



**2024-25**

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# **STUDENT HANDBOOK**

*FRANK MITCHELL INTERMEDIATE SCHOOL*



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## PRINCIPAL'S' WELCOME

Dear FMIS Families, Parents, and Students:

Welcome to Frank Mitchell Intermediate! I am honored and excited to serve as principal of this amazing school!

We know the children of our community have great potential, and it requires every individual in their lives to purposefully work together for their success. We believe that close cooperation between our school and your home is essential for your child's optimal education experience.

The pages of this handbook are filled with important information regarding school policy and procedures. Parents and students are encouraged to review the contents together. If you have any questions, please call the school office.

We feel that open and clear communication between school and home is important to the success of our educational program. We look forward to a wonderful, productive school year filled with positive experiences.

We appreciate your cooperation and support.

Sincerely,

A handwritten signature in cursive script that reads "Hannah Sullivan". The ink is dark and the signature is fluid.

Hannah Sullivan  
FMIS Principal

## **ASSURANCE STATEMENT**

The Vilonia School District adheres to a policy of nondiscrimination and complies with Federal regulations and requirements as set forth in Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, IDEA, and Section 504 of the Rehabilitation Act of 1973 and the ADA (Americans with Disabilities Act) of 1990.

It is the policy of the Vilonia School District to maintain a learning and working environment that is free from sexual harassment.

Any person who alleges sexual harassment by any staff member or student in the District should make their complaint directly to the principal, guidance counselor, or the District's compliance officer listed below.

Persons having questions or seeking information regarding the district's compliance with and implementation of these regulations should contact:

Kelly Walters  
Director of Accountability  
Vilonia School District  
P.O. Box 160  
Vilonia, AR 72173  
501-796-2113

## **FRANK MITCHELL INTERMEDIATE SCHOOL MISSION AND VISION STATEMENTS**

### **Mission Statement**

Frank Mitchell Intermediate School is focused on the individual success of each student. We believe that students will reach their goals when they are engaged, encouraged, and empowered. With the support of families and the community, we will inspire and motivate our students to achieve their maximum potential.

### **Vision Statement**

Empower Students for Success

## **24-25 FRANK MITCHELL INTERMEDIATE SCHOOL STUDENT HANDBOOK REVIEW COMMITTEE**



Alyssa Casey, Parent  
Cash Cromwell, Parent  
Bailey Gwatney, Teacher  
Waco Hale, Teacher  
Johnna Harmon, School Counselor  
Christin Lachowsky, Teacher  
David Smith, Dean of Students  
Hannah Sullivan, Principal  
Christy Tipton, Teacher  
Sharon Wharton, Teacher  
Coy Boyd, Assistant Principal

# VILONIA PUBLIC SCHOOLS

## K-12 STUDENT CALENDAR

2024-25

 STUDENT ATTENDANCE DAYS

 NO SCHOOL  
 MAKE-UP DAYS

JULY 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**AUGUST**  
15th - First Day for Students

**SEPTEMBER**  
2nd - No School

**OCTOBER**  
15th & 17th - P/T Conferences  
18th - No School  
21st - Second Quarter Begins

**NOVEMBER**  
25th-29th -Thanksgiving Holiday

**DECEMBER**  
23rd-31st - Christmas Holiday

**JANUARY**  
1st-3rd - Christmas Holiday  
6th - Third Quarter Begins  
20th - No School

**FEBRUARY**  
18th & 20th - P/T Conferences  
21st - No School  
24th - No School

**MARCH**  
17th - Fourth Quarter Begins  
24th-28th - Spring Break

**APRIL**  
18th - No School

**MAY**  
9th - No School  
21st - Last Day for Students  
22nd-23rd/27th-29th - Make-Up Days

**JUNE**  
n/a



JANUARY 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## **SCHOOL DAY HOURS**

The FMIS instructional day is from 7:45– 3:05

- Students should arrive on campus between 7:15 – 7:35.
- Our campus is open and personnel are on duty for supervision of students at 7:15. **Adult supervision for students is not available until 7:15 each morning.**
- All students arriving before 7:30 are expected to go to the cafeteria for breakfast or to the gymnasium where duty teachers will supervise students.
- **Our first bell which allows students to enter their Homeroom class rings at 7:40. The tardy bell rings at 7:45.**
- FMIS bus riders and car riders are dismissed between 3:00 and 3:05.

## **BELL SCHEDULE**

FMIS bells ring at the following times:

### **Morning bells:**

1<sup>st</sup> bell @ 7:40

Tardy bell @ 7:45

### **Dismissal bells:**

Bus Riders @ 3:00/3:05

Car Riders @ 3:00/3:10

## **EAGLES' LANDING**

This before and after school program is available for kindergarten through sixth grade students. Eagle's Landing is open from 6:00 a.m. until school begins and from when school ends until 6:00 p.m.

**Contact your school's office for more information.**

## **PERFECT ATTENDANCE**

Students may maintain a perfect attendance record by attending classes each day school is in session and must be present from 7:45a.m. – 3:00p.m. Students with perfect attendance will receive special recognition at the end of the school year.

## **STUDENT ATTENDANCE**

Students who arrive after 9:30 a.m. or check out prior to 1:30 p.m. will be counted absent one half day. When students miss five (5) days in a semester, parents, guardians, and persons in loco parentis will be notified.

More than nine (9) unexcused absences in a semester will be considered excessive. The Department of Human Services or a Juvenile Court Officer will be contacted for students with more than nine (9) unexcused absences in a semester.

The State Board of Education pursuant to ACT 473 recognizes two types of absences of students in the school districts in Arkansas, excused and unexcused. An excused absence is defined as one in which the student was absent for one of the following reasons:

- Official school-sponsored activities (i.e. field trips, academic competitions, )
- Participation in an FFA, FHA, or 4-H sanctioned activity (Documentation of participation must be provided by the advisor)
- Documentation of court appearances or other government agency
- Documentation of medical appointments
- Death in the family (Documentation in the form of obituary, funeral program, etc. is required)

Excused absences may be granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the Principal.

When excessive unexcused absences (10 Days) are accrued, the school district is required by law to notify the Faulkner County Juvenile Court. Parents, guardians, or persons in loco parentis shall be subject to a civil penalty fee plus court costs and any reasonable fees assessed by the court.

Additional incentive and/or reward programs may be offered throughout the school year for satisfactory attendance. Students may be denied participation in these programs due to excessive absenteeism. Criteria to earn participation in incentive programs will be shared with parents and students at the start of the school year.



## STUDENT CHECK-IN/OUT PROCEDURES

Students arriving after 7:45 or checking out early must always be signed in or out from the office by a parent, guardian, or designee. Students checking in should ALWAYS be accompanied by an adult. Please do not send students in alone to check-in late.

Important points to remember about early checkouts:

- A student may not leave school directly from the classroom.
- Parents or designated persons must check the student out at the checkout station located in the FMIS lobby. The office staff will call the student to the office. Parents or designated persons must remain in the lobby area until their student arrives.
- Routine early checkouts (tardies) are discouraged as this creates classroom disruptions and instruction time will be missed.
- We encourage parents to schedule doctor and dental appointments after school hours whenever possible.
- The persons allowed to pick up a student from school during the school year must be listed on the student's *Enrollment Information* in the district's eSchool system. Enrollment information can be updated during registration times and/or by contacting the FMIS office during the school year, when necessary.
- Please contact the school office (in person or by phone from the phone number listed in eSchool) if someone different from those listed on your student's *Enrollment Information* will pick up your child from school.
- Parents or designated persons must call the main FMIS office to make changes in how a student regularly goes home by 1:30PM.
- All early check-outs must be done by 2:40PM.

## STUDENT RECORDS

Each school maintains academic and health records for each student. The principal or designated school official must be contacted when inquiring about all academic and personal records. These records are considered confidential and can only be inspected by parents, school officials, and students who are 18 years of age, or who are attending an institution of post-secondary education. These records are maintained in a secured location. In order for records to be released, written consent must be obtained from the parents of the student, except in the following cases:

1. Other school officials within the same school may request and receive a student's record.
2. Officials of other schools or school systems in which the student has enrolled may request and receive a student's records.

Vilonia School District does not distinguish between a custodial and non-custodial parent, or a non-parent, such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as a parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If a court order has been established which directs that a parent not have access to a student or his records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

## **ACADEMICS, CURRICULUM AND INSTRUCTION, STUDENT SERVICES, AND ACADEMIC ASSISTANCE**

FMIS provides the following services to assist students:

1. Gifted/Talented
2. ESL
3. Student and Family Counseling Services
4. Title 1
5. Special Education Services
6. Speech Therapy
7. Computer Lab
8. Response To Intervention (RTI) - An academic assistance system aimed at early identification and support for students with learning needs. It involves three tiers of progressively intensive interventions.

## **GRADING REQUIREMENTS**

Report cards will be issued to each student at the end of each grading period (9 Weeks). Progress reports are issued midway through each grading period. Cheating and plagiarism are strictly prohibited. Violations of academic integrity may result in a grade penalty or a grade of zero for the assignment and may include additional disciplinary actions.

Any questions or concerns regarding classroom grades should be directed to the classroom teacher.

Accommodations will be made for students with documented disabilities in accordance with their Individualized Education Plan (IEP) or 504 Plan. Teachers may modify grading requirements for students with special needs to ensure fair assessment of their abilities.

### **Grading Scale:**

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: 59% and below

## REPORTING OF STUDENT PERFORMANCE

Each school within the Vilonia School District will, through its teachers and staff, communicate personally with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress. More frequent communication is required when students are not performing at the level expected for their respective grade levels.

FMIS encourages parents to regularly check the progress reports and grades provided by the school. Discuss them with your child to understand their strengths and areas for improvement. A progress report will be sent home at the mid-point of the nine-week period to the parents of each student. This report will be sent home with the student to be signed by the parent/designated persons and returned to the student's homeroom teacher. Report cards will be sent each nine week period and should be signed and returned promptly.

FMIS encourages all parents/guardians to participate in parent-teacher conferences to get a comprehensive understanding of your child's performance and to discuss any concerns or strategies for improvement. All schools will schedule two (2) parent-teacher conferences during each school year. Notice of conference dates is communicated to parents and guardians of students at all grade levels. Each school shall document participation or nonparticipation in required conferences.

Parent/Teacher Conference Days have been scheduled. (Please see the [24-25 Student Calendar](#)). Other conferences can be scheduled as needed. Telephone calls or emails can be sent to request a conference.

Parents can regularly check their child(ren)'s grades online through the eSchool Home Access Center. Additionally, letters and notes may be sent home when appropriate. Teachers are pleased to discuss your child's progress with you during the school year, but will not be available for phone calls, conferences, or emailing during class time.

## PROMOTION AND RETENTION OF STUDENTS

One of the most important responsibilities of any school is to determine grade level placement in which each student can best achieve academic success. A student will only be retained if the student has a better opportunity for academic success as a result of retention. Students will be promoted to the next grade level if satisfactory academic progress has been made. The decision to retain a student could be based on; but not limited to, the following criteria:

- Academic progress towards grade-level standards in the areas of reading, language, and/or math
- District and State Assessments
- Attendance
- Student Behavior

For more information regarding student retention and promotion, refer to VSD Policy 4.55.

## HOMework

The staff at FMIS believes that homework is an important element of student learning and achievement. Students are encouraged to be actively involved in learning and to accept responsibility for their own progress and achievement. Homework is an essential element of the total instructional program which allows students extended time to master basic skills, concepts, and learning objectives.

## STUDENT BEHAVIOR EXPECTATIONS

The school rules and regulations are intended to promote an atmosphere that is conducive to learning, as well as ensure the protection of the rights of each student. Students can and will exhibit positive behavior and make responsible choices when administrators, teachers, and adults implement a school-wide discipline program. The most effective component of a school-wide discipline plan is helping students see the correlation between cause and effect and what specific behaviors contribute to their own successes and failures.

We ask that you discuss with your child the importance of and need for appropriate behavior and a positive attitude while at school. Prohibited behaviors include, but are not limited to:

- **Academic Dishonesty**
- **Bullying** - Behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability.
- **Damage or Destruction of School Property** – Students/Parents/Guardians are responsible for recovery and/or restitution.
- **Disrespect**
- **Disruption and Interference with School** - Students shall show respect for authority in school buildings, on school grounds, in virtual learning environments, and at school-sponsored events. Students shall not engage in violent, abusive, obscene, or hostile acts. Profane language addressed to any district employee, student, or the general public is prohibited. Threatening to fight, challenging to fight, or fighting any school employee or peer is prohibited.
- **Electronic Device Violation** – (See VSD DP.4.29 & DP.4.47) – Students shall not record or photograph without administrative approval.
- **Insubordination** - Disregard of direction or commands
- **Physical Abuse or Assault of Students or Staff** – A student shall not use violent, abusive, obscene, or profane language when addressing any teacher, student, or other individual. A student shall not cause or attempt to cause physical injury to a teacher, student, or any other individual. Fighting may result in suspension from school.
- **Possession of Prohibited Items** – Accelerants, Alcohol, Ammunition, Drugs, Drug Paraphernalia, E-Cigarettes/Vapes, Explosive Devices, Firearms, Fireworks, Laser Pointers, Lighters, Mace/Pepper Spray, Tasers, Tobacco, Weapons, and other instruments capable of causing bodily harm.
- **Public Displays of Affection (PDA)** – Displaying affection is a private matter and has no proper place in school.

- **Sexual Harassment**
- **Theft** – Students/Parents/Guardians are responsible for recovery and/or restitution

Additional incentive and/or reward programs may be offered throughout the school year for satisfactory behavior. Students may be denied participation in these programs due to excessive misconduct. Criteria to earn participation in incentive programs will be shared with parents and students at the start of the school year.

### **DISCIPLINARY ACTIONS**

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Vilonia School Board and/or possible law enforcement involvement depending upon the severity and frequency of the misconduct. Disciplinary actions include; but are not limited to: recess/lunch detention, in-school-suspension, out-of-school suspension, ALE Placement, or expulsion.

### **BUS TRANSPORTATION**

While our district provides a system of transportation, it also requires parents of students to accept responsibility for supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the day. Since the bus is an extension of the classroom, it is a requirement that children conduct themselves in a manner consistent with standards for classroom behavior.

The purpose of the transportation department is to provide the safest, most efficient transportation possible for those students who are to be transported to and from school. All matters concerning bus transportation should be directed to the VSD Director of Transportation at 796-8160.

#### **Bus Rules:**

1. Be at the bus stop at the scheduled time. It is not practical for the bus driver to wait on riders at bus stops because such delays will result in the bus route taking much longer to run.
2. Stand back about 10 feet from the bus stop and wait until the door is opened before moving close 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.
3. While loading or unloading, enter or leave the bus orderly and quickly.
4. While riding the bus, students are under the supervision of the driver and must obey this person at all times. The driver has the authority to temporarily suspend a student from riding the bus.
5. No knives, sharp objects, firearms, live animals, glass containers, or gift balloons will be allowed on buses.
6. Each student must be seated before the bus is put in motion.
7. Students are not to tamper with any of the bus safety devices such as door latches, fire extinguishers, etc. Riders must stay seated while the bus is in motion and must not move while the bus is stopped except as the driver directed. Students are not to put their hands, arms, heads or bodies out of the windows. Yelling at people outside the bus is also not permitted.
8. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders.
9. Students are not to deface the bus or any other school property. Writing on the bus or damaging seats will result in the student and parent/guardian being responsible for cleaning, repair or replacement of the property.

10. Students are responsible for helping keep buses clean and are not to throw paper or other objects on the bus floor.
11. Eating and drinking on the bus is not permitted. Exceptions can be made with driver approval.
12. Smoking or use of tobacco is not permitted.
13. Aisles are to be kept free of books, lunches, coats, and other personal belongings. Students are also to keep their feet out of the aisles while seated.
14. Students will not be let off the bus anywhere other than their designated bus stop unless a person is released directly to his/her parent or guardian or unless written permission is given to get off at another location by the parent/guardian and principal.
15. When a student must cross a road or highway to catch the bus, he or she should cross in a safe manner prior to the bus arriving or, if the bus arrives before the student crosses the road or highway, the student is to wait until the bus has come to a complete stop and cross only after the driver has signaled.
16. Students may not ride any bus other than the one on their designated route unless the parent/guardian and principal grant permission and such permission must be copied in the school office and communicated to the driver.
17. Cell phones are allowed to be used while on the school bus under the following guidelines: NO taking of pictures/videos, headphones must be used but can only be in one ear for safety reasons. These rules do not cover all situations on all bus routes. Drivers may use discretion in implementing rules, which ensure the safety of students in special or unusual situations.

**RIDING A VILONIA SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT. THE ONLY OBLIGATION OF THE SCHOOL DISTRICT IS IF WE TRANSPORT ANY STUDENTS THAT IT BE DONE IN A SAFE MANNER. ANY STUDENT WHO DISPLAYS UNACCEPTABLE CONDUCT OR AN UNCOOPERATIVE ATTITUDE MAY LOSE THE PRIVILEGE OF RIDING A BUS.**

The minimum penalty for student misconduct on bus transportation will be a verbal warning and the maximum penalty will be removal from school transportation and/or possible law enforcement involvement depending upon the **severity** and **frequency** of the misconduct.

### **PARENT CONCERNS & DUE PROCESS**

In the event that parents or guardians need to resolve a problem or address a concern within their school, it is sometimes difficult to know where to begin. As a general rule of thumb, it is usually best to attempt to resolve any problem at the point of origination.

If the concern originated in the classroom:

1. The teacher should first be allowed to address the situation.
2. If the situation is not resolved with the classroom teacher, building level administration should then be approached.
3. If the parent/guardian does not feel the situation is resolved with building level administrators, the parent/guardian can request a meeting with District-Level administrators.

## BULLYING AND CYBERBULLYING

Act 1437 of 2005 required school districts to adopt Anti-Bullying Policies. For the purpose of this policy, “bullying and cyberbullying” are defined as; when a student or faculty member is exposed repeatedly and over time, to intentional negative actions on the part of one or more students. It may include but not be limited to, repeated intimidation of others by real or threatened harm (written, verbal, physical or emotional abuse) to another student or their property. Examples may include, but not be limited to intentional name calling, verbal taunts, ethnically based or gender-based verbal put-downs, extortion of money or possessions and threats to hurt, maim, or kill. **Please explain to your child the disciplinary possibilities when these activities occur at a public school.**

Bullying and cyberbullying are prohibited by the Vilonia School District. Specifically, students are prohibited from bullying and cyberbullying while on school property, while attending any school sponsored activities, and on any school provided transportation, or at any school bus stop. School employees who witness bullying or cyberbullying, or have reliable information that a student has been the victim of bullying or cyberbullying, as defined in this policy, shall report the incident to the building principal immediately.

**Students who are involved in the bullying or cyberbullying of another student or faculty member are subject to disciplinary action. The discipline for the offense of bullying or cyberbullying will range from a parent conference to expulsion.**

## STUDENT DRESS

The Vilonia Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the district has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency. Any distracting or disruptive type of clothing, dress, jewelry, or makeup will not be permitted. Clothing should conform to the following guidelines:

1. Shorts, skirts, and dresses will be no shorter than 5 ½ inches above the top of the knee cap.
2. Shorts and pants worn as outside garments should not be made of sheer/see-through spandex or other tight-fitting sheer/see-through materials (for outer garments over these materials, see rule #1).
3. Pants and shorts with holes at or above a point 5 ½ inches above the top of the knee cap will not be permitted.
4. No hats, caps, scarves, bandanas, or other head coverings, except when given administrative consent.
5. No tank-tops, halter tops, bare midriff garments, strapless garments, spaghetti-strap tops, unbuttoned shirts without an undershirt, sleeveless garments that do not fit closely around the arms, or see-through tops (worn as an outer garment). Shirts should be long enough to tuck into pants.
6. Any clothing, hairstyle, body-piercing, or hair color that is deemed disruptive is not allowed.

7. Clothing with illegal substances, tobacco, drugs, alcohol, cigarette logos, obscene or suggestive pictures, and obscene, profane, or suggestive words, items that have double meanings, distractive items, and gang related clothing and paraphernalia will not be permitted.
8. Shoes must be worn at all times. House shoes are not permitted.
9. Sunglasses and similar outdoor apparel are not to be worn inside the building.
10. Students are prohibited from wearing, while on school grounds during the day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female (*Arkansas Code § 6-18-503*).

The above list is not exhaustive since styles, fashions, and fads change, and administrators may make decisions regarding other modes of dress which may be considered inappropriate. Final decisions will be left to the discretion of the principal or designee.

### **HEALTH SERVICES**

When medication is required during school hours, a medication form signed by parent or guardian explaining proper dosage instructions must be completed. The parent/guardian must bring the medicine in its commercially labeled container to the school nurse. Medication should be brought only on a day-to-day basis unless other arrangements have been approved by the nurse.

If there is a need to give medication on a long-term basis for convulsive disorders, ADD/ADHD, asthma, etc., a doctor's statement is required by the school in order for the school to give the medication during the school day. The doctor's statement must include a summary of any reaction that might occur.

The school does not keep Tylenol or similar medications for student use. Cough drops, aspirin, Tylenol, etc., are considered medications and will not be administered unless you send the medicine and the above procedures are followed. If a student becomes seriously ill at school, we will contact his/her parents immediately. If we cannot reach them, we will use the emergency contact information they have provided. Please remember, we cannot keep seriously ill children in school.

If a student is injured at school, we will make him/her comfortable and then call his/her parents immediately if a serious injury has occurred. If they cannot be reached, we will attempt to contact the emergency numbers listed on the Student's Enrollment Information.

### **SCHOOL INSURANCE**

The district provides a limited accident insurance policy on every student. If you have any specific questions about this coverage, contact the VSD Administrative Offices at 796-2113.

### **VISITORS**

For the safety and security of our students and staff, all visitors (including parents) must check-in through the office. Sign in and pick up your visitor's badge. Children who are not enrolled in this school may not attend classes.



## BIRTHDAY PARTY INVITATIONS AND CELEBRATIONS

Birthday invitations, advertisements, or flyers will not be distributed at school. The office will not provide contact information to any individual for the purpose of distributing birthday invitations. Due to the risk of food contamination or unknown food allergies, foods made at home may not be distributed within the school. **If your child wants to bring a birthday treat to his/her homeroom class, we encourage them to bring sealed, commercially pre-packaged snacks or non-food party favors.**

## FOOD SERVICES

Meal prices for the 2024-2025 school year are as follows:

Breakfast	\$1.50 per day
Lunch	\$2.75 per day
Extra milk	\$.45
Extra juice	\$.35
Adult breakfast	\$2.50
Adult lunch	\$4.50

We encourage along with Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools, snacks brought from home be of nutritional value to the student.

LINQ Meal Account is a website that offers parents and guardians a way to keep track of their child's cafeteria account. Online payments to that account are also an option for a transaction fee.

For more information, log on to: <https://linqconnect.com>

## SCHOOL CAFETERIA PROCEDURES AND EXPECTATIONS

The school cafeteria serves breakfast each morning (between 7:15 and 7:45 a.m.) and lunch every day. Free or reduced-price lunches are available for those meeting federal guidelines. Applications are sent home with students at the beginning of the school year. Students not purchasing the school lunch may bring a lunch from home and purchase a drink at school.

Students are expected to follow the following cafeteria rules:

1. Walk; do not run to the cafeteria.
2. Wait your turn in line in an orderly fashion and do not cut in front of other students.
3. Be sure to take care of your trash and trays properly.
4. Food purchased in the cafeteria must be eaten in the cafeteria.
5. Do not take books and/or bags into the cafeteria.
6. Wait at the end of the lunch line if you are not wearing your school ID.

**Parents may bring food from home or local eateries for their child ONLY. Parents may not provide food for any other child. Parents may visit the school to eat lunch with their student(s) ONLY in the designated family lunch area.**

Class will not be interrupted to notify students of delivered lunches. Parents are encouraged to arrive early on days they visit to eat lunch with their student(s). Parents **MUST** check-in at the main office.

## STUDENT PLACEMENT AND TEACHER REQUESTS

While parent input is highly valued at Frank Mitchell Intermediate School, we want to ensure that a fair and purposeful process of student placement is practiced consistently. Student placement is based on specific criteria. In order to create well-balanced classes, **teacher requests will not be taken**. Parents and guardians are encouraged to provide any information regarding their child and any special circumstances related to their academics that might need to be considered.

### PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6<sup>th</sup> may request that the multiple birth siblings are placed in either the same or separate classroom. **The request shall be in writing no later than fourteen (14) calendar days prior to the first day of classes at the beginning of the academic year.** The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

1. There have been a minimum of 30 instructional days since the start of the school year and after consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
  - Detrimental to the educational achievement of one or more of the siblings;
  - Disruptive to the siblings' assigned classroom learning environment; or;
  - Disruptive to the school's educational or disciplinary environment.

### GUIDANCE AND COUNSELING SERVICES

The Vilonia School District will provide guidance and counseling services to all students as prescribed by the regulations of the State of Arkansas. The district will endeavor to employ highly qualified and certified school counselors to provide educational, vocational and personal counseling for all students. The Counseling Department of the district will work together as a team to provide assistance to students, faculty and administration. All counselors will receive opportunities for professional growth which will allow them to learn new strategies and services which can assist all students.

As we strive to provide safety to our students, all reports of suicide threats or self-harm will be taken seriously. The following plans will be implemented to protect students.

### SUICIDE THREATS

Whether verbal, written, or otherwise reported or indicated, the student will be located and monitored for safety by an adult. A counselor or an administrator will talk to the student to determine the next steps to be taken. No matter the determination, the parent/guardian will be contacted and the parent/guardian will pick up or arrange for pickup of the student from school.

Other possible next steps:

1. A suicide risk assessment or a 911 call for ambulance transport to the ER for a risk assessment.
2. If the student is currently a therapy client, the therapist will be made aware of the situation by either the school or by the parent.
3. If the student is not a therapy client, a referral form for therapy will be given to the parent/guardian with an acknowledgement of receipt form to be signed by the parent/guardian.
4. When the parent takes custody of the student from the school, a release of responsibility waiver will be signed.
5. A copy of the school plan of re entry will be given to the parent/guardian and will be expected to be followed.
6. Failure of the parent/guardian to take responsibility for the well being of the student by getting the appropriate help will result in a call to the hotline for negligence.

If the threat is brought to an adult after the dismissal bell, a good faith effort to contact the parent/guardian will be made on that day and the release forms will need to be signed and returned before the student will be allowed to return to school. If a parent/guardian can not be contacted, the emergency contact will be called to ensure the safety of the student.

## **SELF-HARM**

When self-harm is reported by someone, whether visible or otherwise indicated, the student will be located and spoken to by a counselor, nurse, or an administrator. The school personnel will determine if any evidence of self-harm exists and what steps need to be taken. Upon any indication of intent or evidence of self-harm, a parent will be contacted.

If self-harm is evident or intent to self-harm is discovered, the following are possible steps to be taken:

1. If the student is currently a therapy client, the therapist will be made aware of the situation by either the school or by the parent.
2. If the student is not a therapy client, a referral form for therapy will be given to the parent/guardian with an acknowledgement of receipt form to be signed.
3. The parent/guardian will be asked to email acknowledgement of the incident or sign the acknowledgement form at the school.
4. Failure of the parent/guardian to take responsibility for the well being of the student by getting the appropriate help will result in a call to the hotline for negligence.

If the self-harm (not being suicide) threat is brought to an adult after the dismissal bell, but can't be investigated, a counselor or administrator will follow the procedures first thing on the next school day unless the school is on a prolonged break. If the school is on a break, a good faith effort will be made to inform the parent/guardian of the unsubstantiated report.

## **CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. If alleged maltreatment of a child by parent, guardian, custodian, or person standing in loco parentis is named and the alleged offender is being investigated by the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator, or employee of the Department of Human Services, the principal or the principal's designee **shall not** attempt to make contact with parent, guardian, custodian, or person standing in loco parentis.

## **CONTACT BY NON-CUSTODIAL PARENTS**

If there is any question concerning the legal custody of the student, the custodial parent shall present court documentation to the principal establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order.

Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch or otherwise have contact with their child during school hours. Prior approval from the school's principal is always appreciated and encouraged. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any policies that may apply.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

## **ANIMALS, PETS, ELECTRONIC DEVICES, PHONE USE, TOYS, TRADING CARDS**

For safety and health reasons, no animal or pet may be brought to school without permission from the principal. Animals and pets may not be transported on the bus or in glass containers.

Toys, including stuffed animals, certain sports balls and trading cards of any sort are generally not allowed at school. Exceptions will be made for occasional, specific classroom/instructional reasons.

All student cell phones must be turned off and put away while on FMIS campus during the school day. Students are not allowed to have their phones on at any time during the day unless permission has been given by the administration. Smart watches that are used for any other reason than to check time, fall under this policy. Other non-instructional devices/items may not be brought to school without permission.

Students are allowed to use the school telephone for emergencies only as determined by the administration or other staff.

## **ID BADGES**

Students and staff may be required to wear identification badges at school for safety and security reasons. Students may leave their ID badges at school. They are not required to take them home. The additional cost for lost or damaged badges is \$5.00.

## **CARE OF TEXTBOOKS AND LIBRARY BOOKS**

Students are responsible for all textbooks and library books issued to them during the school year. Books must be paid for if lost or damaged. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is later found, money previously paid will be refunded. Fees for lost/damaged books or other school property must be paid in full by the end of the school year.

## **LOCKERS**

Lockers are made available to students for keeping books and other personal belongings during school. Students will be assigned lockers upon obtaining their class schedules or by their teacher. Students are not to change lockers or share lockers. The school will not be responsible for articles kept in lockers. Students have no expectation of privacy when renting lockers. Inspection of student lockers and their contents is the right and responsibility of school administrators whenever there is reasonable suspicion. Items which are specifically prohibited by law, board policy, or school regulations may be confiscated.

## **LOST AND FOUND**

A “lost and found” is used to collect misplaced items. Turn in anything you find to the office as soon as possible. Items not claimed will be discarded or donated at regular intervals throughout the year.

## **PARENT VOLUNTEERS**

Parent volunteers can help promote the education and welfare of our children. Parents are encouraged to volunteer and participate in various activities at Frank Mitchell Intermediate School. If you'd like to become more actively involved, please contact the FMIS office for more information at 501-796-4643.

## **FMIS PARENTAL INVOLVEMENT PLAN SUMMARY**

At FMIS, we believe that parental involvement is essential for the academic success and overall well-being of our students. Our Parental Involvement Plan is designed to foster strong partnerships between the school and families, encouraging active participation in the educational process. Here are the key components of our plan:

- We provide frequent updates through newsletters, emails, and our school website to keep parents informed about school events and important announcements.
- Parent-Teacher Conferences are scheduled throughout the year to discuss student progress and address any concerns.
- Parents may be recruited by administration to review handbook policies.
- School Climate Surveys will be sent to parents yearly and input from parents will be considered when making building-wide decisions.

- At the teacher's discretion, parents may be invited to assist in the classroom, helping with activities or special projects.
- Parents may be invited to volunteer at school events, field trips, and fundraisers, fostering a sense of community and support.
- Events to celebrate student achievements will be scheduled throughout the year and parents are invited to join in recognizing their children's hard work and accomplishments.

### **PARKING ON CAMPUS**

Because of traffic congestion and safety concerns, we ask that you NOT park in the loading and unloading zones at any school entrance. If you must leave your vehicle, please park your vehicle in a marked parking space.

### **STUDENT PICK-UP/DROP-OFF**

For the safety of students boarding and disembarking buses, parents/guardians are asked to carefully follow designated car-rider routes. Routes for car-riders and buses will be shared with parents/guardians prior to the start of the school year. If any changes are made to the designated routes, parents/guardians will be notified.

Purposely disregarding designated routes or driving recklessly during student pick-up/drop-off times will result in a report to the Vilonia Police Department.

### **SCHOOL-SPONSORED EDUCATIONAL TRIPS (Field Trips)**

- Students may be denied participation in school-sponsored education trips due to excessive misconduct or chronic absenteeism.
- All students are required to have school-sponsored educational trip permission slips signed by parents/guardians before being allowed to travel on any school-sponsored trip.
- Students are required to ride in school vehicles to the destination for educational field trips. Requests for exceptions to this must be approved by the building principal or assistant principal.
- Students may return from the activity with their parents provided the school official in charge agrees and the parent has signed the checkout sheet carried by the official-in-charge.
- Students riding from the trip destination with anyone other than the parent are required to submit written permission in advance to the school's principal.
- Parents, grandparents or other adults should plan on traveling in private vehicles.
- Parents who have been asked to help chaperone, may ride the bus if the teacher/driver deems that space is adequate for extra riders.
- Siblings and other children are not allowed to participate in school-sponsored trips or ride the school bus.

### **PROCEDURES FOR CHANGING STUDENT DISMISSAL ROUTINE**

For a student to go home any way other than the usual way, the student must have a note signed by his/her parent or guardian. If a student does not have a signed note, he/she will be sent home the usual way. All notes will be verified by the office staff.

## PHONE NUMBER AND/OR ADDRESS CHANGES

Please notify the school immediately if there is a change to your address, phone numbers, babysitter, or emergency contact information. This information is very important in case your child becomes ill or injured and for written correspondence sent by mail. To be effective, our calling system requires updated phone numbers. We need your physical mailing address, not a post office box, for our records.

## INCLEMENT WEATHER AND SCHOOL CLOSINGS

When weather conditions make it dangerous for school buses to run, local radio stations and Little Rock television stations will announce school closings as early as possible. The schools may send out mass phone messages alerting parents of school closings. Many times it is impossible to predict the road conditions in advance, so the decision on bus operation may have to be made shortly before regular bus departure time.

When school is not open due to inclement weather or other emergency conditions, public announcements will be made at the earliest possible time by the administration through the local television stations, social media, and phone notification system.

## EMERGENCY DRILLS

Emergency drills will be conducted frequently throughout the school year. Students will be given specific directions to follow during all fire, tornado, and other emergency drills. It is imperative that students adhere to all directives given during these drills. Not doing so will result in disciplinary action.

## SCHOOL-SPONSORED WEBSITE AND SOCIAL MEDIA

This section outlines the guidelines and expectations for staff, family, and student participation on school-sponsored websites and social media pages. Our goal is to create a positive, respectful, and safe online community that enhances communication and engagement among students, families, and the school.

This section applies to all students, parents, guardians, staff members, and any other individual who interacts with school-sponsored websites and social media platforms, including but not limited to Facebook, Twitter, Instagram, YouTube, and the school's official website. Interactions can be defined as: reactions (likes, loves, etc.), comments, and shares related to school-sponsored content.

### General Guidelines:

1. **Respectful Communication:** All posts, comments, and messages should be respectful and constructive. Harassment, bullying, and inappropriate language will not be tolerated.
2. **Privacy and Confidentiality:** Do not share personal information about students, parents, or staff members. This includes addresses, phone numbers, email addresses, and other sensitive information.
3. **Appropriate Content:** Content shared that is related to any school-sponsored platforms should be appropriate for the school environment. Posts should support the educational mission and values of the school.

4. **Accuracy of Information:** Ensure that all information shared is accurate and not misleading. Misinformation or rumors can cause unnecessary confusion and concern.
5. **School Representation:** When participating in discussions, remember that you are representing the school community. Maintain a positive and supportive tone.

#### **Specific Guidelines for Students:**

1. **Online Behavior:** Follow the same behavioral expectations online as you would in the classroom. Be respectful and kind in all interactions..
2. **Use of Images and Videos:** Do not post media that includes other students without their permission. This includes screenshots of any content posted on the school-sponsored website or social media pages.

#### **Specific Guidelines for Parents/Guardians:**

1. **Supportive Engagement:** Engage with content in a way that supports the school's mission. Provide constructive feedback and avoid negative commentary that could harm the school community.
2. **Student Access and Supervision:** If you allow students to access your personal social media accounts, we kindly ask that you supervise students while they are viewing online platforms through your account.
3. **Addressing Concerns:** If you have concerns or complaints, address them through appropriate school channels rather than on public forums (See Page 13 - [Parent Concerns and Due Process](#)).
4. **Set A Positive Example:** Cyberbullying is a significant issue among young people today. We ask for your cooperation in setting a positive example through your online behavior. Harassing, threatening, embarrassing, or targeting others online, whether anonymously or openly, contributes to this problem and sets a harmful example for children who look up to you. Let's be the change we want to see in our community and effectively communicate with one another directly in a respectful manner.

#### **Prohibited Activities:**

1. **Harassment and Bullying:** Any form of harassment, bullying, or intimidation will be addressed in accordance with the school's disciplinary policies and may result in the user being blocked from all school-sponsored social media accounts.
2. **Inappropriate Content:** Posting obscene, offensive, or illegal content is strictly prohibited and will be reported to local law enforcement.
3. **Unauthorized Access:** Do not attempt to access accounts or platforms without authorization.

#### **Enforcement:**

Violations of this section may result in the following actions:

1. **Content Removal:** The school reserves the right to remove and report any content that violates this policy.
2. **Disciplinary Action:** Students who violate these guidelines may face disciplinary action, including suspension of access to school-sponsored platforms.
3. **Removal of Access:** Individuals who violate the guidelines listed in this section will be blocked and no longer allowed to access school-sponsored social media content.



4. **Legal Action:** In cases of severe violations, legal action may be pursued.

**Reporting Violations:** If you encounter content or behavior that violates this section, please report it to the school administration immediately.

## STUDENT INTERNET USE POLICY

The Vilonia School District agrees to allow students to use the district's technology to access the Internet under the following terms and conditions:

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action as defined in District policy (4.18—PROHIBITED CONDUCT). Consequences will range from a minimum of a warning to a maximum of expulsion from school.
4. **Misuse of the District's access to the Internet includes, but is not limited to, the following:**
  - a. using the internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including technology hacking and copyright or intellectual property law violations;
  - d. making unauthorized copies of technology software;
  - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - o. invading the privacy of individuals;
  - p. divulging personally identifying information about himself/herself or anyone else either on the internet or in an email. Personally identifying information includes full name,

address, and phone number.

- q. using the network for financial or commercial gain without district permissions;
  - r. Theft or vandalism of data, equipment, or intellectual property;
  - s. attempting to gain access or gaining access to student records, grades, or files;
  - t. Introducing a virus to, or otherwise improperly tampering with the system;
  - u. degrading or disrupting equipment or system performance;
  - v. creating a web page or associating a web page with the school or school district without proper authorization;
  - w. providing access to the District's Internet Access to unauthorized individuals;
  - x. failing to obey school or classroom Internet use rules; or
  - y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
  - z. installing or downloading software on district technologies without prior approval of technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the technologies or the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the internet through the District's access, that the student waives any right to privacy the student may have for such use. The Student and the parent/guardian agree that the District may monitor the student's use of the District's internet access and may also examine all system activities the student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the student's parents/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the internet. At the same time, in signing this agreement, the parent and Student recognize that the district makes no guarantees about preventing improper access to such materials on the part of the student.

## VILONIA SCHOOL DISTRICT POLICY FOR HEALTH SCREENINGS AND BILLING MEDICAID FOR VISION/HEARING SCREENINGS

### HEALTH SCREENINGS

Health screenings are state mandated and listed below:

- Hearing and Vision Screenings are provided as required by Arkansas state law for students in grades K, 1, 2, 4, 6, 8, transfer students, and students by teacher or parent request. Parents will be notified if further examination by a doctor is indicated.
- Height and Weights are assessed according to Arkansas state law to determine Body Mass Index (BMI) in grades K, 2, 4, 6, 8, and 10. These results can be requested by the parent/guardian.
- Scoliosis (curvature of the spine) screenings are required by Arkansas state law. Grades to be screened are 6th & 8th grade girls and 8th grade boys. Parents will be sent an informative letter stating the need to see a licensed physician if their student fails the screening.

### PHYSICAL EXAMINATIONS OR SCREENINGS

The Vilonia School District conducts routine health screenings such as hearing, vision, Body Mass Index (BMI), and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/her full potential.

The Statement of Responsibility in this handbook indicates the following:

*"The signature below signifies that I have access to a copy of the Student-Parent/Guardian Handbook, and understand that these policies will be enforced."*

Therefore, **unless a written objection is provided**, the Vilonia School District will seek Medicaid/ARKids, where applicable, for hearing and vision screenings conducted at school.

The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old. Parents shall have the right to opt their student out of the exam/screenings, and object to billing Medicaid by completing the Parent/Guardian Objection to Health Screening and/or Medicaid Billing Form linked below, prior to the date of screenings. **Parents who opt out of the screenings must submit a new form each school year.**

Students who are examined/screened by their healthcare provider may also be excluded from screenings by providing documentation to the School Nurse.

[VSD Parent/Guardian Objection to Screening/Medicaid Billing Form](#)

## STUDENT TECHNOLOGY DEVICE AGREEMENT

Students in grades K-12 will be assigned Chromebooks that will enable them to effectively engage in remote learning. Utilizing these Chromebooks teachers will have a greater ability to integrate classroom instruction and technology for all students. We're excited about the new potential for learning this will bring to our students! If you would like for your student to bring home a Chromebook, you and your student must first read and agree to the following terms with your signature. If you do not agree with the terms of this agreement, the student will be permitted to use a school provided device at school only and will rely on personal device access while at home.

Student ID will be required when picking up Chromebooks for checkout.

What is a Chromebook?

- A Chromebook is a tablet/laptop-like device running the web-based Chrome-OS.
- Chrome-OS has been used by students in the district since the first pilot program in 2011.
- The Vilonia School District retains ownership of any Chromebooks checked out. These devices are loaned to the students for educational purposes while enrolled at Vilonia Public Schools.
- Chromebooks work best with WiFi but offline functionality is available. For more information on offline mode please click [here](#).
- Free public Wifi is available in a variety of places. While you still want to be careful about using public Wifi (especially when private information such as school, online banking, etc. are concerned) all of the data on Chromebooks is automatically encrypted. Some of the places you can get free WiFi are:
  - Most public libraries
  - Most fast-food restaurants (McDonalds, Taco Bell, etc.)
  - School (please see the map [here](#) for the best outdoor locations in the event school is closed).
- Internet services are offered through a variety of ISPs (Internet Service Providers) such as Windstream, AT&T, Verizon, TCWorks. You can contact each ISP to see if service is available in your area. Some services are available via S.N.A.P benefits for reduced cost.

Students and their parents/guardians are reminded that use of District Technology is a privilege. All activity performed on any District-owned computer, network, or electronic communication device will be monitored by school authorities. Inappropriate use of District Technology can result in limited use and/or legal/disciplinary consequences. In addition, student Google Accounts are owned by Vilonia Public Schools and the content is monitored by the District and the State of Arkansas Department of Information Systems. Technology use in Vilonia Schools is governed by federal laws, including the Children's Online Privacy Protection Act (COPPA). The school's use of student information is solely for education purposes.

- Vilonia Schools provides content filtering for student use of Chromebooks inside and outside of the District. The content filter is compliant with federally mandated Children's Internet Protection Act (CIPA). Bypassing or attempting to bypass the Internet Filtering Software or changing device settings or network configurations on the Chromebook is unacceptable.

## **CHROMEBOOK RESPONSIBILITIES**

Students must comply with the Vilonia School District Authorization for Internet and Electronic Device and Acceptable Use Policy (4.29+).

- Chromebooks should be charged every night so that they are ready each day.
- Personalization of the Chromebook is not allowed. This includes, but is not limited to drawing, stickers, tape, or labels that were not placed by Vilonia Schools. Background images, screensavers, and any other images on the device must be appropriate and not contain references to weapons, guns, inappropriate language, alcohol, drugs, gang symbols or pictures. Disciplinary action will be taken as a result of inappropriate graphics. This is a district owned device, not a personal device.
- Lost or stolen devices should be reported to the Vilonia Police Department immediately and a police report should be filed. Damaged devices should be reported to a teacher immediately.
- Installing non-approved applications or sideloading software is not acceptable.
- Tampering with hardware, software, attempting to enter, alter, or vandalize the device, components, or files, is not allowed.
- Instances of cyberbullying, personal attacks, or threats should be reported to a teacher immediately.
  - Practice good digital citizenship.
  - I will use only my own Google account and no other person's Google account.
  - I will not use the computer to look at, send, copy or create material that is rude, inappropriate or meant to hurt someone's feelings.
  - I will be respectful, responsible, and safe while on the computer.
  - I will make the device available at any time to any school administrator or teacher for inspection of any messages or files sent or received on their District issued device.
  - I will report to the building administration or a teacher any incidents of inappropriate communications sent in any form using their District owned technology.
- School owned devices will be made available to the District upon request for inspection. If a device is not available to be located it will be treated as lost/stolen and a police report will be filed with the Vilonia Police Department.

## **CHROMEBOOK CARE**

- No food or drink should be near the Chromebooks.
- Use care when inserting cables, cords, and any removable storage devices into the Chromebook.
- Do not lift or carry the Chromebook by the screen as this can cause damage to the screen or hinge.
- Always close the Chromebook before carrying.
- Do not use liquid to clean the Chromebook. Use a dry, soft, lint-free cloth to clean the Chromebook.
- Do not leave the Chromebook in heated areas for extended periods of time (such as a hot car or direct sunlight).
- Place the Chromebook on a flat, stable surface when in use.
- Never leave the Chromebook in an unsecured area or unattended.

### **Returning Chromebooks**

- Chromebooks are to be returned when requested, on the last day of attendance, and will be collected during the last week of school.
- The Chromebook and charger must be returned.

- If all items are not returned you will be responsible for the replacement cost of the Chromebook and charger.

#### Repair and Replacement

- If a Chromebook is in need of repair please inform a teacher immediately.
- If a Chromebook will not charge please inform a teacher immediately.
- If a Chromebook is lost or stolen, notify building administration immediately.
- If a Chromebook is non-functional, Vilonia Schools has a limited number of spare devices for use while a device is being repaired. All items in the agreement remain in effect for the loaner devices.
- Devices may be subject to replacement cost and costs are subject to change:
 

Full Replacement \$250	Dell Brand Charger \$44
LCD Screen \$45-\$90	LCD Bezel \$35
Display Hinges \$30	Palm Rest \$90

Keyboard: Due to design, individual keys cannot be replaced. The entire keyboard must be replaced if keys are peeled or removed. \$45

As a parent/guardian of a student in Vilonia Public Schools, I will: Support my student in keeping the promises outlined in this document. Accept the same financial responsibility and care for the Chromebook as I do for textbooks my student brings home. This includes the cost of replacing a lost, stolen, or intentionally damaged device.

- Accidental Damage - if a device is accidentally damaged the device needs to be reported to a teacher and returned to school for repair.
- Intentional Damage - a meeting with an administrator will be required before a device is reissued. Consequences may be issued per the Student Code of Conduct.
- Lost/Stolen Device - file a police report with the Vilonia Police Department and then notify a teacher immediately.

By taking the device into your possession you agree to have read, understood, and accepted the terms set forth by the Vilonia School District for checking out a school owned device for remote learning.

If printed:

Student: I have read, understand, and agree to the terms of the Vilonia Public Schools and this agreement.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Signature

Parent/Guardian: I have read and understand this agreement and give permission for the school to allow my child to use the Vilonia School District assigned Chromebook BOTH AT SCHOOL AND AT HOME under the terms and conditions set forth above.

\_\_\_\_\_  
Parent Name (print)

\_\_\_\_\_  
Parent Signature

VILONIA SCHOOL DISTRICT  
FRANK MITCHELL INTERMEDIATE SCHOOL  
2024-25 STUDENT HANDBOOK DOCUMENTATION FORM

Dear Parent / Guardian,

Act 104 of 1983 requires that school districts adopt written discipline policies that follow Arkansas Department of Education guidelines. The Arkansas Standards of Accreditation also require that the school district shall have on file statements signed by parents and students that they have received an electronic and/or written copy (available upon request) of the school discipline policies. Students are informed the student handbook is online and that it contains the Vilonia School District Discipline Policies. Furthermore, please understand that if your child did not score proficient or advanced on any State mandated examination administered last year, he/she will participate in a remediation program administered by the Vilonia School District in order to satisfy state requirements.

Sincerely,

VSD Administration

The signature affixed to this form neither confirms nor rejects my support for these policies. It only acknowledges that I have either received or have been provided access to the student discipline policies.

\_\_\_\_\_  
Student Name (printed) Grade

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
\*Parent / Guardian Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\*We would like to have the signature of both parents, if possible. However, only one is required for documentation.