

# Frank Mitchell Intermediate School



4<sup>TH</sup> - 6<sup>TH</sup> GRADE STUDENT HANDBOOK

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## **PRINCIPAL'S' WELCOME**

**Welcome parents and students to the 2022-2023 school year! We are very excited to have you and your children as part of our family here at Frank Mitchell Intermediate School. 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 is divided into two sections; Vilonia Public Schools District policies and Frank Mitchell Intermediate School policies and guidelines. This section provides important information about our schools' beliefs, 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.**

**Parents: You are the most important people in your child's life. We need your help to ensure the success of your child at FMIS. 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.**

**Andy Pennington  
FMIS Principal**

## ASSURANCE STATEMENT

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

It is the policy of the Vilonia School District to maintain 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 THE 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 lifelong 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.

## Frank Mitchell Intermediate School

The FMIS instructional day is from 7:45– 2:50. (1:50 on Wednesdays)

- Students should arrive on campus between 7:15 – 7:35.
- Our campus is open and personnel are on duty for supervision of students at 7:15. **Adult supervision for students is not available until 7:15 each morning.**
- All students arriving before 7:35 are expected to go to the cafeteria for breakfast or to a designated area where duty teachers will supervise students.
- **Our first bell which allows students to enter their respected Home Rooms rings at 7:35. The tardy bell rings at 7:45.**
- FMIS bus riders and car riders are dismissed between 2:55 and 3:05. (1:55 on Wednesdays)

### BELL SCHEDULE

FMIS bells ring at the following times:

#### **Morning bells:**

1<sup>st</sup> bell @ 7:35

Tardy bell @ 7:45

#### **Dismissal bells:**

Bus Riders @ 2:55/3:00

Car Riders @ 2:55/3:05

### **EAGLES' LANDING**

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

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

## **PERFECT ATTENDANCE**

Students may maintain a perfect attendance record by attending classes each day school is in session and must be present from 7:45a.m. – 2:55p.m.

## **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 DAYS ARE MISSED**

When excessive days are missed, the school district is required by law to notify the Faulkner County Juvenile Court. Parents, guardians, or persons in loco parentis shall be subject to a civil penalty of up to five hundred dollars (\$500.00) plus court costs and any reasonable fees assessed by the court.

## **EARLY CHECKOUT OF STUDENTS**

**Students arriving after 7:45 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 at the checkout station located in the FMIS lobby. The office staff will call the student to the office.
- Routine early checkouts (tardies) are discouraged as this creates classroom disruptions and instruction time will be missed.
- We encourage parents to schedule doctor and dental appointments after school hours whenever possible.
- The persons who will be allowed to pick up a student from school during the school year must be listed on the student's *Enrollment Information*. Enrollment information can be updated during registration times and/or by contacting the FMIS office during the school year when necessary.

- Please contact the school office if someone different from those listed on their *Enrollment Information* is to pick up your child from school.
- Any changes in how a student regularly goes home will need to be provided to the office by 1:30.
- All students being checked out early must be done by 2:40.

### **STUDENT RECORDS**

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

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

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

If 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 and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.



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

FMIS provide the following services to assist students:

1. Gifted/Talented
2. ESL
3. Student and Family Counseling Services
4. Title 1
5. Special Education
6. Speech Therapy
7. Computer Lab
8. Response Io 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. Students will have a list of skills to be mastered each nine weeks.

4 - Advanced Understanding of Expectations  
2 - Progressing

3 - Mastered Expectations  
1 - Needs Significant Support

### **HOMEWORK AND STUDENT PROGRESS**

#### **HOMEWORK**

The staff at FMIS believes that homework is an important element of student learning and achievement. Students must be encouraged to become actively involved in learning and to accept responsibility for their own progress and achievement at home as well as at school. Homework is an essential element of the total instructional program which allows students extended time to master basic skills, concepts, and learning objectives. Homework is generally not assigned on Wednesdays or weekends.

**Homework must be planned to provide:**

1. Positive success experiences.
2. Reinforcement and extension of learning.
3. The opportunity to manage self-guided learning away from school.
4. The possibility for communication with parents regarding learning and involvement of parents and others in the learning process.

**Homework assignments will:**

1. Extend the learning and curriculum of the classroom.
2. Relate directly to the curriculum and current learning objectives.
3. Be on an appropriate level for the student.
4. Be explained by the teacher so that students understand objectives, procedures, content, and expectations.
5. Encourage students to develop management strategies and the skills for life-long learning and independent study.

**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 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:

- Passing report card grades in reading, language, and math
- Student assessment status as related to state testing level.
- 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

*Frank Mitchell Intermediate School*

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 recur, 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.

## 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           | *Parental notification       |
| *Conference with parent                          | *Loss of privileges or activity time | *Reprimand or verbal warning |
| *Loss of conduct points                          | *Separation from group               | *Suspension or expulsion     |
| *Referral to an Alternative Learning Environment |                                      | *Reprimand or verbal warning |

## BUS TRANSPORTATION

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

The purpose of the transportation department is to provide the safest, most efficient transportation possible for those students who are to be transported to and from school. All matters concerning bus transportation should be directed to 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 directed. Students are not to put their hands, arms, heads or bodies out of the windows. Yelling at people outside the bus is also not permitted.
8. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders.
9. Students are not to deface the bus or any other school property. Writing on the bus or damaging seats will result in the student and parent/guardian being responsible for cleaning, repair or replacement of the property.
10. Students are responsible for helping keep buses clean and are not to throw paper or other objects on the bus floor.
11. Eating and drinking on the bus is not permitted. Exceptions can be made with driver approval.
12. Smoking or use of tobacco is not permitted.
13. Aisles are to be kept free of books, lunches, coats, and other personal belongings. Students are also to keep their feet out of the aisles while seated.
14. Students will not be let off the bus anywhere other than their designated bus stop unless a person is released directly to his/her parent or guardian or unless written permission is given to get off at another location by the parent/guardian and principal.
15. When a student must cross a road or highway to catch the bus, he or she should cross in a safe manner prior to the bus arriving or, if the bus arrives before the student crosses the road or highway, the student is to wait until the bus has come to a complete stop and cross only after the driver has signaled.

16. Students may not ride any bus other than the one on their designated route unless the parent/guardian and principal grant permission and such permission must be copied in the school office and communicated to the driver.
17. Cell phones are allowed to be used while on the school bus under the following guidelines: NO taking of pictures/videos, headphones must be used but can only be in one ear for safety reasons.  
These rules do not cover all situations on all bus routes. Drivers may use discretion in implementing rules, which ensure the safety of students in special or unusual situations.

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

**CONSEQUENCES FOR MISBEHAVIOR ON THE BUS:**

|                       |   |
|-----------------------|---|
| <b>First Offense</b>  | Conference and warning.   |
| <b>Second Offense</b> | In-school consequences, or suspension.                                      |
| <b>Third Offense</b>  | Three-day suspension from riding ALL buses.                                 |
| <b>Fourth Offense</b> | Five-day suspension from riding ALL buses.                                  |
| <b>Fifth Offense</b>  | Suspension from ALL buses for the remainder of the semester of school 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 offense 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 deemed disruptive, are not allowed. 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 chest, buttocks, mid-section or has large holes, including see-through clothing, spaghetti straps, or halter tops.
- are shorter than mid-thigh in length. (shorts, skirts and/or skorts)
- hats and pajamas are not to be worn in school unless pre-approved circumstances are provided by the office.
- tennis shoes should be worn for PE classes.

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.

## HEALTH SERVICES

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

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

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

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

## FOOD SERVICES

Meal prices for the 2022-2023 school year are as follows:

|                   |                                    |
|-------------------|------------------------------------|
| Breakfast         | \$1.50 per day or \$7.50 per week  |
| Reduced breakfast | \$.30 per day or \$1.50 per week   |
| Lunch             | \$2.50 per day or \$12.50 per week |
| Reduced lunch     | \$.40 per day or \$2.00 per week   |
| Extra milk        | \$.45                              |
| Extra juice       | \$.35                              |
| Adult breakfast   | \$2.50                             |
| Adult lunch       | \$4.00                             |

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 1<sup>st</sup>.**

### **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/>

## **CAFETERIA SERVICES**

The school cafeteria serves breakfast each morning (between 7:15 and 7:45 a.m.) and lunch every day. Free or reduced-price lunches are available for those meeting federal guidelines. Applications are sent home with students at the beginning of the school year. Students 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 take books and/or bags into the cafeteria.
6. Wait at the end of the lunch line if you are not wearing your school ID.

Parents may bring food from home or local eateries for their child only. Parents may not provide food for any other child but their own. Parents may eat lunch with their child at the parent table. *Note: Under current ADH guidance, visitors will not be allowed in the school except for the FMIS lobby area.*

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

## **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 high 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.

### **FMIS Suicide/Self-Harm Policy**

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

### **SUICIDE THREATS**

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

Other possible next steps:

1. A suicide risk assessment or a 911 call for ambulance transport to the ER for a risk assessment.
2. If the student is currently a therapy client, the therapist will be made aware of the situation by either the school or by the parent.



3. If the student is not a therapy client, a referral form for therapy will be given to the parent/guardian with an acknowledgement of receipt form to be signed by the parent/guardian.
4. When the parent takes custody of the student from the school, a release of responsibility waiver will be signed.
5. A copy of the school plan of re entry will be given to the parent/guardian and will be expected to be followed.
6. Failure of the parent/guardian to take responsibility for the well being of the student by getting the appropriate help will result in a call to the hotline for negligence.

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

### **SELF-HARM**

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

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

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

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

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

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

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

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

### **TRANSFER OF STUDENT BETWEEN CUSTODIAL AND NON-CUSTODIAL 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 non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

### **PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

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

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

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

## **VISITORS**

For the safety and security of our students and staff, all visitors (including parents) must check-in through the office. Sign in and pick up your visitor's badge. Children who are not enrolled in this school may not attend classes. Parents are encouraged to come have lunch with their children periodically. Parents may eat lunch with their child at the parent table. If possible, please send a note or call ahead. We LOVE for parents to visit!! *Note: Under current ADH guidance, visitors will not be allowed in the school except for the FMIS lobby area.*

## **BIRTHDAY PARTY INVITATIONS**

Invitations, advertisements, or flyers may not be distributed at school.

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

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

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

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

## **ID BADGES**

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

## **LOCKERS**

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

## LOST and FOUND

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

## PARENT ORGANIZATIONS

Parent organizations exist to promote the education and welfare of our children. Parents are encouraged to join and participate in this organization. If you'd like to become more actively involved, contact the office for more information. Involved parents DO make a difference.

## FMIS PARENTAL INVOLVEMENT PLAN SUMMARY

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.

- Inform parents about parental involvement programs, meetings, and other activities available during the school year.
- Provide information to parents about volunteer opportunities at FMIS.
- FMIS will engage parents in the evaluation of our parental involvement efforts.
- An Annual Title I Meeting will be conducted during the first quarter for parents and students who participate in the Schoolwide Title I program.
- FMIS 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' social media page, and district website.
- The district provides an interpreter for bilingual speaking parents.

## PARKING

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

## 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 north side of the campus in the car rider section. **The drive located on the south side of campus is for bus traffic only. The only exception is 5<sup>th</sup> grade pickup in the afternoons.**

## SCHOOL INSURANCE

The district provides a limited accident insurance policy on every student. If you have any specific questions about this coverage, call the 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 provided the school official in charge agrees and the parent has signed the checkout sheet carried by the official-in-charge.
- Students riding from the trip destination with anyone other than the parent are required to submit written permission in advance to the school's principal.
- Parents, grandparents or other adults should plan on traveling in private vehicles.
- Parents who have been asked to help chaperone, may ride the bus if the teacher/driver deems that space is adequate for extra riders.
- Preschool age and other children are not allowed to participate in school-sponsored trips or ride the school bus.

### **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. This information is very important in case your child becomes ill or injured and for written correspondence sent by mail. To be effective, our calling system requires updated phone numbers. We need your physical mailing address, not a post office box, for our records.

### **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.

### **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, social media, and phone notification system.

### **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.

## 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 organization's 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 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.
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.



**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.

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My signature below confirms that I received and read the Public School Assessments and Remediation section of Frank Mitchell Intermediate 2021-2022 Student Handbook:

*Parent or Guardian's Signature*

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*Date*

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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.