officials are not required to conduct formal hearings prior to corporal punishment.

(i) **Parents may choose whether or not their child is eligible for corporal punishment.** Corporal punishment will only be administered a total of two times per year.

Definitions

1. Expulsion-Prohibition of a student from entering any district school or school grounds (except for a prearranged conference with an administrator) until the end of the semester, the end of the current school year or permanently, depending upon the severity of the offense, with loss of academic credit. This action shall be taken by the Board of Education only.

2. Suspension-Prohibition of a student from entering any district school or school grounds (except for a prearranged conference with an administrator) or participating in any curricular or extra-curricular activity for a period of time set by the principal of the school or the superintendent. Suspensions may not exceed ten (10) school days including the day on which the offense occurred. Suspension does not carry with it loss of credit for the semester; however, make-up work for the time suspended will not be allowed.

3. Probation-When a student is placed on probation, that student must obey the rules and regulations for the rest of the school year. If probation is broken by the student, expulsion will be recommended.

4. Reasonable Force-The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an inappropriate manner or in a manner which could cause physical injury to an individual.
Attendance
Students have the right to attend school in the Mt. Vernon-Enola Public School District in accordance with state law (Arkansas Statutes 80-1502 to 1504, amended Act 1069 of 1985), Board of Education policies, and individual school procedures. Students and parents have the right to be informed of school assignment and attendance policies and policies pertaining to scheduling, grading, make-up work, and behavior expected for continued attendance. ACA 6-18-209

Students have the responsibility to maintain prompt, regular attendance in school in accordance with Board of Education policy. Parents have the responsibility to require attendance and to familiarize themselves with policies pertaining to school assignment for their place of residence, the education program of the school, and rules regarding student behavior.

Students who are absent from school should be aware of these guidelines:

Students covered by Arkansas Compulsory Attendance Laws:

1. ACA 6-18-201) Every parent, guardian or other person residing within the state of Arkansas, having custody or charge of any child or children aged five (5) on or before August 1, through seventeen (17), both inclusive, shall send such child or children to a public, private or parochial school under such penalty for noncompliance as shall be set by law. Age for attending public school is 5 to 21. To enter Kindergarten students must be five (5) years old on or before August 1.

2. (Section 1 of Act 70, 1989, 6-18-209.) The Board of Directors of each school district in this state shall adopt student attendance policy which may include excessive absences as a mandatory basis for denial of promotion or graduation.

Attendance and Absences
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. In recognition of the need for students to regularly attend school, the district’s policy governing student absences is as follows.

Absences will be of 3 types, A, B, and C absences. Type A absences are absences for which professional documentation is presented. Professional documentation can be from a medical doctor, judge, or other professional attesting that the student missed school because of illness or reasons beyond the control of the student. Absences for funerals (no more than 1 day per funeral) are considered Type A absences with proper documentation. Type A absences are excused, unlimited in number, and all missed work can be made up, but they count as absences. Other absences which would be considered Type A are:
1. To participate in the election poll workers program for high school students;
2. To serve as a page for a member of the General Assembly;
3. 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;
4. For purposes pre-approved by the school administration such as visiting prospective colleges,
   to obey a subpoena, or to attend at an appointment with a government agency;
5. Due to the student having been sent home from school due to illness.

Type B absences are absences with or without documentation from parents. This may occur
when a parent decides to allow a student to stay at home for any reason without professional
documentation. Type B absences are limited to six (6) per semester. Type B absences are not
excused, however missed work can be made up. Excessive Type B absences (more than 6 per
semester) will result in loss of credit and a grade of F in each course affected or assignment to
dshall if the class is ungraded (study hall, athletics, etc). Parent/guardian will be notified when a
student has missed 3 (one half of the 6 permitted) days.

Type C absences are absences resulting from a suspension or expulsion. Type C absences are
unexcused and students receive a grade of zero for all work missed while absent.

Excessive unexcused absences shall not be a reason for expulsion or dismissal of a student.

Students participating in school sponsored activities will not be counted absent.

If any student’s Individual Education Program (IEP) or 504 Plan conflicts with this policy, the
requirements of the student’s IEP or 504 Plan take precedence.

The District shall notify the Department of Finance and Administration whenever a student
fourteen (14) years of age or older is no longer in school. The Department of Finance and
Administration is required to suspend the former student’s operator’s license unless he/she meets
certain requirements specified in the code.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18)
years old on October 1 of any year are required to provide proof of a high school diploma or
enrollment and regular attendance in an adult education program or a public, private, or parochial
school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled
in school shall present proof of a “C” average for the previous semester or similar equivalent
grading period for which grades are reported as part of the student’s permanent record.

Students are required to get an admit slip for an absence. Students are required to sign in and
out in the office when arriving or leaving campus other than at regular start and end 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 a phone call from the parent/guardian.

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.

(c) The student must turn in to the teacher the make-up work without the teacher asking the student for it. This is the student’s responsibility.

Providing a student receives a 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 of the semester, or the “I” shall become an “F” for the final grade except for extenuating circumstances, such as illness.

Any student leaving school during the day must, in all cases, sign out. Failure to sign in and out will result in disciplinary measures. These measures may include suspension/corporal punishment.

A student will be counted absent if more than fifteen (15) minutes are missed in a forty-five (45) minute class period.

A student arriving after the bell has rung to begin a period shall be deemed tardy.

Underlying the above proposed absentee policy is the premise that every classroom teacher will provide an exciting, interesting, learning experience each and every day for each and every student enrolled in his or her classes.

It is also imperative that classroom teachers evaluate their students several times in each grading period as a method of learning, for evaluative purposes, and for purposes of reteaching.

**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. 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 a designated area and be prepared to study for the next test they are to take.
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 be signed out and exit the campus.
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.
Any student who misses a semester exam for any reason other than exemption must be accompanied back to school by his/her parent or guardian for the purpose of explaining his/her absence on the first day he/she returns to school. If this procedure is not followed, the student will not be allowed to make up the exam.

**Make Up Policy for Extended Absences**
A student who must be absent for an extended period is required to comply with the following guidelines:

The student must make arrangements through the office with each of his or her teachers to make up missed assignments. The student will comply with completion deadlines set by the teacher and/or principal.

Arrangements for completion of make-up work must be made on the first day the student returns to school following the extended absence.

It is strongly suggested that a student who must be absent for an extended period (more than six days) contact the office on a regular basis to make arrangements to pick up assignments or to have assignments sent home.

**Curriculum**
Students have the right to a meaningful curriculum. Students have the right to know what is expected of them in class and to be informed of their progress.

Students have the responsibility to meet the requirements of graduation and/or plan of study, to seek counsel and direction in determining educational goals, and to work with the teacher to try to resolve any conflicts which might arise. School staff members have the responsibility to recognize the individuality of those students seeking their advice and counsel and to work with students to try to resolve conflicts.

**Evaluation**
Students have the right to know what is expected of them in order to receive a specific grade, to be graded fairly, to be informed of unsatisfactory work and provided suggestions for improvement. Students and parents have the right and responsibility to initiate conferences with teachers concerning student classroom performance. Parents have the responsibility to respond promptly to teacher notification of unsatisfactory academic performance or unsatisfactory conduct on the part of the student. Mt. Vernon-Enola High School utilizes an electronic grade book to keep parents and students informed of academic progress. Parents are urged to contact the school if assignments are not entered 1 week prior to their due date and/or grades are not entered within 1 week following the due date for an assignment.

**Interrogation and/or Removal from School by Legal Authorities**
Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, to know that anything he/she says may be held against him/her in court, for the interrogation to take place in the presence of an official school representative, and not to be removed from school unless he/she has been observed violating a law by a law enforcement officer and/or the official school representative is presented a warrant or other valid order for arrest. School administrators have the responsibility to notify parents of pending or past interrogation, to be present in the absence of parents during an interrogation and assure that the
student is removed from the school by legal authority. (School administrators have the responsibility to initiate proceedings for removing students from the school by legal authorities when the student becomes uncontrollable and/or disruptive.)

**Search and Seizure**

Students have the right to be protected from unreasonable search and seizure by either state, federal, or school officials.

School administrators have the responsibility to make a determination of the point at which the student’s right to protection against unreasonable search and seizure is in conflict with the administrator’s official duty to maintain a safe, orderly and efficient school. Search and seizure by administrators and/or their designee may occur when need exists.

Search and seizure by law enforcement officials shall occur when a warrant exists. School administrators have the responsibility to make students aware of search and seizure procedures involving school property and/or person.

**Locker Searches**

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.

**Personal Search**

A search of a student’s person should be limited to a situation in which the administration has reasonable suspicion that the student in concealing evidence of an illegal act, contraband, or has violated a school rule.

Dangerous items (such as firearms, weapons, knives), controlled substances as defined by Act 590 of 1971, ACA 5-64-101 as amended, and other items which may be used to disrupt substantially the education process will be removed from the student’s possession and will be reported and transmitted to the proper authorities.

An adult witness of the same sex as the student will be present when a personal search is conducted.

2. A pat-down search of a student’s person should be done by a school official of the same sex as the student and with an adult witness of the same sex present.

**Student Automobile Search**

There is no expectation of privacy for student automobiles parked on the school campus. Student vehicles may be searched when the administration has a reasonable suspicion that contraband is present.

**Patriotic and Religious Exercise**

Students have the right to participate in or abstain from such exercises as the flag salute, oaths or pledges, anthems, and religious observances.
Students have the responsibility to respect the choice of those who choose to participate or abstain from such exercises. Parents and students have the responsibility to express to campus administrators, for appropriate action, their religious or ethical objections to participating in selected features or class activities.

**Student Records Notice of Privacy Rights**

This notice informs parents and eligible students (those age 18 and older) of their rights concerning educational records maintained by the Mt. Vernon-Enola School District. The rights include those of access to the records, opportunity to challenge such records, limitations on disclosure, and provisions to file a complaint with the Department of Education.

Those rights are explained in the Family Educational Rights and Privacy Act. The laws and regulations require school systems such as Mt. Vernon-Enola to:

(a) Provide parents and eligible students the opportunity to inspect educational records. Request should be directed to the school principal.

Provide parents and eligible students the opportunity to challenge the contents of the record when they believe it contains information that is inaccurate, misleading, or an invasion of the student’s right of privacy. This does not apply to grades.

Limit disclosure of information from the student’s record to those who have written consent of the parent or eligible student, or to officials specifically permitted under the law (such as Mt. Vernon-Enola officials); to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state, and federal officials.

Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and if efforts to resolve the situation through appeal channels within the Mt. Vernon-Enola School District have not proved satisfactory. Complaints should be addressed: Family Educational Rights, Switzer Building, Room 4511, Washington, D.C. 20202

**Grievance - 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.

**Scholarships**

**Arkansas Academic Challenge (Lottery) Scholarship** - Program for Arkansas high school graduates who complete the recommended pre-collegiate smart-core curriculum.

Eligibility requirements:

1. Graduate from high school in Arkansas
2. Earn a 19 or better composite score on the ACT Assessment and have at least a 2.50 G.P.A. in the following high school courses:
   - 4 years of English
   - 3 years of science to include biology and chemistry or physics
   - 4 years of math with at least one course beyond Algebra 2
   - Civics or American Government
   - World History
   - American History

A student scoring lower than 19 on the ACT may still qualify with a higher GPA.

**Toad Suck Scholarship** - For graduating seniors in Faulkner and Perry counties, planning on attending Hendrix, UCA or Central Baptist College. Based heavily on community service during Toad Suck days.

**ACT Scholarship** - For scores in mid-twenties depending on the college.

**FFA Scholarship** - $500 to one outstanding senior agriculture student majoring in an agriculture related field.

**High School Faculty Scholarship** - For one graduating senior planning to major in education. Deadline May 1.

**Parent-Teacher Organization Scholarship** - For one graduating senior. Based heavily on financial need.

**Student Council Scholarship** - For one graduating senior. Based on GPA, awards and school involvement.

**The Bud and Shannon Bostic Family Annual Scholarship** - For deserving graduating seniors.

**Cadron Creek Free and Accepted Mason Scholarship** - To a graduating senior who strives to meet high academic standards and who is involved in school and community activities.
These scholarships may or may not be awarded annually, depending on the availability of funds. Applications may be obtained from the high school counselor. Completed applications should be returned by April 30 or as designated.

**School Announcements**

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 district website.

**Class Schedules**

Many hours of work have been put into the class schedules so that students may have a wide choice of subjects. Each student is individually considered and is hand-scheduled into subject areas so that he or she will receive the very maximum from the years spent in school. Any class schedule changes must be approved by the principal. Schedule changes must be requested by the end of the 2nd day of school and by the end of the 1st day the second semester.

**Standards of Conduct**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staffs have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

**Infractions to Avoid**

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. The violations of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school supervised activity, function or event, or enroute to and from school.

Below is a standardized list of disciplinary actions to be taken. This list may be added to, deleted from, and amended as circumstances dictate. This list may be taken in alphabetical order after each occurrence; however, the administration may exercise more extreme action in severe situations in which a student has been involved in other rule infractions. The disciplinary actions will be determined on a case by case infraction according to the rule.

(a) Conference with a warning
(b) Parent conference or contact
(c) Corporal punishment/Detention
(d) Suspension - one to nine days/In School Suspension/Saturday School
(e) Suspension - ten days and recommended expulsion

In accordance with Act 888 of 1995, ACA 6-17-113 all felonies and other violent criminal acts will be reported to the appropriate local law enforcement agency.
Rule 1. Disregard of Directions or Commands (Insubordination)
A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers, or other authorized personnel.

Rule 2. Disruption and Interference With School
No student shall;
   a. Block the doorway or corridor
   b. Prevent students from attending a class or school activity;
   c. Block normal pedestrian or vehicular traffic;
   d. Use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption;
   e. Refuse to identify himself/herself on request;
   f. Encourage other students to violate any rule or school board policy.

Rule 3. Fireworks
A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students, that could cause damage to school property or that could be disruptive to the learning climate of the school.

Rule 4. Students Under the Influence or in Possession of Alcoholic Beverages, Drug Paraphernalia and/or Controlled Substances. Section A:
A student shall not possess, sell, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substances defined in Act 590 of 1071. A student shall not possess any type of drug paraphernalia.

Any student who violates the narcotic and drug provisions at school or at a school activity shall be suspended from school until the next school board meeting. After the due process and a hearing, the board may then officially expel the violator for the remainder of the current semester, the remainder of the school year, or one full calendar year. Upon recommendation by the administration, placement in Alternative School may be given in lieu of expulsion. ACA 5/64-101

Section B:
A student shall not possess, sell, transmit or be under the influence of any beverage containing alcohol or intoxicant of any kind as defined in amended Act 590 of 1071. Any student who violates the alcohol or intoxicant provisions above at school or at a school activity shall be subject to:

Immediate out-of-school suspension for 10 days. Student will not be allowed to reenter school until parent/guardian has met with the administration.
b. 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 Alternative School 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.

Rule 4. Is not in conflict with the MVE Chemical Test Policy. Students found with a positive test under the MVE Chemical Test Policy will have consequences as outlined in the MVE Chemical Test Policy. ACA 6-18-502; 503; 507; 6-21-608

**Rule 5. 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 materials. 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.

**Rule 6. 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 upon 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 recommended expulsion)

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

**Rule 7. Theft and Extortion**

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.

**Rule 8. Physical Abuse or Assault by a Student on a School Employee**

A student who commits or attempts to commit assault and/or battery upon a member of the faculty or staff of the Mt. Vernon-Enola School District the district shall:

(a) Face immediate suspension
(b) Be afforded due process with a recommendation of expulsion
(c) The proper law enforcement authorities will be notified.

See Rule 32.
Rule 9. Physical Abuse or Assault by a Student on Another Student
A student shall not threaten or attempt to cause injury or physical harm to another student nor shall a student strike another student. See Rule 32.
Violation of this rule will result in corporal punishment, suspension, or expulsion.

Rule 10. Profanity
A student shall not use abusive, vulgar, or irreverent language on the school campus at any time.

Rule 11. Gambling
A student shall not participate in any activity which may be termed gambling or wagering where stakes, money or any other object or objects of value are involved.

Rule 12. Cutting Lunch Line
Students shall always keep their place in lunch line. Serious altercations often develop as a result of this infraction.

Rule 13. Forgery of Passes and/or Falsification of General Information
Any forgery or misuse of hall passes or absentee slips, report cards, etc., will result in disciplinary action, including but not limited to, corporal punishment.

Rule 14. Sleeping in Class
A student shall not be allowed to sleep in class. A student who becomes ill should go to the principal’s office.

Rule 15. Tardies to School
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 assignment;
b. 4th tardy - 2 detentions;
c. 5th tardy - 3 detentions.
d. After the fifth tardy, suspension of driving privileges for remainder of semester/suspension from school.

Rule 16. Tardies to Second thru Eighth Period Classes
Students in grades 7-12 are given plenty of time for passing between classes. Students must be at their assigned learning stations or seated at their desks when the tardy bell begins to ring. A little late is too late!

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 afterward will result in in-school suspension or out of school suspension/corporal
punishment.

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.
1. Any B absence over 6 will carry with it Early Detention Hall.

Rule 17. Preparation for Class

Before the tardy bell rings, students are to be in their classroom seats with the appropriate
materials required for that class. Students 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.

Rule 18. Leaving Class During Session

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, unless called by the office.

Rule 19. Hall Rule

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

Rule 20. Loitering By Suspended Students

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 include,
(a) Extend length of suspension or recommend expulsion.
b) Student(s) shall be arrested and charged in accordance with Arkansas Law (Act 75 of
1971) ACA 6-21-607

Rule 21. Smoking and Smokeless Tobacco

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 In-School Suspension for 1st offense and Out of School suspension for
repeat offenders. Also 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

Rule 22. Public Display of Affection

Public display of affection is not appropriate behavior at school. Failure to comply will lead to
disciplinary action.
1. 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.
**Rule 23. Truancy**
A student shall not be absent from school without parents’ and/or school authorities’ prior knowledge and consent. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered as truant.

**Rule 24. Chewing of gum in the classrooms will be left to the discretion of the classroom teacher.**

**Rule 25. Lack of Appropriate Materials**
Students should always have in their possession the appropriate materials needed to fully participate in class each day.

**Rule 26. Possession of a Cell Phone or other Electronic Communication Device**
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 exceptions 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: device is taken and held until the parent comes and picks it up or (if student refuses to surrender his/her device) 5 days out of school suspension. Second offense: the student is suspended (OSS) for 1 day, the device is taken by the office and kept until the parent picks up the phone or (if student refuses to surrender his/her device) 10 days out of school suspension (OSS). The third offense: the student is suspended (OSS) for 3 days, the device is taken by the office and kept until the parent picks it up and the student may no longer bring a cell phone on campus or (if student refuses to surrender his/her device) expulsion for the remainder of the semester with loss of credit. Fourth offense: 5 days OSS and the device is kept permanently or (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 students device will be subject to the consequences above.

1. Students can use electronic devices before 7:55 a.m. outside of the building.
2. Students should not have electronic devices out or turned on inside the building on campus at any time during the school day.
3. The rules apply to electronic watch i.e. Apple Watch.

**Rule 27. 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.

**Rule 28. 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 immediate disciplinary action.

**Rule 29.**
Students are not permitted to bring food or drinks into the buildings or classrooms. Violation of this rule will result in disciplinary action.
Rule 30. Hand-Held Laser Pointers
Students are not allowed to have in their possession hand-held laser pointers. Violation of this rule will result in disciplinary action and seizure of the pointer.

Rule 31. Communicating a false alarm to or about an educational institution is a class D felony (Act 567). ACA 5-71-210

Rule 32. Seriously threatening a school employee or 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.

Rule 33. Plagiarism (using the ideas or words of a source without giving that source credit for the borrowed information) and cheating will result in a zero on the work involved and 3 days dall.

Rule 34. Violations on the last day of school that cannot be addressed on that date will result in disciplinary action the next school year.

Terms: “Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation.

“Electronic Act” means any textual, visual, written, or oral communication of any kind transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, pager, computer online service, or Internet service, including without limitation to a local bulletin board service, Internet chat room, electronic mail, social networking site, or online messaging service, whether or not the electronic act originated on school property or with school equipment.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other person’s performance in the school environment.

“Substantial disruption” means ‘necessary cessation of instruction or educational activities’ or ‘inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment’ or ‘severe or repetitive disciplinary measures are needed in the classroom or during educational activities’ or ‘exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

1. “Definition of bullying. “Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable: (a) physical harm to a public school employee or student or damage to the public school employee’s or student’s property; (b) substantial interference with a student’s education or public school employee’s role in education; (c) a hostile
educational environment for 1 or more students or public school employees due to the severity, persistence, or pervasiveness of the act; (d) substantial disruption of the orderly operation of the school or educational environment.”

2. **Bullying is prohibited** while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, at school sanctioned events, or by an electronic act, whether or not the electronic act originated on school property or with school equipment. School employees, volunteers, and students are encouraged to report any instances of bullying without fear or consequences.

3. **Staff intervention.** The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene and shall report the incident to the principal.

4. **Students and parents shall report bullying.** Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully should file a complaint by contacting a school counselor, teacher, principal, or superintendent, who will assist in getting help for the child and take the appropriate steps to ensure that such behavior is stopped. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students, parents, or teachers who file a complaint against a student who is guilty of being a bully will not be subject to retaliation or reprisal in any form. Students or adults, who knowingly fabricate allegations and falsely accuse a student of being a bully, will be subject to disciplinary action.

   Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student for the purposes of bullying, shall be subject to disciplinary action.

5. **Investigation procedures.** Upon learning about a bullying incident, the principal or designees shall interview both students and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. All reports will take into account the age of the offending student, the level of seriousness of the behavior, and whether or not the offending student has developed a habit of engaging in bullying behavior. Appropriate measures will be taken in dealing with such students.

6. **Consequences/intervention.** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension; corporal punishment; and/or expulsion; or transfer to Alternative School. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate.

### Detention

Mt. Vernon-Enola High School uses a school wide discipline system to help maintain order and provide a basis of understanding between students, their parents and the staff of MVE High School. The discipline system is based on detention hall (dhall). Dhall is held at 7 am and immediately after school each day. It is not possible for a student to ride the school bus and attend either the morning or afternoon dhall; instead students must provide their own
transportation to or from school in order to attend. They are:
1. No talking without permission. This might be better understood as no communication without permission. This includes writing notes, making signals or any other communication method that distracts.
2. Follow directions the first time given. Students in the high school are old enough to listen and follow directions without the need for the teacher to repeat simple directions.
3. Come to class prepared to work. Bring your book(s), paper, and a writing utensil every day to every class. Students should not leave the class to return to their locker for supplies.
4. Respect yourself and others. Students should keep hands and feet to themselves. They should never act to put down, embarrass or harass anyone.

**MVE High school has two different types of Detention Halls.**

1. The first being Homework Detention Hall. This applies to 7th and 8th graders only and is used when they fail to turn in work.
2. The second type of Detention Hall is used for disciplinary matters and it is called Early Detention Hall. This will be held daily.

Early Detention Hall is held each morning.

**Early Detention Hall – 7:00 a.m. -7:45**

Homework Detention is held daily after school.

**Homework Detention is held from 3:10-3:50**

Detention Hall is held in a designated location that is announced to the students at the beginning of the school year. Upon entering the room, a student must sign the sign-in sheet and give the time he/she arrived for Detention Hall. Students must bring books, paper, and pencils since the time spent in Detention Hall must be used as a study hall.

A student who is tardy to Detention Hall will remain that day and receive an additional day for being tardy. A student will be assigned to one session of Saturday School for excessive tardiness to Detention Hall. If a student is more than 10 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 days of detention halls. After a student has accumulated a total of five Detention Halls, he/she will be assigned one session of Saturday School. If a student is absent from school on the day he/she has Detention Hall, he/she must report the day he returns to school.

Students should make an effort to avoid a dhall assignment but if that assignment occurs they should be sure to take responsibility for the dhall and attend in order to avoid additional penalties.

**Homework dhall**

In addition to regular dhall as described above, 7th and 8th graders will receive an assignment to homework dhall for failure to turn in acceptable homework assignments. As with regular dhall, students are not required to attend until the next school day. Failure to turn in homework will result in no more than 50% credit for the assignment and it still must be done. Homework not done in a timely manner (no more than 3 days late) will result in additional regular dhall for each day the homework is not completed.
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 what are found guilty in the use of drugs, alcohol, fighting, and employee abuse. Saturday School will be offered during the school year. It will be held in the 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. In the event of inclement weather and school is not in session the Friday before a scheduled Saturday School, it will be canceled. If inclement weather is forecast for Friday night and/ or Saturday, we will inform students of the cancellation by school administrators.

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. 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 newspaper 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 principal before the end of the school day on the Friday 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 is truant for 3 Saturday Schools in a school year then the student will be assigned 2 days of ISS for every Saturday School assigned thereafter.

Student Discipline-General Statement of Jurisdiction
A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student’s conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

Gangs and Gang Activity
Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school sponsored activity. Gang-related activity - whether genuine or a pretense - that is identified by school officials may result in a minimum (3) day out-of-school suspension up to a maximum of expulsion for the remainder of the semester. A second offense of gang-related activity will result in a recommendation for expulsion for the remainder of the semester, the remainder of the school year, for one calendar year, or permanently.

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, for the remainder of the school year, for one calendar year or permanently, depending on the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, “throwing signs”, or other gestures or language (however expressed) associated with gangs, intimidation, and threats. Act 1108 of 1997, ACA 6-15-1005
Suspension - Authority and Procedures
The principal and/or superintendent may suspend pupils from school for disciplinary reasons when the best efforts of the staff, the counselor, and the parents or guardian of the pupil have failed.

Unless the official imposing suspension has personally witnessed the infraction, he will conduct such investigation into the matter as he deems necessary, including an interview with the subject student before imposing a suspension.

The suspension shall not exceed ten (10) school days, including the day upon which it was initially imposed, and the parent or guardian will be given notice of such suspension and its duration. Such notice will be mailed to the parent or guardian at the address reflected on the records of the school district.

A suspension will be, at the request of the parent, reviewed by the superintendent. At such review, the student may make a statement in his or her own behalf and present any other available evidence in support of his or her position. The superintendent shall have authority to revoke, terminate, or otherwise modify the suspension and will notify the parents of his action in this regard on the day the review is completed.

Make-up work for credit will not be permitted for those days missed due to a student’s being suspended.

Expulsion - Board Policy
The Board of Education is authorized to expel a student for the remainder of the semester, the remainder of the year, or permanently for conduct it deems inappropriate or where it finds that the student’s continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.

The superintendent shall give written notice to the parent or guardian (mailed to the address reflected on the school district records) that he has recommended to the Board of Education that a student be expelled for the balance of the school year, and notice shall contain a statement of reasons for this recommendation. The notice shall reflect the date, hour, and place where the Board of Education will consider and dispose of the recommendation; and such hearing shall be conducted not earlier than three (3) working days nor more than seven (7) working days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The superintendent may present any evidence, including statement of those persons having personal knowledge of the events and circumstances giving rise to the expulsion recommendation, at the hearing. The student or his or her representative may then present statements of any persons with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. However, if during the course of the hearing, the Board determines that credibility of any of the witnesses is an issue, then it will permit cross-examination by the student and the superintendent (or their representatives) of those witnesses as to whom credibility has become an issue. Such cross-examination shall be limited to the question or questions as to which the credibility of the witness has become an issue.
Written questions may be submitted by the superintendent or student to any witness presented by the other, and the witness will answer those which the board deems material and relevant. Members of the Board may question any witness. It is noted that Arkansas law makes no provision for the taking of testimony under oath, and no sanctions for perjury, at proceedings such as these.

At the conclusion of the hearing, the Board’s decision on the question of expulsion will be made in an open meeting.

Arkansas Statue 80-1516 provides that the director of a school district may exclude students for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness or other conduct that would tend to impair the discipline of the school or harm the other pupils. ACA 6-18-507

**School Bus Transportation**

**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 a 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; let other pupils 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. Pupils must keep seated while the bus is in motion and must not ever move while it is stopped except as the driver directs. Pupils are not to put their hands, arms, heads, or bodies out of 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 $10.00 to $100.00

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 this Act shall be guilty of a misdemeanor, and upon conviction, shall be punished by a fine of no less than $25.00 nor more than $100.00. ACA 5-60-113
11. Do not ask the driver to let you off the bus up town, at the store, to get mail out of the box, or any place except your regular stop.

12. If you must 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. Pupils 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 or the student patrol 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 all the “do’s and don’ts”, 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.

The following penalties will be applied according to the severity of the offense committed.

   A. Option of Corporal Punishment, Detention
   B. Suspension from riding the bus for three (3) days.
   C. Suspension from riding the bus for ten (10) days.
   D. Suspension from riding the bus for the remainder of the semester.

**Discipline of Disabled Students**

Students with disabilities are subject to the same disciplinary rules as non-disabled. The individualized educational plan (IEP) will address any particular disciplinary procedures that may deviate from the usual rules. State and Federal guidelines will be followed to maintain compliance, and protect the rights of students with disabilities to a free appropriate public education. The building principal is given the responsibility of serving as the grievance officer in compliance to requirements of Act 504 of the Rehabilitation Act of 1973.

**Confidentiality of Application for Free and Reduced Price Meals**

All information is confidential and may be used only for determining eligibility for free or reduced price meal benefits and verifying income information required by program regulations. Regulations authorize the release of aggregate information about the number of children eligible for free and reduced price meals but require a waiver of confidentiality for the release of names. All information is confidential unless a waiver of confidentiality is obtained by the Food Service Director from the parent/guardian.

No reports generated by APSCN shall include the student’s name and eligibility status, and the code used to indicate the eligibility status of a student will be known only to the person operating the system. The NSLA establishes a fine of not more than $1,000, or imprisonment of not more than 1 year, or both, for publishing divulging, disclosing, or making known in any manner or extent any eligibility information not authorized by Federal law. The protection of the identity for students eligible for free and reduced price meals is of top priority to the Mt. Vernon-Enola School District.
Appearance 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 7-12 may be sent home immediately if clothing does not meet the dress code or attracts undue attention to the student, and 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 adopts the following dress code: (7-12)

Students will at all times dress in good taste and be groomed to present a respectable appearance.
Clothing displaying demonic symbols, slogans, or pictures of a vulgar nature or depicting alcohol beverages, tobacco products or illegal drugs will not be worn.
Hats, caps or sunglasses (except for medical reasons) will not be worn in the classroom or halls.
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.
Students may dress in shorts year round. Shorts and skirts must be of the appropriate style and length. No spandex or boxer shorts may be worn. Shorts must be at least as long as the tips of the fingers when standing in a relaxed, hands at the sides, position.
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 at school sponsored activities. Pants or shorts with holes must have no holes higher than the tips of the fingers.

(7) Students will not be allowed to wear sleepwear, including house shoes.
The final decision of any wearing apparel will be at the discretion of the principal. Failure to adhere to the provisions of the dress code will result in the following penalties:

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

Care of Rooms and Equipment
All students are urged to help keep classrooms and halls neat and attractive at all times. Please do not adjust shades, thermostats, etc., without permission from the classroom teacher.

Behavior Not Covered
The Mt. Vernon-Enola School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.
Student and/or Parent Complaints

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 complainant.

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 a 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.

Student Automobiles and Motorcycles

Students possessing valid drivers licenses and proof of insurance may drive their cars to school. They will be required to park and leave them in assigned areas upon arrival. There is to be no sitting in or driving of cars during school hours unless permission is obtained from the principal’s office. Autos are not to be used as lockers and/or visited between classes. All cars must be properly registered with the office before they may be driven to school and parked on school property. 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.

Classes Closed to the General Public

All classes, including physical education, are closed to the general public unless cleared through the principal’s office. If a parent or interested party should want to visit a particular class, prior permission should be obtained.

Visitors

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 the 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.

Closed Campus

Students may not leave the campus during the school day unless permission has been granted by 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.
Parent-Teacher Conference

Parent visitation will be held twice a year at the end of the first and third grading periods. 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 hall 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

The Mt. Vernon-Enola School District recognizes the importance of parents being involved in the education of their children and that parents play an integral role in assisting student learning. The District is committed to actively involving parents as full partners in the decisions that affect their children. The District Parental Involvement Plan will seek to involve parents of students at all grade levels in a variety of roles and encourage regular, two way, and meaningful communication between home and school. Mt. Vernon-Enola high school teachers will contact a parent of each student at least 2 times each school year and more frequent communication with parents of students not performing at the level expected for their grade. This may be accomplished by parent-teacher conferences, home visits, or phone conversations.

Mt. Vernon-Enola Parental Involvement Plan

1. Prior to the first day of school, an open house will be scheduled, inviting all parents and community members. An overview of student assessment, accreditation, program goals, staff, curriculum, facilities, and federal programs will be presented. This information will also be published in the local newspaper. Parents and students will have opportunity to meet with teachers and staff to discuss and receive materials and information needed for a successful school year.
2. Parents will be surveyed to determine their interests and availability for volunteering. A list of volunteers will be compiled and given to faculty and staff.
3. The school’s process for resolving parental concerns, including how to define a problem, who to approach first, and how to develop solutions, will be included in the school’s policy handbook.
4. Two parent/teacher conferences per school year will be scheduled.
5. Discussions with parents of high school students to address involvement in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities, will be held during CAP conferences and financial aide meetings.
6. Include parents/community members as participants in school decisions through various committees and the local parent/teacher organization. Promote community service through school activities and organizations.
7. Maintain communication with parents and community members through the use of the school website, quarterly newsletter to all parents, emailing of daily announcements to parents, providing online access to grades and homework assignments through eSchool software, faculty and staff web pages, and contact through School Reach Notification System.
8. Provide parental involvement professional development training for faculty and administration.

**Sexual Harassment**

**Purpose**

Sexual harassment is sex discrimination under Title IX. It is the policy of the Mt. Vernon Enola District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

**Authority**

It shall be a violation of this policy for any member of the district staff to harass a student through conduct of communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below.

**Definitions**

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a member of the school staff to a student, or when made by any student to another student constitute sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, etc.
- Inappropriate patting or pinching
- Intentional brushing against a student’s or an employee’s body
- Any sexually motivated unwelcome touching

**Procedures**

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the District’s equity complaint procedure (detailed below) or may complain directly to the building principal, guidance counselor, or to the Equity Coordinator, the individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual’s status nor will it affect
future employment, grades, or work assignments. Use of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the Superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation.

The Equity Coordinator shall make a report to the Superintendent within two school days of the completion of the investigation.

**School District Action**

Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or nonrenewal.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

**Reprisal**

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**Title IX of the Education Amendment of 1972**

Any person having inquiries concerning compliance with Title VI, Title IX, or Section 504 is directed to contact the coordinators listed.
Closing Remarks

This handbook is not intended to be all inclusive. It does not and cannot contain all of the rules, regulations and procedures that are needed for the efficient and effective function of Mt. Vernon-Enola Public Schools as an educational institution. New information will be given and new rules will be made to fit each new situation that might occur.

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

The administration also recognizes that circumstances at times require that consideration be given to an instance involving an unusual situation. In such cases the administration shall take actions appropriate to the situation.

It is our wish that each student at this school conduct himself/herself in a way that will be acceptable to all concerned.

We are all here for one purpose, and that is to see that each of you receives an education that will allow you to develop to your fullest potential and to insure your mental and physical growth, which, in turn, will insure your future happiness.

Chemical Screen Test Policy For Mount Vernon-Enola Schools

The Mount Vernon-Enola 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 Mount Vernon-Enola 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 the legal drugs and medications.

Purpose of a Chemical Abuse Policy:

1. To let all the students of Mount Vernon-Enola 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 Mount Vernon-Enola 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 Mount Vernon-Enola 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 Mount Vernon-Enola 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 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, but is on 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 Mount Vernon-Enola 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 Mount Vernon-Enola Schools or must 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 to Testing* - Students not consenting to be tested (in the 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

*Use of 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.

- The Superintendent or designee shall notify the student and the student’s custodial parents/legal guardians.
- The Superintendent or designee shall schedule a conference with the student’s custodial parents legal guardians to explain the results.
• Counseling/rehabilitation will be strongly recommended for the student who tests positive. This will be at the expense of the student.

• The student will be placed on probation for twenty days. After twenty-one days, the student will be tested again at the student’s own expense, and a written copy of the results will be given to the Superintendent or designee. 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 Mount Vernon-Enola 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.

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. The student will be allowed to retest at the end of the 20-day probation period at his/her expense. If the result of the GC/MS is negative for the suspected substance or substances, the student shall be considered to have had a negative result.

All test results from the laboratory shall be communicated to the superintendent or designee. To ensure proper testing, 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:

I. 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 millimeters, 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 and have the
11. The identification label on the specimen container shall contain: (the date) (the student’s name) (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 identifying 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 a specific drug.

Substance Tested
The substances for which students will be tested include:

<table>
<thead>
<tr>
<th>BARBITUATES</th>
<th>AMPHETAMINES</th>
<th>BENZODIAZEPINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amobarbital</td>
<td>Amphetamine</td>
<td>Alprazolam</td>
</tr>
<tr>
<td>Butabarbital</td>
<td>Methamphetamine</td>
<td>Chlordiazepoxide</td>
</tr>
<tr>
<td>Butalbital</td>
<td>Clorazepate</td>
<td>Pentobarbital</td>
</tr>
<tr>
<td>Diazepam</td>
<td>Phenobarbital</td>
<td>Halazepam</td>
</tr>
<tr>
<td>Secobarbital</td>
<td>Prazepam</td>
<td>Trizolam</td>
</tr>
<tr>
<td>COCAINE METABOLITES</td>
<td>PROPOXYPHENES</td>
<td>PHENCYCLIDINE (PCP)</td>
</tr>
<tr>
<td>QUALITATIVE THC</td>
<td>OPIATES</td>
<td>ETHYL ALCOHOL</td>
</tr>
<tr>
<td>Codeine</td>
<td>Heroin</td>
<td>Morphine</td>
</tr>
</tbody>
</table>
The cutoff levels for initial screens shall be 100 nanograms per millimeter (ng/mg) for marijuana metabolites (THC), 300 ng/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 Mount Vernon-Enola Handbook.

**Mt. Vernon-Enola Technology Use Policy**

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work). Students who violate technology user agreements are also subject to the penalties outlined in the agreement.
Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening E-mail message to another student. This student would be disciplined for misusing technology as well as threatening another student.

Penalties: The disciplinary actions will be determined on a case by case infraction. The disciplinary action could be suspending student from using technology and/or corporal punishment/suspension. The Technology Coordinator may close an account any time as required. The administration, faculty, and staff of the Mt. Vernon-Enola School District may request the Technology Coordinator to deny, revoke, or suspend specific user accounts.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS DOCUMENT.

The Mt. Vernon-Enola Public School District recognizes the need to effectively use computer technology to further enhance educational goals by facilitating resource sharing, innovation, and communication. However, protection and security of the various information networks and computer systems are necessary. Users are expected to learn and to follow normal standards of polite conduct and responsible behavior in their use of computer resources. Electronic mail and telecommunications are not to be utilized by students to share confidential information about other students or individuals because messages are not entirely secure. Network administrators may review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should not expect that files stored on district servers would be private.

Mt. Vernon-Enola Public School District is providing access to computer networks and the Internet for educational purposes ONLY. If users have any doubt about the educational value of any activity, they should consult a member of the Administration. It is the responsibility of each user to use the network and Internet access appropriately and to stay away from offensive or harmful sites. Any inappropriate site accessed from a district computer should be reported immediately to the Technology Coordinator.

Mt. Vernon-Enola District, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are obscene or harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials.

I. Use of Computer Hardware:
   1. Computer hardware is like any other school property and shall be treated accordingly.
   2. Only authorized individuals will install, service, and/or maintain district owned computer hardware.
   3. No hardware, including cables or peripherals, may be moved without authorization from the Technology Coordinator.
   4. It is the responsibility of the faculty member to whom the computer is checked out to turn off and cover the computer and peripherals at the end of the day.
5. It is the responsibility of the faculty and then students, staff, and users to keep the computer clean and away from smoke, dust, magnets food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.

It is the responsibility of the faculty member to whom the computer is checked out to report malfunctions of the hardware to the Principal, using the help tickets provided by the office.

II. Use of Computer Software:

1. Only software which is legally owned and/or authorized by the district may be installed on district computer hardware.
2. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
3. Modification or erasure of software without authorization is prohibited.
4. The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into the computer system.
5. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the computer/network use policy.
6. Any individual who installs any type of file sharing program such as Napster, Morpheus, etc., will have Internet access removed for the remainder of the semester. Access to district e-mail and network programs (Accelerated Reader, etc.) will still be granted.
7. The Technology Coordinator and/or Technology staff have the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

III. The following behaviors are NOT PERMITTED on district workstations, computers, or networks:

1. Sending of “chain letters” or “broadcast” messages to lists or to individuals.
2. Sharing confidential information about students or other individuals.
3. Sending, viewing, downloading, or displaying offensive materials or pictures.
4. Directly assisting a campaign for election of any person to any office.
5. Using obscene language, harassing, insulting, or attacking others
6. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
7. Violating copyright laws
8. Using anyone’s email account other than your own.
9. Trespassing in others’ folders, documents, or files
10. Violating any regulations prescribed by the network provider
11. Using district-connected technology to gain unauthorized access (hacking) into technology systems is not acceptable.
12. Using district-connected technology to perform any illegal activity is prohibited.

IV. Mt. Vernon-Enola School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Mt. Vernon-Enola School District will not be
responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omission.
Use of any information obtained via MVENet is at your own risk. Mt. Vernon-Enola School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

SECURITY - Security on any computer system is high priority especially when the system involves many users. If you feel you can identify a security problem on MVENet you must notify the Technology Coordinator. Do not demonstrate the problem to users. Do not use another individual’s account without written permission from that individual. Attempts to login to the system as any other user will result in cancellation.

VANDALISM - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, MVENet, or any of the other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.

VII. UPDATING YOUR USER INFORMATION - MVENet may occasionally require new registration and account information for you to continue the service. You must notify MVENet of any changes in your account information (address, etc). Currently, there are no user fees for this service.

VIII. EXCEPTION OF TERMS AND CONDITIONS - All terms and conditions as stated in this document are applicable to the Mt. Vernon-Enola School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Arkansas, United States of America.

I understand and will abide by the Terms and Conditions for MVENet. I further understand that violation of the network regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

PARENT OR GUARDIAN (Parent or guardian must also read and sign this agreement) As the parent or guardian of this student, I have read the Terms and Conditions for MVENet. I understand that this access is designed for educational purposes and Mt. Vernon-Enola School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Mt. Vernon-Enola School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.
Consent Form “A”

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 children to succeed.

I/We, __________________________ and __________________________, the 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 __________________________
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 Mt. Vernon-Enola Public Schools:

Date____________________

Student’s 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’s Signature______________________________________________

Page 26 of the MVE handbook includes the administering of corporal punishment. Please check one of the following:

________ I give the MVE school permission to administer corporal punishment under the guidelines in 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’s 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 Mt. Vernon-Enola School District.