

# MT. VERNON-ENOLA ELEMENTARY SCHOOL

## Parent-Student Statement of Responsibility

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Student's Name

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Date

The statement below must be signed and returned to the homeroom teacher within one (1) week after the student receives it.

We have read the Mt. Vernon-Enola Student/Parent Handbook and Discipline Policies and although we may not agree with all the regulations, we understand that our child must adhere to them while he/she is at school, on the bus, at the bus stop, or in attendance at school-sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy. Our signature below represents our understanding of all rules and regulations stated in the Student/Parent Handbook and Discipline Policies for enrollment in MVE Elementary.

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Student Signature

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Parent/Guardian Signature

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Date



State law (6-18-505) requires documentation of student and parent receipt of student discipline policies.



## **Mt. Vernon-Enola Elementary School Calendar 2015-2016**

August 17 .....	First Day of School
September 7 .....	Labor Day
September 17 .....	Progress Reports
October 14.....	End of First Quarter (42 days)
October 22.....	Parent/Teacher Conferences
October 23.....	School Holiday
November 16.....	School Holiday
November 25-27 .....	Thanksgiving Holiday
December 18 .....	End of Second Quarter (42 days)
December 21-January 1 .....	Christmas Holiday
January 4 .....	Second Semester Begins
February 4 .....	Progress Reports
.....	Parent/Teacher Conferences
February 5 .....	School Holiday (Snow 1)
February 15 .....	President's Day (Snow 2)
March 11 .....	End of Third Quarter (48 days)
March 21-25.....	Spring Break
April 21 .....	CAPS Conferences
April 22 .....	Teacher Work Day
May 15 .....	High School Graduation
May 24 .....	End of Fourth Quarter (46 days)
May 25 .....	Snow Day #3
May 26 .....	Snow Day #4
May 27 .....	Snow Day #5

## **PRINCIPAL'S MESSAGE**

Welcome to Mt. Vernon-Enola elementary school where our goal is to provide educational opportunities that promote academic achievement and social, physical, and emotional development. I am very excited about our school and the possibilities that lie ahead for the coming school year. I consider it a privilege to serve as your principal and hope to make this school year the most productive one yet. I look forward to working with each of you, your children, and the MVE elementary staff as we focus on raising the level of student achievement in our school. Please do not hesitate to call or come by the office so that we can become better acquainted.

Rob Rollins, Principal

## **DISTRICT ADMINISTRATION**

Larry Walters, Superintendent	(501) 849-2220
Chris Nail, High School Principal	(501) 849-2221
Rob Rollins, Elementary Principal	(501) 849-2211
	fax (501) 849-3270

## **REVISED JUNE, 2015**

### **MANDATORY 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.

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.

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 1st, 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 classes. 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 three types: A, B, and C.

Type A:

- They are excused, not limited in number, and all missed work can be made up.
- Absences for which professional documentation is presented. Professional documentation can be from a 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 one day per funeral) with proper documentation.
- Suspension from school upon the initial discovery of head lice.
- The student will have the same number of days to turn in missed assignments as the number of days absent.

Type B:

- They are not excused, limited to 12 per year, however all work can be made up.
- Absences with or without documentation from parents. This may occur

when a parent decides to allow a student to stay home for any reason without professional documentation (i.e. sickness, family trips, fatigue).

- Additional days missed during the treatment and removal of head lice after the student has been sent home.
- No more than 12 Type B absences will be allowed in a school year. Excessive Type B absences (more than 12 per year) may result in the notification of proper authorities, filing of FINS petition, or the possibility of retention upon the 13th absence.
- The student will have the same number of days to turn in missed assignments as the number of days absent.
- Students who arrive between 8:00 – 8:30 a.m. or leave between 2:30 – 3:05 p.m. are considered to be tardy or an early checkout. Students coming in after 8:30 a.m. are considered as a half-day absence and those checking out before 2:30 p.m. are also considered as a half-day absence. These are unexcused unless documentation listed in Type A absences are provided.

#### Type C:

- Absences resulting from a disciplinary suspension or expulsion.
- These absences are not excused but they do not count towards the Type B limit of 12 absences.
- Upon the first suspension work may be made up, however, all additional suspensions will result in zeros (0) on all assignments/tests given during that time.

When a student has accumulated six (6) Type B absences, a letter will be sent home to the parent or guardian as a matter of record. When a student has accumulated ten (10) Type B absences, the parents/guardians of the student will be contacted to conduct a conference either by phone or in person regarding the number of absences and the consequences for excessive absenteeism. Excessive Type B absences (more than 12 per year) may result in the notification of proper authorities, filing of FINS petition, or the possibility of retention upon the 13th absence.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If additional absences are granted, they shall be formalized into

a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

**Petition for Additional Absences**

\_\_\_\_\_ has accumulated 3 4 5 6 7 8 9 absences this  
(Student name) (circle one)

semester for the following reasons:

Absence number one \_\_\_\_\_

Absence number two \_\_\_\_\_

Absence number three \_\_\_\_\_

Absence number four \_\_\_\_\_

Absence number five \_\_\_\_\_

Absence number six \_\_\_\_\_

Absence number seven \_\_\_\_\_

Absence number eight \_\_\_\_\_

Absence number nine \_\_\_\_\_

Because of the reasons for the absences noted I, \_\_\_\_\_  
(Print student, parent, guardian name)

request that \_\_\_\_\_ additional absentee days be granted.  
(number)

\_\_\_\_\_  
(signature of person making request) (date making the request)

Students who exhibit the following attendance criteria throughout the school year will be eligible for the year end awards listed below:

**Perfect Attendance:** is reserved for those students who did not miss any school during the year. In order to be recognized for perfect attendance, a student must not be late, leave early, or be counted absent at any point during the school year.

**Outstanding attendance:** is reserved for those students who miss two days or less (tardies, check outs, and early leaves are considered in figuring this total) during the course of the school year. The figuring of this total concerning tardies, check outs, and early leaves are left up to the building level principal.

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.

### **ADDITIONAL ABSENCES**

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
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 to obey a subpoena or to attend an appointment with a government agency;
5. Due to the student having been sent home from school due to illness.

Students are not required to get an admit slip for an absence. Students are required to sign in or 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.

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

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

- a. Students will have the 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.
- b. 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 to do it. This is the student's responsibility.
- d. 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.

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 re-teaching.

### **ENTRANCE REQUIREMENTS**

All children must be five on or before August 1st before entering kindergarten. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the school district.

Provided any child who has been enrolled in grade one of an accredited or state approved elementary school in another state for a period of not less than 60 days who will become age six during the school year in which he is enrolled in grade one and whose parents or guardians are residents of Arkansas may be enrolled in grade one upon request thereby in writing by a parent or guardian.

Any student entering the Mt. Vernon-Enola school for the first time must present a complete immunization record. The law requires that no child be admitted to a public or private school of the state who has not been immunized, as evidenced by a certificate or a licensed physician, or public health department. Prior to a child's admission to the Mt. Vernon-Enola school, the parent, guardian, or responsible person shall provide the school district with 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

A student entering kindergarten for the first time must present copies of the following prior to being admitted to school:

1. Official birth certificate or any one of the following:
  - A) Statement by the local registrar or a county recorder certifying the child's date of birth.
  - B) An attested baptismal certificate
  - C) A passport
  - D) An affidavit of the date and place of birth by the child's parent or guardian
  - E) Previous school records
  - F) United states military identification
2. Immunization record
3. Social security card. Social Security number is not required. If the parent/guardian chooses not to use the social security number for their child then another 9-digit number will be assigned.
4. Evidence of a current physical examination

### **TRANSFER BETWEEN SCHOOLS**

1. Any student transferring from a school accredited by the state department of education to another school accredited by the state department of education shall be placed into the same grade the student would have been in had the student remained at the former school.
2. Any student transferring from a school that is not accredited by the state department of education to a school that is accredited by the state department of education shall be evaluated by the staff of that accredited school to determine that student's proper placement in the accredited school. This also applies to home school students.

## **ARRIVAL**

Classes begin at 8:00 a.m. sharp. For those students who ride with parents, we ask that you arrive no earlier than 7:40 and no later than 8:00. Car riders who plan to eat breakfast should arrive at 7:40. Breakfast will be served from 7:30 to 8:00 for all students. Students will not be allowed to enter the building prior to 7:20 a.m. without direct supervision. All students should be dropped off in the front of the building. No students are to be dropped off in the back parking lot of the intermediate building either before school begins or as a late arrival.

## **DISMISSAL**

Students who ride the bus or picked up via car-line out front will be dismissed at 3:05. Students who walk will be dismissed shortly after the first buses have left campus. Unless special circumstances arise (i.e., dentist, doctor, illness) all students should remain at school for the duration of the day. Students who are staying after school for various practices and other purposes must have a note from their parents granting permission for the child to remain on campus “after hours”. The note should designate who will be responsible for supervising the child while he or she is on campus. If no arrangements can be made for adult supervision, the child will need to either ride the bus home or be picked up at school.

## **EARLY DISMISSAL**

A request to have a student excused from class early should be sent with the student the morning of dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside school hours.

The student will remain in the classroom until the teacher is notified by the office to release the student. The parent or authorized person, must report to the office and sign the child out. Excessive early dismissals will result in students being counted absent.

## **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete up-to-date physical address and mailing address
3. Home phone and parent(s) work phone (connected and working)
4. Emergency phone number of friend or relative (connected and working)
5. Physicians name and phone
6. Medical alert information
7. Authorized persons to pick up child

## **SCHOOL CLOSINGS**

School closings, because of inclement weather, will be announced on the KSSN radio station; television stations 4, 7, 11, and 16 in Little Rock and through the district's animated phone system called SchoolReach. Un-scheduled closings due to equipment failure or weather may also occur. Each child should know where to go if an emergency arises and school is dismissed early.

## **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 MVE parental involvement plan will seek to involve parents at all grade levels in a variety of roles and encourage regular, two way, and meaningful communication between home and school.

### **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, email-

ing 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.

## **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 student. 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 not to go to classrooms without first clearing through the principal's office.

Visitors will receive an identification tag to be worn during the duration of the visit and to be returned to the office upon leaving the campus. For parents who visit the school (classrooms excluded) prior to 8:00 and after 3:00, it is not necessary to receive a visitor pass or check in at the office. Visitation between 8:00 and 3:00 should be cleared in the office. While on campus, visitors should interact appropriately with all children and staff.

Computer usage by visitors is not allowed at the elementary school due to limited availability and frequent classes. However, visitors may utilize the computers at the high school where a technician is available for assistance. All copies to be made by visitors should be cleared with the principal or secretary and completed in the elementary school office.

Students are not to leave campus during the school day without signing out in the principal's office.

## **PARENT ORGANIZATION**

The Mt. Vernon-Enola PTO actively supports the school program through fundraising, as volunteers, and by sponsoring special events. All parents are invited to join the PTO.

## **PARENT-TEACHER CONFERENCES**

Elementary school teachers shall meet with the parent or guardian of each student at least once a semester through a parent-teacher conference, telephone conference or a home visit.

## **SCHOOL-WIDE DISCIPLINE PLAN**

We believe all students can behave appropriately while at school. We will allow no student to stop the teacher from teaching or prevent other students from learning.

Each classroom establishes rules, rewards, and consequences under the supervision of the principal. Each classroom teacher will provide written documentation of their discipline policies and procedures during the first few days of school. The letter will be sent home to parents and a copy will be signed and sent back to keep on record. There are also guidelines for out-of-class behavior; in the halls, bathrooms, cafeteria and on the playground. The choice of behavior is the students. Appropriate behavior will be rewarded. Students may receive praise, special activities or positive phone calls to parents.

### **GENERAL BEHAVIOR GUIDELINES**

- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself at all times.
- Walk at all times.
- No name calling, cursing, or teasing.
- No fighting.
- No chewing gum.
- No bullying.

Students who do not follow the general guidelines outside of their classroom will be corrected immediately by the observing staff member. Students are expected to respond with respect, referring to the 1st guideline.

### **PRINCIPAL'S PLAN**

When a child is sent to the office for disciplinary consequences, it is regarded as a serious matter.

There will be a record of the student's visit made by the principal. The parents may be notified by phone and should receive two copies of the office referral. The carbon copies are to be signed with the parent keeping the gold copy and returning the pink copy to their child's teacher. If not returned the student may receive d-hall, loss of recess(s), or in-school suspension as determined by the principal.

### **CONSEQUENCES FOR MISBEHAVIOR:**

The following consequences will apply, however this list may be added to, deleted from, and amended as circumstances dictate:

**1st Referral** – principal will have conference with the student to counsel about behavior. Principal may contact parent by phone or letter.

**2nd Referral** – student will be removed from classroom for an extended period of time and will be under the supervision of the principal or designee. In this case, the student will be able to make up any work that is missed.

**3rd Referral** – corporal punishment, in-school suspension, Saturday school or 1 full day of out of school suspension will be used.

**4th Referral** – corporal punishment, in-school suspension, Saturday school or 3 full days of out of school suspension will be used.

**5th Referral** – corporal punishment, in-school suspension, Saturday school or 5 full days of out of school suspension will be used.

**6th Referral** - corporal punishment, in-school suspension, out of school suspension, alternative learning environment, Saturday school or will be considered for expulsion.

A student who displays insubordinate, bullying, violent, profane, obscene, threatening, insulting, or extremely disruptive actions or remarks will be sent directly to the office. For these types of severe offenses, the student will automatically receive appropriate disciplinary actions. In this case, the principal may administer any one of the above consequences on the first offense based on his or her discretion. Students who make threats to other students, teachers, administrators, employees of MVE, or volunteers will be disciplined using any of the appropriate consequences listed above under referral consequences as deemed necessary by the building principal depending on the severity of the intent, including suspension or expulsion. This may include usage of weapons, dangerous instruments, or contraband and/or verbal threats. Any student threatening to kill another student may receive a one day suspension. The suspension may also be given to the student who is acting like they are stabbing another person, acting like they are shooting another person, or by using their fingers to represent a gun shooting someone. Repeated offenses will cause additional disciplinary action.

It is in the best interest of elementary students that home and school work together for the child's education. We will be in close contact with parents concerning the progress of their children in school.

## **PLAYGROUND RULES**

- Use equipment properly
- Do not throw rocks or other harmful objects
- Do not jump from equipment
- Follow instructions of supervising staff member
- General school-wide guidelines also apply on playground
- Follow posted playground rules

## **CONSEQUENCES FOR PLAYGROUND MISBEHAVIOR:**

**1st offense** - warning

**2nd offense** - placed by wall for remaining recess period

**3rd offense** - sent to office

**4th Offense** - parent conference requested

## **TRANSPORTATION RULES**

For a safe and enjoyable ride to and from school, children should be reminded frequently about the rules for good behavior on the bus.

Rules of the Bus:

1. Remain seated until bus stops in your assigned seat at all times.
2. Enter and exit the bus in an orderly manner.
3. Keep the aisle clear of legs, hands, backpacks, etc.
4. Use quiet voices.
5. Follow the directions of the bus driver the first time given.
6. No live animals, glass containers, large amounts of money allowed.
7. No electronic devices of any kind (i.e. phones, radios, CD players, MP3 players, cameras)
8. Keep hands, feet, head, and other personal items inside the bus and not hanging out the window.
9. Students are not allowed to ride a bus other than their assigned bus route, or get on/off at a different house unless a written request is received from the parent or guardian and is approved or signed by the principal or designee.
10. Buses are expensive school property. Students will not damage any part of a bus. If a student is caught damaging a bus the parent/guardian will be responsible for the cost of repairs.
11. Students are not allowed to throw anything out of the window. If property damage occurs due to this activity then the student/parents will be responsible for paying restitution to the property owners.

## **Consequences of Transportation Misbehavior**

The following consequences will apply, however this list may be added to, deleted from, and amended as circumstances dictate:

- 1st Referral** – principal will have conference with the student to counsel about behavior. Principal may contact parent by phone or letter.
- 2nd Referral** – principal will have conference with the student and parent to counsel about behavior.
- 3rd Referral** – corporal punishment or 1 day bus suspension will be used.

- 4th Referral** – corporal punishment, or 3 day bus suspension will be used.
- 5th Referral** – corporal punishment or 5 day bus suspension will be used.
- 6th Referral** – corporal punishment or 10 day bus suspension will be used.
- 7th Referral** – corporal punishment or suspension off of bus for the rest of the semester.
- 8th Referral** – corporal punishment or suspension off of bus for the rest of the year.

### **CAFETERIA RULES**

1. Students are to behave in an orderly manner in the cafeteria.
2. Each student who has finished eating should leave the area they used clean by removing trays, milk cartons, and trash.
3. All students coming into the cafeteria should not talk until all students have been seated.
4. All students upon dismissal notification should remain quiet until they have vacated the cafeteria.
5. Students need to stay in line and do not break, push, or run.
6. Be polite to fellow students especially cafeteria personnel.
7. Students should not mix, play with, or throw food in the cafeteria.

### **CONSEQUENCES FOR CAFETERIA MISBEHAVIOR**

The following consequences will apply, however this list may be added to, deleted from, and amended as circumstances dictate:

1. Warnings given by Cafeteria monitors.
2. Students will be put at the back table for the rest of the lunch period for a silent lunch.
3. Students will be put at back table and a 5 minute loss of recess will be given.
4. Once these consequences have been exhausted without improvement then those students will be sent to the ISS room to finish lunch and lose their entire recess.
5. Parent contact from principal or teacher with normal consequences for misbehavior discussed in the Principal's Plan.

### **SATURDAY SCHOOL**

Students may be placed in Saturday School for disciplinary reasons. If a student in 3rd – 6th grade receives more than nine (upon the 10th) d-halls and any additional ten (10) d-halls per nine-week period after that, then

they would be assigned to Saturday School. The accumulation of d-hall assignments would start over every nine-week period.

The Saturday School would be housed in the elementary cafeteria for other designated area from 8:00-12:00 p.m.

**Example:** If a student received 20 d-halls in a seven week period within the first nine-week grading period then that student would receive 2 Saturday Schools. One Saturday School each after reaching 10 d-hall assignments. The 2nd nine-week period would start back over at zero (0).

The d-hall consequence is given by the classroom teacher based on each individual teacher's classroom behavior plan passed out to the students at the beginning of the school year. A student may also be assigned Saturday School by the principal depending on the infraction. The Saturday School would be housed at the Elementary in a designated area from 8:00 – 12:00 pm. Students will not be permitted to come late or leave early from Saturday School. Students are required to follow all classroom rules and regulations. Students are also required to bring necessary writing materials and paper. Any breach of these rules may result in more drastic measures, such as suspension or additional Saturday Schools. The school will not be responsible for transporting the students to or from Saturday School. It will be the responsibility of the student and his/her parent. Because of unavoidable conflicts with family schedules, students are allowed to postpone one (1) Saturday School assignment each school year. Failure to attend Saturday School after using the one postponement will result in a 2 day out of school suspension.

Saturday School will be held on the following dates listed below. These are tentative and may be changed by the principal due to unavoidable conflicts:

- Oct. 3rd
- Nov. 21st
- Jan. 16th
- Feb. 27th
- April 9th
- May 14th

### **LUNCH PROGRAM**

Lunches are served everyday. Free or reduced-price lunch is available to those who qualify. Forms are sent out at the beginning of the year or may be obtained anytime by calling the office of the food service (849-3475).

Lunch may be charged if a student forgets a lunch or lunch money. Students will not be allowed to accrue charges for more than 10 meals without payment.

All students are expected to eat lunch whether they buy their lunch or bring it from home. Courtesy is always commendable and we need to be courteous in our cafeteria.

### **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 an administrator, but should follow the guidelines below:

- (a) This method should be used only after attempts to modify student behavior by other alternatives have failed, or in unusual circumstances.
- (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 administrator 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.
- (f) Refusal to take corporal punishment will result in suspension or possible expulsion from school.
- (g) A written report of corporal punishment should be filed in the principal's office.
- (h) School officials are not required to conduct formal hearings prior to corporal punishment.
- (i) Parents may choose an option whether their child is given corporal punishment.

### **BULLYING POLICY**

Anti-Bullying Policy (Act 681 of 2003 and Act 907 of 2011)

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.

### **WEAPONS, DANGEROUS INSTRUMENTS, AND CONTRABAND**

Act 567 of 1995 requires expulsion for a period of not less than one year for possession of any firearms 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.

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. Students violating this rule shall be subject to action

including, but not limited to suspension or expulsion.

Tobacco products of any kind are not allowed. Students caught with tobacco will be considered for suspension.

### **BEHAVIOR NOT COVERED ABOVE**

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 wish 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 in be made in writing.

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 supervisor of the person who took the original action. If the complaint is directed to a teacher, the immediate supervisor would be the principal. If the complaint is directed toward the principal and involves either an academic problem or disciplinary action, the immediate supervisor 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.

Note: only the board of education may expel a student from school on concurrence of the superintendent with the principal's recommendation and only through due process proceedings. The board of education may expel a student for the remainder of the semester or for the remainder of the school year or permanently.

### **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 written notice of such suspension, its duration, and the manner in which the student may be readmitted to school, and the manner in which the suspension can be reviewed. Such notice will be given to the student or mailed on the day the suspension is imposed to the parent or guardian at the address reflected on the records of the school district. Students who are suspended from either campus are not allowed back onto their designated campus or any other campus without consent from the building principal or superintendent. This also includes students of school employees.

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 own behalf and present any other available evidence in support of his 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 be allowed on the first out of school suspension. However, with each concurrent out of school suspension student work will result in loss of credit and given a zero (0) grade equivalency.

### **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) calendar days, nor more than seven (7) calendar 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 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 statute 80-1516 provides that the director of a school district may exclude students for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness or other conduct that would tend to impair the discipline of the school, or harm the other pupils.

### **BRINGING THINGS TO SCHOOL**

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (show and tell for example). The students will assume responsibility for any items brought to school. Failure to adhere to the above will result in the loss of the item with the possibility of return at a later date. All returns will be made to the parent or guardian of the child.

Students are not to bring large amounts of money, radios, cameras, or electronic devices to school. If a student wears glasses or watches, we ask the student to take responsibility for the care of them. Do not leave money or other valuables in the desks. Items that are taken up by school personnel, including mobile phones, will not be given back to students and may only be returned to parents or guardians.

## **SCHOOL PARTIES**

According to ACT 1220 school parties will be restricted to nine (9) school designated dates/times. These dates and times are typically centered around the holidays. However, these holidays will not include birthdays. The law also restricts any food and/or drinks to be store bought, not made from home.

## **DRESS CODE**

It is felt that learning to dress appropriately is an important aspect of a student's education. It is also felt that improper dress is a distraction and a deterrant to the education process. Any student K-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 principal has the ability to make a judgement call to any of the following rules due to various circumstances or pre-approved activities at school.

The board of education and administration adopts the following dress code: (PreK-12)

- (1) Students will at all times dress and be groomed to present a respectable appearance.
- (2) Clothing, displaying symbols, slogans, or pictures of a vulgar nature or depicting alcohol beverages, tobacco products or illegal drugs will not be worn.
- (3) Caps that are worn outside of the building should be worn with the bill projecting forward from the front of the student's head.
- (4) Students should not go strapless, bare backed, or bare midriffed. Students may not wear mesh, halter-tops, transparent or muscle shirts (shirts that show bare side under the arm). Shirts must have strap of at least one inch.
- (5) Students may not wear sunglasses inside the buildings except for medical reasons.
- (6) Students may dress in shorts year round. Shorts must be of the appropriate style and length. Length of shorts should be no shorter than the length of a dollar bill from top of the knee.
- (7) Students may not spray, mark, or color their hair in a manner that is disruptive to regular classroom procedures, as determined by the principal.
- (8) Students may not wear footwear that possesses a wheel in the heel that allows the wearers to go from walking to rolling. Skates, rollerblades,

and other forms of rolling/sliding transportation that attaches to the body is also prohibited.

- (9) Students may not wear sleepwear or house shoes without prior approval from the principal or teacher in relationship to a school planned activity.
- (10) In accordance with Act 835 of 2011 the “sagging” law prohibits students from wearing clothing that exposes underwear, buttocks, or the breast of a female while on the grounds of a public school during the regular school day and at school sponsored activities and events. This does not apply to costumes or uniforms in a school-sponsored activity or event.

<b><u>1st offense:</u></b>	The student will change clothes to follow school rules.
<b><u>2nd offense:</u></b>	Parent conference or contact, and the student will change clothes to follow school rules.
<b><u>3rd offense:</u></b>	Students will be sent home for the remainder of the school day and will be considered a Type C absence.

### **CARE OF SCHOOL PROPERTY**

We try to instill in students pride in the appearance of their school. Students must not mark school furniture, wall, ceiling, floor, or equipment with pen, pencil, marker, or any other instrument. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical system in the school. Any student who violates the above rules will be referred to the principal.

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are not required activities and will be planned and scheduled to limit interruptions during the instructional day. Because they are not required courses, these types of activities are deemed “privileges” and can be lost due to disciplinary problems, poor attendance, and failure to maintain adequate grades. A student who misses school on the day of an extracurricular activity will not be allowed to participate in the activity if the activity takes place on the day in which school was missed unless permission is granted through the principal’s office.

### **SCHOOL SPONSORED ACTIVITIES**

To participate in any school sponsored activities, students must be present the day of scheduled activities, unless a doctor’s excuse is provided or other professional excuses. Students should not be dropped off and left unattended for school sponsored activities such as MVE ball games, pee wee games, plays, etc.

## **TELEPHONES**

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not usually called to the phone. Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an emergency. Students may not display or utilize cell phones or other mobile devices at school. A student's phone will be taken up, stored in the principal's office and returned to the parents. This includes any phone heard, seen, or otherwise suspected of having by a school employee. Any student who has multiple phone rule violations can be subjected to additional penalties as determined by the principal.

Parents are encouraged to call teachers when they have questions. Teachers will return calls when they have planning time.

## **REPORT CARDS**

Report cards are distributed every nine weeks. The section on character development is very important because the development of good work habits and attitudes tend to ensure effective learning of the necessary skills. A child is graded against grade level objectives. Letter grades of A, B, C, D, and F reflect the child's performance against grade level requirements. Students are retained if they do not pass basic skill objectives at their grade levels. The grading scale is as follows: 90-100 A, 80-89 B, 70-79 C, 60-69 D, below 60 F. Grades 4-6 will assign grades in the following subjects: language (which includes spelling), reading, science, social studies, and math. Grades 2-3 will assign grades in language, spelling, reading, social science, and math.

Kindergarten and first grade report cards are also distributed each nine weeks, but the interim progress reports are not required for these grades as weekly folders are the method of reporting progress at the lower grades. Kindergarten and first grade uses the following scale when assigning grades to students. Advanced (4) - student consistently works above grade level. Proficient (3) - student consistently meets grade level expectations, Basic (2) - student is nearing grade level expectations, and Below Basic (1) - student consistently performs below grade level expectations. Students are graded in the following areas in first grade: reading behaviors, writing behaviors, mathematics, spelling, handwriting, work and study skills, and behavior. Kindergarten measured areas include personal development, motor development, literacy development, math development, work and study habits, and behavior.

Interim progress reports will be issued during each grading period. It is the school's desire that every student work to the best of his or her ability at all

times. Occasionally, however, it is desirable to inform parents or guardians of a student's unsatisfactory progress in time for the student to improve his/her work before the report card is prepared. This interim progress report is to be signed by the parent or guardian and returned to the issuing teacher. In addition to report cards, all students in grades 2-6 now have their grades entered into the MVE computer system. Parents and guardians may log in and view their child's grades at any time during the school year. To provide confidentiality regarding grades, each student/parent has an assigned password. Parents can obtain their password by coming by the elementary office or requesting by phone or email.

### **PROMOTION POLICIES**

The teacher will communicate student progress at regular intervals. A teacher may recommend that a student be retained.

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.

Kindergarten and first grade: students will be considered for retention when significant numbers of below basic (1) marks appear on the report card. Maturity, other academic indicators, and attendance record may also factor in to the decision to retain.

Grades 2-6: students must pass at least 60% of their academic subjects in order to be promoted.

### **ACADEMIC IMPROVEMENT PLAN**

Any student failing to achieve at the proficient level on the state mandated criterion reference test shall be evaluated by school personnel, who shall develop a student academic improvement plan (AIP) to assist the student in achieving the expected standard in subject area(s) where performance is deficient. Students in grades one through six, identified for an AIP who do not participate in the remediation program will be retained. The extent of the required participation in remediation will be set forth in the student academic improvement plan which will be provided to both students and parents.

### **HOMEWORK POLICY**

Elementary students need time for independent practice of lessons taught during the day. Homework should be directly related to the instruction

received during the classroom hours and should serve to increase student's understanding.

Students in grades 3-6 can expect to have some homework several evenings a week. Students in grades K-2 may experience assignments on a somewhat less frequent basis. Teachers are encouraged to coordinate assignments so that children are not given excessive assignments. Parents are encouraged to assist students where appropriate. Generally, homework should not require more than one hour to complete. Occasionally, longer projects may require some home study over several evenings.

### **DYSLEXIA**

According to Act 1294 and Act 1268 every student in Kindergarten through 2nd grade and any student in 3rd grade or above who has difficulty as exhibited by the teacher will be administered the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) Assessment to screen for signs of dyslexia. If the DIBELS Assessment screening indicates that a student has markers for dyslexia and needs intervention then the Response to Intervention (RTI) shall be used to address the needs of the student. Through the RTI team a determination will be made as to whether additional testing is warranted. We currently use the Barton Reading Program as our intervention program. The dyslexia interventionist is Ms. Kathy Brantley who is the Instructional Specialist for the elementary.

### **FIELD TRIPS**

Field trips to nearby points of interests are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the class curriculum and to introduce students to the resources of the community. Students need to ride school transportation to attend any field trip. Exceptions can be made with permission from the principal/administration. Parents need to sign the students out with their homeroom teacher if they choose to transport them back from a field trip via personal transportation consequently releasing the district of all liability. This will constitute an early dismissal and be counted as a tardy. Students meeting the class at the destination will be counted tardy as well. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Students who do not have a signed permission slip will not be allowed to attend the field trip.

Sometimes a fee may be requested from each student to help defray transportation or admission costs. Students who do not attend school but decline or cannot go on the field trip will be assigned to a designated area under teacher supervision. Chaperones are encouraged to attend and may ride the

bus if room permits; however, other school age siblings, younger and older, will not be allowed to attend. This also includes children younger than five years old. Attendance by a student on a field trip designated for a group other than which he or she belongs will result in an unexcused absence. In the case of unexcused absences, make up work will not be permitted.

If more parents want to ride the bus than seats available then a random drawing will be conducted to determine which parents can ride the bus.” after the sentence that reads “Chaperones are encouraged to attend and may ride the bus if room permits; however, other school age siblings, younger or older, will not be able to attend.

### **KINDERGARTEN CELEBRATION**

Kindergarten students will be recognized at the Kindergarten Celebration. The celebration will be conducted and created by the Kindergarten teachers. Students will receive a certificate of completion or something of equivalent representation. This program may be deleted from, added to, or amended as circumstances dictate at their discretion along with approval from the principal.

### **SIXTH GRADE CELEBRATION**

Sixth grade students will be recognized at the 6th Grade Celebration. The celebration will be created and conducted by the 6th grade teachers. Students will receive a certificate of completion or something of equivalent representation. This program may be deleted from, added to, or amended as circumstances dictate at their discretion along with approval from the principal.

### **SMART CORE AND CORE**

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, 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 the 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, counselor meetings, and in student handbooks. Parents are required to sign an informed consent document during the second semester of the sixth grade. This document will be attached to the permanent student transcript. The document will be transferable to other schools and districts within the state. The high school curriculum models are as follows:

# SMART CORE OR CORE CURRICULUM CHART

## Smart Core (22 units)

### English 4 units (years)

English 9th grade  
English 10th grade  
English 11th grade  
English 12th grade

### Oral Communications ½ unit (1 semester)

### Social Studies 3 units

Civics ½ unit  
World History  
US History

Economics ½ unit

### Physical Education ½ unit

### Health and Safety ½ unit

### 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,  
Mathematical Applications &  
Algorithms, Linear Systems  
& Statistics, or any one of several  
AP or IB math courses.

Comparable 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/Geometry

Beginning with 2014-15 9th grade class

### Career Focus 6 units

## Core Curriculum (22 units)

### English 4 units (years)

English 9th grade  
English 10th grade  
English 11th grade  
English 12th grade

### Oral Communications ½ unit (1 semester)

### Social Studies 3 units

Civics ½ unit  
World History  
US History

Economics ½ unit

### Physical Education ½ unit

### Health and Safety ½ unit

### 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.  
Comparable concurrent credit college course  
may be substituted where applicable.  
A 2 year algebra equivalent or a 2 year geometry  
equivalent may each be counted as 2 units of the 4  
unit requirement.

### Science 3 units

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

### Fine Art ½ unit

### Digital Learning/Geometry

Beginning with 2014-15 9th grade class

### Career Focus 6 units

## TEXTBOOKS

School textbooks will be furnished by the state and local district. Students are asked to take care of their textbooks as others will have to use them during the coming years. Students who lose or damage their textbooks will be expected to pay for the loss or damage. When the book is returned or replaced, full library privileges will be restored along with a receipt provided the book was purchased. If a lost book is purchased and later found, a full refund will be granted as long as the book was found and returned in good condition.

## **SCHOOL BOOKSTORE**

The school bookstore will be open every morning between the hours of 7:40 – 8:30 am. Students will need to obtain a classroom pass from their teacher before coming to the bookstore. However, parents may accompany their child without a classroom pass. Every student will receive a bookstore price sheet on the first day of school and a copy should be posted in the classroom so students can plan their purchases.

## **COMPUTER USAGE**

Mt. Vernon-Enola Public Schools recognizes the need to effectively use computer technology to further enhance educational goals. However, protection and security of the various information networks and computer systems is necessary. Mt. Vernon-Enola Elementary School is providing access to computer networks and the internet for educational purposes only and will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are obscene, inappropriate, or harmful to minors. Violations of the above by students may result in loss of access and disciplinary action. Computer usage is available to parents/guardians at Mt. Vernon-Enola High School only.

## **STUDENT PICTURES AND ACHIEVEMENTS PUBLISHED**

At times throughout the year, student achievements will be recognized. This medium could possibly include publishing student pictures and achievements in local newspaper local television stations, or pictures on the school website. If you disapprove of your child's picture being printed in a public forum, you must sign the bottom of the student information form and return it to the school office signifying this choice. If nothing is marked then the school/district will assume you have granted permission for your child's picture to be published.

## **ACT 576**

Act 576 states that public schools shall observe a one (1) minute period of silence at the beginning of the day. Students may reflect, pray, or engage in a silent activity. Teacher or school employees in charge of the classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

## **LIBRARY POLICY**

The MVE Elementary library exists as a service of our school. However, the elementary library can suspend services to a student who does not return or damages books. Students may check out up to two books at a time for a period of two weeks. Students may recheck the book up to two times. Additional books may be checked out from the library with the teacher

and librarian's permission. When books are overdue, students will not be able to check out additional books from the school library until the book is returned or arrangements to replace the book are made with the school librarian. When the book is returned or replaced, full library privileges will be restored along with a receipt provided the book was purchased. If a lost book is purchased and later found, a full refund will be granted as long as the book was found and returned in good condition.

### **HOMELESS PROGRAM**

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.

### **ILLNESS**

If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school and pick up your child. Therefore, it is extremely important that we have an updated, working phone number on the emergency contact portion of the registration sheet. We have some temporary facilities to help comfort the sick child while he/she is waiting. If your child is ill please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ring worm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected.

### **HEADLICE**

When students are found to have head lice, parents will be notified and the student will be sent home for treatment. Your child cannot return to school until he or she has been treated with a head louse shampoo and there are no longer any signs of headlice, or eggs (nits) identified. A parent or guardian must accompany their child on their return to school (do not send the child on the bus), and they will be checked again at that time. If no evidence of head lice (or nits) is found, the student will be allowed to return to school.

### **MEDICINE POLICY**

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 to 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, etc.) 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. Medication will be dispensed according to label instructions. 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, length of time to be given, and reason for medication. The district will not purchase or supply any medications for students as 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 consent is obtained from the parent/guardian prior to each individual 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 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 student's legal name (on record with the facility), date Rx 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-injectible 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.

**In accordance with act 1565 of 1999, students with special health care needs will have an individual health care plan developed and moni-**

**tored 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.**

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.

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.

### **FIRE, EARTHQUAKE, TERRORISTIC THREAT, AND TORNADO DRILLS**

A fire drill will be held periodically under the direction of the fire marshal, sponsor and student fire marshals. Exit patterns are posted in each room. Earthquake, terroristic threat and tornado drills will be held at planned times throughout the school year. All employees and students will participate in these well-organized drills.

### **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.

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 receive an education that will allow you to develop to your fullest potential and insure your mental and physical growth, which in turn, will insure your future happiness.

# **Appendix:**

## **Sample Forms**

**Please do not turn these forms in to the school.**

**All required forms will be sent home from the school.**

**Mt. Vernon-Enola Elementary School  
Student Information Form**

Date \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Student Name \_\_\_\_\_

Social Security # \_\_\_\_\_ or School Assigned # \_\_\_\_\_

School Last Attended \_\_\_\_\_

Preschool (if attended) \_\_\_\_\_ Years \_\_\_\_\_

Circle One: Male/Female Date of Birth Month \_\_\_\_\_ Day \_\_\_\_\_  
Year \_\_\_\_\_

Race \_\_\_\_\_ Homeless (circle one): Yes/No

Physical Address \_\_\_\_\_ City \_\_\_\_\_

Zip \_\_\_\_\_ County \_\_\_\_\_ Place of Birth (city/state) \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Parents/Guardians \_\_\_\_\_ Phone # \_\_\_\_\_

Father's Cell # \_\_\_\_\_ Father's Email \_\_\_\_\_

Mother's Name # \_\_\_\_\_ Mother's Email \_\_\_\_\_

Father's Employment \_\_\_\_\_ Work # \_\_\_\_\_

Mother's Employment \_\_\_\_\_ Work # \_\_\_\_\_

With Whom Does Student Reside? \_\_\_\_\_

Medical Information or allergies \_\_\_\_\_

Name and Phone # of Person to Call in Case of Emergency:

\_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Medicaid Eligible \_\_\_\_\_ Yes, \_\_\_\_\_ No # \_\_\_\_\_

Bus Rider \_\_\_\_\_ Driver \_\_\_\_\_ Car Rider \_\_\_\_\_

List any BROTHERS/SISTERS in School \_\_\_\_\_  
\_\_\_\_\_

Has your child ever been expelled or currently in an expulsion hearing from another school district? \_\_\_\_ Yes, \_\_\_\_ No. If so, when? \_\_\_\_\_ What school? \_\_\_\_\_

I give permission for the principal to administer corporal punishment under the guidelines established in the handbook.

\_\_\_\_ Yes, \_\_\_\_ No \_\_\_\_\_

(parent signature)

I give permission for my child's picture to be used in newspapers, TV, and district website recognizing school achievement.

\_\_\_\_ Yes, \_\_\_\_ No \_\_\_\_\_

(parent signature)

**SAMPLE**

**MT. VERNON-ENOLA ELEMENTARY SCHOOL**  
**OFFICE REFERRAL**

Student \_\_\_\_\_ Date of Incident \_\_\_\_\_

Teacher referring problem \_\_\_\_\_ Grade \_\_\_\_\_

Explanation of Offense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous action taken by teacher (if applicable): \_\_\_\_\_  
\_\_\_\_\_

(area below for office use only)

Action taken by principal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

**Mt. Vernon-Enola School District**

**Office of the Superintendent**

**P.O. Box 43**

**Mt. Vernon, AR 72111**

**501-849-2220**

**Larry Walters, Superintendent**

Rudy Beavers

High School Principal

501-849-2221

Rob Collins

Elementary Principal

501-849-2211

**SAMPLE**

Notification of Suspension:

Your child \_\_\_\_\_ has been suspended from school

for \_\_\_\_\_ day(s) starting on \_\_\_\_\_ and ending on \_\_\_\_\_.

Your child's suspension resulted from \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your child can return to school on \_\_\_\_\_ with no further disciplinary action related to this offense. Please work with your child on the misbehavior resulting in the suspension.

Thanks in advance for your help and feel free to contact the school with questions or assistance.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**Mt. Vernon-Enola School District**  
**Bus Referral**

Student \_\_\_\_\_ Date of Incident \_\_\_\_\_

Bus Driver referring problem \_\_\_\_\_

Grade \_\_\_\_\_

Explanation of Offense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous action taken by bus driver (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(area below for office use only)**

Action taken by principal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's signature    Date

**Mt. Vernon-Enola School District  
Office of the Superintendent  
P.O. Box 43  
Mt. Vernon, AR 72111  
501-849-2220  
Larry Walters, Superintendent**

**Rudy Beavers  
High School Principal  
501-849-2221**

**Rob Rollins  
Elementary Principal  
501-849-2211**

Notification of Bus Suspension:

Your child \_\_\_\_\_ has been suspended from the school bus for \_\_\_ day(s) starting on \_\_\_\_\_ and ending on \_\_\_\_\_.

Your child's bus suspension resulted from \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your child can return to riding the school bus on \_\_\_\_\_ with no further disciplinary action related to this offense. Please work with your child on the misbehavior resulting in the suspension.

Thanks in advance for your help and feel free to contact the school with question or if need of assistance.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

## Student/Teacher/Parent /Administrator Compact

Date \_\_\_\_\_

### PARENT/GUARDIAN AGREEMENT

(Any person who is interested in helping this student may sign in lieu of the parent.) I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet well lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Read with my child and let my child see me read.

Signature \_\_\_\_\_

### STUDENT AGREEMENT

- It is important that I work to the best of my ability. Therefore, I shall strive to do the following:
- Attend school regularly.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.

Signature \_\_\_\_\_

### TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.

Signature \_\_\_\_\_

## PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I shall strive to do the following:

Provide an environment that allows for positive communication between the teacher, parent, and student.

Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

Signature \_\_\_\_\_

Homeroom \_\_\_\_\_

**SAMPLE**

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