



The Village School of Naples

2020 - 2021

Parent/Student Handbook

Grades K-12

Lower/Middle/Upper School

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INTRODUCTION

The educational programs at The Village School are based on the development of each student's emotional, spiritual, social, and intellectual growth through exposure to a wide variety of experiences and activities. The staff is provided with the knowledge, facilities, and materials to carry out these programs with the students and opportunities for individual growth while a part of The Village School.

The Village School students are placed in a loving environment where they can grow and learn by discovering the world from a strong Christian perspective. The goal is to create a safe sanctuary of learning where students are challenged to achieve their full potential. It is believed that students can reach that potential through the inspiration of dedicated instructors in an environment created to challenge the students' natural desire to learn. The goal is also to help students become contributing members of society, responsible adults, and life-long learners. The commitment to excellent care and quality education is extended to every student in our program, from the youngest to the oldest.

The Village School maintains accreditation from the Florida Council of Independent Schools (FCIS). The Village School is also a member of the National Association of Independent Schools (NAIS).

The Village School admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

This handbook will be helpful in answering questions that may arise concerning The Village School. Please keep it handy for reference. Should there be any questions, please feel free to call the Head of School at 239-593-7686.



Dennis Chapman
Head of School



Kathy Sweet
Head of Lower School



Jason St. Amand
Head of Middle
School



William Eyerly
Head of Upper
School

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18 the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the Registrar.

If you have any questions about the Handbook or any of its policies, please contact Dennis Chapman, Head of School.

HONOR CODE

We, the school community of The Village School, thus uphold these basic principles:

- Although we are individuals with our own values, we agree to act according to the values of the school community and we take full responsibility for our actions.
- We have the right to the respect and acceptance of our ideas and ourselves, and we have a responsibility to treat all others with the same acceptance and respect.
- We have the right to an honest environment, both in academic and non-academic areas and a responsibility to present ourselves truthfully to others.
- We have the right to the respectful treatment of our property and the responsibility to respect the property of others.
- We have the right to a safe and clean environment, both in and out-of-doors and to understand our responsibility to maintain the safety and cleanliness of that environment.
- We, the school community of TVS, understand these principles and accept our responsibilities to actively support them.

Suspected violations of the Honor Code will be submitted to the Division Head. Penalties for violation will be in accordance with The Schools' Disciplinary Procedures.

SCHOOL PHILOSOPHY

Our Mission: Provide an environment that **EMPOWERS** and **INSPIRES** students to think and **CREATE** solutions to challenges in an ever-changing world.

Our Vision: The Village School uses project-based learning in a rigorous academic environment to enable students to work collaboratively, think critically and problem-solve with purpose while instilling Christian values in their lives.

Our Core Values: As a school aspiring toward excellence in the education of the whole child, The Village School of Naples cares deeply about:

Students First	Integrity
Christian Values	Innovation
Community	

Christian Education

The Village School is a Christian program, students are given many opportunities to experience worship, prayer and the daily practice of Christian teaching. Teachers model the values that the school emphasizes through Christ Skills. These skills form the base for the discipline model. Instead of a formal Code of Conduct with rules and consequences, the teachers make a covenant with the students to do their best to live up to these standards, with the concept of grace and forgiveness emphasized.

Christ Skills

Trustworthiness	Cooperation
Truthfulness	Courage
Organization	Curiosity
Patience	Effort
Perseverance	Flexibility
Pride	Common Sense
Problem Solving	Caring
Resourcefulness	Personal Best
Responsibility	No put-downs
Sense of Humor	Active Listening
Initiative	Friendship
Integrity	

Chapel

Students participate in chapel services every Wednesday and are encouraged to engage in conversation about our Christ Skills.

Statements of Belief

Christ Skills Students will develop and use life skills based on a personal relationship with Christ.

Value Development and Responsibility Students will learn to continuously evaluate choices and consequences based on their developing values as espoused by their family, church, and teachers.

Value Integration and Affirmation Students' integrity, self-esteem and competence will be enhanced by their positive relationships and mutual respect within the North Naples Church and school community.

Students as Learners Students will become independent and active learners and critical thinkers.

Safe and Nurturing Learning Environment Students will learn in a physically and emotionally safe and nurturing environment.

Multiple Learning Styles and Whole Brain Learning Activity Students will learn how to use the whole brain and will be engaged in a variety of instructional approaches that support multiple learning styles.

Real-World Learning Students will apply their learning in meaningful and thematic contexts.

Community Leadership the North Naples Church community of students, parents, teachers, administrators, and leaders share the responsibility for advancing The Village School's mission to enable students to become academically competent, self-directed and life-long Christian learners.

Learning Outcomes Students will demonstrate their understanding of essential knowledge and skills, be active in solving problems and produce original work.

Beyond the Classroom Students will be involved in extracurricular activities that will form values, friendships, build team spirit, instill pride and encourage community responsibility.

Village School Covenant

All students and parents must abide by the Christ Skills Covenant.

I understand and accept our Christ Skills.

I join in Covenant with The Village School that I will apply them in my daily life.

STATEMENT OF EXPECTATIONS

At the heart of the School is a culture defined by respect, balance, integrity, curiosity, leadership, as well as our commitment to the safety and health of students. All members of the community have an obligation to know and uphold the School's values and strive to embody them in word and deed.

We therefore expect that all members of the community will:

- Respect other people and their privacy and property, both within and beyond the School.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the School.

Our School cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, School employees are

mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The School has conducted and will continue to conduct training for adults and students on these important issues and encourages all students and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to their Division Head or the Head of School.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when students can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our School values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

Principles and Expectations Relating to the Parent/School Relationship

We have ten expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

1. As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.
2. Parents must cut the constant phone ties from their students. Let your student make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That's fine too.
3. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose, including the student's advisor, mentor, or other person installed on campus.
4. When parents contact the school without the student's knowledge ("John doesn't know I'm calling, but . . ."), the school will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality over your phone call. Refer to expectation number one.
5. The School will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.
6. Although your student's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.

7. Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.
8. The School will not communicate everything that occurs in the student's daily life to a parent. We have a lot of students under our care (including your student) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.
9. Neither the teachers nor the school will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your student.
10. All communications between the parents and any person at the school must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family or family member from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events for reasons that the School deems appropriate.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years.

The school also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract as a result of a family member's violation of the expectations set forth in this paragraph.

Any determination under this paragraph shall be in the school's sole discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the Enrollment Contract.

NON-DISCRIMINATION POLICY

The School admits students regardless of race, color, age, national origin, sex, religion, or disability/handicap, who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, color, age, national origin, sex, religion, or disability/handicap in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Discrimination occurs when the School's actions, procedures, policies or employees treat an individual adversely in an educational context solely on the basis of the individual's race, color, religion, national origin, sex, age, disability or handicap.

To file a complaint alleging discrimination by the School on the basis of race, color, age, religion, sex, national origin, handicap or disability, please contact the School's Compliance Officer: Melinda Sullivan, Human Resource Director, 6000 Goodlette Road, Naples, FL 34109, msullivan@tvsnaples.org.

When the School's administration becomes aware of harassment or discrimination, the situation will be promptly investigated. Any student found to have violated the School policies prohibiting harassment or discrimination will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or discrimination to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or discrimination. Retaliation in any form against anyone for making a complaint under the School's policies or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

If a transgender or non-conforming gender student or his or her parent/guardian wish to request accommodations at the School, please contact the Head of School. The Division Head, Head of School and/or their designee(s) will work closely with the student and/or the parent/guardian, if appropriate, to discuss individual needs and requested supports and accommodations. The School will determine whether requested support and accommodations will be implemented.

OPERATIONAL PROCEDURES

School Hours

Lower School (Grades K-5)	8:20 a.m. to 3:15 p.m.
Middle School (Grades 6-8)	8:00 a.m. to 3:15 p.m.
Upper School (Grades 9-12)	8:00 a.m. to 2:45/3:30 p.m.

Drop off begins at 7:30 a.m.
Aftercare closes at 6:00 p.m.

ACADEMIC PROCEDURES AND GUIDELINES

Students are expected to be at School every day and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The School requests that parents and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of School prior to a School break. Absences for vacations will be considered unexcused. Whenever possible, regularly scheduled medical appointments should be made after School hours. Students with excessive absences, excused or unexcused, may be denied re-enrollment or promotion.

Attendance

Regular attendance is required for strong academic progress. However, if a student is absent the parent should inform the teacher/advisor and the reason for the absence. Family vacations should be planned for times when school is not in session. Medical and dental appointments should be scheduled for times other than school hours. **Notify the division head of any prolonged absence/tardy (more than three days and not due to illness).** Makeup work must be arranged with each instructor. However, some classroom work may not be made up and could result in lower grades. A student who is consistently absent from school may be withdrawn from school, prevented from re-enrolling for the subsequent school year or retained by the administration.

The school considers ten (10) or more absences per semester per class to be excessive. Excessive absences from a class, excused or unexcused other than a school-related absence, during the course of a semester **may result in denial of the credit for that course for students.**

Tardies

Middle and Upper School begins at 8:00 a.m. and Lower School begins at 8:20 a.m. If students arrive at their classroom after 8:00 a.m. (MS/US) or 8:20 a.m. (LS) it is considered a tardy. It is very important for students to arrive on time. Habitual tardiness may lead to a consequence for the student.

***Students who exceed 5 tardies per semester, which includes being tardy between classes without an excuse, will meet with the Dean of Students and a ceiling of tardies will be set at that time. If that ceiling is exceeded, disciplinary action may be imposed and a meeting with the Division Principal and Head of School will follow.**

The school considers ten (10) or more absences per semester per class to be excessive. Excessive absences from a class, excused or unexcused other than a school-related absence, during the course of a semester **may result in denial of the credit for that course.**

Excused Absences

1. Illness validated by a parent or guardian. For an extensive illness involving several days of absence, the School may require a statement from a physician. When a student is unable to attend School because of health reasons or other

emergencies, parents (regardless of the student's age) should call the Sauter Wesley Receptionist by 9:00 A.M.

2. School sponsored trips and activities.
3. School athletic team competitions.
4. Death in the immediate family.
5. Religious holidays, subject to prior approval from the appropriate division head.

Students excused from classes for field trips or for special reasons are required to obtain assignments and be prepared for class, including tests, the next day.

Any student not well enough to attend all of his or her classes during the School day may not participate in any co-curricular, extra-curricular, or athletic activity that afternoon or evening, except with the specific approval of the School Office.

Make Up Work for Excused Absences

It is the responsibility of the individual student to see his/her teacher(s) to make up any graded work missed because of an excused absence. Students will have as many day(s) to make up work, as they are consecutively absent. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test. Students or parents may request homework assignments for extended absences. For each day absent, the student will have the equivalent days to make up the work assigned during the absence. A student returning to School during the School day is required to locate the teacher of each class missed to get any assignment(s) and/or take any test(s) missed.

Unexcused Absences

All other absences from School will be considered unexcused, subject however to the review and discretion of the appropriate division head. When an absence is considered unexcused, students are not permitted to make up tests, examinations, or quizzes that are missed. These guidelines apply to all School days including those immediately before and after vacations.

Sign-in and Sign-out Procedures

There are specific procedures for signing a student in and out of School.

Any student who arrives on campus after the second bell has rung is considered tardy. Non-driving students who arrive late to School must have their parent sign them in at the Sauter Wesley Reception desk, and then receive a late pass to class. Driving students must report to the Sauter Wesley Reception desk to sign in, and then receive a late pass to class.

Students who find it necessary to leave campus during the School day must notify the Sauter Wesley Reception desk. They must sign out when leaving and sign in upon returning to the School campus. For non-driving students, a parent must be present when a student signs in or out of School. The School will not allow a student to leave School early with another person unless authorized by the parent to do so. In order to check out a student driver, parents should call the Sauter Wesley Reception desk. Calls or texts on student phones will not be accepted.

Dismissal

If a parent must pick up a student early, please notify the Sauter Wesley Reception desk and teacher in advance so both will be prepared.

No teacher or other employee may excuse a child to any adult before the regular dismissal time. If a situation arises which necessitates taking a child out of School, the parent/guardian is required to come to the office and sign the early release log. The office will notify the teacher to send the student to the office. This procedure is to safeguard children from unauthorized persons seeking to remove them from class. Students will not be allowed to leave the School grounds, except for an authorized School trip, or under the conditions described above. Students who remain after School for sports or other activities will not be allowed to leave the School grounds and then return for pick-up.

Pickup List and Emergency Contacts

Parents are required to maintain a current list of authorized pick-up persons. These changes must be made on their FACTS Family Transportation form.

Lower, Middle and Upper school parents must notify the school if someone other than the parent is picking up a student. That person must be on the pick-up list and have a photo ID for identification. We require prior notification of the change in order to release the student. If a change is made by phone, the parent may be required to give the last four digits of their Social Security number for identification purposes. If you have someone who picks up your student(s) on a regular basis, you can give them permission to pick up without prior notification. This needs to be noted in FACTS Family or in writing to the Sauter Wesley Receptionist.

ACADEMIC PROGRAM AND INFORMATION

LOWER/MIDDLE SCHOOL

Schedule Changes for Middle School (Add/Drop Period)

The first four weeks of each academic year are considered the official Add/Drop period for schedule changes. During the add/drop period, instructors may request a schedule change based upon academic performance. Schedule changes made in accordance with this policy will not be included on the student's transcript. All requests for Add/Drop changes should be made via email to Christy Tanner, at ctanner@tvsnaples.org.

Curriculum Focus

Our philosophy is to provide an appropriate curriculum for the needs of each student, therefore The Village School offers a positive learning environment with differentiated instruction, extracurricular activities, Christian education and family involvement to support the development of the whole student. The Village School uses an integrated, project-based approach using STREAM (Science, Technology, Religion, Engineering, Arts and Math) to connect the core subjects of Language Arts, Social Studies, Science and Math with Engineering and Humanities.

The Village School reserves the right to make changes to curriculum or school programs offered to students without prior notification to parents. For the Middle and Upper Schools, a minimum of 5 students is required for each course offered at the discretion of the school.

Make Up Work

Students who have been absent are expected to make up tests, quizzes, class, and homework within a reasonable amount of time. Students who neglect their makeup work can expect an academic penalty. A teacher will not be expected to prepare lessons in advance for students who will be out of town for an extended period of time. The work will be held to be finished upon the student's return.

Grading Scale

The Village School K-8 uses the following grading scale. Grades are not weighted for any of the K-8 classes.

	<u>Grades K-2</u>	<u>Grades 3-8</u>	<u>GPA 6-8</u>
98-100	O+	A+	4.0
94-97	O	A	4.0
90-93	O-	A-	4.0
87-89	G+	B+	3.0
83-86	G	B	3.0
80-82	G-	B-	3.0
77-79	S+	C+	2.0
73-76	S	C	2.0
70-72	S-	C-	2.0
67-69	N+	D+	1.0
63-66	N	D	1.0
60-62	N-	D-	1.0

Grading Periods

The Village School issues report cards quarterly via FACTS Family Online account. It is the parents' responsibility to view these report cards when made available. Any questions or concerns should be

brought to the attention of the teacher. Report cards will be printed and mailed to each family at the end of the school year.

Homework

A functional purpose of homework is to develop a student's power to think. Homework is designed to enrich the classroom experience, not to give extra busywork. Students should be able to complete homework assignments independently. Questions about homework policies should be discussed with classroom teachers. TVS strives to create a safe place for students to challenge themselves in a rigorous academic environment. We also understand that students are pulled in many directions that require time and effort outside the academic circle. It is the philosophy of TVS to give students a safe place to fail. We believe homework should be relevant and meaningful.

Standardized Testing

Each spring, The Village School administers a standardized achievement test to all students in grades 3-8. This test is used to evaluate the progress of students for the year. This test is given voluntarily by the school and is not mandated by the state. Students in grades K-2 participate in norm-based assessments throughout the school year. Scores are used only to evaluate student progress and determine curriculum focus. The Village School also uses other standardized assessment tools throughout the year to assess student progress.

Middle School Service Hours

Middle School students are expected to participate in community service and mission projects. Students will be given the required number of hours to complete each year. Hours required by grade are:

6 th Grade	10 hours
7 th Grade	15 hours
8 th Grade	20 hours

All service hours must be completed to receive a report card of final grades each year.

Upper School Courses Taken In Middle School

The Village School offers Upper School classes in several disciplines to Middle School students. The Village School makes no assumption that Upper School credit will be given for any student taking an Upper School class. Upper School credit classes are included in the transcript and the Upper School has the responsibility of granting or denying credit. It is the responsibility of the outside institution to either accept or deny credit for courses taken at TVS.

Advisory Program (Grades 6-8)

Each student in the Middle School has a faculty advisor, who will serve as the student's advocate, guide, and mentor. Students meet with their advisors frequently and are encouraged to seek their advisor's assistance as needed. The advisor can provide advice about motivation, organization, and study

techniques, assistance with the selection of courses and extracurricular activities, and support and guidance if problems should develop. While the advisor provides these services, they are not a professional counselor, an expert in learning differences, or an individual study proctor. Parents who have concerns about any aspect of their student's social or academic progress should initiate contact with the school through their student's advisor. In the event of difficulties, the faculty advisor assists by contacting other individuals in the school who are in a position to help and by communicating with parents.

Academic Probation

Students who struggle to maintain a good academic standard (C-/70 or higher) may be placed on Academic Probation as determined by the Academic Council composed of faculty and administrators. Students placed on Academic Probation must meet the minimum grade requirements (set forth by the council) to enroll/re-enroll at TVS and participate in extracurricular activities like athletics. Habitual offenders may face academic dismissal.

Grade Recovery Policy

TVS may require all students who fail a course or semester to participate in a grade recovery program. Our grade recovery policy must be followed to enroll or re-enroll any student. When any student fails a course or semester, grade recovery must be arranged through an accredited agency. The following are accredited grade recovery programs accepted at TVS:

- Florida Virtual School (FLVS)
- Florida public school grade recovery programs accepted by the state of Florida
- Any online or local options that are accredited by FCIS, SAIS, NAIS, or AdvancED
- All other options must be approved by TVS

Once you have verified with TVS that your student has been enrolled in one of these programs, you will be allowed to enroll or re-enroll. Successful completion of that course by the first day of school in August must be verified with TVS before a student can attend school at TVS. If not successfully completed, you may lose your deposit and forfeit the year's tuition at the discretion of the school.

Academic Dismissal Policy

Students who have failed to meet the academic standards while under academic probation, set forth by the Academic Council and those who have unsuccessfully completed either Academic Grade Recovery or Academic Probationary requirements may be dismissed from school with deposits and/or tuition forfeited.

Duke Tip 7th Grade Program

The Duke TIP 7th Grade Talent Search helps families determine their students' academic abilities. Seventh-grade students with strong intellectual abilities are invited to participate if they achieve a qualifying score at or above the 95th percentile on select categories of the standardized test. Notification of eligibility will come from The Village School in the fall of their year. Families will work directly with Duke TIP to register their students to take the ACT or SAT college entrance exam. After participants take their test, Duke TIP will provide valuable benefits to them throughout high school, including access to unique resources for gifted students developed by experts in the field of gifted education. Please contact

the Director of Teaching and Learning, Nicole St. Amand, nstamand@tvsnaples.org if you have any questions about this program.

UPPER SCHOOL

Through its broad graduation requirements, the Upper School curriculum at The Village School ensures a well-balanced foundation for college studies. However, there is ample flexibility to shape a curriculum that allows one to pursue particular strengths and interests while providing a strong profile for college admissions.

Colleges urge students to select the most challenging courses available and appropriate. While every college asserts that the upper school transcript is the single most important criterion for admission, remember that this transcript consists of two equally weighted factors: course selection and performance.

While The Village Upper School is a “college preparatory” school, our students are individuals who vary widely in their goals, strengths, and interests. Quest for Success college counseling, along with an academic advisor, looks forward to assisting the student to select curricular choices that will best meet the goals and aspirations of the student.

The Village School reserves the right to make changes to curriculum or school programs offered to students without prior notification to parents. A minimum of 5 students is required for each course offered at the discretion of the school.

Graduation Requirements

	9th	10th	11th	12th	Requirements/Credits
English	English I	English II	English III or AP® English Language	English IV or AP® English Literature	4 required
Math	Progression from Algebra I through AP® Stats or Calculus				4 required
History/Social Science	Human Geography or AP® Human Geography	World History or AP® World History	US History or AP® US History	Government & Economics or AP® Gov & Econ	4 required
Science	Biology w/lab	Chemistry w/lab	Science elective w/lab	Science elective or AP® elective	4 required
World Language	Spanish, French or Latin (2 years must be sequential and in the same language in Upper School)				2 required 3 recommended
Arts	Culinary, Musical, Theater or Visual Arts				1 required
Engineering	1 yearlong course or 2 semester courses *One credit of Engineering may be used for one credit of a Science elective				1 required
Physical Education	Sports season or semester class = 0.5 credit				1 required
Electives	Student must choose 4+ additional elective courses				4+
Senior Capstone Project	To be completed within students senior year				1 required
Total Credits (minimum)					26 (minimum)
Community Service	30	30	30	30	120 hours

*Students who complete one season of a Varsity level sports and meet all requirements to receive a Varsity letter, have the option of waiving 0.5 credit of the Physical Education requirement for graduation. If two seasons of a Varsity level sports are completed, the student will have the option of waiving a 1.0 credit of the Physical Education requirement for graduation.

National Honor Society (NHS)

TVS is an active member of the NHS and inducts US students who qualify for this prestigious honor. To qualify for NHS consideration, students must be a sophomore, junior or senior and maintain a GPA of 3.7 or higher. Student applications are then reviewed by the NHS faculty committee and selected based on the 4 criteria of scholarship, service, leadership, and character. Qualifying for an application does not guarantee acceptance into the NHS. Students inducted into the NHS must maintain the high standards of all 4 criteria to be a yearly active member.

Course Credit

Upper School courses taken prior to ninth grade or transferred credits are recorded on the transcript but are not included in the GPA. While courses taken prior to ninth grade apply towards subject matter requirements, students are still expected to attain a minimum of 26 credits/units between grades 9 and 12 in order to receive a diploma from The Village School. Students taking FLVS courses (or other approved online courses) will receive course credit at the successful completion of an online course and will have their grades calculated as part of their TVS GPA. FLVS courses are a choice and not mandatory to graduate.

Honors Courses

Enrollment in honors courses is based on instructor recommendation and departmental approval; in some cases, a placement exam may be required. Honors courses cover more material and represent a higher standard of intellectual rigor.

AP® Courses

Advanced Placement (AP®) is a program of college-level courses and year-end exams that gives secondary school students the chance to receive advanced placement and/or academic credit toward their college degree. AP® courses are designed to parallel first-year-level college courses. Students take AP® exams in the disciplines in which they have taken AP® courses that year. TVS students who choose to take AP® courses should demonstrate a strong academic background and show a genuine commitment to the discipline.

AP® courses are significantly more demanding and require a significantly greater time commitment. They provide an opportunity for students to explore the subject in greater depth and potentially earn college credit. Students who take AP® courses at The Village School must take the AP® exam in order to receive AP® weighted credit. Should a student decide not to take the AP® exam, the honors weighted credit will be applied. Advanced Placement courses will continue to meet after students have taken their AP® exam.

Students should carefully plan their program of study in consultation with their advisor and the college counselor. Most students will be better served by taking fewer AP® courses and handling them well than attempting more AP® courses and having difficulty.

FLVS Courses

Full time TVS students may only take one FLVS course as an independent study, with school approval, per year. If a student requests a course or multiple courses over the summer, with school approval, all summer online course work must be completed prior to school starting in August. As with all online course work, TVS will count the course towards graduation credits and in the students GPA upon completion.

Senior Exam Exemption

Seniors will be exempted from all final examinations in order to provide additional time and focus toward finalizing their Capstone requirement for graduation.

Schedule Changes (Add/Drop Period)

The first 4 weeks of each academic year are considered the official Add/Drop period for schedule changes. During this time period, instructors may request a schedule change based on academic performance. Schedule changes made in accordance with this policy will not be included on the student's transcript. All requests for Add/Drop changes should be made via email to Erin Tomasino at etomasino@tvsnaples.org.

Upper School Testing Policy

Upper School faculty will assign tests, papers or projects to the dates on the Upper School Testing Calendar according to the following formula: no more than two tests, papers or projects will be expected on a single school day. Semester and final exams will be taken during the designated exam period.

Grading Scale for 9th-12th grades

GRADE	POINT VALUE	COLLEGE PREP		HONORS		AP®	
		Weighted	Unweighted	Weighted	Unweighted	Weighted	Unweighted
A+	100-98	4.0	4.0	4.5	4.0	5.0	4.0
A	97-94	4.0	4.0	4.5	4.0	5.0	4.0
A-	93-90	3.7	3.7	4.2	3.7	4.7	3.7
B+	89-87	3.3	3.3	3.8	3.3	4.3	3.3
B	86-83	3.0	3.0	3.5	3.0	4.0	3.0
B-	82-80	2.7	2.7	3.2	2.7	3.7	2.7
C+	79-77	2.3	2.3	2.8	2.3	3.3	2.3
C	76-73	2.0	2.0	2.5	2.0	3.0	2.0
C-	72-70	1.7	1.7	2.2	1.7	2.7	1.7
D+	69-67	1.3	1.3	1.8	1.3	2.3	1.3
D	66-63	1.0	1.0	1.5	1.0	2.0	1.0

D-	62-60	0.7	0.7	1.2	0.7	1.7	0.7
F	59-0	0.0	0.0	0.0	0.0	0.0	0.0

Grade Point Average

Grade point averages are reported on the transcript as both weighted and unweighted. In recognition of the added commitment of AP® and Honor courses, a weighted grade point average is calculated by adding 0.5 to Honor courses and 1.0 to AP® courses.

Academic Probation

Students who struggle to maintain a good academic standard (C-/70 or higher) may be placed on Academic Probation as determined by the Academic Council made up of faculty and administrators. Students who are placed on Academic Probation must meet the minimum grade requirements (set forth by the Council) to enroll/re-enroll at TVS and participate in extracurricular activities like athletics as well as face possible academic dismissal.

Grade Recovery Policy

TVS requires all students who fail a course or semester to participate in a grade recovery program. Our grade recovery policy must be followed to enroll or re-enroll any student. When any student fails a course or semester, grade recovery must be arranged through an accredited agency. The following are accredited grade recovery programs accepted at TVS:

- Florida Virtual School (FLVS)
- Florida public school grade recovery programs accepted by the state of Florida
- Any online or local options that are accredited by FCIS, SAIS, NAIS, or AdvancED
- All other options must be approved by TVS

Once you have verified with TVS that your student has been enrolled in one of these programs, you will be allowed to enroll or re-enroll. Successful completion of that course by the first day of school in August must be verified with TVS before a student can attend school at TVS. If not successfully completed, you may lose your deposit and forfeit the year's tuition at the discretion of the school.

Academic Dismissal Policy

Students who have failed to meet the academic standards while under academic probation, set forth by the Academic Council and those who have unsuccessfully completed either Academic Grade Recovery or Academic Probationary requirements may be dismissed from school with deposits and/or tuition forfeited.

Transcript Revision Policy

Once issued, transcripts cannot be revised unless evidence is provided to indicate that the transcript is materially inaccurate. A student with such evidence can petition for a transcript revision. The teacher of

the course and school registrar will then review the transcript to determine its accuracy, consulting with the school principal where necessary. The registrar will be responsible for issuing a revised transcript where it is deemed appropriate.

Homework

A functional purpose of homework is to develop a student's power to think. Homework is designed to enrich the classroom experience, not to give extra busywork. Students should be able to complete homework assignments independently. Questions about homework policies should be discussed with their classroom teachers. TVS strives to create a safe place for students to challenge themselves in a rigorous academic environment. We also understand that students are pulled in many directions that require time and effort outside the academic circle. It is the philosophy of TVS to give students that safe place to try, fail and succeed without the academic penalty.

Incomplete Policy

The grade of I (Incomplete) is a temporary grade that indicates that the student has not completed all of the course work. The student who is issued an Incomplete must complete the necessary work by the date specified by the instructor. If the required work is not completed by the final deadline, the temporary grade of I will become an F, which will be computed into the student's grade point average.

Eligibility For Athletic Activities

Per Florida High School Athletic Association (FHSA) bylaw, all student-athletes must have a minimum, unweighted cumulative grade point average of 2.0 on a 4.0 scale. Additionally, the FHSA stipulates that Division Principals may establish additional academic requirements for participation. At The Village School, students must maintain an average of 70 or higher in order to participate in extracurricular activities, including athletics. This overall average will be checked at each interim period and quarter beginning with the first quarter. Should a student-athlete have an average below 70, that student-athlete will not be eligible to participate in practices or contests until the average has been raised. Additionally, student-athletes who miss school due to illness are not permitted to attend a practice or participate in an interscholastic competition on the day of the absence.

Advisory Program

Each student in the Upper School has a faculty advisor, who will serve as the student's advocate, guide, and mentor. Students meet with their advisors frequently and are encouraged to seek their advisor's assistance as needed. The advisor can provide advice about motivation, organization, and study techniques, assistance with the selection of courses and extracurricular activities, and support and guidance if problems should develop. While the advisor provides these services, they are not a professional counselor, an expert in learning differences, or an individual study proctor. Parents who have concerns about any aspect of their student's social or academic progress should initiate contact with the school through their student's advisor. In the event of difficulties, the faculty advisor assists by contacting other individuals in the school who are in a position to help and by communicating with parents.

Extended Testing Time/Accommodations

Tests may be taken with extended time by students with various documented learning disabilities. For a student to be granted extended time in the Upper School, the school must have a copy of a current (not more than 3 years old) psycho-educational evaluation recommending extra time and a current Village School Educational Plan (VSEP).

If a student requires accommodations, please contact The Learning Center. Educational Testing Services (PSAT, SAT Subject Tests, PreACT, AP®) set very specific requirements for documentation for any accommodations allowed. Occasionally, students may qualify for extended time based on issues other than learning and attention differences, such as severe graphomotor difficulties, poor vision, and serious chronic illness. Please contact The Learning Center if you have further questions. Please note, accommodations received by the school (IEP, 504, Psychoeducational Evaluation, etc) may take up to several processes before implementing. College Board requires that accommodations requests be received at least seven (7) weeks prior to the administration of the test in order to be considered for approval.

Community Service Requirement

All upper school students must complete 30 hours of service per year. Students may arrange their own projects and/or participate in those offered through the school. A list of opportunities is available in the College Counseling Office. To be eligible for graduation, seniors must complete a minimum of 120 community service hours by the first Friday in May.

Plagiarism And Cheating

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Plagiarism & Cheating. Cheating and plagiarism are academic dishonesty. *Plagiarism* is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. *Cheating* is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonesty, or, deception.

Situations involving cheating or plagiarism on School work (tests, quizzes, homework) will result in a zero, and further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own.

Chapel Guidelines - 9th - 12th grades

Students will dress in business casual attire as outlined by the Head of the Upper School which includes the following:

- Male Students
 - button up collared shirt (Oxford style), tucked in
 - shoes - closed-toe, dress shoes, deck/boat shoes are permitted
 - Chino-style pants with belt
 - no sneakers are allowed

- Female Students
 - Students may wear dresses (at an appropriate length) or shirts with or without sleeves. Tank tops or spaghetti strap tops are not permitted.
 - skirts/skorts are permitted but must be worn at an appropriate length
 - no sneakers/flip flops permitted
 - no denim bottoms

***see the Dean of Students with questions**

Note: the above list of prohibited dress and accessories is not all-inclusive. Any articles and/or accessories deemed to be inappropriate to the educational atmosphere will be prohibited.

DISTANCE LEARNING

In the event that the Florida Department of Education determines schools must be closed due to emergency conditions, the Village School is prepared to implement a comprehensive online learning platform utilizing Seesaw in PK3-1st grades and Google Classroom grades 2-12. These classes will be offered either synchronously or asynchronously.

Please see Addendum for more information.

LIBRARY MEDIA CENTER (LMC) / LEARNING COMMONS CIRCULATION POLICY

Students may check out up to four books at a time, depending on grade level. During class projects, students may be allowed to check out over their limit. Students may keep checked out books for one week, but may exchange books daily. In order to renew books, students should bring their books back into the LMC for scanning. Books may be renewed up to two times.

Overdue And Lost Book Policy

The Village School does not assess late fines. Overdue notices will be delivered to the student's classroom as a reminder, but lost books must be found, paid for, or replaced with a duplicate book (hard-bound, etc.), before students may resume checking out books.

Library Challenge Policy

The Village School holds censorship to be a purely individual matter and declares that while parents are free to reject books and other materials of which they do not approve, they cannot restrict the freedom of choice of other students. Responsibility for materials selected and read by students rests with their parents or legal guardians. If a parent does not want their students to read certain materials available in the library, the parent must notify the student's teacher and the librarian in writing. A *Request Form for the Reevaluation of Library Materials* is available from The Village School librarian if any member of the school community believes there are materials that should be considered for removal from the collection.

YA (Young Adult) Books

YA literature may contain mature ideas, words, and themes. The *Harry Potter* series, *Lemony Snicket* books, the *Hunger Games* trilogy, and *Percy Jackson and the Olympians* are all examples of popular, worthwhile YA literature. The Village School allows students to check out YA materials starting in the 5th grade. Since parents and guardians know their children best, they may opt out of allowing their child to check out YA books by contacting the librarian. On the other hand, if your child is a mature reader, and would like to start checking out YA books before 5th grade, you may also contact the librarian for special permission, Melodi Belei at mbelei@tvsnaples.org.

COMMUNICATION PROTOCOLS - LOWER/MIDDLE/UPPER

FACTS Family Portal Online Communication System

FACTS Family Portal Online (formerly Parents Web) is a private and secure parents' portal that will allow parents to view information specific to their students while protecting their student's information from others. Parent login accounts are created by accessing the FACTS Family Online login link on The Village School website. Once logged in, parents will be able to:

- Update family demographic information
- View school and class calendars
- View student report cards
- View grades and homework assignments (middle and upper school only)
- Maintain current student medical information
- Receive automatic alerts in case of a school emergency
- Receive school announcements
- View the online family directory
- Set individual preferences for directory information available to other families as well as numbers and emails to contact for Parent Alert.

It is the responsibility of the parents to keep all information current in FACTS Family Online

Parent Alert Communication

Parent Alert is a communication system that allows messages, both emergency and non-emergency, to be sent via text, voice, and email. Parents have the option of changing their notification preferences at any time through their FACTS Family Online account.

Parent-Teacher Conferences

Both parents and teachers share common goals concerning a student's progress and welfare in school. In order to meet these goals, the school attempts to communicate as frequently and as openly as possible.

A conference may be requested whenever a teacher or parent feels it is necessary for a personal discussion. At this time, a student's development will be discussed with the parents. In cases where a student is a part of a two-family household, it is important that both custodial parents/guardians attend parent conferences, when possible, to maintain full communication and consistency in the student's learning goals.

The home life of a student may affect his/her experiences in school. Please keep the teachers advised of any event/situation which may help them deal more effectively with the student. Please schedule a conference if there is a need to discuss something specific with the teacher (K-5) or advisor (6-12). School arrival and departure (i.e. carline) are not appropriate times for a conference.

Communication Protocols

Lower School (Grades K-5)-School-Parent Communication

Newsletters are digital and shared weekly by the teacher. At least one formal conference will be scheduled for each student during a school year. Report cards are made available on FACTS SIS on a quarterly basis. It is the responsibility of the parent to view information on FACTS SIS on a regular basis to stay informed.

Middle/Upper School (Grades 6-12) School Parent Communication

Newsletters are digital and shared weekly. FACTS SIS is used as the primary communication tool for middle and upper school students and parents. Gradebooks, homework assignments, lesson plans, and report cards are available on FACTS Family Online routinely. It is the responsibility of the parent to view information on a regular basis to stay informed. If needed, a formal conference may be requested by the teachers and/or parents. Additionally, student-led conferences may be held periodically for all middle school students.

Chain of Communication

Please follow the steps listed below if there are questions or concerns.

1. Contact the teacher via email. Speaking to the student's teacher is the best way to get information or have questions answered.
2. If the teacher is unable to answer the questions or resolve the issue as presented, please contact the Division Head:
 - Mrs. Kathy Sweet (ksweet@tvsnaples.org) - Early Childhood Education-Grade 5
 - Mr. Jason St. Amand (jstamand@tvsnaples.org) - Grades 6-8
 - Dr. William Eyerly (weyerly@tvsnaples.org) - Grades 9-12
3. If these avenues do not yield the information requested, please contact the Head of School:
 - Mr. Dennis Chapman (dchapman@tvsnaples.org)

Re-enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

SAFETY

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student’s clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to “hang out” in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee’s social networking profile or become a “friend” or “follower” on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Sexual Misconduct

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or between adults and students is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See School’s Student/Adult Interaction and Communication Policy);
- Any sexual activity between age appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the non-consensual recording of sexual behavior and the non-consensual sharing of any recording; or

- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student's ability to be comfortable in the school environment is a violation of our School values.

All concerns relating to sexual misconduct should be reported immediately to the School's Compliance Officer: Melinda Sullivan, Human Resource Director at msullivan@tvsnaples.org. It is preferred but not required that complaints be made in writing. A complaint form is available from the individuals listed above. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of harassment, will report the incident to the appropriate individual identified above.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Division Head or the Head of School. In accordance with Florida law, the School reports suspected instances of sexual misconduct to the Department of Children and Families.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School may take immediate action, including removing the student from School, restricting the student's movement on campus, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at School and beyond. The School reserves the right to act if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal

background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit <http://www.familywatchdog.us>. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website at <http://myfloridalegal.com>.

Harassment and Bullying

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

In addition, no faculty member, coach, or other employee is authorized to engage in any of the conduct prohibited in this policy, to engage in overly-friendly personal interactions with you, text or email with you about non-school related matters, enter into a sexual or romantic relationship with you, or ask you to meet with them off campus or in unsupervised areas of campus. Faculty members, coaches, and other employees are also not allowed to make any academic or disciplinary decision based in any way on a student's submission to or rejection of sexual or romantic conduct or advances. No faculty member, coach, or other employee has the authority to suggest to any student that the student's continued attendance or future advancement will be affected in any way because the student enters into or refuses to enter into a form of sexual or other personal relationship with the faculty member or other employee.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's "private parts," to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat, GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable School environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

In addition, no faculty member, coach, or other employee is authorized to engage in any of the conduct prohibited in this policy, to engage in overly-friendly personal interactions with you, text or email with you about non-school related matters, enter into a sexual or romantic relationship with you, or ask you to meet with them off campus or in unsupervised areas of campus. Faculty members, coaches, and other employees are also not allowed to make any academic or disciplinary decision based in any way on a student's submission to or rejection of sexual or romantic conduct or advances. No faculty member, coach, or other employee has the authority to suggest to any student that the student's continued attendance or future advancement will be affected in any way because the student enters into or refuses to enter into a form of sexual or other personal relationship with the faculty member or other employee.

All concerns relating to harassment or bullying should be reported immediately to the School's Compliance Officer: Melinda Sullivan, Human Resource Director, msullivan@tvsnaples.org. It is preferred but not required that complaints be made in writing. A complaint form is available from the individuals listed above. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Anti-Bullying Policy

The Village school expressly prohibits behavior determined to be the bullying or cyberbullying of any person by any means. Any and all such behaviors interfere with the school's educational mission, as well as our core beliefs.

The Village School defines bullying as a willful repeated pattern of behavior that causes another person to feel victimized and powerless. In accordance with The Village School's mission to provide an environment that empowers our students, The Village School has adopted an Anti-Bullying Policy to ensure opportunities for student success.

The Village School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

The Village School does not tolerate the presence of bullying or behavior determined to be bullying by the administration. This requires all members of the community to pay attention, to act on and report concerns, and to intervene according to agreed-upon strategies and escalation procedures. Parents and students who become aware of a bullying incident or pattern should report their concerns to a teacher, counselor or administrator who will follow our school procedure.

The Village School personnel will immediately address instances determined to be bullying, following the proper procedures for reporting and disciplinary action. When necessary The Village School will provide opportunities for discussion for parties involved, including students, parents, and administrators, prior to the conclusion of any subsequent investigation. The Village School will share details and cooperate fully with law enforcement so that information can be disclosed when necessary.

This policy applies at school, on school property, on school buses, at school-related functions (including all co-curricular activities) and online. This policy applies to any action that may bring discredit to The Village School and/or impact a student's right to learn in a safe environment.

The Village School considers the safety and well-being of all members of its community to be of the utmost importance. The Village School expects each student to adopt an attitude of respect for each of his/her classmates and teachers. The Village School will not tolerate actions or statements of a threatening nature that are directed toward any person on this campus.

Students who engage in any such behavior (even in a manner they themselves perceive as "joking") either physically or online/cyberbullying will be subject to disciplinary action up to and including permanent dismissal from school.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact your Division Head or the Head of School and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to your Division Head or the Head of School. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Use of Surveillance Equipment

The School utilizes surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that your (students and parents) activities are being recorded and may be monitored. These video recordings are the property of the School.

Students are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including, expulsion.

Visitors

This is a closed campus. Outside visitors are not allowed to visit a student's class without prior permission from the student's teacher and administration. Parents or guardians who need to visit campus during School hours are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.
2. **Check-in in the main office:** Visitors to The Village School are required to sign in and sign out with the Sauter Wesley Receptionist and receive a visitor's badge. All guests are run through the Raptor System which is a database that runs a background check to flag sex offenders and unwelcome visitors. A state-issued ID is required as part of admission onto our campus. This badge must be visible at all times while on school property. Student guests must be approved by the administration prior to the visit. Parents and guests who work with students in any capacity must complete the volunteer background screening (see Volunteer Information) through the Human Resource Department. Lunch visitors are welcome but must be on the student's pick up list.
3. **I.D. Check:** If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Please Note: For the safety and security of our students, anyone seen on campus during School hours without a visitor badge will be reminded to obtain one or asked to leave campus.

***Due to circumstances beyond our control, school visitation may be limited.**

Weapons and Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) to School (including, without limitation, parking lots, athletic fields, and out buildings) or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink

bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Armed Security

The Village School employs a Campus Safety Officer who is equipped with a firearm as well as the use of a trained service dog.

Weapons Prohibited

Pursuant to Florida Statute 790-115, possession or discharging of weapons or firearms at school-sponsored events, on school property, or within 1,000 feet of school property by anyone is prohibited except by law-enforcement personnel and authorized school employees.

SOCIAL GUIDELINES AND EXPECTATIONS

Purpose and Goal

Our goal is to maintain a secure, challenging, and nurturing School environment in which students develop a strong sense of integrity and respect for others. To promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help

and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from School. Students may also be held responsible for any damage or harm that they cause to individuals, property, and/or the School community at large.

On and Off-Campus Behavior

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on **honesty, respect, trust, and safety**. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

General Conduct

Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect School property and the personal property of other people. Students and parents, both as participants or spectators, are required to show good will, sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of ethnic slurs, name calling, and profanity are not permitted. The “Golden Rule” will be the foundation of all personal relationships.

In addition, the health and well-being of all students is of utmost importance to the School. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student’s or another person’s body, self-esteem, or health. All students are expected to help create a school culture of respect for oneself and others. As examples, Internet activity, criminal activity, sexual activity, use of drugs, alcohol, tobacco, or other chemicals, or engaging in self-harming, may result in a student receiving disciplinary action, up to and including dismissal from School.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the School’s administration.

Behavior in Class/Halls/Walkways/Assemblies

Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student’s mouth, not playing in the corridors, not blocking entrances or walkways, etc.

Cooperation with School Staff

Students are expected to be honest and cooperative with school staff at all times.

Criminal Activities

A student engaging in conduct that is defined under law as a civil infraction, a serious misdemeanor or a felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the School may require punishments to be served during the summer. Transcripts and other reports pertaining to the student’s academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the division head.

Destructive Acts

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited.

Displays of Affection & Other Forms of Inappropriate Student Interaction

Students are prohibited from inappropriate displays of affection on campus or any School-related events, such as kissing, hugging, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a School-related event is prohibited. Any unwanted or offensive sexual conduct occurring on school property or a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

Drugs and Alcohol

General: Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. “Mind-altering” substances include any type of substance ingested, snorted, smoked or inserted into one’s body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of alcohol and other mind-altering substances is also prohibited.

Testing: Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student’s participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student’s parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School.

Self-Reporting: The School wants to help students who may have difficulties with substance abuse. Therefore, Students who choose to self-report their use of mind-altering substances to guidance or the administration prior to being selected for testing under this policy will not be subject to discipline for the self-report or use as long as the student complies with the terms of the School’s guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the School’s discretion, and other similar processes.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the School’s Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required

professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion (and will not be referred to the Honor Council).

Fighting or Horseplay

Fighting, pushing, hitting, tripping, physical horseplay, or roughhousing of any kind are prohibited and may lead to disciplinary consequences for all of the individuals.

Food, Drink, Gum

Food and beverages will be consumed only in designated areas and at designated times. There will be no chewing of gum in the School.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to act, including proceeding without a statement from the student, or to require the student to withdraw from school.

Language

Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at School-sponsored events.

Laptop Security

Students have been assigned lockers capable of holding their computers as well as books. Computers should not be left anywhere on campus unattended; the provided lockers should be used. The School does not assume or accept any responsibility for loss or damage to laptops not properly secured in the provided lockers.

Leaving School Campus

It is a serious infraction to leave campus without authorization. Students who do so can jeopardize the senior privilege, may be required to submit to a drug or alcohol test, and may be required to appear before the Honor Council.

Lockers and Cubbies

Students in grades 6 through 12 are issued a locker. It is recommended that students not bring valuables or large amounts of money to school. All belongings should be kept in lockers or on the student's person. Books and book bags should not be left on paths and walkways. The school does not assume or accept responsibility for loss of or damage to personal property. The school reserves the right to search lockers when deemed appropriate.

Students are to keep their locker or cubby clean. Lockers are not to be shared. Personal items should be taken home each evening. Lockers may be inspected periodically without prior notice or consent. An unauthorized lock will be removed with no notice to the student. Lockers will be assigned by the teacher during the first week of school. Locks put on ~~before then~~ will be removed.

All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate.

The school assumes no financial responsibility for items taken from lockers. Administration reserves the right, in its discretion, to open and/or search lockers.

Pornography

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule will appear before Honor Council. The school reserves the right to determine what material is pornographic.

Property

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpet, gum chewing is prohibited at all times. Library books are furnished by the school and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with the same), at any time in or on School property, buses or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be

imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

Telephone Use

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child. This should be done prior to School. Students are not permitted to call home for homework, test papers, folders, or arrange playdates, etc. If a true emergency occurs, the Office should be notified.

The School telephone lines are very busy and are needed to conduct School business. Therefore, we request that **OUTGOING CALLS BY PARENTS AND STUDENTS BE LIMITED TO EMERGENCIES.**

Toys

A general rule is that students should not bring toys to school. There are special occasions and teacher's discretion that may allow a toy for recess or classroom play. **The school will not take responsibility for any items that are lost or broken at school.**

Truancy

A student is truant if he/she is absent from School without the permission of a parent or guardian or leaves the School grounds once he/she has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action.

DISCIPLINARY PROCEDURES

Discipline

Our discipline policy is as follows:

Proper behavior in a school setting is a working goal to be achieved with practice. Students will be given many opportunities to practice and observe what is expected of them. The teacher in each class sets rules for appropriate behavior. They are designed to fit the developmental level of the student and his/her class. They are as follows:

- Redirection
- Parent notification
- Choices and consequences
- Parent conference

Each teacher chooses what he/she feels will be most effective with the individual student. If these methods are not successful, ongoing concerns will be brought to the parent's attention. Every attempt will be made to work with parents to make their student's school experience a pleasant and rewarding

one. Our goal is to establish an open working relationship with the parents for the benefit of the student. The classroom teacher will document all conferences with parents concerning discipline.

It is a privilege for a student to be enrolled at The Village School. Classroom disruptions will not be tolerated. If the behavior difficulties of a student cannot be resolved, then this privilege may be revoked at the discretion of the school and will be final.

Weapons of any kind, including but not limited to guns or knives (regardless of size) are not permitted on school property. Any offenses will be dealt with severely. Do not send knives in the lunch box, which would leave the administration in a position to make a judgment as to its intent.

Personal threats of any kind will not be tolerated by either student or parent. In the event a threat is made, consequences will be given.

The same policy holds for any illegal use of drugs. Any prescription drugs, or over the counter medicine, brought to school must be accompanied by a note from a physician and are under the supervision of school staff. Students may not have any drugs on their person or in their personal belongings.

The Village School uses Christ Skills and these are stressed constantly and consistently. Students are required to live by these guidelines. (Refer to The Village School Covenant)

MIDDLE SCHOOL/UPPER SCHOOL

Disciplinary Probation/Dismissal Policy

The Village School strives to create the safest learning environment possible for all students. In our efforts to create that environment, should a student accumulate 8 or more detentions/behavior reports within a school year, a Discipline Committee (MS) or Honor Council (US) will meet to decide on further action. That committee will then meet with the student and determine what recommendations to give to the Head of School and the Head of the Middle/Upper School. These are, but not limited to, the following:

- Honor Mentorship (reflective questions completed by students with their advisor)
- In-School Suspension
- Out of School Suspension
- Extracurricular ineligibility (including participation on an athletic team)
- Loss of social activities (e.g., attendance at a dance)
- Loss of field trip privileges
- Disciplinary Probation*
- Separation from School

*Disciplinary probation means that a student will be given a maximum ceiling in the number of detentions/behavioral reports accumulated. If a student surpasses the recommended ceiling of detentions/behavioral reports as determined by the Discipline Committee (MS) or Honor Council (US), the committee will reconvene to determine further appropriate action, including separation from school. Students who are on either serving in-school or out-of-school suspension are responsible for all work assigned during the suspension period. All online work must be completed as assigned and all missed in

classwork (classwork, assessments, project, etc.) must be made up within the number of days of the suspension. Students serving a suspension (in or out of school) are NOT allowed to participate in any school activity (on or off campus).

The range of possible disciplinary consequences include one or more of the following:

Disciplinary Report: Written notice of the infraction. This document is to be signed by the parent and returned to the School promptly. A second disciplinary report requires a parent-teacher conference. A third disciplinary report requires a conference with the parent, teacher, and principal, and may result in suspension. A fourth disciplinary report may result in expulsion.

Detention: The student must spend a period of time (typically 30-45 minutes) in the School's library or other designated area. During detentions, students are required to read specific essays or stories and report or respond to them in writing. If the student is late or absent from detention, an additional detention will be assigned.

Disciplinary Warning Status: Students who have serious or repeat infractions will be placed on disciplinary warning status, which means that further infractions will result in probation, suspension, or expulsion.

Probation: A student on probation is in jeopardy of being expelled if found guilty of a major offense. Probation lasts for a full semester. Students on probation lose privileges (such as participating in extracurricular activities, holding office, participating in student council, etc.).

In School Suspension: Students required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Suspension becomes a permanent part of a student's record.

Out of School Suspension: Students are banned from all School activities, including classes, and are to remain at home. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Suspension becomes a permanent part of a student's record.

Expulsion: Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the Administration directly or considered serious enough by the Upper School Head to require the action of the Honor Council may be grounds for expulsion.

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

Termination of School Privileges

The Village School reserves the right to terminate attendance privileges at the discretion of the Head of School for any reason including, but not limited to the following:

- Failure to make tuition payments on time
- Unacceptable behavior by students or parents
- Failure to comply with the regulations of the Health Department and The Village School of Naples
- Failure to provide necessary medical reports and informational forms
- Failure to comply with the school policies as stated in this handbook

The school also reserves the right to terminate a student, without previous disciplinary action, if the behavior of the student and/or parent is disruptive or threatens the safety and/or well-being of any other students or staff.

Reporting of Infractions to Colleges/Universities and Schools

Students and parents are responsible for understanding the obligation to report and update information in a student’s college application pursuant to the college’s or university’s reporting guidelines. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student’s college counselor will also inform the college or university of such an incident.

TECHNOLOGY

Cell Phones and Other Electronics

To the extent that a student brings any electronic devices to school or to school activities (smart/cell phones, smart watches, iPads, PlayStation, etc.), the student does so at his/her own risk. The School will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school or school activities must comply with all rules and regulations regarding same.

Bringing a cell phone to school is a privilege. Cell phones are to be kept in the student’s locker or backpack. They are not to be brought to class unless directed to do so by the teacher.

All electronic devices must be turned off during class unless the teacher has specifically authorized the use of the device during that particular class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Otherwise, students may use electronic devices only before School, lunch period, and after School hours. Whenever such use is permitted, students may not use electronic devices in any way that is inappropriate, harassing or disruptive to the educational environment. The visible/audible content stored on an electronic device such as images, wallpapers, and ringtones are to be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos,

videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a School rule.

Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Students who violate this policy will have their cell phones or electronics confiscated. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents' consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Parents will be required to come to the School office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

The Village School will not take responsibility for any phones that are lost or broken at school.

Computer and Systems Usage Policy

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads, smart watches, smart/cellular phones, video cameras, etc.) on School property or at a School-related event or used at or away from School for school work on a regular or intermittent basis. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers and devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The School community--students, faculty, administrators and staff-- have the privilege of full access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the Schools local or network hard drives.

Internet Safety: Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term “pirated software” refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student’s own software brought to School for personal use.

Network Access/Passwords: Accessing the accounts and files of others is prohibited. Attempting to impair the School’s network, to bypass restrictions set by the network administrator, or to create links to the School’s web page is prohibited. Obtaining another’s password or rights to another’s directory or e-mail on the School’s network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **Guard your password. You will be responsible for any activity done on the School’s system under your password.**

School’s Right To Inspect: The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus to a School-related event or used at or away from School for school work on a regular or intermittent basis. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Do not assume that any messages or materials on your computer/electronic device or the School’s systems are private.

Electronic Communication: **Students are expected to use their school provided email for all school related work and communication. Students are expected to check their email daily.** Electronic communication, such as e-mail and text messaging, may not be used to harass or threaten others. The School reserves the right to randomly check electronic communication. Electronic communication must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be retrieved.

Any person who believes that they have been harassed or threatened by any electronic communication should immediately report the concern in accordance with the School’s No Harassment/No Bullying policy.

Viruses: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

Care of School Computers: Members of the School community will not abuse, tamper with, or willfully damage any computer or other technology-related equipment, use the computer or other technology-related equipment for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the student's Division Head so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs. A complete list of the programs with the privacy policy for each can be found on our School website.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our School to provide personally identifying information for your child consisting of first name, last name, an email address, username, and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. If you do not want your student to participate in these programs, please notify your Division Head and/or the Head of School.

Technology Use Outside Of School

Digital citizenship should extend beyond the classrooms and campus to include personal communication with classmates via social media, texting, apps, etc. If outside communication disrupts student relationships and/or classroom time, the participating students may be held responsible and

consequences applied. Any instances of cyberbullying between students of The Village School will result in disciplinary consequences. Students should not 'friend' request staff or instructors on Facebook or other forms of social media. All social media posts including, but not limited to: logos, signs, clothing, uniform, text, etc. should be representative of our Christ Skills.

Sexting

"Sexting is the term used to describe a minor's sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually-related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the School's systems or using their own electronic devices regardless of where the student was when the sexting occurred. Any student receiving such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action, but could lead to a report to law enforcement. The School will comply with all state and local laws regarding sexting.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use at School or a School-Related Event: We do not permit students to access social media and/or social networking sites while on School property or at a School-related event, unless such use is on a School social media platform or School sanctioned site **and** the use is for school related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

Use Away from School Property: It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

Guidelines: You should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not “follow” or be “friends” with any faculty member or other adult member of our community (other than the student’s parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited.

Students are not permitted to use the School’s name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School’s newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Your Identity Online: You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School’s domain, and/or which uses School assets.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School’s Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School’s network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

DRESS CODE

Lower/Middle School

The Village School students must wear an approved school uniform from Lands End, Monday through Friday. Spirit Fridays allow for shirts purchased through The Village School store. In addition, on Spirit Friday, students may wear full-length blue jeans with no holes if they wear a TVS Spirit Shirt. All sweaters, jackets, hoodies, and sweatshirts must bear the school name or logo while in the building. If not, they must be left in the locker or backpack.

Uniforms should be the proper size and neatly worn. Incidents of out of uniform violations may result in a consequence. Chapel uniforms are required on the chapel day. Boys are required to tuck their shirts in and wear a belt on chapel days. Students are expected to follow the uniform code as written. Skirts and skorts are to be worn at an appropriate length. PE uniforms are required for Middle School and Upper School.

The students are free to select the shoes and socks they like as long as they are closed-toed, appropriate, and suitable for school and playground. Rubber flip-flops and sandals are not allowed.

Upper School

The primary objective of the dress code is to create an atmosphere that complements the educational atmosphere at TVS. We believe that the expectations we have for our students are reflected in our standards for academic performance, behavior, and dress.

Students must follow the guidelines below:

- Collared shirts (polo, rugby, or oxford style); OR T-shirts of any color. Wording or images on shirts must be school appropriate (as determined by the Dean of Students)
- Students have the choice of wearing chino-style shorts, pants, jeans, capris, skirts, or skorts at an appropriate length.
- Students may wear dresses or shirts (at an appropriate length) with or without sleeves. Tank tops or spaghetti strap tops are not permitted.
- Pants must be clean and without holes (see Friday Spirit Day exception below).
- Boxer shorts or undergarments may not be exposed.
- Leggings or yoga pants may be worn with appropriate length shirts that come down close to the knee or lower thigh or longer.
- Shirts may be worn untucked with no midriff exposure.
- Certain activities, i.e., science labs, may require special footwear. In such instances, students must follow the directions of the instructor.
- Athletic pants or shorts (regardless of length), sweatpants, warm-ups or other P.E. clothes, including designer brands made of terry cloth or velour, are not permitted.
- Hats including baseball caps, visors, and the like are permitted outside but must be removed inside of any school/church building.
- Hair color should be appropriate and not distracting.
- Rubber Flip Flops are not permitted.
- Friday spirit wear attire - students who participate and wear TVS attire (which includes TVS shirts and/or black or gold appropriate tops) may wear jeans with holes (no holes above fingertip length and holes should be appropriately sized - see the Dean of Students for clarification), athletic shorts (no short shorts), and joggers/sweatpants.

***see the Dean of Students with questions**

The School reserves the right to determine the appropriateness of any student's appearance and grooming as a reflection of School standards. Students in violation of the dress code (as determined by administration) will receive a warning and if the violation happens again further disciplinary actions may be taken.

Consequences For Dress Code Violations

Students in violation of the dress code (as determined by administration) will receive a warning and if the violation happens again further disciplinary actions may be taken.

HEALTH

Accidents

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students should not assume that someone in authority knows there was an accident or injury.

Animal Policy

Due to concerns about the health, safety, and welfare of people in the School community, no animals are allowed on School property or at School-related events without the express, written permission of the Head of School. This means that **animals may not be brought onto School property for any reason** (even if the animal remains in a vehicle or on a leash), parties, games, and activities, and may not be brought to School-related events on or off campus.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Health Care, Immunizations, Medications, and Clinic

Prior to the beginning of School, a physical examination must be completed or transferred for each student entering the School. In addition, immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and an original (no photocopies) Certificate of Immunization, signed by a physician, or an immunization waiver, valid and provided in accordance with Florida law, must be kept on file in the School office. Students may not attend School without an appropriate immunization record (this includes, without limitation, a current immunization record, in accordance with state requirements, at all times) or valid waiver.

Many students must have medication available at School for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written parental/guardian permission. A permission form completed by the parent/guardian is required in the event a

student must receive medicine at School. The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to be given, doctor's name (if prescribed) and possible side effects, must be given to the nurse together with the signed permission form. All medication must be delivered to the School Nurse. Students are not permitted to carry medications except for epi pens and then only with specific physician instructions and a signed release from the parents.

Students who return to School after an extended illness or surgery or who may not participate in sports or gym classes following an extended illness or surgery require a physician's statement confirming the student's ability to return to School and any necessary limitations or restriction.

Parents are responsible for informing the School nurse of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the School Nurse or School Counselor about behavior, comments, or other concerns that potentially evidence that their child could harm himself or any other individual.

Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary, or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly, and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is available

to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to the School Nurse if their child has a confirmed communicable disease that poses a risk to others in the School community. The Florida Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Medical Authorization

If in the case of a medical emergency wherein a Student needs medical or surgical services which require Parent's pre-authorization or consent, Parent hereby authorizes, appoints, and empowers the School to act as Parent and furnish such consent on Parent's behalf. Parent confirms that it is Parent's desire that Student is furnished with such medical or surgical services as soon as reasonably possible after the need arises. Parent hereby releases and holds the School harmless from any liability which might arise from the giving of such consent. The Parent agrees to reimburse the School for any medical expenditures made on Student's behalf.

The current forms for Medication Authorization are provided in the Parent Portal of FACTS. One form is for Prescription Medications and one form is for Over The Counter Medications held in the Nurse's office. The School Nurse is responsible for receiving either or both forms for each student for medication administration during the school day. Each form requires a parent/guardian signature AND a

physician/primary Health care signature for students to receive medications from the School Nurse during the school day at TVS.

Health Guidelines

If a student has any of the following symptoms, the school will contact the parent(s) to have the student picked-up.

- Fever of 100.4 degrees or higher (Student must be fever free for 24 hours, without the use of fever-reducing medications, before returning to school)
- Unusual spots or rashes
- Diarrhea (this means frequent abnormal loose stool)
- Pink Eye
- Vomiting/severe nausea
- Severe coughing/dry cough
- Difficult or rapid breathing
- Yellowish skin or eyes
- Sore throat or difficulty swallowing
- Severe stomach ache
- Generally feeling too ill to be in school (even if fever free)

Illnesses

If your student is ill, it is imperative that you keep him/her at home. If he/she wakes up and is especially irritable or listless, please check for fever or other signs of illness. Please do not give over-the-counter medication and send the student to school.

If your student becomes ill while traveling internationally he/she will require a physician's clearance to return to TVS. Please see the CDC site for potential travel cautions/diseases occurring in particular foreign countries at any given time of travel.

Please keep your child at home for treatment and observation if he or she has any of these symptoms:

- Fever (greater than 100.4 degrees and your child may return to school only after his or her temperature has been consistently below 100.4 degrees for a minimum of 24 hours without the use of fever-reducing medication)
- Vomiting (even once)
- Difficult or rapid breathing
- Diarrhea
- Chills
- General malaise or feelings of fatigue, discomfort, weakness or muscle aches
- Frequent congested (wet) or croupy cough
- Lots of nasal congestion with frequent blowing of the nose.

Consider keeping your child at home for an extra day of rest and observation if he or she has any of the following symptoms:

- Very stuffy or runny nose and/or cough
- Mild sore throat (no fever, no known exposure to strep)
- Headache
- Mild stomach ache

To help prevent the flu and colds, teach your children good hygiene habits: add 24 hours without vomiting:

- Wash hands frequently
- Do not touch eyes, nose or mouth
- Cover mouth and nose when sneezing or coughing, use a paper tissue, throw it away and then wash hands
- Avoid close contact with people who are sick
- Please inform the Healthcare Administrator/School Nurse of your child's illness so we can attempt to track pattern if any. A cluster of similar symptoms may result in a school-wide letter to parents/guardians so that they may also observe possible symptoms in their child/children.

When students become ill while at The Village School they are isolated, and the parents are called. Please ensure that the school has the most updated contact information in case of these instances or emergencies. It is your responsibility to come immediately and pick up your child. It is also very important that whoever picks up your child is on the pickup list and that you inform us of who is coming. As a safety rule, we cannot release a child into the custody of unauthorized persons. If a student is not able to participate in all school activities the student should remain at home.

Injuries

Minor injuries are treated by the school nurse, instructor, or a school representative and recorded on an accident/incident report. In case of a serious injury/illness, you will be notified immediately. It is very important that the school has the necessary current information needed for contacting you. If your child sustains a serious injury outside of school, please notify the school nurse or a school representative.

After an injury requiring a doctor's care, parents must provide a doctor's release including any instructions for restrictions of activity. The doctor's release should include consideration for participation in Physical Education class, when necessary.

Lice

If children are observed excessively scratching their heads, they will be checked immediately. If head lice and/or nits are found on a child, the child's parents will be notified and the child will be sent home for treatment of the parent's choice. **Once the parents confirm that the treatment has been completed successfully, the child can return to school. If your child has lice/nits please do not send them to school**

until they have been treated. Kindly inform the school nurse or school representative if a child has lice/nits; your child will be treated with the utmost confidentiality.

Medicines

If your student is taking an antibiotic, please do not send students to school until they have been taking the medication for **AT LEAST 24 HOURS**. When your student is able to return to school, they may still be on a prescription. The school will administer medication only if prescribed by a medical professional. It is preferred that prescription medication be administered at home whenever possible. **A MEDICATION AUTHORIZATION FORM** must be filled out and signed by the parent and licensed healthcare provider for all prescription medications. Medication authorization forms are available in the administration office or by the school nurse.

All prescription medication must be in the original container from the pharmacy, and be accompanied by a medical authorization form from the student's physician and delivered directly to the School Nurse with the necessary paperwork. The dosage on the original bottle must match the physician's orders. In the event that the dosage changes, an updated medical authorization form must be filled out and signed by both the physician and parent. If the drug is an over the counter one (such as Tylenol, cough medicine, anti-itch cream, etc...) it must be accompanied by a medical authorization form filled out and signed by the student's parent; **medication must be provided by the parent. The Village School does not house a stock of medications for students' usage.** All medications will be contained in a locked cabinet in the school nurse office unless special circumstances apply. Do not depend on a student to be responsible for medication. Notify the school immediately if a medication is to be discontinued. **Under no circumstances should medicine be carried by the student without prior approval from Administration.**

If your child requires a life-saving medication to be carried on their person or to be available on campus for emergencies, please discuss this with the School Nurse.

Allergens

The Village School makes every effort to minimize contact between students and allergens when possible. However, even making this effort, students may come in contact with allergens. It is the responsibility of the student and the parents to know the limitations and help the school by providing current pertinent information, along with alert bracelets and EpiPens prescribed by the physician. Some students have severe and life-threatening allergies to peanuts. As a "Peanut Aware" campus, we are asking for your assistance in providing our students with a safe learning environment. Please refrain from sending items that contain peanut/tree nut products to school for your student's snack. **No product containing peanuts and any other type of nut are allowed in the classroom.** We offer a Peanut Table for those who choose to send your child with a lunch that contains peanuts (i.e. peanut butter and jelly sandwich). Please inform your child's teacher that your child has a lunch containing peanuts/nuts. The sharing of snacks and lunches are not allowed at any time. Please remind your children. All staff are informed and have been instructed in the correct procedure regarding an emergency.

In general, please be advised that The Village School does not guarantee an allergen-free environment for its students.

Latex

The Village School is a latex-aware campus. We ask that no latex balloons be used as decorations for any party, fundraiser or school event. The alternative is Mylar or vinyl. We use latex-free adhesive strips (band-aids) and vinyl gloves for first aid. Please do not send products containing latex to school with your students. However, The Village School cannot guarantee that latex-containing products will never appear on campus.

Immunization

All students are required to have a State of Florida Immunization Form on file and must have received all required immunizations for school entry. If a student is not completely immunized they must have a Medical Exemption DH680 or Religious Exemption DH681 issued by the Department of Health. **Both religious and medical exemptions are acceptable.**

Please communicate health concerns to the school nurse or a school representative.

STUDENT SERVICES

Services for Students with Disabilities

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on School employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Interactive Process and Accommodation Plan: Once a request for accommodation is received, the School will enter into the interactive process with the parent (and possibly student) to discuss the need and information that the School will need (discussed below). Once the documentation is provided, the appropriate personnel at the School will assess the accommodation requests and determine what accommodations can/should be provided at school, at home, and through third-party providers. After discussing these issues with the parent and coming to an agreement on the terms, the School will set forth the agreement in an Accommodation Plan, which will be signed by the School and the parent and will be distributed to those persons needing to implement the accommodations.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the Section 504 Compliance Officer, Melinda Sullivan, at 239-593-7686 or msullivan@tvsnaples.org to discuss the need. The Compliance Officer will then assemble the appropriate persons to work through the process. The School will advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Clinic.

Concerns or Complaints. If the parent believes that the accommodation request has not been handled properly or that the Accommodation Plan has not been implemented properly, the parent should contact the Section 504 Compliance Officer set forth above for further assistance. The parent may also make a complaint to the Office of Civil Rights and/or the Small Business Association as set forth in the SBA Non-Discrimination Policy on the School's website.

Guidance Counselors

The Guidance Department is staffed by professionally trained counselors. Counselors are available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office.

Students and parents should be aware that conversations with the guidance counselor may be privileged and confidential, unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of the child abuse laws.

Field Trips

Day and overnight field trips are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

This handbook's parents signature page will serve as your student's field trip permission slip. Information of the trip will be sent home and include cost, destination, transportation, length of time away from school and dress code. No student may ride in a vehicle driven by anyone other than their own parent, who is acting as a chaperone, or a school provided driver. Siblings may **NOT** attend field trips. Even if parents are on a field trip, the teacher is the responsible adult. There will be no refund of fees paid for a field trip in the event a student is unable to attend due to illness, etc. **By signing this handbook, parents agree to The Village School's Field Trip Release Policy (see addendum). There will be no classes for those students who choose not to attend a field trip.**

Extended Field Trips – Experiential Learning – Middle/Upper

School-sponsored extended field trips and travelling are extracurricular. The school does not guarantee any particular trip any particular year. The trip fees are in addition to any tuition/school fees. Students must be in good academic and disciplinary standing in order to attend any school trip. The school reserves the right to determine student participation.

Parents who are interested in volunteering to assist on field trips must have been cleared through the School's criminal background process. This process is for the protection of all students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and will willingly cooperate in this process.

Organizations

Our School offers a variety of activities including an athletic program and varied selection of non-athletic clubs and organizations. School is a lot more fun for those who participate - go out for a team or join a club! Listen to the announcements or stop in the office to find out more about the activities program.

We do require parents to provide appropriate insurance for athletes. The School assumes no responsibility for injury to students participating in athletics or other School activities.

Education is first - this is stressed at all times. All athletes must meet scholastic requirements as outlined in this Handbook. Discipline is a prime factor in any athletic success - off the field, on the field, in locker rooms, on trips, and in School. Athletes are to conduct themselves on the highest possible level, being sure that their actions and words are beyond reproach.

Please refer to the "Academics and Athletic" policy in this Handbook for more information on academic requirements to participate in our School organizations.

Cafeteria

Students are expected to conduct themselves as ladies and gentlemen and to help make the cafeteria a pleasant place to eat. Those students who bring their lunch must eat in the cafeteria. Adherence to all cafeteria regulations is to insure continued food service to the students. When students have completed their meal, they are to dispose of all litter, return their trays to the proper place, and exit the cafeteria. Violations of this policy will result in disciplinary action being taken. A student may be assigned isolated seating in the cafeteria or denied admission at the discretion of an administrator or faculty member when behavior causes disruption and/or interferes with the orderly operation of the cafeteria.

Volunteer Information

All adults, including parents, working with students in any capacity, are required to submit to a background screening through the school Human Resource department. There are detailed Volunteer Guidelines which must be read and signed before volunteering in any classroom or going on any field trips with The Village School students. The appropriate forms must be submitted to and cleared by, the Human Resource Office prior to volunteering.

***Due to circumstances beyond our control, school visitation may be limited.**

Village School Parent Association (VSPA)

The purpose of The Village School Parent Association is to assist the students of The Village School by providing volunteer support for their educational needs and to promote open communication between the administration, teachers, staff, and parents. Membership meetings are held during the school year. The time and place of the meetings will be published in The Village School e-newsletters.

Fundraising/Development

Dependence for operational expenses is almost entirely on tuition. Sources of funding for special and capital needs are generated through special fundraising programs or projects as determined by the administration and endorsed by the School Board. There are multiple fundraising activities in support of The Village School including booster clubs, an annual fund, the Knight Under the Stars gala, and company sponsorship opportunities. Specific guidelines regarding fundraising activities and gifts to the school can be found in the Gift Acceptance Policy. All fundraising initiatives must be approved by the Director of Development.

ATHLETIC PROGRAM-LOWER/MIDDLE/UPPER

Conference Participation

The Village School is a member of The Sunshine Athletic Conference (3rd-5th grade), Gulf Coast Athletic Conference (6th-8th grade), and the Florida High School Athletic Association (6th-12th grade). The objectives of being a member of these conferences are to further the athletic interests of the member schools and their student participants, promote good sportsmanship, encourage wholesome relations between

member schools, promote and advance the cause and functions of athletics, and assist in keeping all athletics operating at a high level and in an exemplary manner.

Athletic Teams

The following list is subject to change based on student interest.

3rd – 5th grade– Cross Country, Golf (through First Tee Program), Volleyball, Soccer, Basketball, Tennis, Track and Field

6th – 8th grade – Cross Country, Golf, Volleyball, Soccer, Basketball, Lacrosse, Tennis, Track and Field, Swimming, Beach Volleyball and Cheerleading

9th – 12th grade – Cross Country, Golf, Cheerleading, Volleyball, Swimming, Soccer, Basketball, Tennis, Track and Field, Cheerleading, and Beach Volleyball

Athletic Handbook/Code Of Honor/Athletic Forms

All students and parents must abide by the Athletic Handbook as developed by The Village School. All forms and documents must be completed in full and turned into the Athletic Department before the student-athlete starts to participate with the team.

Booster Club

The All Sports Booster Club shall support, sustain, and augment the Knight Athletic Program and related activities of The Village School and thereby cultivate wholesome school spirit and promote good sportsmanship and excellence in the athletic program.

It shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the athletic program of the school.

The All Sports Booster Club shall do nothing which violates the rules of the Florida High School Athletic Association or in any way jeopardizes the membership of the school in the Florida High School Athletic Association.

Eligibility For Athletic Activities-Middle/Upper

Per Florida High School Athletic Association (FHSA) bylaw, all student-athletes must have a minimum, unweighted cumulative grade point average of 2.0 on a 4.0 scale. Additionally, the FHSA stipulates that Division Principals may establish additional academic requirements for participation. At The Village School, students must maintain an average of 70 or higher in each course in order to participate in extracurricular activities, including athletics. This overall average will be checked at each interim period and quarter beginning with the first quarter. Should a student-athlete have an average below 70 in a single course, that student-athlete will not be eligible to participate in practices or contests until the average has been raised. Additionally, student-athletes that miss school due to illness are not permitted to attend practice or participate in an interscholastic competition on the day of the absence.

TRANSPORTATION

Carline

Lower School - Morning carline is staffed from 7:30 a.m. to 8:20 a.m. Drop off begins at 7:30.

Middle School - Students may arrive on campus beginning at 7:30 a.m. All students are to be in their first-period class no later than 8:00 a.m. Students arriving after 8:00 a.m. will be considered tardy.

All students are required to be dropped off at the carline. If the carline is over, the parent must accompany the student to the Sauter Wesley Reception Desk to sign in as tardy.

The afternoon carline begins at 3:15 p.m. During afternoon carline, parents must pick up their children in the designated location and remain in their cars to ensure the safety of the students. If a child is not picked up by 3:30 p.m., they will be taken to Extended Day located in the Sauter Wesley Center and a \$25 fee will be applied.

If a parent has a Preschool student as well as a Lower School student the parent must pick up the Preschool student before the lower school carline. All Lower/Middle School students must be picked up in the carline unless there is a need to be picked up early for an appointment.

Please be a courteous driver in the car line and watch for people. **Cell phone use is prohibited when driving on campus and the speed limit is strictly observed.** Carline is for the convenience of the parents and if a safe environment cannot be maintained, that privilege could be canceled.

For the safety of all students, parents are asked to stay in their cars at the carline and not walk up to the car line, which may create a hazardous situation and a student could be injured. **This policy is absolutely required. In addition, parents choosing not to use the carline must wait until after 3:30 p.m. and sign their students out from the Sauter Wesley Center receptionist.**

Transportation-High School-Student Drivers

Students are expected to follow local ordinances in the operation of their motor vehicles.

Driving on campus is a privilege and requires a school sticker, for a fee, to be eligible to park on campus. There will be designated parking for Upper School students. Students may not return to their cars during the school day.

Students are to park their cars in the parking area only. No student is to park his/her car in a manner that blocks another car or prevents a School bus from entering or exiting the parking lot. Students may not return to their cars for any reason other than to leave the School grounds for dismissal at the end of the School day. Students may not drive other students on behalf of the School to or from any School-related event or activity. Students violating this policy or engaging in unsafe driving/parking practices will lose the privilege of driving to School.

If a student needs to get something from their vehicle, they must check in with the receptionist at the Sauter Wesley lobby area and they must check back in with the receptionist when they return from their vehicle. Student safety is a priority.

Students in grades 9-11 are not allowed to leave campus during the school day. If the student is driving, the parent must notify the Upper School Receptionist and advisor in advance if the student needs to leave. Seniors may only leave campus during school hours for lunch and must return before the next class begins. No underclassmen are allowed to leave with seniors during the school day. Seniors may not bring food back to campus from an outside vendor. If a senior student accumulates 4 tardies and/or 2 detentions per quarter, the school may revoke this privilege. All seniors must fill out the Senior Off-Campus Privilege form with the Dean of Students for approval prior to taking advantage of this privilege.

Transportation [Private/Carpools]

When there is no bus service available, parent(s) are expected to provide transportation for their son(s) and daughter(s). The School will be glad to help identify neighboring families; however, School personnel cannot be responsible for the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the School has been notified. A note to the classroom teacher, a fax to the office or, in an emergency, a telephone call to the office will serve as notification.

Ride Sharing

The School will not allow students under the age of 18 to use any Uber, Lyft, or similar transportation services to obtain transportation to or from School or any School-related activity, unless accompanied by an Uber or Lyft account holder who is over the age of 18.

Both Uber and Lyft prohibit persons under the age of 18 from utilizing their services without an adult present. Please be advised that the School will treat violations of this policy as it would treat other violations of School rules and policies. In addition, should the School become aware of a violation, it will contact the third-party car service and report it.

Search Policy For The Parking Lot

By entering the school grounds, the person in charge of any vehicle consents to search of the vehicle by school officials or police officers. A search may include passenger compartment, engine compartment, trunk, and all containers, locked and unlocked, in or on the vehicle.

OTHER IMPORTANT INFORMATION AND POLICIES

Emergency Response Drills

The Village School conducts periodic drills to prepare students and staff for possible emergency situations (i.e., lockdown, evacuation, missing student).

Emergency Notifications And Procedures

In the event of an emergency situation, parents will be notified via Parent Alert by phone, text, and email. Procedures for multiple scenarios are in place and are practiced via drills (campus lockdown, fire, missing student) throughout the school year. Parents should not attempt to contact the school or student during an emergency but wait for further notifications. Do not attempt to come to the school during an emergency.

Evacuation

A map can be found in each room showing the quickest and safest route for leaving the building. Please familiarize yourself with these maps. Students will be appointed to turn off lights and close the doors during fire drills or an evacuation.

Students should move quickly and quietly to designated area. Movement and noise during fire drills should be kept to a minimum. Talking is prohibited.

Inclement Weather Policy

In the event of bad weather or flooding, The Village School will notify parents of changes in the normal school schedule through FACTS Family Online account via email, text and/or telephone.

Non-Emergency Weather Notifications

The Village School will utilize FACTS Family Online account to notify families of changes to a school day schedule based on a weather condition (i.e., car line may be changed due to thunderstorms and/or heavy rain). A notification will be sent via text in the afternoon alerting parents to the change. Please follow these instructions once given.

Inspection Policy

Parents and students authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the school's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, etc.). Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

Intellectual Property

By enrolling the student in the School, the parent and student acknowledge that during student's attendance at the School all student Intellectual Property (defined below) related to or used in connection with the student's participation in any joint or group School activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of the School. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the School's students in conjunction with other students and/or School personnel. To be clear, if a student works on a project alone (such as a painting or music), such project is not Intellectual Property covered by this policy. Any parent or student who believes that they are eligible for a waiver to this policy should contact the Head of School to discuss the specific circumstances.

Lost and Found

If students bring home anything that is not theirs, please return it to the school the next school day. If anything is lost, please check with the Sauter Wesley receptionist to determine if the lost item was turned in. It is very helpful to write the student's name on everything.

Unclaimed items will be donated to charitable organizations or disposed of at regular intervals.

Labeling of all items helps prevent loss.

Messages

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child. This should be done prior to School. Students are not permitted to call home for homework, test papers, folders, etc. If a true emergency occurs then the office should be notified.

Posters and Announcements

All posters must be approved at the office before they are displayed in School. If a student wishes to put up a poster, he/she should bring it to the office first. General announcements are made in the morning. Club or class announcements must be signed by an advisor. Any announcement originating from a student must be cleared by administration.

Payment of Tuition and Fees

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School or not being allowed to take examinations. Transcripts and student records cannot be

forwarded to another School if there is an outstanding balance in his/her account, or if there are other outstanding debts.

Residence

It is the School's position that in order for students to have the foundation necessary to excel in school and other endeavors, students must have appropriate living accommodations, support, and supervision. As a result, the School requires that all students, regardless of age, continuously live with a parent or Florida court-appointed legal guardian at least 25 years of age so long as the student is enrolled at the School. Failure to do so will result in the student's dismissal from the School. Living with friends, distant relatives, nannies, by themselves, etc. is not acceptable. There will be no refund of tuition where such enforced withdrawal occurs. A parent or legal guardian must immediately notify the School should a student's living arrangements change during the school year. The School reserves the right to request at any time and from time to time, satisfactory proof (in the School's sole discretion) of a Student's living arrangements, including, without limitation, verification of with whom the student lives and where the student is living.

School Closure or Modifications Due to a Force Majeure Event

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Student Records and Information

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information.

Fund Raising

No class, individual, or organization is to begin any money raising activity without permission from the School. No class, individual or organization may request money from any other class, individual, or organization within or outside the School without permission from the School administration office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

School Business Office Hours

The School's Business Office is open from 7:30 a.m. to 5 p.m. Monday through Friday.

Campus Security

Building Entry -- There are three main entrances to the school during operational hours.

- Upper School (7:30-8:00 AM and after 3:30 PM for athletics)
- Sauter Wesley Center (7:30-6:00)
- Preschool (7:30-5:30)

ID Badges

All students in grades 6-12 will be given an ID badge and lanyard at the start of the school year. This badge, which includes a student picture, bar code, and ID number, will give students access to buildings around campus as well as the method to pay for school lunches and free access to home athletic events. This ID badge **MUST** be worn each day throughout the school day. Students who do not wear their ID badge are subject to disciplinary action. Loss of a student ID badge will result in a replacement fee of \$20 payable by the student. Students may not deface ID badges in any way. Failure to wear your student ID badge, defacing an ID badge or in possession of another student ID badge will result in disciplinary action.

Tutoring

Some members of The Village School faculty are available, at an additional cost, to provide private tutoring to students outside of the normal school day. Tutoring by a student's current teacher is prohibited. All correspondence, financial arrangements, and scheduling should be coordinated between the parent and tutor. If tutoring assistance is needed, please contact your child's homeroom teacher or advisor.

The Learning Center

The Village School offers additional, direct instruction with the specifically trained, professional staff at an additional cost. This instruction is tailored to a student's needs based on prior evaluation and testing. Please note, accommodations received by the school (IEP, 504, Psychoeducational Evaluation, etc.) may take up to two weeks to process before implementing.

Speech/Language/Occupational Therapy Services

The Village School partners with qualified providers who offer additional services to those students needing speech, language, or occupational therapy services. Services are arranged directly with the provider.

Aftercare

The After Care Program is available to all students in grades K-8 as space allows. Pre-enrollment is required to ensure proper staffing.

- Payment is due at the time of registration.
- Students in aftercare are registered quarterly. Non-registered students who need aftercare will be charged a drop-in fee at the rate of \$30 per day.
- Aftercare runs from 3:15 p.m. to 6:00 p.m. at a cost of \$15 per day or a discounted rate for full week attendance.
- Failure to pick up your child by 6:00 p.m. will result in a late fee of \$25 per day.

Late Pickup

If a student is not picked up at the appropriate time (by 3:30 p.m. carline or 6:00 p.m. for students in the After Care Program) a late fee will be charged.

School Lunches

The Village School will provide lunch service at an additional cost. Parents may provide lunch from home but may not have lunch delivered from an outside vendor. Parents are welcome to join their students for the lunch period. Family members and family friends are also allowed to join students for lunch as long as they are listed in FACTS as a pick-up person.

Photos And Images

The Parent agrees to allow the Student's name, photograph, voice, image, and information to be used by the School for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. The parent also allows being interviewed by the media on campus or at school-related events. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, image, or information.

SPECIAL EVENTS-LOWER/MIDDLE/UPPER

Room Parents-Lower/Middle

Each year, a parent is selected to serve as Room Parent for their student's class. Responsibilities include assisting the teacher in coordinating holiday parties/events and student and teacher birthdays. Room

parents also communicate school events and encourage parent participation in VSPA, Sports Boosters, Performing Arts and Development initiatives.

Holiday Parties-Lower/Middle

Parents arrange holiday parties. A room parent will be in charge and assisted by volunteer parent helpers. All party plans must be pre-approved by the teacher. The teachers will decide the amount of time and time of day that these parties will take place. There are four (4) scheduled parties: Parents will not collect any funds for parties or teacher gifts.

Halloween

Christmas

Valentine's Day

Easter

Parents are asked not to bring siblings in order to keep the focus on all the students in the class.

Birthdays-Lower/Middle/Upper

No product containing peanuts and any other type of nut are allowed in the classroom.

The school recognizes the special significance of a student's birthday. Many parents like to share the joy with the student's class at school. Therefore, to make it feasible for the school to recognize all the birthdays without taking away from school time, birthdays are to be celebrated with a special snack. This event should be scheduled with the teacher. ***In keeping with health regulations, anything served must come from an approved licensed food preparation facility, such as a bakery.*** The school limits the celebrations of birthdays to the special snack only. There are to be no party favors, gifts, or games. Also, there are no outside vendors such as bounce houses, clowns, characters in costume, or ice cream trucks. These are distracting for other classes that are not included in the party. Party invitations may be passed out in school if every student in the class receives one. If you are planning a smaller party, invitations should be sent by mail.

K.A.T. Time-Lower

The K-3 classes have K.A.T. time or Kids As Teachers. These programs are usually held at 8:30 AM on a specified day of the week for 30 minutes. Parents are invited to come into the classroom and participate in an activity, watch a presentation, or share with the students. Parents are asked to monitor siblings in attendance. The teachers will notify the parents of the K.A.T. time for their respective classes.

[ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK TO FOLLOW]

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook is not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. Parents/guardians and students over age 8 must sign the form below.

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

Student

Age

Date

Parent or Guardian

Relationship

Date

Parent or Guardian

Relationship

Date

ADDENDUMS

Distance Learning Policy

All persons using the School's computers, the School's computer systems, or personal computers for distance learning courses are required to abide by the rules set forth in the Student Handbook and the following rules. All computers and devices while participating in distance learning courses should be used in a responsible, ethical and legal manner. Failure to abide by these rules will result in appropriate disciplinary action up to and including expulsion.

Purpose: The purpose of providing access to distance learning is to support the School's educational objectives while addressing the challenges that arise out of the COVID-19 pandemic. Participating in the School's distance learning program is a privilege and not a right. Inappropriate or illegal use of the School's distance learning program will result in loss of the privilege and disciplinary action.

Expectations: Our expectations of our students are as though they were on campus in their classrooms. Students are expected to fully engage in all courses, complete all course-work, and submit all course-work, including homework as instructed. Students are held to the same academic standards, as in face-to-face instruction, and subject to the School policies on plagiarism and cheating, dishonesty, and all other conduct policies.

Absences: Students are expected to log-in to the School's System every school day. Parents must report a student's absence (regardless of student's age) in accordance with the School's Absenteeism policy. See, also the School's policies on excused and unexcused absences and make-up work.

Live and Recorded Sessions: Distance learning courses will have both live sessions (which will be recorded) and pre-recorded sessions. Students are responsible for attending live courses as scheduled and reviewing pre-recorded sessions as directed by the teacher. Only enrolled students, their parent/guardians, and approved staff will be allowed to enter and participate and to review the recordings (live and pre-recorded). Students are prohibited from sharing course passwords or links with others.

For all live sessions, it is the parents' responsibility to ensure that the student participating in the course is participating in an appropriate environment, is appropriately dressed, and that the computer and camera that the student is using does not show anything inappropriate. Virtual backgrounds or blurred backgrounds are allowed only if they are appropriate. Students are encouraged to place their computer on a stable surface like a table, rather than a soft surface (like a couch or bed).

The live sessions will be recorded. Students might be asked to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others participating in the course, all of which may be recorded. If the parents do not want the student to be recorded, it is the parent's responsibility to: (1) cover the webcam on the student's computer or turn off the video button; (2) tell the student not to respond to questions posed by the teacher; and (3) email the teacher at least 5 days before the class is set to start to advise him/her that the student will not be speaking up during the session so their voice and image are not recorded.

Internet Safety: The School will provide strict security protocols while participating in live distance learning sessions, but online security for the student will be the responsibility of the parents and students.

The School is not liable in any way for irresponsible acts on the part of the student while participating in distance learning courses. Students should never access or share any material that is pornographic, violent in nature, or otherwise harassing. Students also should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet.

Equipment: It is the parents' responsibility to provide any equipment needed for distance learning, such as a computer, tablet, internet access, headset, earphones, microphone, digital camera, supply kits, etc. Any damage to said equipment will be the sole responsibility of the students and the parents.

Appropriate Interactions and Communications: Appropriate behavior for students is expected. Standard handbook policies apply. Any student who believes that they have been bullied, threatened, harassed, or received any inappropriate remarks or comments should immediately contact their Division Head or the Head of School.

Bullying, including cyberbullying, threats, and harassment during a session or outside of a session is not appropriate. All students should always use respectful language and never use profanity or threatening, aggressive, or abusive language. No one should ever make sexual, racial, ethnic, or other inappropriate remarks or jokes.

There may be some situations in which students will want additional information from a teacher. That communication may be by email or phone call or online. We have established the following reasonable guidelines: (1) the communications from/to students and any teacher must be copied to a parent or must involve parental oversight. Thus, if the communication is by email, the parent must be copied. If it is online (Zoom or other), the parent must be involved or in the room to supervise. If it by phone call, the parent must be in the room and the call should be on speaker on student's end; and (2) all communications should take place during what would be considered the standard school hours (7:30am to 3:30pm).

In all communications and interactions, all parties will continue to respect appropriate boundary guidelines. If a student or a parent becomes aware that any adult's communications are inappropriate, such information should be immediately reported to Melinda Sullivan, Human Resource Director, msullivan@tvsnaples.org.

Personal Information: The distance learning program requires the use several computer software applications and web-based/cloud-based education technology services operated not by the School, but rather by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs. In order for students to use these programs and services, certain personal identifying information—generally the student's name and email address provided by the School—must be provided to the website operator. A complete list of the programs with the privacy policy for each can be found on our School website. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit: <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>. COPPA permits the School to consent to the collection of personal information on behalf of its

students, thereby eliminating thereby eliminating the need for individual parental consent to be given directly to the website operator. Therefore, by allowing the student to participate in the School's distance learning courses, the parents/guardians acknowledge their consent for the School to provide personally identifying information for the student consisting of first name, last name, an email address, username, and school-related information, such as school name, class, and teacher name.

Photographs/Recordings: Parents and students are not allowed to take, and shall not take any photographs, video, or other recordings of other students, other children, or other parents/guardians without their express consent, and are not allowed to transmit, upload, or post such content online or electronically including on any social media or similar site, or use or publish such content in any non-personal media such as a book, video, film, television program or publicly viewable website. Upon the School's request, parents and students shall immediately delete and/or remove such content from any device, site, platform, or other media.

Social Distancing Policy

In addition to everyday steps to prevent COVID-19 (such as washing hands with soap and water often, covering with a tissue when you cough, using masks or cloth face coverings, and staying home when you are sick), keeping space between you and others is one of the best tools there are to avoid being exposed to this virus and slowing its spread across our community.

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. CDC Guidance recommends the following to practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

Spread of COVID-19 happens when an infected person coughs, sneezes, or talks, and others come into contact with droplets from their mouth or nose. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. For those reasons and because people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms.

Therefore, until the CDC and/or local authorities announce that we can resume unrestricted interactions, the following rules will be in effect:

- **Physical Barriers and Guides**
 - Follow physical barriers and guides, including tape on floors or sidewalks and signs on walls about distancing and one-way traffic, to ensure that you remain at least 6 feet apart in lines and at other times.
- **Modified Classroom Layouts**
 - Seating/desks will be at least 6 feet apart when feasible.
 - Desks should be turned to face in the same direction (rather than facing each other).
 - Plexiglas dividers have been provided in many of the classrooms.
 - Students will be allowed to attend some classes remotely when feasible.
- **Communal Spaces**
 - Students should wash their hands immediately before and after use of the playground.
 - All water fountains on School property will be closed until further notice.
 - Only 2 people can be inside the bathroom at the same time.
- **Use of Shared Objects**
 - Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
 - Each child’s belongings will be separated from others’ and in individually labeled containers, cubbies, or areas.
 - Students should wash their hands immediately before and after touching any “shared object.”

- **Food Service**
 - Students should wash their hands immediately before and after eating.
 - Students should sit at least 6 feet apart when feasible.
 - Limit of 3 students to a table.
 - Students are encouraged to bring their own meals when feasible.
 - Students will use disposable food service items (e.g., utensils, dishes) to eat.
 - Students are not allowed to share food and utensils.

- **Gatherings, Visitors, and Field Trips**
 - All field trips, student assemblies, special performances and large gatherings are limited until further notice.
 - All nonessential visitors and volunteers are not permitted on campus until further notice.
 - Activities involving external groups or organizations will be limited as much possible.

- **Athletic Sports**
 - Students should wash their hands immediately before and after playing an athletic sport.
 - Students who choose to participate in competitive contact sports must engage in distance learning during the conditioning, practice, and season for the sport since appropriate social distancing cannot be assured during the sport season. Other rules will also apply.

- **Staggered Scheduling**
 - The School will stagger arrival and drop-off times and locations.

ACKNOWLEDGMENT OF SAFETY AND HEALTH PROCEDURES UPON RETURN TO SCHOOL POLICY

Earlier this year, the novel coronavirus/COVID-19 swept the country and required an urgent and extensive public health response, which has included sometimes lengthy stay-at-home orders imposed by state and local governments and the closing of educational institutions. There still is no vaccine for the virus, and treatments are still being investigated. After reviewing applicable state and local orders regarding COVID-19, The Village School of Naples, Inc. (the "School") suspended all on-site operations in March 2020 until further notice. Since that time, we have continued to monitor various resources and guidance, including applicable state and local orders, Florida Department of Health information, and the Centers for Disease Control and Prevention ("CDC") Guidance for K-12 Programs. We are committed to the health and safety of all students and after careful consideration we have decided to provide students and families with options for the 2020-2021 school year to best suit their needs, including in-person instruction.

Your enrolled child(ren) is/are welcome to join us. However, please know that this is a family decision after careful consideration of the risks, current conditions in our community, and other factors you deem relevant and important. We realize that regardless of the safety and health processes we implement, some families are not going to feel comfortable sending their students back to school physically. For this reason, we will have distance learning available for all student grades. The decision whether to send and continue to send your child(ren) to campus for live instruction after the School's reopening is voluntary on your part.

For those students who return to campus, safety will require a commitment by everyone to new procedures and measures to protect student health. The School has adopted a Return to School Plan that outlines the School's requirements and expectations pertaining to temperature taking, reporting of symptoms, compliance with quarantine processes, social distancing, hand washing and sanitizing, visitors, common area use, etc. The Plan may be modified from time to time. Any modifications will be communicated to the School community. If any provision between the Plan and the Parent/Student Handbook conflict, the Plan will control.

Before any student or family member may be allowed to return to campus, the Parent and Student must acknowledge the following obligations:

1. Parents and Students will review and comply with the guidelines set forth in the Plan.
2. Parents and Students acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, CDC guidance is regularly modified and updated. Parents accept full responsibility for familiarizing yourself with the most recent updates, as well as the changing conditions in our community, and all state and local orders.
3. Parents and Students will be required to undergo temperature screening upon entering the School campus each day with a touchless thermometer. Individuals with a fever of 100.4 degrees Fahrenheit or above will not be permitted to enter the School campus and should seek medical attention.

4. The School will provide face masks which will cover nose and mouth. Students and staff are required to wear such masks at all times, or may wear masks of their own, provided they fully cover mouth and nose and do not contain writing or symbols not authorized by the School. Students who violate the mask guidelines will be disciplined. Repeat violations may result in the student having to engage in distance learning for the remainder of the school year.
5. If your child is feeling sick, DO NOT send them to School. If anyone in the household is experiencing symptoms of COVID-19, please keep your child(ren) home. According to the Centers for Disease Control, symptoms of the novel coronavirus include:
 - Cough
 - Shortness of breath
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of smell or taste

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

6. If a child has a fever of 100.4 degrees Fahrenheit or above or presents with other symptoms of COVID-19, he or she will be isolated, a parent/legal guardian will be contacted, and the child must be picked up by a parent or legal guardian **within one hour**. Your child must quarantine and cannot return to school until 10 days after the symptoms first appeared, 24 hours have passed without fever and without fever reducing medication, and symptoms have improved. Please advise the School if your child has been in close contact with someone who has been diagnosed with COVID-19 or who is exhibiting symptoms consistent with the virus.
7. Students who test positive for COVID-19 must stay away from the School campus and self-quarantine for the appropriate period required by public health officials.
8. The safety of the School community depends upon all persons doing their part to ensure safety not just for themselves, but for the entire community. A single person behaving irresponsibly risks the safety of the entire School community. As such, the School strongly discourages students and families from engaging in unnecessary air travel, parties, gatherings, or other activities that may expose students to infection. If the School receives evidence that the student or family have engaged in such behavior, the School may require the student to engage in distance learning for at least fourteen (14) days for a first offense. If the School receives evidence of additional irresponsible behavior, the student may be subject to further disciplinary action, up to and including expulsion. Students and families who learn of others not complying with the guidelines established herein, or who are otherwise behaving irresponsibly, should report that information to their respective Division Head.

9. It is critical that information between parents, students, and the School be exchanged honestly and in a timely fashion. Thus, the failure to timely disclose information and the falsification of information provided to the School, such as that pertaining to symptoms of students, family members, or other individuals, may result in discipline, up to and including expulsion.

The School cannot promise that even with the steps we are taking, that your child(ren) will not be exposed to COVID-19. Therefore, if you choose for your child(ren) to participate in live instruction, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you and your child(ren) may be exposed to or infected by COVID-19 by coming to our campus, attending School, and participating in School activities, and that such exposure or infection may result in personal injury, illness, permanent disability, or death. You further acknowledge and understand the risk of becoming exposed to, or infected by, COVID-19 may result from or be caused by the actions, omissions, or negligence of yourself or others, including other School families, School employees, or other third parties. Further, you recognize that there is a still a risk of contracting the virus, particularly in group settings, even if all members of the community follow precautions designed to lower the risk of infection.

By sending my child(ren) to the School's campus, I knowingly and voluntarily accept and assume the risk of potential exposure to, and infection of, COVID-19, and the associated risks set forth herein. I understand these risks and willingly choose to accept them.

**[ACKNOWLEDGMENT AND RECEIPT OF ADDENDUM TO
STUDENT HANDBOOK TO FOLLOW]**

ACKNOWLEDGMENT AND RECEIPT OF ADDENDUM TO STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Addendum are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Addendum. Parents/guardians and students over age 8 must sign the form below.

We have read and understood all statements and provisions set forth in the Addendum.

_____	_____	_____
Student	Age	Date

_____	_____	_____
Parent or Guardian	Relationship	Date

_____	_____	_____
Parent or Guardian	Relationship	Date