

# *Vilonia Middle School*



*“Where learning is required!”*

**2023-2024**

Office: 501-796-2940

Fax: 501-796-4697



**STUDENT POLICIES**

# VILONIA PUBLIC SCHOOLS

## K-12 STUDENT CALENDAR

2023-24

 STUDENT ATTENDANCE DAYS

 NO SCHOOL  
 MAKE-UP DAYS

JULY 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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**  
17th - First Day for Students

**SEPTEMBER**  
4th - No School

**OCTOBER**  
10th & 12th - P/T Conferences  
13th - No School  
18th - Second Quarter Begins

**NOVEMBER**  
20th-24th - Thanksgiving Holiday

**DECEMBER**  
21st-31st - Christmas Holiday

**JANUARY**  
1st-3rd - Christmas Holiday  
8th - Third Quarter Begins  
15th - No School

**FEBRUARY**  
13th & 15th - P/T Conferences  
16th - No School  
19th - No School

**MARCH**  
18th-22nd - Spring Break  
25th - Fourth Quarter Begins

**APRIL**  
8th - No School

**MAY**  
10th - No School  
22nd - Last Day for Students  
23rd-24th/28th-30th - Make-Up Days

**JUNE**  
n/a



JANUARY 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			

FEBRUARY 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		

MARCH 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						

APRIL 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				

MAY 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	

JUNE 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						

# VMS BELL SCHEDULE

<b>1st Period</b>	<b>7:50 - 8:50</b>
<b>2nd Period</b>	<b>8:55 - 9:55</b>
<b>3rd Period</b>	<b>10:00 - 11:00</b>
<b><i>7th Lunch</i></b>	<b><i>11:00 - 11:30</i></b>
<b>(8th) 4th Period</b>	<b>11:05 - 12:05</b>
<b>(7th) 4th Period</b>	<b>11:35 - 12:35</b>
<b><i>8th Lunch</i></b>	<b><i>12:05 - 12:35</i></b>
<b>5th Period</b>	<b>12:40 - 1:40</b>
<b>6th Period</b>	<b>1:45 - 2:45</b>
<b>7th Period</b>	<b>2:50 - 3:20</b>

# VILONIA MIDDLE SCHOOL

## 2.1 MS- WELCOME

Welcome to Vilonia Middle School! We hope the time spent here will be both enjoyable and educational. Middle school years are very important, formative times for you. You will be changing physically, emotionally, and socially as you transition from childhood to young adulthood. **You will be expected to have greater responsibility for your own actions including conduct and classwork. We want you to know that your actions in life will earn rewards or consequences and that we are here, not only to educate, but to help you through this time of transition.** We will offer you multiple opportunities to be successful and most importantly, be a valued member of our VMS family. We hope that you are looking forward to an outstanding and enjoyable school year.

Welcome to our VMS family!

Mr. Rodney Partee, Principal



## 2.2 MS- MISSION STATEMENT

The mission of Vilonia Middle School is to equip all students with the skills necessary to form a strong academic and social foundation in order to transition to the next level for future success and tomorrow's opportunities.

## 2.3 MS- ALMA MATER

Vilonia High, for you we take our stand;  
Vilonia High, the best school in the land.  
In our hearts you'll hold a place always;  
Memories of our dear school days.  
Vilonia High, the red and the white;  
Oh! For your fame and glory we will fight (Fight! Fight!)  
Win or lose, we'll play the game true blue;  
Vilonia High, we're always for you. (Let's Go!)

## 2.5 MIDDLE SCHOOL STUDENT RESPONSIBILITY

It is every student's responsibility to know the rules and regulations and to abide by them. Ignorance of the rules is not acceptable as an excuse. While encouraging individual expression and recognizing the rights of all persons, the Vilonia School Board is firm in its belief that students are entitled to the pursuit of studies without disruption and that proper conduct, dress, respect for authority and the rights of others must be maintained. The board insists on high standards of academic endeavor and also on high standards of cleanliness, neatness, and decency in the behavior and dress of all students.

## 2.6 MS- SECURITY/ SAFETY

Recent tragedies at schools throughout our country have caused school personnel and patrons to become more concerned about the safety and security of others. **Any threat – verbal, written, or implied – will be handled in a serious manner which will involve the appropriate law enforcement officials.** Identification badges are part of our school's security program. All students are expected to have their IDs at all times. IDs are required to be shown to purchase lunch. Any student not giving the correct name to a school official/personnel or defacing their ID will be subject to disciplinary action. ID's are \$3.00 and lanyards are \$2.00. Visitors must check in at the office and pick up a visitor pass.

## 2.7 MS- RESOLVING PARENTAL CONCERNS

In the event that parents or guardians need to resolve a problem or address a concern within Vilonia Middle 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 there is no resolution at that level, building level administration should then be approached.
  3. Central Office administrators --- Special Education Coordinator, the Assistant Superintendent and/or the Superintendent make up the next level.
- For building wide issues, building administrators comprise the first level.
- For a district wide problem, Central Office administrators should be contacted first.

## **2.8 MS -TARDINESS**

Tardiness interrupts instructional time. **Students late to school must be signed in at the office by a parent/guardian before going to class.** Any student **not** signed in will be assigned noon detention. Students tardy throughout the day may be assigned noon detention.

## **2.9 MS-BEFORE/AFTER SCHOOL**

The office and cafeteria open at 7:30 a.m. The classrooms open at 7:45 a.m. Lockers, restrooms, and classrooms are off-limits until the first bell rings unless a student has the permission of the principal or a teacher. **Students should wait for the first bell on the courtyard or cafeteria.** Students are not to leave the campus after arrival at school without office permission. **SCHOOL HOURS:** School begins at 7:45 a.m. and classes end at 3:20 p.m. **Students may only stay after school for school business** and should remain with their adult supervisors and should not be roaming in and out of the building. Parents are expected to pick up their children in a timely manner.

## **2.10 MS-DRESS CODE**

All students and their parents should use good taste and judgment in choosing clothing that is **appropriate** for school functions. Dress and grooming should be clean and in keeping with health, safety, and sanitary practices. 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. VMS' dress code includes the wearing of your ID above the waist. The following guidelines outline appropriate dress at VMS:

1. Pants, shorts, dresses and skirts will be no more than five and a half ( 5 ½ ) inches above the knee, even if leggings, tights or other hosiery is worn, long dresses cannot have a slit that exceeds 5 ½ inches above the knee.
2. Tank tops and sleeveless garments must fit closely around the arms. Straps must be wide enough to cover undergarments.

Clothing and accessories not allowed include, but are not limited to the following:

1. Clothing with drugs, alcohol, cigarette logos, obscene pictures, or words, offensive pictures or words, or any clothing that is disruptive to the day.
2. Any clothing, hairstyle, body-piercing, or hair color that is deemed disruptive.
3. Hats, caps, scarves, or other head coverings, except when approved by principal. Appropriate head covering may be worn outside only.
4. Shorts, dresses, skirts, and/or jeans that are very tight, excessively loose, "sagging," or very short.,
5. Bare midriff (Crop Tops), strapless, spaghetti-strap tops, sleeveless garments that do not fit closely around the arms, or see-through tops. Pajamas or house shoes will not be permitted. Shirts should be long enough to tuck in.
6. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast.
7. Gang-related clothing and paraphernalia.
8. Holes or tears can not be higher than 5 ½ inches above the knee.
9. Shoes must be worn at all times. House shoes are not permitted.

The discretion of the principal will be supreme in deciding cases where a question of clothing is involved. The above list is not exhaustive since styles, fashions, fads changes, and administrators may make decisions regarding other modes of dress which may be considered inappropriate. **Final decision of any wearing apparel will be left to the discretion of the principal.**

### **2.11 MS-CARE of the CAMPUS**

Everyone is expected to take pride in our school buildings and grounds and to do what is necessary to keep our campus clean and attractive. Students are expected to pick up all paper and other litter from the classrooms at the end of each class period. Do not leave trash in the hallways. Please be a thoughtful citizen and pick up trash and dispose of it properly.

### **2.12 MS-CAMPUS CONDUCT**

While anywhere on campus, students should observe the following rules:

1. Any teacher or staff member has the right and responsibility to correct students at any school function. Disrespect or insubordination toward teachers or staff members will not be tolerated.
2. Using or possessing tobacco or drugs is not allowed.
3. Profane or obscene language is not allowed.
4. Gum and candy will not be allowed in the classroom without permission of the teacher.
5. **Valuable items** should be left at home. Do not carry large amounts of money or leave purses unattended. Play items (i.e., toys, skateboards, music devices, cameras, video games, etc) may not be brought to school. They will be taken up and kept in the office.
6. Students should stay in the designated areas during breaks. **Breaks are scheduled to give you time to socialize and use the restroom facilities. Use your time wisely!**
7. Have your ID at all times.

### **2.13 MS-DISTRICT WEBSITE**

The Vilonia School District shall maintain a web page to provide information about its schools, and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation. The Vilonia School District website shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

Each school's web page shall be under the supervision of the School's Web Master and the District's website shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end the District and School Web Master shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines.

1. All pages on the District's web site may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organizations web pages which shall also link back to the District's home page.
3. Photos may be posted on district or school web pages, but PII (Personally Identifiable Information) will not be associated with photos. In a situation where the school wants to provide special recognition for an individual or group of individuals, written permission from the student and/or parent would be obtained to allow first and last name only to be associated with a photo or other image.
4. The District's web server shall host the Vilonia District's website.
5. No web page on the District web site may contain public message boards or chat rooms.
6. All web pages on the District web site shall be constructed to download in a reasonable length of time.

7. The District's home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.
8. With the exception of students who may retain the copyright of material they have created that is displayed on a District's web page, all materials displayed on the District web site are owned by Vilonia School District.
9. Included on the District's web site shall be:
  - a. Minutes of regular and special meetings of the school board;
  - b. The budget for the ensuing year;
  - c. A financial breakdown of monthly expenditures of the district;
  - d. The salary schedule for all employees;
  - e. The district's yearly audit;
  - f. The annual statistical report of the district;
  - g. The School District's contracts with all school district employees.

#### **2.14 MS-SAFETY DRILLS**

At irregular intervals throughout the year, drills will be held. Directions for conducting the drills will be given by the teacher in each class. Fire marshals will conduct the fire drills and teachers will supervise these exercises.

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

For the safety of students boarding and disembarking buses, parents/guardians are asked to pick up and deliver non-bus students on the south side of the campus in the car rider section located at the front of the middle school building. Students must wait in the waiting area for their ride to pull up in the pick up area. **Students will not be able to walk to a parked car unless a parent walks to the waiting area to check out their student.** Walking to the High School from the Middle School is prohibited. For the safety of the student, shuttle buses will be provided if a student needs to go to the high school or walk from there. Notes to the office are needed to ride the shuttle buses.

#### **2.16 MS-CHECKING IN/OUT**

Parents or guardians should sign students in or out in the office when checking them in or out of school. Only parents or legal guardians will be allowed to check students out unless prior approval has been granted. **Students who miss half or more of the individual class period will be counted absent for those classes. In order to ensure all students safety prior to and during dismissal; any student who needs to be checked-out early must be checked out by 3:10 p.m. or wait for regular dismissal. Any parent/guardian needing to check students out after 3:10 for emergency situations must sign the emergency sign-out book and state the emergency. Final decision of whether the situation is an emergency will be left to the discretion of the principal.**

#### **2.17 MS-USE of OFFICE/TELEPHONE**

Students should not enter the office without permission except in an emergency. Do not accompany your friends on their business to the office. Students may not be called from class to the telephone except in an emergency. Students may not use the phone unless they have been given permission by a teacher, administrator, or secretary.

#### **2.18 MS-VISITORS**

Our school welcomes parents or guardians to visit our campus. Students from **other schools are not allowed to visit campus.** Younger brothers and sisters, relatives and friends, however, must be accompanied by the student's parents. Visitors and volunteers should check in through the office, located on the west side of the VMS building. Persons loitering on or around the school campus will be reported to the local law enforcement agency.

If there is any question concerning legal custody of a student, the custodial parent shall present documentation to the principal or his/her designee 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.

## **2.19 MS- CLOSING SCHOOL UNDER EMERGENCY CONDITIONS**

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 and Alert-Now phone notification system. Parents and students are encouraged to listen to your local station on days that the school opening may be in question.

## **2.20 MS-COURSE CHANGES**

No student may drop a course without permission from Mr. Partee. The teacher will receive a notice from the counselor before dropping a student from the roll. Course changes are made by the counselor and are not forbidden, but definitely discouraged. No changes will be made after the first week of the semester.

## **2.20 MS -HALL PROCEDURES**

A bell or your teacher will signal the end of class. Students should proceed quietly to their next classes. If a student, at the discretion of a teacher or principal, takes too much time getting to class, he/she will be assigned to noon detention. When each class begins, you should have your textbook, and materials, and be ready to work. When walking through the hallways, follow these rules of courtesy:

- 1. Walk on the right side.**
- 2. Do not stand in groups that block traffic and access to lockers, restrooms, or drinking fountains.**
- 3. Do not run, push, yell, or be discourteous.**
- 4. Do not bring food, candy, or drinks into the hallways without permission.**

## **2.21 MS -HALL PASSES**

You should use your Hallway Pass anytime you leave the classroom. The pass gives you permission only to go where you need to go, not to loiter in the hall or restroom.

## **2.22 MS-LOCKERS**

Lockers are made available to students for keeping books and other personal belongings during school. Students will be assigned lockers. **Students are not to change lockers or share lockers.** The school will not be responsible for articles kept in lockers. Locks purchased from the school are the only locks to be placed on the lockers. **You are encouraged to put locks on your lockers.** Students should have no expectation of privacy when renting lockers. Inspection of student lockers and their contents is a right and the responsibility of school administrators whenever there is reasonable suspicion to believe illegal items are kept there. Students should be aware that school officials have this right. Lockers shall be opened in the student's presence when administratively feasible. Items which are specifically prohibited by law, board policy, or school regulations may be confiscated. The student shall be given a receipt for any items confiscated. In addition, the school respects the civil rights of each person in our schools and will uphold these rights. At the same time, school property is not to be regarded as a sanctuary from enforcement of the law.

**\*NO MORE THAN ONE BACKPACK PER STUDENT IN ANY CLASSROOM**

## **2.23 MS-TEXTBOOKS & CHROMEBOOKS**

You will be responsible for textbooks, chromebooks, or library books assigned to you. Keep your supplies with you or in your locker at all times. **Do not use another student's school materials.** If you lose or damage school property, you will be expected to pay for a replacement.



### **2.26 MS-ASSEMBLIES**

Assemblies are scheduled to provide a variety of educational experiences and to promote school spirit. They will be held in the cafeteria, gymnasium, or KIVA. Students will be notified by the intercom or on the daily announcements when to report to assemblies and will be dismissed by their teachers. All students should remain with their class. Students should be attentive and should participate as is appropriate.

### **2.27 MS- SELLING or TRADING**

The selling or trading of any item (trading cards, video games, etc.) is prohibited at school, school activities, or buses.

### **2.28 MS- 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 to charity at regular intervals throughout the year.

### **2.29 MS-PROGRESS REPORTS**

Progress reports will be sent home with students during the fourth week of each quarter (9-week grading period). Every student will receive a Progress Report for each class. \*These dates may be altered due to inclement weather.

### **2.30 MS-REPORT CARDS**

Report cards will be mailed home the week following each quarter or nine-week grading period. Please let the school office know of any changes of address.

\*These dates may be altered due to inclement weather.

### **2.31 MS-PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences will be held on the following dates:

Oct. 10th & 12th, 2023	4:00-7:00 p.m.
Feb. 13th & 15th, 2024	4:00-7:00 p.m.

### **2.33 MS-IDEA REFERRAL PROCEDURE**

According to the reauthorization of the Individuals with Disabilities Education Act in 2004 (IDEA), a documented pre-referral process is mandatory before a referral to special education is made. In order to meet these federal guidelines and begin this pre-referral process please contact Mrs.Pittman at [kirsten.pittman@viloniaschools.org](mailto:kirsten.pittman@viloniaschools.org) . She will form a team of teachers, administrators, and other professionals who are committed to helping each student be successful in school. The team will discuss educational and behavioral needs of referred students and make recommendations to further enhance the child’s progress.

A parent who wishes to make a referral must submit a written request to the classroom teacher or principal noting specific reasons why his or her child should be considered for referral.

### **2.35 MS-BUS SERVICES**

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. Bus safety is vital so students should follow all bus rules to ensure the safety of all students and drivers. **For a student to go home any way other than the usual way, he/she must have a note signed by a parent or guardian and approved through the office.** Students must also have a note to shuttle to the high school. **For student safety, walking from the middle school is prohibited**

### **2.36 MS-CAFETERIA SERVICES**

The school cafeteria serves breakfast each morning (between 7:30 and 7:40 a.m.) and lunch every day. Breakfast: \$1.50. Lunch: \$2.75. Free or reduced-price breakfast and lunches are available for those meeting federal guidelines. Applications are sent home with students at the beginning of the school year. Students will be given a three day grace period for charging

meals. 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. 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 but their own. Parents may eat lunch with their child at a designated location. Parents may not invite other students to join them for lunch.**

**\*Class will not be interrupted to notify students of delivered lunches. Parents are to make arrangements prior to the scheduled school day for student pick-up of delivered lunches.**

### **2.37 MS-GUIDANCE SERVICES**

All students at VMS have the services of a school counselor. This is a program to facilitate the normal growth and development of all students. A student may see a counselor by either asking a teacher for permission or by leaving a request in the counselor's office.

### **2.38 MS- HEALTH SERVICES**

If a student is injured or becomes ill at school, he/she is to report to the teacher and ask for permission to go to the nurse's office or the principal's office, if the nurse is out. **All parental contact must go through the school nurse.** No student should use their phone without permission. **Students needing medication at school must have a medical release form signed by a parent or guardian.** Medication must be in the original pharmaceutical bottle. If you need to keep aspirin or Tylenol at school, you must have a medication permit filled out by your parents and bring the medicine to the office.

### **2.39 MS-INSURANCE**

The school will, again this year, furnish accident insurance. This policy is a secondary policy, but will cover students during school hours and at school activities. Additional insurance may be purchased by any student desiring more coverage. Application forms are available in the office. Any student needing to file a claim must pick up a claim form in the VMS office. If a student has both school insurance and family insurance, the school insurance will serve as a secondary insurance.

### **2.40 MS-LIBRARY MEDIA SERVICES**

The media center is an essential part of the total school program, being responsive to the curricular and instructional needs of the users. The library is open during school hours providing access to resources in a variety of formats including computers. The resources are provided for educational purposes that are acceptable to the teacher. Access may be denied to any student who violates the classroom rules concerning usage. A copy of district policies outlining proper use of computers will be distributed, and students will be required to sign a computer use agreement form in accordance with ACT 912 of 2001.

### **2.42 MS-SOCIAL PROBATION**

A student may be placed on social probation when in the judgment of the administration a student has demonstrated behavior which requires serious disciplinary action. Social probation may be coupled with suspension from school or other disciplinary action. After a student has been placed on social probation, he must comply with all rules and regulations of the school or be recommended for expulsion from school. While on social probation, a student is not eligible to participate in or attend any extracurricular activity.

### **2.43 MS- DUE PROCESS**

The principal of any school may suspend, for good cause, the pupil from school for a period of up to ten days. All students will be afforded due process whenever deprived of their rights to an education through exclusion from regular classroom instruction or other activities because of:

1. Suspension

2. Probation
3. Withdrawal of privileges

Due process procedures are:

- A. Prior to any serious disciplinary action the school principal, or his designee, shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such an accusation.
- B. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or designee.
- C. The principal, upon suspending a student, shall notify his/her parents and the superintendent.
- D. When a pupil has been notified that he/she is suspended from school, he/she shall remain away from school premises and all school functions until the principal reinstates him/her.
- E. Upon request of the parents/guardians, a conference concerning the suspension will be arranged with the principal.
- F. Students who serve a suspension, may complete missed work during the suspension. **All work must be turned in on the day of return.**

#### **2.44 MS-DISCIPLINE POLICY MINIMUMS/MAXIMUMS**

VMS classroom rules and procedures will be taught to assist with prevention of disciplinary infractions. Intervention and conflict resolution strategies will be implemented as needed to assist students in developing appropriate behavior.

- A. The minimum punishment assigned for disciplinary infractions will be noon detention, to be served during the lunch period. The maximum will be expulsion.
- B. Incidents for which noon detention may be assigned will include classroom disruptions, insubordination, tardiness, etc.
- C. Students who receive 5 or more noon detentions within a semester **will not be allowed to attend “Reward Day”** in addition to the following consequences:
  - 5 noon detentions - 1 day of Saturday School,
  - 10 noon detentions - 3 days of In school suspension (ISS)
  - 15 noon detentions - 5 days of on campus suspension (20 pts.),
  - 20 noon detentions - 10 days of on campus suspension (40pts.)
  - Skipping detention – The first offense will result in an additional day assigned. If a student continues to skip detention the following consequences may be issued: Saturday School, ISS or Out of school suspension.
- \*Skipping detentions – The first offense will result in an additional day assigned.
- D. Incidents of disruption and insubordination that are more severe will result in “Saturday School” or more serious consequences.
- E. Bullying, fighting, and/or possession of tobacco and/or alcohol products may result in arrest by the school resource officer, and “Saturday School” “On campus suspension” or “Out of School Suspension.”
- F. Repeat incidents or weapons possession will result in suspension with the recommendation of expulsion from school.
- G. In accordance with district policy, drug possession will result in one or any combination of the following: Saturday School, Out of School Suspension, Expulsion, and Notification of Law Enforcement.

#### **2.45 MS-STUDENT CELL PHONE POLICY**

All student cell phones must be **turned off** and put away while on VMS campus between the hours of 7:30-3:25. Students are not allowed to have their phones on at any time during the day unless permission has been given by the Principal or Assistant Principal only. Apple watches that are used for any other reason than to check time, fall under this policy.

##### **Consequences for cell phone use on VMS campus during the school day:**

- |              |  |
|--------------|--|
| 1st offense: | D-Hall   |
| 2nd offense: | D-Hall and parent will have to pick up the phone from the office                   |
| 3rd offense: | Saturday School and a parent will have to pick up the phone from office            |
| 4th offense: | In-School-Suspension (ISS) and a parent will have to pick up the phone from office |

5th offense: On-Campus-Suspension (OCS) and a parent will have to pick up the phone from office  
Subsequent offenses may result in a ban of cell phones on school campuses.

### **OCS for 2023-24**

On campus suspension (see page 29-32 for details)

### **2.46 MS-PROMOTION/RETENTION/COURSE CREDIT**

One of the most important responsibilities of any school is to determine grade level placement in which each student can best achieve academic success. Students will be promoted to the next grade level if satisfactory academic achievement, including required assessments, has been made. "Satisfactory" is defined as meeting the following criteria:

- Passing report card grades in reading, language, and math
- Student assessment status as related to state testing level: In Need of Support, Close, Ready or Exceeding
- Retention/summer school will be required for a student with excessive absences.

A student will be retained if in the judgment of a retention committee, the student has a better opportunity for academic success as a result of retention. The retention committee consists of the classroom teacher, guidance counselor, and principal. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Vilonia School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

### **2.48 MS-PARENTAL INVOLVEMENT PLAN**

Understanding the importance of parental and community involvement, both schools will strive to create partnerships with parents and community members that support and promote academic achievement.

#### **Communication Strategies**

- VMS will send brochures and notes home with students, post notices in school facilities, provide information for local newspapers, use Remind, and the Blackboard phone system to alert parents/guardians about parent workshops and meetings.
- Information will be posted for parents on the schools' eschool page and/or teacher website and social media.
- The district provides an interpreter for bilingual speaking parents.
- The schools' websites will be used to provide parents information and encourage parental involvement in supporting classroom instruction Contact Information: Rodney Partee 501-796-2940 or at [rodney.partee@viloniaschools.org](mailto:rodney.partee@viloniaschools.org)

#### **Proposed Parent Meetings, Conferences and Activities**

- **Registration/Information update/Schedule pick up:** August 7th 9:00-3:00 & August 8th 12:00-6:00
- August 14th - Open House. 7th grade and 8th grade: 5:00-7:00 P.M.
- October 10 & 12- Parent /Teacher Conferences: 4:00-7:00 P.M.
- December, - Semester Test Awards Assembly Time and date TBA
- February 13 & 15 Parent/Teacher Conferences 4:00-7:00 P.M.
- May- End of the Year Awards Assembly Time and date TBA
- Contact Information: Rodney Partee, Principal 501-796-2940, rodney.partee@viloniaschools.org,

### **School Improvement Plan**

- Parents are encouraged to join the principal’s advisory groups. Parents are invited to provide input that will assist in improving Vilonia Middle School, if interested please contact Rodney Partee @ 501-796-2940

### **Resources for Parents**

- The Vilonia Middle School will purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review. Contact Information: Michelle Vest, 501-796-2940, michelle.vest@viloniaschools.org.
- The Vilonia Middle School’s handbook explains the school’s process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. Contact Information; Sarah Penter, Administrative Assistant, 501-796-2940, sarah.penter@viloniaschools.org

### **Parental Involvement Evaluation**

The Vilonia Middle School will conduct a parental involvement survey at the end of the school year. Contact Information: Rodney Partee 501-796-2940

## **2.48 ATTENDANCE**

### **ABSENCES**

Students who miss more than 50% of a class period will be counted absent for that class-period. When students miss four (4) and eight (8) days in a semester, parents or guardians will be notified by letter.

### **Excused Absences Defined**

More than ten (10) 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 ten (10) 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:

- Personal illness of student with a doctors note
- Official school-sponsored activities
- Documentation of court appearances
- Documentation of medical appointments

- Death in the immediate family (same as above)
- Any circumstance not covered above which the Principal determines is excused.

### **DISTRICT PROCEDURE WHEN EXCESSIVE DAYS ARE MISSED**

When excessive days are missed, 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 of up to five hundred dollars (\$500.00) plus court costs and any reasonable fees assessed by the court.

### **EARLY CHECKOUT OF STUDENTS**

**Students arriving after 7:50 or checking out early must always be signed in or out at the office by a parent, guardian, or designee.**

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 VMS lobby. The office staff will call the student to the office.
- 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 who will be allowed to pick up a student from school during the school year must be listed on the student's *Enrollment Information*. Enrollment information can be updated during registration times and/or by contacting the VMS office during the school year when necessary.
- Please contact the school office if someone different from those listed on their *Enrollment Information* is to pick up your child from school.
- Any changes in how a student regularly goes home will need to be provided to the office by 2:30.
- All students being checked out early must be done by 3:10

### **Semester Test Exemption**

Students may be exempted from semester tests if they are not absent more than three (3) days in a semester. The only exemptions that apply are those that are related to school business.

**If a student is not making satisfactory progress in core classes, extracurricular or elective classes may be removed from their schedule to double block core classes.**



## Vilonia School District Student Technology Device Agreement

### Guardians of Vilonia Students:

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.**

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### 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 **S**ervice **P**roviders) 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 Chromebooks 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: (ALL INVOICES WILL BE SENT VIA EMAIL AND COME FROM ChromeHero.com)

<b>Full Replacement</b>	\$250
<b>LCD Screen</b>	\$35
<b>LCD Bezel</b>	\$35
<b>Display Hinges</b>	\$30
<b>Keyboard</b> Due to design, individual keys cannot be replaced. The entire keyboard must be replaced if keys are peeled or removed.	\$40
<b>Palm Rest</b>	\$90
<b>Dell Brand Charger</b>	\$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/Guardian** Name (print)

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

**If you did not return this during open house please turn it in ASAP so your student can receive their chromebook in a timely manner.**

**Appendix A**

**MINIMUM STANDARDS FOR ADMISSION AND PLACEMENT  
OF FOREIGN EXCHANGE STUDENTS**

1. The organization must register its intent to bring a student or students into the school by July 15. To register, an organization representative must sign this form and put on file at the hosting school a brief description of the program covering the following information:
  - a. Name of Organization, Local (i.e., within the school district) Representative, Status of Organization (CSIET and/or USIA-approved), types of visas for students entering the country, countries involved in the exchange program, screening process of host families and students. A brochure that contains this information will be adequate.
2. Student placement must be made by July 15 prior to arrival. Placement of the student in a host family cannot be finalized until the school has been contacted, the student's file has been reviewed, and placement has been approved in writing by a school site administrator.
3. Students must have a J-1 visa.
4. The program must have a student-family liaison living within the school district area. This person must meet on a regular basis (i.e., once a month) with the student and family to ensure that the hosting experience is proceeding smoothly. The program must have the name and phone number of this person on file with the school in the event that there is a school-related problem.
5. Program must abide by USIA regulations and be part of the Council for Standards for International Educational Travel (CSIET). Programs that have shown poor responsiveness to student/school/host family needs in the past will be denied access to the school.
6. The school retains the right to limit the number of exchange students and exchange organizations placing students.
7. The organization must demonstrate that (1) a host family interview has taken place; (2) there has been an effort to place a student in a family setting in which he/she is compatible.
8. A full copy of the student's application file, including a transcript of grades from the sending school, will be kept with the counseling office.
9. The program must show evidence that applicants have been screened.
10. Student's file must show that he/she has the potential to master English and is in satisfactory academic standing at the sending high school.
11. Students are expected to abide by school and district rules regarding attendance, conduct, and academic performance.
12. Student eligibility for graduation will be determined by local school officials.

We understand and agree to these standards.

Representative Signature

Organization

Name and Phone Number of Local Representative/Liaison

Address and phone number of the organization's headquarters: \_\_\_\_\_

Please attach a brief description of your program which includes information requested in Item #1.

**Appendix B**

**OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION**

(Not to be filed if the parent/students has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Vilonia School District of directory information, as defined in Policy 4.13 (Privacy of Students' Records) concerning the student named below. The District is required to continue to honor any signed opt-out form for any student no longer in attendance in the District.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc. is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows: (Check all that apply)

Deny information being included in school publications (Yearbook, etc.).

Deny release of information to all other public sources, such as newspapers. (Does not include categories below unless they are checked)

Deny disclosure to military recruiters.

Deny disclosure to Institutions of post-secondary education.

Deny disclosure to potential employers.

---

Name of Student (Printed)

---

Signature of parent (or student, if 18 or older)

---

Date form was filed (To be filled in by office personnel)

## Appendix C

### STUDENT INTERNET USE AGREEMENT

Student's Name (please Print): \_\_\_\_\_

Grade Level: \_\_\_\_\_ Date: \_\_\_\_\_

The Vilonia School District agrees to allow the student identified above ("Student") 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.
1. **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 names, 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 the technology director or his/her designee.
1. 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.
  2. No Expectations 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.
  3. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matters 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.

Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix D**

MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

Medications including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) \_\_\_\_\_

Name of physician or dentist (if applicable) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

Other instructions \_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

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

\_\_\_\_\_  
Date

**Appendix E**

MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes schools.

1. a written medical statement from a health-care provider who has prescriptive privileges that he/she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
2. the specific medications prescribed for the student;
3. an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
4. a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using asthma inhalers and/or auto-injectable epinephrine to the nurse.

Medications for self-medication shall be supplied by the student's parent or guardian and be in the original container labeled with the student's name. The parent or guardian may choose to provide the school with additional appropriate medication (use form 4.35F) for the school to have available to deal with an asthma or anaphylaxis emergency.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

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

\_\_\_\_\_  
Date



**Appendix F**

**GLUCAGON ADMINISTRATION AND CARRY CONSENT FORM**

Student's Name (Please Print) \_\_\_\_\_

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from Type I diabetes. The 504 plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

Parent or legal guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix G**

**OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS**

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

- Vision test
- Hearing test
- Scoliosis test
- Other, please specify \_\_\_\_\_

Comments:

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

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

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)

**Appendix H**

**REQUEST FOR FORMAL RECONSIDERATION FORM**

Name: (Please Print) \_\_\_\_\_

Date Submitted \_\_\_\_\_

Media Center material being contested \_\_\_\_\_

Reasons for contesting the material. (Be specific about why you believe the material does not meet the selection criteria listed in policy 5.07—Selection of Library/Media Center Materials):

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

What is your proposed resolution? \_\_\_\_\_

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

Signature of receiving principal \_\_\_\_\_

Signature of Superintendent (if appealed) \_\_\_\_\_

**Appendix I**

VILONIA SCHOOL DISTRICT  
VILONIA, ARKANSAS  
DRUG TESTING POLICY GENERAL AUTHORIZATION FORM A

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I have read and understand the contents of the Vilonia School District Drug Testing Policy. I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by Vilonia School District Board and the sponsors for the activity in which I participate.

I also authorize Vilonia School District to conduct a breath scan or urinalysis to test for drugs and/or alcohol use. I also authorize the Vilonia School District to conduct random tests during the current school year. I authorize the release of information concerning the results of such a test to the Vilonia School District and to the parents and/or guardians of the student.

This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of the above information to the parties named above.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# ICU

Dear VMS Parents:

Welcome to the 2022-23 school year! As many of you may be aware, we have implemented a program called “The Power of ICU” that helps us to ensure the success of our VMS students in middle school and beyond. Research has shown that students who complete their assignments and are not allowed to “opt out” of completing work are more successful in high school and in the world of work. As we strive to prepare our students to be positive contributors to their schools and our community, we believe that holding students accountable for completing their assigned work is crucial.

What is ICU? ICU stands for Intensive Care Unit, just like in a hospital. ICU is an academic support system for students, and a communication tool for teachers and parents. It is built around a school-wide electronic database which tracks missing assignments. The goal of ICU is for each student to complete each assignment but this goal will only be accomplished with the help of parents and/or guardians. Students should learn quickly that if they have one missing assignment or a poor quality assignment, their class average (grade) is “sick” and needs attention.

Students with missing or poor quality assignments will have their names placed on an ICU list. Students will be asked: "To whom do you owe assignments?" "What assignments do you owe?" "What do you need in order to complete those assignments?" "How can I help?" Students will be given “learning opportunities” to complete missing assignments before school, during lunch, and during non-core classes. Names are removed from the ICU list when assignments are completed and quality work has been done.

It is crucial that parents, teachers, and administrators are all on the same page and convey the message that **“All students will complete all assignments and do quality work.”**

**If your child’s name is placed on the ICU List:**

- You will receive a text and/or an email message and your child will have access to his/her own ICU list.
- Your child will be given an opportunity to complete the assignment on his/her own.
- If the work remains unfinished, additional arrangements (“learning opportunities”) may become necessary for your child to complete the assignment (e.g. before school and during lunch...).
- You will receive an additional text/email if your student turns in acceptable work
- If a student refuses to complete an assignment after 3 days the grade will become a **zero**.

We look forward to helping your child master the content they need to be prepared for future academic endeavors.

Sincerely,

Vilonia Middle School Faculty and Staff

\*\*\* My child and I have read the above information regarding the ICU information at VMS. Please return this form to your homeroom teacher by Friday, August 26,2022

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vilonia School District  
Student Technology Device Agreement

Guardians of Vilonia Students:

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 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 Chromebooks 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

LCD Screen \$45-\$90

LCD Bezel \$35

Display Hinges \$30

Keyboard

Due to design, individual keys cannot be replaced. The entire keyboard must be replaced if keys are peeled or removed.

\$45

Palm Rest \$90

Dell Brand Charger \$44

Signature Page

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.**

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

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Student Name (print)

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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.

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Parent/Guardian Name (print)

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Parent/Guardian Signature

### **Vilonia Middle School On-Campus Suspension**

#### **Program Objectives**

The Vilonia Middle School on-campus suspension program provides a safe and constructive environment for students demonstrating behaviors that require removal from the general education classroom. VMS on-campus suspension aims to reduce future suspensions of a student by teaching appropriate skills and providing resources to prevent further problem behaviors.

Program objectives:

- To reduce the number of out-of-school suspensions
- To provide OCS students a small group learning environment
- To identify and replace inappropriate behaviors
- To improve each student's behavior, academic performance, personal and social adjustment, and attitude toward school and school personnel
- To involve parents in efforts to resolve inappropriate behaviors
- To provide students with the necessary tools to participate in a healthy school culture
- To allow all students an environment to learn without distractions

#### **General Information**

The basic philosophy of OCS is to provide a structured program that addresses disruptive behaviors while equipping students with the necessary tools to succeed in a regular classroom setting.

Guidelines:

1. Students will be assigned to OCS based on a point value. Placement in OCS may follow prior attempts to mitigate undesirable behaviors such as lunch detention, Saturday School, ISS, etc. However OCS may be used as a first consequence in some cases.

2. The student will not be counted absent for days assigned to OCS.
3. Teachers will be notified of a student's placement in OCS utilizing a Google Form sent by the administrator.
4. The student's teachers will provide assignments to ensure he/she does not fall behind on class work.
5. Teachers will provide paper copies of assignments not placed on Google Classroom.
6. Students will have access to Google Classroom to access assignments.
7. Students' assignment to OCS can be extended if work assignments are not completed accurately and neatly, or if students are disruptive or display inappropriate behavior while assigned to OCS.
8. Students assigned to OCS will have their lunch in the OCS classroom.
9. Students assigned to OCS will not be allowed to attend assemblies, pep rallies, or other special programs while in OCS.
10. Parents/guardians of students assigned to OCS will be notified by a VMS administrator.
11. Upon arrival at OCS, students will receive a detailed student orientation for the purpose of clearly communicating the OCS guidelines, consequences for noncompliance, and establishing clear expectations while assigned to OCS. The OCS point system criteria will be covered to ensure understanding. Returning students will be given a review/reteach of these expectations.

#### **Academic Assignments for Students Assigned to OCS**

1. Students will be assigned work to complete during their stay in OCS by their regular classroom teachers. Students shall be expected to complete all assignments given by their teachers prior to their dismissal from the OCS room.
2. Assignments made by the teachers must relate to the work that is presently being covered in the classroom.
3. When possible, teachers will be notified by 3:00 p.m. on the day preceding the students' first day in the OCS classroom. This will enable teachers to have ample time to prepare assignments for students during their stay in OCS.
4. Teachers are asked to make the students' assignments extensive so that their time will be completely occupied with classwork.
5. Teachers may send tests for the student to take during his/her time in OCS, or the teacher may opt to allow the students to make-up the test upon return to the classroom.
6. OCS personnel will have resource materials available to supplement teachers' assignments.
7. OCS personnel shall have the responsibility of ensuring that all work assignments have been completed in a neat and accurate fashion prior to dismissing students from the OCS room back to the regular classroom setting.
8. Computer games will not be permitted in OCS. Students who have an assignment that requires the use of the computer will comply with the policies set forth per Appendix C of the student handbook.
9. Students will have the option of receiving extra points by participating in daily sessions that may range from group discussion to writing reflections around behavioral issues.

**Goals for OCS**

- To be fair, firm, and consistent when working with students
- Help keep students current on assignments
- To instill a sense of respect in the student; respect for themselves and others
- Help the student to understand the root of the behavior and guide the student in developing tools to make better behavioral decisions.

**OCS Point System**

Students placed in OCS will be assigned a point value that must be reached to fulfill their time in OCS.

Students will earn points based on the following criteria:

1 point for turning in acceptable work (all daily assignments)

1 point for having an acceptable attitude

1 point for active participation in optional sessions for the student to reflect on their behavior choices and develop tools to modify future behaviors

1 point for being on time (immediately upon arrival on campus) and present all day

1 point following all OCS expectations

Point values: **20-100** depending on severity or number of incidents

**Example Point Sheet**

<b>Student name</b>	<b>Daily assignments completed</b>	<b>Attitude</b>	<b>Reflective sessions</b>	<b>punctual</b>	<b>All expectations followed</b>
<b>Day 1</b>					
<b>Day 2</b>					
<b>Day 3</b>					
<b>total</b>					

VILONIA SCHOOL DISTRICT  
VILONIA, ARKANSAS

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.