

Vilonia Middle School



“Soar With Your Own Wings!”

2017-2018

STUDENT POLICIES

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. **You will be expected to have greater responsibility for your own education with good organizational skills.** You will be challenged more academically, and your attitude toward hard work and personal responsibility will be the determining factor in your success.

PARENTS: You are the most important people in your child's life. We need your help to ensure the success of your child at VMS. We ask that you make a commitment to expect your child to do his/her best job; to expect that he/she does homework assignments; to demand good behavior; to encourage sound nutrition; and to support the school's efforts to enforce good discipline.

2.2 MS- MISSION STATEMENT

Valuing the Merits of every Student, Vilonia Middle School is dedicated to developing students proficient in the skills needed to be responsible citizens in an ever-changing world, so that each student can discover.

Success through
Outstanding achievement,
Attendance extraordinaire, and
Responsible behavior

VMS-where students learn to "SOAR with their own wings!"

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!)

2.4 MS- 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.

It is the policy of the Vilonia School District to maintain learning and working environments that are 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 at the bottom of this section.

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

Cathy Riggins, Assistant Superintendent
P.O. Box 160
Vilonia, AR 72173
(501) 796-3500

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, and 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 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 and staff are expected to wear their ID's at all times. If a student forgets his/her ID, the student should get a temporary ID from his/her teacher immediately upon arrival to the classroom. If a student gets three temporary ID's in the same week or for three consecutive days and has not ordered a new ID, he/she will be assigned noon detention. Also, any student who does not have an ID after 8:30 a.m. will be assigned noon detention. ID's should be worn on school lanyards at all times. ID's are \$3.00 and lanyards are \$2.00. Visitors should 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 also 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 will be assigned noon detention.

2.9 MS-BEFORE/AFTER SCHOOL

The cafeteria opens at 7:40 a.m. The classrooms and the office open at 7:45 a.m. Lockers, restrooms, and classrooms are off-limits until the first bell rings unless a student has the special permission of the principal or a teacher. **Students should wait for the first bell in the break area, which is the center section of the middle school building.** Students are not to leave the campus after arrival at school without office permission. **SCHOOL HOURS:** School begins at 8:00 a.m. and classes end at 3:10 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, and 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. Leggings, jeggings, tights, or excessively tight pants may not be worn without a skirt, shorts or pants that extend to a length no shorter than five and a half (5 ½) inches above the knee.
3. 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 drug, alcohol, cigarette logos, obscene pictures, or words, offensive picture or words, or any clothing that is disruptive to the day.
2. Facial jewelry piercing, unnatural hair color or distractive things of this nature will not be permitted.
3. Hats, caps, scarves, or other head coverings, except when approved by principal. Appropriate head covering may be worn outside during cold weather.
4. Shorts, dresses, skirts, and/or jeans that are very tight, excessively loose, "sagging," or very short.,
5. Bare midriff, strapless, spaghetti-strap tops, sleeveless garments that do not fit closely around the arms, or see-through tops. Pajamas or clothing that resembles pajamas. House shoes or resemble house shoes. 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 of a female.
7. Gang-related clothing and paraphernalia.
8. Holes or tears that are above the knee.
9. Sunglasses and similar "outside" apparel, except when approved by principal.
10. Shorts, dresses, skirts, and/or jeans that are very tight, excessively loose, "sagging," or very short.

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, and fads change, 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 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 classrooms without permission of the teacher; open food, candy, and soft drinks are not allowed in the hallways.
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, cassette players, cameras, video games, pagers, or beepers, 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 to use the restroom facilities. Use your time wisely!**
7. Wear your ID at all times. Temporary ID's will be issued during first period.

2.13 MS-DISTRICT WEB SITE

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 web site 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 web site 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 photo or other image.
4. The District's web server shall host the Vilonia District's web site.
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-FIRE and TORNADO DRILLS

Fire drills are very important for your safety and should be taken seriously. We will have one drill each month. Follow your teacher's orders and leave the building **quickly** and **quietly** when we have a drill. Tornado drills will be conducted four times a year, and you will be taught what to do before each drill.

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.

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 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 2:45 p.m. or wait for regular dismissal. Any parent/guardian needing to check students out after 2:45 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 parent. 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 -CHANGING CLASSES

A bell or your teacher will signal the end of class. Students should proceed quietly to their next classes. If a student, in the discretion of a teacher or principal, takes too much time getting to class, he/she will be assigned detention hall. When each class begins, you should have your student assignment book, 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 “Agenda Hallway Passport” 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 upon obtaining their class schedules. **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 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.

2.23 MS-TEXTBOOKS

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

2.24 MS-STUDY HINTS

1. Use your assignment book to keep yourself organized.
2. Set aside a specific time each night to accomplish your homework.
3. Have a special place set aside for doing homework that is comfortable, well lit, and free from distractions.
4. Studying is your “business.” You have a right not to be interrupted.
5. Work hard during your homework period so that you can be free from worry about homework the rest of the time.
6. Keep your study area neat and uncluttered. A messy area can be a distraction in itself.
7. If you feel “bogged down” when studying, get up and do something (stretch, get a drink of water, and take a walk), then go back and review your notes to get a fresh start.
8. When you play, play hard. When you study, study hard. Don’t worry about one while doing the other.
9. “Soar with your own wings!”

2.25 MS-SCHOOL SPIRIT

School spirit may be divided into three categories:

1. **Courtesy:** Show courtesy toward your teachers, fellow students, and school officials during school activities.
2. **Pride:** Display pride in everything our school seeks to accomplish and has accomplished.
3. **Sportsmanship:** Sportsmanship means having the ability to win and lose gracefully.

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:

October 24 & 26 3:30-6:30 p.m.

March 27 & 29 3:30-6:30 p.m.

2.32 MS-PUBLIC SCHOOL ASSESSMENTS AND REMEDIATION

(A.C.A. 6-15-2009)

All students must participate in appropriate benchmark, norm-referenced, and end-of-course tests as established by the State Board of Education. Each student identified as not meeting the satisfactory pass levels in the immediate previously administered assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan beginning in the school year the assessment results are reported. Beginning with the 2005-2006 school year, any student in grades three through eight (3–8) identified as not passing a benchmark assessment and who fails to participate in the

subsequent academic improvement plan shall be retained and shall not be promoted to the next appropriate grade until:

(A) The student is deemed to have participated in an academic improvement plan; or

(B) The student passes the benchmark assessment for the current grade level in which the student is retained.

Beginning with the 2005-2006 school year, any student required to take an end-of-course assessment that is identified as not meeting the satisfactory pass levels for a particular assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan in the school year that the assessment results are reported in order to receive credit on his or her transcript for the course related to the end-of-course assessment (currently Algebra 1, Geometry, and 11th grade English). The individualized academic improvement plan shall include remediation activities focused on those areas in which a student failed to pass an end-of-course assessment.

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, each school in the Vilonia School District has a SPRINT (School Prevention Review and Intervention Team) team in place. The team is made up of teachers, administrators, a social worker, 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 his or her child should be considered for referral.

2.34 MS-STUDENT STORE

A "Student Store" is available for the convenience of the students. The store is stocked with the usual school supplies.

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 rules to ensure this safety. 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.

2.36 MS-CAFETERIA SERVICES

The school cafeteria serves breakfast each morning (between 7:40 and 7:55 a.m.) and lunch every day. Breakfast: \$2.50. Lunch: \$2.50. 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. Food purchased in the cafeteria must be eaten in the cafeteria.
5. Do not save seats for your friends.
6. Do not take books and/or bags into the cafeteria.
7. 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 the parent table. 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 arrangement 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 a teacher and ask for permission to go to the nurse's office or the principal's office, if the nurse is out. **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 cover only what the family insurance will not cover.

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.

2.41 MS-PARENT CENTER

Located west of the Primary School, the Vilonia Parent Center provides numerous learning materials free for parents. Teachers will send home "prescriptions" alerting parents of areas in which students may need additional help. The parent center staff will then "fill" these prescription referrals.

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 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.

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 max will be expulsion.
- B. Incidents for which noon detention may be assigned will include classroom disruptions, insubordination, tardiness, etc.
- C. Students who receive excessive noon detentions within a semester will result in the following:
 - 5 noon detentions - 2 swats or 1 day of Saturday School,
 - 10 noon detentions - 3 swats or Saturday School,
 - 15 noon detentions - Saturday School,
 - 20 noon detentions - 3 days of In-School Suspension (ISS)
 - 25 noon detentions - 3 days of Out of School Suspension,
 - 30 noon detentions - 5 days of Out of School Suspension,
 - 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: swats or Saturday School.
- D. Incidents of disruption and insubordination that are more severe will result in “Saturday School” or corporal punishment.
- E. Bullying, fighting, and/or possession of tobacco and/or alcohol products may result in arrest by the school resource officer, and “Saturday School” 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-PROMOTION/RETENTION/COURSE CREDIT

A disservice is done to students through social promotion and is prohibited by state law. 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. Promotion or retention of students shall be primarily based on the following criteria. 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. Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade. In addition to the Benchmark Exam requirements, students who take a course requiring a general end-of-course (EOC) assessment must receive a score of proficient on the initial assessment or successfully participate in an Individualized Academic Improvement Plan (IAIP) created for them to receive academic credit for the course and to be able to graduate. If the course is Algebra I, the student must take the high stakes EOC assessment and receive a score of passing on the original or subsequent assessment or receive a passing score on an alternative assessment as provided by law to be able to receive academic credit for the course and to be able to graduate. 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.

2.46 MS-WEDNESDAY EARLY DISMISSAL

Every Wednesday Vilonia School District will dismiss school one hour early. It is our goal to always provide the best educational experiences for students. One of the best things we can do for our instructional staff to ensure student success is to provide time for teachers to collaborate and review student data and to constantly review instructional practice. In order to provide this time for teachers, the Vilonia School District will dismiss classes one hour early every Wednesday. Regular bus routes will run, but on the earlier schedule.

2.47 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

- School will send brochures and notes home with students, post notices in school facilities and public buildings, provide information for local newspaper, Remind 101, and use the alert now phone system about parent workshops and meetings.
- Information will be posted for parents on the schools' eschool page, teacher website, and weekly newsletters
- 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: Lori Lombardi, 501-796-2940, Lori.Lombardi@viloniaschools.org

Proposed Parent Meetings, Conferences and Activities

- August 3rd & 4th 2017- Registration 9:00 A.M. – 6:00 P.M. and 9:00 A.M. – 3:00 P.M.
- August 8, 2017- 7th Grade Open House
- August 10, 2017- 8th Grade Open House
- October 2017- Parent Advisory Committee Meeting
- October, 2017- Math Night, Wellness Fair, Red Ribbon Activities, Parent/Teacher Conferences, Parent Center Training- “Parents Training as Mentors”
- November, 2017- Chili Cook-Off, Parental Benchmark Meeting and Advisory Committee Meeting
- January, 2018- Semester Test Awards Assembly, Parent Advisory Committee Meeting, Literacy Night
- February, 2018- Coffeehouse- Book Trailers, Parent Advisory Committee Meeting
- March, 2018- Parent/Teacher Conferences, Benchmark Reminders for Parents
- May , 2018-, End of Year Awards Assembly
- Contact Information: Lori Lombardi, Principal 501-796-2940, Lori.Lombardi@viloniaschools.org, Debbie Knowles, Curriculum Coordinator, 501-796-2940, debbieknowles@viloniaschools.org, Kirsten Pittman, ASCIP Chair, 501-796-2940, Kirsten.pittman@viloniaschools.org

Information on Volunteer Opportunities

● Vilonia Middle School will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation, and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education. Activities to meet this goal include: Math and Literacy Night Activities, Principal Town Hall Meetings for Questions and Answers concerning the Arkansas Benchmark Test, School Wellness Fair, Wellness/Nutrition Parental Surveys, Training for use of eschool, Training for use of Jedi as a tutorial skill development online program, and workshops to include strategies for building vocabulary at home. Contact Information: Debbie Knowles, Curriculum Coordinator, 501-796-2940, debbieknowles@viloniaschools.org.

School Improvement Plan

● Parents are encouraged to join the principal’s advisory group and invited to serve on the school’s ACSIP committees. Parents are invited to provide input that will assist in improving both Vilonia Middle School and the Academy of Service-Learning and Technology school improvement plans.

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: Terina Atkins, 501-796-2940, terina.atkins@viloniaschools.org.

● The parents of Vilonia Middle School are encouraged to use the local district parent center. Contact Information: Jeannie Grissom, 501-796-2940, jeannie.grissom@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; Debra Rorie, Administrative Assistant, 501-796-2940, debra.rorie@viloniaschools.org

● The school will distribute information packets each year at registration that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/teachers and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system Learning and Technology school improvement plans.

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: Terina Atkins, 501-796-2940, terina.atkins@viloniaschools.org.

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● 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; Debra Rorie, Administrative Assistant, 501-796-2940, debra.rorie@viloniaschools.org

● The school will distribute information packets each year at registration that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/teachers and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...). Contact Information: Jeannie Grissom, Parental Involvement Coordinator, 501-796-2050, jeannie.grissom@viloniaschools.org

Parental Involvement Evaluation

The Vilonia Middle School will conduct a parental involvement survey at the end of the 2015-2016 school year. Contact Information: Grant Smith , 501-796-2940, Grant.Smith@viloniaschools.org

Interest Surveys to Select, Plan and Implement Parental Involvement Activities

● Vilonia Middle School will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. The school will use the results of the parent interest survey to plan parental involvement activities for the year. Contact Information: Lori Lombardi, Principal, 501-796-2940, Lori.Lombardi@viloniaschools.org

● A parent resource book is created to assist faculty in securing parents as volunteers based on survey information.

● The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation. Contact Information: Jeannie Grissom, Parental Involvement Coordinator, 501-796-2050, jeanniegrissom@viloniaschools.org

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 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 insure 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 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 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 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 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.
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 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 e-mail, 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 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.

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 instruction _____

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 the 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:

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 a urinalysis to test for drugs and/or alcohol use. I also authorize 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 above information to the parties named above.

Student Signature

Date

Parent/Guardian Signature

Date

ICU

Where EVERY student completes EVERY assignment, EVERY time!

Dear VMS Parents:

Welcome to the 2016-2017 school year! As many of you may be aware, last school year we implemented a program called "The Power of ICU" 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. All students completing all assignments are the foundation of this program. 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. There will be a variety of staff members who continuously check the list for incomplete assignments. 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 and during lunch. 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).
- A "learning opportunity" is not a punishment. This is an opportunity for students to complete assignments.

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 to your homeroom teacher by Friday, August 26, 2017.

Parent Signature: _____ Date: _____

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.

VILONIA SCHOOL DISTRICT
VILONIA, ARKANSAS

CORPORAL PUNISHMENT DOCUMENTATION FORM

Parents,

Please **initial** the appropriate box below and sign. It is understood that an alternative form of discipline will be used if corporal punishment is not selected.

_____ I give permission to subject my child to corporal punishment.

_____ I **DO NOT** give permission to subject my child to corporal punishment.

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.

