

VILONIA ELEMENTARY

AND

VILONIA PRIMARY

*Two schools, one common goal:
SUCCESS FOR ALL!*

KG-3RD STUDENT HANDBOOK

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ASSURANCE STATEMENT

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

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

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

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

Cathy Riggins
Assistant Superintendent
Vilonia School District
P.O. Box 160
Vilonia, AR 72173
501-796-2113

EDUCATIONAL GOALS FOR VILONIA SCHOOL DISTRICT

The Vilonia School District should help each learner understand and develop to the full range of her/his potential by individualizing the learning process so that the differing needs and abilities of all students will be fulfilled.

- Help Each Learner Master Basic Skills in:
 - READING** - Providing students with the necessary basic reading skills in order for them to function at their maximum potential.
 - BASIC MATH SKILLS** - Providing students with the necessary basic skills in mathematics in order for them to function at their maximum potential.
 - COMMUNICATION** – (Speaking, Listening, Writing, and Body Language) – Developing skills to enable students to effectively use all modes of expression and communication.
 - PROBLEM SOLVING** – Developing skills to enable students to function effectively in dealing with problem-solving situations of the present and future.

- Help learners achieve functional understanding of economic and occupational skills and options to include:
 1. Providing career information with emphasis on respect for the dignity of work.
 2. Providing opportunities to develop job-entry skills.
 3. Understanding economic concepts with special emphasis on how they relate to management of time, money, and personal resources.

- Help learners progress toward becoming healthy, responsible, and humane citizens through:
 1. Developing self-discipline, moral values, and a respect for the rights and property of others, including those who think and act differently.
 2. Understanding stewardship, and awareness of our natural, social, economic, and political heritage.
 3. Understanding levels of government and the need for individual participation.
 4. Developing a sense of personal and civic responsibility.
 5. Understanding world cultures.

- Help Learners Maintain Healthful Living Through:
 1. Maintaining good physical and mental health.
 2. Developing positive and realistic self-concept and family living.
 3. Developing the capacity for creative and appropriate use of leisure time.

- Help Each Learner Develop His Creativity and Mental Abilities By:
 1. Developing specific skills including critical thinking, decision-making, and the use of the scientific method to facilitate life-long learning.
 2. Fostering creativity, self-expression, and appreciation of beauty in art, music, and literature.
 3. Developing motivation to strive for success and pride in the learner's work and accomplishments.

PRINCIPALS' WELCOME

Welcome parents and students to the 2021-2022 school year! We are very excited to have you and your children as part of the Vilonia Eagles family. Student academic success is the main goal of every staff member. We believe that every student will learn to the highest level and we are committed to helping each student reach their fullest potential.

Our student handbook includes policies and guidelines for Vilonia Elementary and Vilonia Primary . This section provides important information about our school's philosophy, procedures, policies, curriculum, and schedules. It is a guide for you about our day to day operations. Also included in the handbook are behavioral expectations and guidelines for students, often the most referred to pages in the book.

Please know that first and foremost, we are here for your children. But, we are here for YOU as well! Do not hesitate to call, send an email, or stop by if you have any questions, suggestions, concerns, or even compliments! We hope you will agree that Vilonia Elementary and Vilonia Primary are two great schools with one common goal: **SUCCESS!**

Kelly Walters, VES Principal
Susan Loyd, VPS Principal

VILONIA ELEMENTARY MISSION STATEMENT

It is the mission of Vilonia Elementary School to provide our students the foundation needed to become responsible, respectful citizens and successful learners.

VILONIA PRIMARY SCHOOL'S MISSION STATEMENT

The mission of Vilonia Primary School is to collaborate as a professional learning community to provide an engaging, innovative, challenging, safe, and respectful environment for all students to acquire the foundational skills needed to reach their maximum potential.

LENGTH OF SCHOOL DAY

Vilonia Elementary School

The VES instructional day is from 8:00 – 3:00. (Exception: Wednesday -dismissal at 2:00)

- Students should arrive on campus between 7:30 – 8:00 a.m.
- Our campus is open and personnel on duty for supervision of students at 7:30. **Adult supervision for students is not available until 7:30 each morning.**
- All students arriving before 7:45 are expected to go to the cafeteria for breakfast or to a designated hallway where duty teachers will supervise students
- The first bell rings at 7:45. **STUDENTS ARE ALLOWED TO GO TO THE CLASSROOMS ONLY AFTER 7:45.**
- **The tardy bell rings at 8:00.**
- Vilonia Elementary car riders are dismissed at 3:00 and bus riders dismissed at approximately 3:07.

BELL SCHEDULE

VES bells ring at the following times:

Morning bells:
1st bell @ 7:45
Tardy bell @ 8:00

Dismissal bells:
Car riders @ 3:00
Bus riders @ 3:10
Wednesday @ 2:00

Vilonia Primary School

The VPS instructional day is from 7:45 – 2:55. (Exception: Wednesday - dismissal at 1:55).

- Students should arrive on campus between 7:10 – 7:35.
- Our campus is open and personnel on duty for supervision of students at 7:10. **Adult supervision for students is not available until 7:10 each morning.**
- All students arriving before 7:35 are expected to go to the cafeteria for breakfast or to a designated area where duty teachers will supervise students
- The first bell rings at 7:35. **STUDENTS ARE ALLOWED TO GO TO THE CLASSROOMS ONLY AFTER 7:35.**
- **The tardy bell rings at 7:45.**
- Vilonia Primary car riders are dismissed at 2:50 and bus riders dismissed at approximately 2:55.

BELL SCHEDULE

VPS bells ring at the following times:

Morning bells:
1st bell @ 7:35
Tardy bell @ 7:45

Dismissal bells:
Bus Riders @ 2:50
Car Riders @ 2:55
Wednesday @ 1:55

PERFECT ATTENDANCE

Students can maintain a perfect attendance record by attending classes each day school is in session and must be present from 8:00 a.m. – 3:00 p.m. for Elementary students and 7:45 a.m.-2:50 p.m. for Primary students.

ABSENCES

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

EXCUSED ABSENCES DEFINED

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

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

- Personal illness of student
- Official school-sponsored activities
- Documentation of court appearances
- Documentation of medical appointments
- Serious illness in the immediate family (parent, guardian, sibling, grandparent, child)
- Death in the immediate family (same as above)
- Any circumstance not covered above which the Principal determines is excused.

DISTRICT PROCEDURE WHEN EXCESSIVE ABSENCES

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 8:00 or checking out early must always be signed in or out from 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 using the Hall Pass system at the office. The office staff will call the student to the office.
- Routine early checkouts (tardies) are discouraged as this creates classroom disruptions and instruction 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 Form*. This form will be sent home with the

student at the beginning of the school year for revisions, but you may revise this at any time during the year.

- Please contact the school office if someone different from those listed on the *Enrollment Information page* is to pick up your child from school.

STUDENT RECORDS

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

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

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

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

EAGLE'S LANDING

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

ACADEMICS, CURRICULUM AND INSTRUCTION, STUDENT SERVICES AND ACADEMIC ASSISTANCE

Both schools provide the following services to assist students:

1. Gifted/Talented – CLUE (Creative Learning in a Unique Environment)
2. Music, Art and Physical Education
3. Vilonia Parent Center – Jeanne Grissom
4. Methodist Family Counseling Services
5. Title 1
6. Special Education
7. Speech Therapy
8. Computer Lab
9. Response To Intervention (RTI) is the school district's pre-referral process that has been developed as mandated by the reauthorization of the Individuals with Disabilities Education Act (IDEA) of 2004. The function of the RTI team is to receive pre-referrals; meet, develop, and assist with implementation of an appropriate intervention plan for the student. For a parent referral, the parent should submit in writing, to the classroom teacher or building principal, specific reasons why their child should be considered for a referral.

GRADING REQUIREMENTS

Grades assigned to students for performance in a course or subject shall reflect only the extent to which a student has achieved the expressed academic objectives of the course or subject. Teachers may also include other educational objectives such as those relating to student learning expectations contained in the Arkansas State Standards in determining a student's grade. Kindergarten through 3rd grade will have a list of skills to be mastered each nine weeks.

- 4 - Advanced Understanding of Expectations
- 3 - Mastered Expectations
- 2 - Progressing
- 1 - Needs Significant Support

HOMEWORK

Homework is assigned when individual or class needs can be best met through its use.

1. Additional assignments designed to help children work up to their abilities.
2. Work planned to help children overcome particular difficulties.
3. Assignments made for the purpose of encouraging students to pursue an individual interest, or develop more fully a specific skill or ability.

It is anticipated that most student work will be done at school and little homework will be assigned.

REPORTING STUDENT PERFORMANCE

Each school within the Vilonia School District will, through its teachers and staff, communicate personally with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress. More frequent communication is required when students are not performing at the level expected for their respective grade levels. All schools will schedule two (2) parent-teacher conferences during each school year. Notice of conference dates will be communicated to parents and guardians of students at all grade levels. Conferences will be scheduled at a time and place that best accommodates those participating in the conferences. Each school shall document participation or nonparticipation in required conferences. An Interim Progress Report will be sent home each nine-week period to the parents of each student. This report will be sent home with the student to be signed by the parent and returned to the student's teacher. Report Cards will be sent each nine week period and should be signed and returned promptly. Parent/Teacher Conference Days have been scheduled. (Please see the calendar.) Other conferences will be scheduled as needed. Telephone calls will be made or emails can be sent to informally request or share information. Letters and notes will be written when appropriate. Teachers are pleased to discuss your child's progress with you but will not be available for phone calls, conferences, or emailing during class time.

PROMOTION AND RETENTION OF STUDENTS

One of the most important responsibilities of any school is to determine grade level placement in which each student can best achieve academic success. 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:

- Kindergarten students should demonstrate mastery of number concepts, and be able to perform simple addition/subtraction.
- Student assessment status as related to state testing level: Exceeding, Ready, Close, Need of Support
- Adequate yearly progress in reading, language, and math as shown on an Independent Reading Inventory (IRI) and report card
- Retention will be considered 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.

SCHOOL RULES AND BEHAVIOR EXPECTATIONS

The school rules and regulations are intended to promote an atmosphere that is conducive to learning, as well as ensure the protection of the rights of each student. Inherent to a democratic society is the fact that rights entail responsibilities. Self-respect and respect for others are major goals for a disciplined environment. Students have the right to avail themselves of an education; however, students have a responsibility not to interfere with the educational rights of other students. It is necessary that children learn to progressively develop self-discipline in order to further their learning. We ask that you discuss with your child the importance of and need for good behavior and a good attitude while at school. We will not tolerate bullying, harassment, fighting, disrespect toward others, obscene language, or destruction of school property. Students who break rules continuously will be sent to the office and handled accordingly. If problems reoccur, parents will be called to help resolve the problem.

1. I will be kind and show respect to others.
2. I will take care of our school.
3. I will work hard.
4. I will be safe.

PLAYGROUND

Students should play and stay in the designated playground area. No tackle sports are allowed. Foul language is not acceptable. Rock throwing or picking up sticks is not allowed.

DISCIPLINARY ACTIONS

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Vilonia School Board or legal action dependent upon the severity and frequency of the misconduct. Consequences may be one or a combination of, but not limited to the following:

- | | | |
|--|-------------------------------|------------------------------|
| *Conference with principal | *Referral to the counselor | *Reprimand or verbal warning |
| *Conference with parent | *Loss of privileges or recess | *Corporal Punishment |
| *Parent Notification | *Separation from group | *Suspension or expulsion |
| *Referral to an Alternative Learning Environment | | |

CORPORAL PUNISHMENT

Any certified employee, designated by a building administrator, is authorized to administer corporal punishment when in the judgment of the employee; corporal punishment is the appropriate discipline. Every effort will be made to contact parents prior to administration of corporal punishment. Corporal punishment will be witnessed by a certified teacher or administrator but never in the presence of another student. The administering certified employee will file a report in the student's file and also with the principal. Parents will be given a written explanation, if such is

requested. Parents who do not want their child paddled should request a *DENIAL OF CORPORAL PUNISHMENT* form in the school's office.

BUS TRANSPORTATION

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

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

Bus Rules:

1. Be at the bus stop at the scheduled time. It is not practical for the bus driver to wait on riders at bus stops because such delays will result in the bus route taking much longer to run.
2. Stand back about 10 feet from the bus stop and wait until the door is opened before moving close to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike a ride or walk to or from school.
3. While loading or unloading, enter or leave the bus orderly and quickly.
4. While riding the bus, students are under the supervision of the driver and must obey this person at all times. The driver has the authority to temporarily suspend a student from riding the bus.
5. No knives, sharp objects, firearms, live animals, glass containers, or gift balloons will be allowed on buses.
6. Each student must be seated before the bus is put in motion.
7. Students are not to tamper with any of the bus safety devices such as door latches, fire extinguishers, etc. Riders must stay seated while the bus is in motion and must not move while the bus is stopped except as the driver directs. Students are not to put their hands, arms, heads or bodies out of the windows. Yelling at people outside the bus is not permitted.
8. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders.
9. Students are not to deface the bus or any other school property. Writing on the bus or damaging seats will result in the student and parent/guardian being responsible for cleaning, repair or replacement of the property.
10. Students are responsible for helping keep buses clean and are not to throw paper or other objects on the bus floor.
11. Eating and drinking on the bus is not permitted.
12. Smoking or use of tobacco is not permitted.
13. Aisles are to be kept free of books, lunches, coats, and other personal belongings. Students are also to keep their feet out of the aisles while seated.
14. Students will not be let off the bus anywhere other than their designated bus stop unless a person is released directly to his/her parent or guardian or unless written permission is given to get off at another location by the parent/guardian and principal.
15. When a student must cross a road or highway to catch the bus, he or she should cross in a safe manner prior to the bus arriving or, if the bus arrives before the student crosses the road or

highway, the student is to wait until the bus has come to a complete stop and cross only after the driver has signaled.

16. Students may not ride any bus other than the one on their designated route unless the parent/guardian and principal grant permission and such permission must be copied in the school office and communicated to the driver.
17. Cell phones are not to be used in any manner while on the school bus.
These rules do not cover all situations on all bus routes. Drivers may use discretion in implementing rules, which ensure the safety of students in special or unusual situations.

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

CONSEQUENCES FOR MISBEHAVIOR ON THE BUS:

First Offense	Conference and warning.
Second Offense	In-school consequences, corporal punishment or suspension.
Third Offense	Three-day suspension from riding ALL buses.
Fourth Offense	Five-day suspension from riding ALL buses.
Fifth Offense	Suspension from ALL buses for the remainder of the year.

PARENT CONCERNS & DUE PROCESS

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

If the concern originated in the classroom:

1. The teacher should first be allowed to address the situation.
2. Building level administration should then be approached.
3. Central Office administrators make up the next level.
4. If the problem remains unresolved, a parent or guardian may request a meeting with the Vilonia School Board.

For building issues, building administrators comprise the first level.

For district issues, Central Office administrators should be contacted first.

BULLYING AND CYBERBULLYING

Act 1437 of 2005 required school districts to adopt Anti-Bullying Policies. For the purpose of this policy, "bullying and cyberbullying" are defined as; when a student or faculty member is exposed repeatedly and over time, to intentional negative actions on the part of one or more students. It may include but not be limited to, repeated intimidation of others by real or threatened harm (written,

verbal, physical or emotional abuse) to another student or their property. Examples may include, but not be limited to intentional name calling, verbal taunts, ethnically based or gender-based verbal put-downs, extortion of money or possessions and threats to hurt, maim, or kill. **Please explain to your child the disciplinary possibilities when these activities occur at a public school.**

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

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

STUDENT DRESS

Both home and school need to cooperate in the matter of student dress. Students' appearance should not be disruptive to the learning environment. Hair and/or face paint are not allowed. Pajamas should not be worn to school (except for special school events). Students should always dress appropriately for the weather. Students shall not wear clothing, footwear or other items that:

- advertise controlled or illegal substances.
- have sexually suggestive words or pictures.
- expose the shoulders, chest, buttocks, mid-section or has large holes, including
- see through clothing, spaghetti strap, or halter top
- are shorter than mid-thigh in length. (shorts, skirts and/or skorts)
- hats are not to be worn in school.
- tennis shoes should be worn for PE classes

Please mark all articles for identification!

THE PRINCIPAL HAS FINAL DISCRETION.

GUIDANCE SERVICES

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

HEALTH SERVICES

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

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

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

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

FOOD SERVICES

Meal prices for the 2021-2022 school year are as follows:

Breakfast	\$1.50 per day or \$7.50 per week
Lunch	\$2.25 per day or \$11.25 per week
Reduced breakfast	\$.30 per day or \$1.50 per week
Reduced lunch	\$.40 per day or \$2.00 per week
Extra milk or juice	\$.30 (applies to all students)
Adult breakfast	\$2.25
Adult lunch	\$3.50

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

THE MAXIMUM CHARGE AMOUNT IS THE EQUIVALENT OF 5 MEALS

Students will not be allowed to charge more than the equivalent of 5 meals in the cafeteria for lunch and/or breakfast. On the front of any envelope, the child's name, teacher's name, and explanation of exactly how the money is to be used should be written and sent to the teacher. This will help assure that the money will be properly credited to the correct student. **The last day to charge a meal in the cafeteria will be May 1st.**

EZSchoolPay.com

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

For more information, log on to:

<http://www.ezschoolpay.com/>

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

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present court documentation to the principal establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch or otherwise have contact with their child during school hours. Prior approval from the school's principal is always appreciated and encouraged. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any policies that may apply.

TRANSFER OF STUDENT BETWEEN CUSTODIAL AND NONCUSTODIAL PARENT

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

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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

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

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

CLASSROOM PARTIES

All classes will have a minimum of two classroom parties each year: Christmas and Valentine's Day. All food items brought to school for the parties must be commercially produced. In compliance with Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools, parents/guardians may not bring or send homemade food items to school.

BIRTHDAY PARTY INVITATIONS

Invitations, advertisements, or flyers may not be distributed at school. Student information can not be shared with parents to assist in sending out party invitations.

ANIMALS, PETS, ELECTRONIC DEVICES, CELLULAR PHONES, TOYS, TRADING CARDS

For safety and health reasons, no animal or pet may be brought to school without permission from the principal. Animals and pets may not be transported on the bus or in glass containers. Toys, including stuffed animals, sports balls and trading cards of any sort are generally not allowed at school. Exceptions will be made for occasional, specific classroom/instructional reasons. Wireless Devices, MP3 players, CD/tape players/recorders, laser pointers, beepers, cell phones, or other non-instructional devices/items may not be brought to school without permission from the principal. **Under special circumstances, students may leave a cell phone in the principal's office until the end of the school day. Cell phones or other wireless devices or electronic devices are not to be used on the school buses.**

CARE OF LIBRARY BOOKS AND OTHER MATERIALS

Students are responsible for all library books issued to them during the school year. Books must be paid for if lost or damaged. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is later found, money previously paid will be refunded. Lost/damaged books or other school property, if not paid for by the end of the school year.

ID BADGES

Students and staff may wear identification badges at school for safety and security reasons. Students leave their badges at school and do not take them home. One badge is provided free of charge for each child. The additional cost for lost or damaged badges is \$3.00.

CLASSROOM INTERRUPTIONS

We strive to keep classroom interruptions to a minimum by only using the intercom for school-wide announcements at the end of the school day. Please help us maintain an optimal learning environment by always coming to the office first whenever you visit our school.

PARENT CENTER AND PARENT INVOLVEMENT

Located beside the Primary School, this center has lots of learning materials FREE for parents in this district to use with their children. Parents are encouraged to take advantage of this unique and educational place! Vilonia School District has a parental involvement plan in accordance with Act 603 of 2003. Call the Parent Center staff at 796-2050 for more information.

PARENT ORGANIZATIONS

Both schools have a parent organization that exists to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities of these very active organizations. We are always looking for new ideas. If you would like to become more actively involved, contact the office for more information. Involved parents DO make a difference.

VES/VPS PARENT AND FAMILY ENGAGEMENT PLAN SUMMARIES

Our staff understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Vilonia Primary shall strive to develop and maintain the capacity of meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the schools, students, parents, and the community.

To achieve such ends, **Vilonia Primary** shall work to:

- Provide additional information to parents and increase parental involvement in supporting classroom instruction:
- Inform parents about parental involvement programs, meetings, and other activities available during the school year.
- Provide information to parents about volunteer opportunities at VPS.
- Involve parents of students, staff to develop a school-parent-student compact
- VPS will provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program.
- VPS with the help of our District Parent Center will provide various resources for parents.
- VPS will engage parents in the evaluation of our parental involvement efforts. Contact Jeannie Grissom at 796-2050 for further information.
- Encourage parents to attend and have input while attending Parent Involvement meetings, Title I planning meetings and Parent Teacher Volunteer Organization (PTVO) monthly meetings.

Vilonia Elementary School is committed to excellence for our students! This is possible because of the great partnership between our parents and school. Parent involvement is an integral part of a successful program. We want our parents to feel welcome at VES. You are invited and encouraged to be actively involved in joining with us to provide the best possible educational experiences for the students of VES.

At Vilonia Elementary School we are committed to:

- Communicate with parents regarding your child's academic and social successes and concerns through a weekly "School to Home" Communication folder, Interim Progress Reports and Parent/Teacher conferences.
- Inform parents about parental involvement programs and opportunities through the school District website, VES Facebook and Twitter pages.
- Provide information to parents about volunteer and safety programs and parent organizations.
- Provide opportunities to be involved in the development, implementation and evaluation of the Schoolwide Title I and School Improvement Plan.
- Encourage parents to utilize the District Parent Center as a resource to provide students activities to address individual needs, as well as the VES Parent Resource Center located in the VES library. Contact Jeannie Grissom at the District Parent Center at 796-2050 for further information.
- Encourage parents to attend and have input while attending Parent Involvement meetings, Title I planning meetings and Parent Teacher Volunteer Organization (PTVO) monthly meetings.

PARKING

Because of traffic congestion and safety concerns, we ask that you NOT park in the loading and unloading zones at the front entrance from 7:10a.m.-8:30a.m. and 2:30 p.m.-3:45 p.m. If you must leave your vehicle during these peak loading and unloading times, please park your vehicle in a parking space.

SCHOOL INSURANCE

The district provides a limited accident insurance policy on every student. If you have any specific questions about this coverage, call our Central Office at 796-2113.

TELEPHONE USE

Children are allowed to use the school telephone for emergencies only as determined by the administration or other staff. Please make sure your child knows what he/she is to do after school before they leave home in the morning.

SCHOOL-SPONSORED EDUCATIONAL TRIPS (Field Trips)

- All students are required to have School-Sponsored Educational Trip Permission Slips signed by parents/guardians before being allowed to travel on any school-sponsored trip.
- Students are required to ride in school vehicles to the destination for educational field trips. Requests for exceptions to this must be approved by the building principal or assistant principal.
- Students may return from the activity with their parents or guardians provided the school official in charge agrees and the parent has signed the checkout sheet carried by the official-in-charge.
- Students riding from the trip destination with anyone other than the parent or guardian are required to submit written permission in advance to the school's principal.
- Parents, grandparents or other adults should plan on traveling in private vehicles.
- Parents who have been asked to help chaperone, may ride the bus if the teacher/driver deems that space is adequate for extra riders.
- Preschool age and other children are not allowed to participate in school-sponsored trips or ride the school bus.
- Students who do not return to school after a ½ day field trip will be counted absent ½ day.

STUDENTS GOING HOME OTHER THAN THE USUAL WAY

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

PHONE AND/OR ADDRESS CHANGES

Please notify the school immediately if there is a change to your address, phone numbers, babysitter, or emergency contact information. Student information should be updated in the Gateway Online Registration program on the district website under the parent tab. This information is very important in case your child becomes ill or injured and for written correspondence sent by mail. To be effective, our Connect calling system requires updated phone numbers. We need your physical mailing address, rather than a post office box, for our records.

SEVERE WEATHER

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

VISITORS

For the safety and security of our students and staff, all visitors (including parents) must check-in using the Hall Pass Check-In system. A visitor tag will be provided for you. Children who are not enrolled in the school may not attend classes. Parents are encouraged to come have lunch with their children periodically. If possible, please send a note or call ahead. A written note must be provided from a parent giving permission for their child to have lunch with anyone other than their own parent(s). We LOVE for parents to visit!!

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 WebMasters 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 web page, all materials displayed on the District web site are owned by Vilonia School District.

STUDENT INTERNET USE POLICY

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

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action as defined in District policy (4.18—PROHIBITED CONDUCT). Consequences will range from a minimum of a warning to a maximum of expulsion from school.

4. Misuse of the District's access to the Internet includes, but is not limited to, the following:
 - a. using the internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including technology hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of technology software;
 - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;
 - k. vandalizing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files;
 - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - o. invading the privacy of individuals;
 - p. divulging personally identifying information about himself/herself or anyone else either on the internet or in an email. Personally identifying information includes full name, address, and phone number.
 - q. using the network for financial or commercial gain without district permissions;
 - r. theft or vandalism of data, equipment, or intellectual property;
 - s. attempting to gain access or gaining access to student records, grades, or files;
 - t. Introducing a virus to, or otherwise improperly tampering with the system;
 - u. degrading or disrupting equipment or system performance;
 - v. creating a web page or associating a web page with the school or school district without proper authorization;
 - x. providing access to the District's Internet Access to unauthorized individuals;
 - x. failing to obey school or classroom Internet use rules; or
 - y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
 - z. installing or downloading software on district technologies without prior approval of technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the technologies or the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the internet through the District's access, that the student waives any right to privacy the student may have for such use. The Student and the parent/guardian agree that the District may monitor the student's use of the District's internet access and may also

examine all system activities the student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the internet. At the same time, in signing this agreement, the parent and Student recognize that the district makes no guarantees about preventing improper access to such materials on the part of the student.