



The Village School of Naples

Parent/Student Handbook

Grades K-11

Lower/Middle/Upper School

2018-2019

MISSION

Empower and inspire students to think and create solutions to challenges in an ever-changing world.

PHILOSOPHY

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

Revised 6-19-18

TABLE OF CONTENTS

INTRODUCTION	3
OPERATIONAL PROCEDURES-LOWER/MIDDLE/UPPER	7
COMMUNICATION PROTOCOLS-LOWER/MIDDLE/UPPER	10
ACADEMIC PROGRAM-LOWER/MIDDLE	12
ACADEMIC PROGRAM-UPPER	15
STUDENT LIFE-LOWER/MIDDLE	20
STUDENT LIFE-UPPER	25
ATHLETIC PROGRAM-LOWER/MIDDLE/UPPER	28
DISCIPLINE GUIDELINES-LOWER/MIDDLE/UPPER	30
STUDENT HEALTH GUIDELINES AND SUPPORT SERVICES-LOWER/MIDDLE/UPPER	33
ENROLLMENT AND RE-ENROLLMENT-LOWER/MIDDLE/UPPER	37
FINANCIAL INFORMATION-LOWER/MIDDLE/UPPER	38
SPECIAL EVENTS-LOWER/MIDDLE/UPPER	39

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 Kindergarten Council and from the Florida Council of Independent Schools. The Village School is also a member of the National Association of Independent Schools.

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
Lower School Principal



Jason St. Amand
*Middle/Upper School
Principal*

OBJECTIVES OF THE VILLAGE SCHOOL

MISSION

Empower and *inspire* students to think and *create* solutions to challenges in an ever-changing world.

PHILOSOPHY

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.

CHRISTIAN EDUCATION

As The Village School is a Christian program, students are given many opportunities to experience worship, prayer, and 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 concepts 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 on a weekly basis and are encouraged to engage in conversation about 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 using 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.

**THE VILLAGE SCHOOL COVENANT
CHRIST SKILLS**

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

I understand and accept the Christ Skills.

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

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 the responsibility to treat all others with the same acceptance and respect.
- We have the right to an honest environment, both in academic and nonacademic arenas 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.

OPERATIONAL PROCEDURES-LOWER/MIDDLE/UPPER

SCHOOL HOURS

Lower School (Grades K-4)	8:20 a.m. to 3:15 p.m.
Middle School (Grades 5-8)	8:00 a.m. to 3:15 p.m.
Upper School (Grades 9-10)	8:00 a.m. to 3:15 p.m.

Drop off begins at 7:30 a.m.

VISITORS AND GUESTS

Parents and guests visiting The Village School are required to sign-in and sign-out with the Wesley Receptionist and receive a visitor's badge. This badge must be visible at all times while on school property. Student guests must be approved by 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.

VOLUNTEER INFORMATION

All adults, including parents, working with students in any capacity, are required to submit to a background screening through the school HR 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.

PARENT TEACHER ORGANIZATION (PTO)

The purpose of The Village School Parent Teacher Organization is to assist the students of The Village School by providing support for their educational and recreational needs, and to promote open communications between the administration, teachers, staff, and parents. Membership meetings will be held during the school year. The time and place of the meetings will be published in The Village School 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 a booster clubs, an annual fund, and company sponsorship opportunities on campus. Additional ways to support The Village School are through participation in Amazon Smile and Box Tops for Education. Specific guidelines regarding fundraising activities and gifts to the school can be found in the Gift Acceptance Policy.

OPERATIONAL PROCEDURES-LOWER/MIDDLE/UPPER (cont'd)

EMERGENCY NOTIFICATIONS AND PROCEDURES

In the event of an emergency situation, parents will be notified via RenWeb 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.

EMERGENCY WEATHER CLOSING

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

NON-EMERGENCY WEATHER NOTIFICATIONS

The Village School will utilize RenWeb 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.

CAMPUS SECURITY

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

- Upper School Gym (7:30-3:30)
- Wesley Center (7:30-5:30)
- Preschool (7:30-5:30)

Cameras – The Village School monitors campus activity through the use of surveillance cameras located in classrooms and common areas.

Armed Security – The Village School employs a Campus Safety Officer who is equipped with a firearm.

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

OPERATIONAL PROCEDURES-LOWER/MIDDLE/UPPER (cont'd)

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 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.

LOST AND FOUND

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

COMMUNICATION PROTOCOLS-LOWER/MIDDLE/UPPER

RENWEB™ ParentsWeb COMMUNICATION SYSTEM

RenWeb™ ParentsWeb 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 RenWeb ParentsWeb 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 RenWeb.

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 notice preferences at any time through their Parents Web 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-4) or advisor (5-12). School arrival and departure (i.e. carline) are not appropriate times for a conference.

COMMUNICATION PROTOCOLS-LOWER/MIDDLE/UPPER (cont'd)

LOWER SCHOOL (GRADES K-4) – SCHOOL-PARENT COMMUNICATION

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

MIDDLE/UPPER SCHOOL (GRADES 5-12) SCHOOL-PARENT COMMUNICATION

Newsletters are digital and shared weekly. RenWeb 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 RenWeb routinely. It is the responsibility of the parent to view information on RenWeb 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 school principal: Mrs. Kathy Sweet (ksweet@tvsnaples.org) in Preschool - Grade 4, and Mr. Jason St. Amand in grades 5-12 (jstamand@tvsnaples.org).
3. If these avenues do not yield the information requested, please contact the Head of School: Mr. Dennis Chapman (dchapman@tvsnaples.org)

ACADEMIC PROGRAM-LOWER/MIDDLE

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 principal of any prolonged absence/tardy (more than 3 days and not due to illness).** Make up work must be arranged with each instructor. However, some classroom work may not be made up and could result in lowering 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.**

TARDIES

Middle 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.

SCHEDULE CHANGES FOR MIDDLE SCHOOL (ADD/DROP PERIOD)

The first six 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 Principal St. Amand at jstamand@tvsnaples.org.

CURRICULUM FOCUS

Our philosophy is to provide 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 STEAM (Science, Technology, Engineering, Arts and Math) to connect the core subjects of Language Arts, Social Studies, Science and Math with engineering and humanities. Our teachers use Howard Gardner's theory of multiple intelligences throughout their units of study to reach the students' understanding of a concept while keeping them engaged in their learning.

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 are required for each course offered, at the discretion of the school.

ACADEMIC PROGRAM-LOWER/MIDDLE (cont'd)**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.

	Grades K-2	Grades 3-8	GPA 6-8
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 RenWeb. 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 busy work. Students should be able to complete homework assignments independently.

Questions about homework policies should be discussed with classroom teachers.

ACADEMIC PROGRAM-LOWER/MIDDLE (cont'd)

STANDARDIZED TESTING

Each spring, The Village School administers a standardized achievement test to all students in grades K-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. Scores are used only to evaluate student progress and 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 a required number of hours to complete each year. Hours required by grade are:

5 th Grade	5 hours
6 th Grade	10 hours
7 th Grade	15 hours
8 th Grade	20 hours

UPPER SCHOOL COURSES TAKEN IN MIDDLE SCHOOL

The Village School offers upper school classes in several disciplines. 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 on the transcript and the upper school has the responsibility of granting or denying credit.

ADVISORY PROGRAM (GRADES 5-8)

Students in the Middle School have a faculty advisor. Students meet weekly in groups and address school life with the advisor. The advisor serves as the student's advocate, guide, and mentor. The advisor may attend parent-teacher conferences.

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 7th grade year. Families will work directly with Duke TIP to register their student to take the ACT or the 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 College Counselor, Maribet Byrne if you have any questions about this program.

ACADEMIC PROGRAM-UPPER

Through its broad graduation requirements, the Upper School curriculum at The Village School ensures a well-balanced foundation for college studies. However, there is also 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, their strengths, and their interests. The college counseling office, along with an academic advisor, looks forward to assisting the student to select curricular choices which 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 are 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® Calculus AB/BC				4 required
History/Social Science	Human Geography or AP® Human Geography	World II 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, Music, Theater or Visual Arts				1 required
Physical Education	Sports season = 0.5 credit (1.0 credit Physical Education)				1 required
Electives	One credit of Engineering (may be used for one credit of a Science elective)				6
Total Credits (minimum)					26 (minimum)
Community Service	30	30	30	30	120 hours
Senior Capstone Project					Completed senior year

ACADEMIC PROGRAM-UPPER (cont'd)

ACADEMIC INFORMATION & POLICIES

SALUTATORIAN OR VALEDICTORIAN

A student must be in residence at The Village School for two years to be considered for Salutatorian or Valedictorian honors. Only a student's GPA earned at TVS will be considered for these opportunities.

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.

HONORS COURSES

Enrollment in honors courses is based on instructor recommendation and departmental approval; in some cases a placement examination 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 to 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 counselors. Most students will be better served by taking fewer AP® courses and handling them well than attempting more AP® courses and having difficulty.

ACADEMIC PROGRAM-UPPER (cont'd)**SCHEDULE CHANGES (ADD/DROP PERIOD)**

The first six 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 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 Principal St. Amand at jstamand@tvsnaples.org.

UPPER SCHOOL TESTING POLICY

Upper School faculty will assign tests, papers or projects to 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

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

ACADEMIC PROGRAM-UPPER (cont'd)

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.

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 busy work. Students should be able to complete homework assignments independently.

Questions about homework policies should be discussed with their classroom teachers.

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.

ACADEMIC STATUS

If a student has two or more grades of D or lower at the quarter or semester, the student will be placed on Academic Warning. If at the end of the following marking period the student's academic work has not improved sufficiently, they may be placed on Academic Probation. Further diagnostic and support programs may be required. These may include diagnostic testing, tutoring and/or summer study. Failure to meet the criteria for removal of probationary status may result in the student not being invited to return for the following year.

ELIGIBILITY FOR ATHLETIC ACTIVITIES

Per Florida High School Athletic Association (FHSAA) bylaw, all student-athletes must have a minimum, unweighted cumulative grade point average of 2.0 on a 4.0 scale. Additionally, the FHSAA 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 that miss school due to illness are not permitted to attend practice or participate in an interscholastic competition on the day of the absence.

ACADEMIC PROGRAM-UPPER (cont'd)

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 principal of any prolonged absence/tardy (more than 2 days and not due to illness).** Make up work must be arranged with each instructor. However, some classroom work may not be made up and could result in lowering 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.**

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

Standardized 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.

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.

COMMUNITY SERVICE REQUIREMENT

All upper school students must complete 30 hours of service per year, a maximum of 10 may be community service hours worked on campus, but not during regular school activities. 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.

STUDENT LIFE-LOWER/MIDDLE

CARLINE

Lower School - Morning carline is staffed from 7:30 a.m. to 8:20 a.m.. Drop off begins at 7:30. **All students are required to be dropped off at the carline.** If carline is over, the parent must accompany the student to the office to sign in as tardy.

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.

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 After Care located in the 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 lower school carline. All lower/middle school students must be picked up in 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 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 carline must wait until after 3:30 p.m. and sign their student out from the Wesley Center receptionist.**

AFTER CARE

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

- Registration and payment are due with tuition, on the 5th of each month.
- Students in after care are registered monthly. Non-registered students who need after care will be charged \$30 for the day.
- After care runs from 3:15 p.m. to 5:30 p.m. at a cost of \$12 per day on regular school days. Failure to pick up your child by 5:30 p.m. will result in a late fee.
- Students staying after school to participate in athletic/academic events will be provided a study hall up to one hour at no cost. For more than one hour will need to register for aftercare or leave campus until the event.

STUDENT LIFE-LOWER/MIDDLE (cont'd)**LATE PICK UP**

If a student is not picked up at the appropriate time (by 3:30 p.m. carline or 5:30 p.m. for students in the After Care Program) a late fee will be charged.

CAMP DAY POLICIES

There is no carline on camp days. Students must be signed in and out by a parent. The Village School will have a camp on teacher workdays and some days during winter and spring breaks. Check the school calendar for these days. Students must be registered in advance for camp.

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 RenWeb ParentsWeb Transportation form.

Lower 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 RenWeb or in writing to the lower school receptionist.

EARLY PICK-UP

If a parent must pick up a student early, please notify the school office and teacher in advance so both will be prepared.

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.

STUDENT LIFE-LOWER/MIDDLE (cont'd)

UNIFORMS/DRESS CODE – LOWER/MIDDLE

The Village School students must wear an approved school uniform, entirely from Lands End, Monday through Thursday. Spirit Fridays allow for shirts purchased through The Village School store. In addition, on Friday, students may pay \$1 for the privilege to wear full length blue jeans with no holes. Proceeds benefit missions. All sweaters, jackets, hoodies, and sweatshirts must bear the school name or logo. If not, they must be left in the locker.

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 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 shorts are to be no more than 6" above the knee-cap. PE uniforms are required for middle 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.

SCHOOL LUNCHES

The Village School may 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 student for the lunch period.

LOCKERS

Students are to maintain their assigned lockers with no food left overnight in the lockers and trash free. Lockers are the property of the school and may be checked by the school staff at any time. The school assumes no liability for personal property left in a locker.

TOYS AND ELECTRONICS

A general rule is that students should not bring toys to school. There are special situations 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.**

CELL PHONE USE

Bringing a cell phone to school is a privilege. Cell phones must be kept in the student's locker and/or backpack during the school day. If a student needs to make a call, the call must be cleared by a teacher and made from a Receptionist desk. If unauthorized use of the phone is observed, the phone will be confiscated and may be retrieved from administration at the end of the school day. **The Village School will not take responsibility for any phones that are lost or broken at school.**

STUDENT LIFE-LOWER/MIDDLE (cont'd)

Responsible Use Policy

Students at The Village School must respect the technology rules of The Village School Responsible Use Policy (see Addendum 1). the school at all times. Students and parents are required to adhere to The Village School Technology Policy. Inappropriate use of technology, including cyber bullying, could result in serious consequences that may include expulsion from The Village 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 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.

PRIVACY AND MEDIA POLICY

Given the advances in technology and increasing prominence of The Village School throughout the community, The Village School cannot guarantee that a photo or video of your student won't be posted on a media site (ie newspaper, social media, school program video, and promotional material). In addition to media on campus, many parents regularly take pictures and post to the internet and this cannot be controlled. For privacy and security, parents are asked not to list students' names on social media. By enrolling your child in The Village School, it shall be deemed consent to use photographs, audio recordings, and/or videos of your child in the course of school activities for any reasonable school purpose as well as for promotional and/or advertising materials.

The Village School reserves the right to video/audio record students for multiple purposes, including but not limited to documentation.

Students at The Village School are involved in many projects at school that will involve video production. Some of these videos are just for parents to see what is being done at school and others will be shared for promotional purposes or any other purpose the school deems necessary. The Village School also realizes that parents may be creating videos of all school productions they attend, and cannot guarantee a student's privacy in this environment.

STUDENT LIFE-LOWER/MIDDLE (cont'd)

USE OF ALCOHOL & DRUGS ON CAMPUS AND AT SCHOOL SPONSORED EVENTS

The Village School is obligated to maintain a safe and healthy environment and to observe all applicable federal, local and state laws. The consumption or possession of alcohol or illegal drugs or being under the influence of either is strictly prohibited on school/church grounds and at designated school events. Smoking (including vaping and e-cigarettes) is prohibited anywhere on campus and at designated school events.

LIBRARY MEDIA CENTER (LMC)

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 student 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. mbelei@tvsnaples.org

STUDENT LIFE-UPPER

ARRIVAL

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.

LEAVING CAMPUS

Students 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.

EARLY PICK-UP

Parents wishing to pick up their student should contact the Upper School Receptionist and advisor prior to the requested time of early dismissal.

DRESS CODE-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 wear either of the following:

- Collared shirts (polo, rugby, or oxford style); OR T-shirts of any color. Wording on shirts may only be by the manufacturer's name (ie Nike®, Vineyard Vines®).
- Students have the choice of wearing chino-style shorts, pants, jeans, capris, skirts, or skorts.
- Students may wear dresses or shirts with or without sleeves. Tank tops or spaghetti strap tops are not permitted.
- Pants must be clean and without holes. Boxer shorts or undergarments may not be exposed.
- Leggings or yoga pants may be worn with appropriate length shirts that come down to the upper thigh.
- Rubber Flip Flops are not permitted.
- Certain activities, i.e., science labs, may require special footwear. In such instances, students must follow the directions of the instructor.

Chapel guidelines:

Students will dress in business casual attire as outlined by the Upper School principal.

Additional Guidelines for students:

- Shirts may be worn untucked with no midriff exposure.
- 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.

STUDENT LIFE – UPPER (cont'd)

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

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Students in violation of the dress code (as determined by administration) may receive a consequence.

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. Violation of this Statute may result in expulsion.

CELL PHONE USE

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. They may be used only at lunch and at the student's break. The Village School will not take responsibility for any phones that are lost or broken at school. Misuse of this policy will result in the loss of this privilege for the student.

PRIVACY AND MEDIA POLICY

Given the advances in technology and increasing prominence of The Village School throughout the community, The Village School cannot guarantee that a photo or video of your student won't be posted on a media site (ie newspaper, social media, school program video, and promotional material). In addition to media on campus, many parents regularly take pictures and post to the internet and this cannot be controlled. For privacy and security, parents are asked not to list students' names on social media. By enrolling your child in The Village School, it shall be deemed consent to use photographs, audio recordings, and/or videos of your child in the course of school activities for any reasonable school purpose as well as for promotional and/or advertising materials.

The Village School reserves the right to video/audio record students for multiple purposes, including but not limited to documentation.

Students at The Village School are involved in many projects at school that will involve video production. Some of these videos are just for parents to see what is being done at school and others will be shared for promotional purposes or any other purpose the school deems necessary. We also realize that parents may be creating videos of all school productions they attend. We cannot guarantee a student's privacy in this environment.

STUDENT LIFE – UPPER (cont'd)

DIGITAL CITIZENSHIP

Digital citizenship will 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 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.

USE OF ALCOHOL & DRUGS ON CAMPUS AND AT SCHOOL-SPONSORED EVENTS

The Village School is obligated to maintain a safe and healthy environment and to observe all applicable federal, local and state laws. The consumption or possession of alcohol or illegal drugs, or being under the influence of either, is strictly prohibited on school/church grounds and at designated school events. Smoking (including vaping and e-cigarettes) is prohibited anywhere on campus and at designated school events.

DRIVING AND PARKING AT THE VILLAGE SCHOOL

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.

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. Search may include passenger compartment, engine compartment, trunk, and all containers, locked and unlocked, in or on the vehicle.

LOCKER DISTRIBUTION AND USE

Each student is 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.

PICKUP LIST AND EMERGENCY CONTACTS

Parents are required to maintain a current list of authorized pick-up persons, including other student drivers. These changes must be made on their RenWeb ParentsWeb Transportation form. If a parent calls the school to arrange an alternate person for pick-up, that person must be on the pick-up list and have a photo ID for identification. The parent must give the last four digits of their Social Security number for identification purposes. Please notify both the school office and instructor in advance if you are aware of the need to arrange an alternate pick up person.

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, Tennis, Track and Field, Baseball, Swimming, Beach Volleyball and Cheerleading

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

ATHLETIC PROGRAM-LOWER/MIDDLE/UPPER (cont'd)**ELIGIBILITY FOR ATHLETIC ACTIVITIES-MIDDLE/UPPER**

Per Florida High School Athletic Association (FHSAA) bylaw, all student-athletes must have a minimum, unweighted cumulative grade point average of 2.0 on a 4.0 scale. Additionally, the FHSAA 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.

DISCIPLINE GUIDELINES-LOWER/MIDDLE/UPPER

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 may 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 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 rules. (Refer to The Village School Covenant)

DISCIPLINE GUIDELINES-LOWER/MIDDLE/UPPER (cont'd)

BULLYING BEHAVIOR

The term, “bullying behavior” is often misused in describing all unacceptable behavior that may be otherwise considered normal student and adolescent behavior. Not every act of unkind or rude behavior is defined as bullying. The Village School defines a bully as a person who is habitually cruel to others and badgers and intimidates others. The Village School reserves the right to determine bullying behavior. The school has a 4 step program for bullying behavior.

- The students will be given an after-school detention once bullying has been determined.
- The next complaint will result in an in-school suspension for the day.
- Third, the student will be given an out of school suspension.
- Finally, if there is a fourth incident, the student may be asked to leave the school.

Please note, the school administration will make the call if a behavior complaint is actually bullying behavior. Many times parents perceive all misbehavior as bullying when it is actually typical misbehavior. Also, parents will be expected to support the school in working with these kinds of behaviors.

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.

CYBERBULLYING

“What is Cyberbullying?” is one of the most frequent questions asked because many know what it is when it happens, but have trouble wrapping succinct descriptive words around it. Formally, we define it as “**willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices**” (from Bullying Beyond the Schoolyard: Preventing and Responding to Cyberbullying). We developed this definition because it is simple, concise, and reasonably comprehensive and it captures the most important elements. These elements include the following:

- *Willful*: The behavior has to be deliberate, not accidental.
- *Repeated*: Bullying reflects a pattern of behavior, not just one isolated incident.
- *Harm*: The target must perceive that harm was inflicted.
- *Computers, cell phones, and other electronic devices*: This, of course, is what differentiates cyberbullying from traditional bullying

(2016, The Cyberbullying Research Center)

DISCIPLINE GUIDELINES-LOWER/MIDDLE/UPPER (cont'd)**TECHNOLOGY USE**

Students at The Village School must respect the technology rules of the school at all times. Students and parents are required to adhere to The Village School Responsible Use Policy (see Addendum 1). Inappropriate use of technology could result in consequences and/or loss of privilege. 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, these students may be held responsible and consequences applied. Any instances of cyber bullying between students of The Village School will result in consequences. Students should not 'friend' request staff or teachers on Facebook or other forms of social media.

STUDENT HEALTH GUIDELINES AND SUPPORT SERVICES-LOWER/MIDDLE/UPPER

HEALTH GUIDELINES

Important symptoms of illness:

- Diarrhea (this means frequent abnormal loose stool)
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pink Eye
- Sore throat or difficulty swallowing

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 degrees or higher (Student must be fever free for 24 hours before returning to school)
- Unusual spots or rashes
- Diarrhea
- Pink Eye
- Vomiting/severe nausea
- 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 an over-the-counter medication and send the student to school.

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

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

- Fever (greater than 100 degrees by mouth and your child may return to school only after his or her temperature has been consistently below 100 degrees for a minimum of 24 hours)
- Vomiting (even once)
- 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 nose

STUDENT HEALTH GUIDELINES AND SUPPORT SERVICES-LOWER/MIDDLE/UPPER

To help prevent the flu and other colds, teach your children good hygiene habits:

- 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.

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 a 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**

- The Village School does not employ anyone who has been professionally trained in the detection and treatment of head lice. Consequently, it is the responsibility of the parents to take an active role in checking their child for the presence of lice and nits and, if found, proceed with an appropriate treatment.
- The internet has a wealth of resources on detection, treatment, and prevention. We encourage all parents to do research.

STUDENT HEALTH GUIDELINES AND SUPPORT SERVICES-LOWER/MIDDLE/UPPER

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 lifesaving 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 good information, along with alert bracelets and EpiPens prescribed by the physician. Specifically with regard to peanuts, because some students have severe and life-threatening allergies to them, parents are asked to consider this fact and refrain from sending peanut products to school with their students for consumption or sharing. **In general, please be advised that The Village School does not guarantee an allergen-free environment for its students.**

LATEX

There will be no latex balloons allowed 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.

STUDENT HEALTH GUIDELINES AND SUPPORT SERVICES-LOWER/MIDDLE/UPPER

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 Dept of Health. **Both religious and medical exemptions are acceptable.**

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

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. Requests for available tutors should be directed to Sara Harris at sharris@tvsnaples.org.

THE LEARNING CENTER

The Village School offers additional, direct instruction with specifically trained, professional staff at an additional cost. This instruction is tailored to a student's needs based on prior evaluation and testing.

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.

ENROLLMENT AND RE-ENROLLMENT-LOWER/MIDDLE/UPPER

RE-ENROLLMENT

Online application for re-enrollment via RenWeb begins in January of each year. Students already enrolled at The Village School are given first preference for placement during the initial period for registration, on a first come first served basis. A **non-refundable enrollment fee** and the accompanying online re-enrollment forms are required to reserve a place in any class. Re-enrollment at The Village School is not guaranteed and may be denied based on the decision of the school.

FORMS AND DOCUMENTS

It is the responsibility of each parent to complete all necessary forms and documents required for registration, including birth, health and immunization forms. Any student not current with all immunizations may be suspended from school until a physician confirms the immunizations or the appropriate forms for medical or religious exemptions are on file in the office.

WITHDRAWAL POLICY

A two week notice in writing is requested when withdrawing from The Village School. Tuition due will be prorated based on a two week minimum. If a student is withdrawn before completing the requirements of the current academic quarter, no report card will be issued. A gradebook progress report may be provided, but final quarter grades will be incomplete.

FINANCIAL INFORMATION-LOWER/MIDDLE/UPPER

TUITION AND FEES

The Village School is an outreach program and ministry of the church and as such is self-supporting. Therefore, collection of tuition and fees is very important. Monthly payments are due the 5th day of each month. If tuition payments are 1 week late, a late fee is assessed and/or after the second week an additional late fee will be added. If payments are not made in accordance with the policy then the student's place in the school may be jeopardized which means the possibility of suspension.

Holidays and vacations are figured into the overall tuition structure. There is no adjustment for these days or for a student's absence from school for either illness or family vacations. There are no adjustments in tuition for days missed for hurricanes or other school emergencies. The tuition is a one school year fee. The annual tuition rates are divided into 10 equal payments. This payment plan is offered by the School Board as a courtesy for those who prefer not to make the tuition payment in full.

Any check that is returned from a financial institution will be subject to a \$25.00 return check charge. If there is a second occurrence of a return check then all future payments may be requested via cash, by money order or by bank official check only.

TUITION ASSISTANCE

Tuition assistance is awarded based on need. Applications may be placed online for the upcoming school year. A family must reapply each year for tuition assistance. If additional information is needed regarding the tuition assistance program, please contact the school office.

SPECIAL EVENTS-LOWER/MIDDLE/UPPER

FIELD TRIPS

If a student's class is going on a field trip, a form with all field trip information will be provided to each student and **must be signed** by a parent or guardian. The information will 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 the 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 the field trip permission form, parents agree to The Village School's Field Trip Release Policy (see addendum).**

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.

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 PTO, Sports Boosters and Performing Arts.

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.

CHRISTMAS-LOWER

For grades K-4, Christmas will consist of a visit from Santa in the morning. There will be a birthday cake for Jesus to celebrate his birthday and then parents and students will proceed to the Sanctuary to sing Christmas carols.

SPECIAL EVENTS-LOWER/MIDDLE/UPPER

BIRTHDAYS-LOWER/MIDDLE/UPPER

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, the 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. If a party is planned outside school, please send invitations in the mail. If invitations are brought to school, each student in the class should receive one.

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.

Addendum 1

The Village School of Naples - Empower, Inspire, Create

Responsible Use Policy for Educational Technology 2018-2019

Digital Citizenship at The Village School of Naples

The Village School of Naples provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and communication to enhance learners ability to live and work in the 21st century. Digital Citizenship is one of the most important components in teaching students appropriate skills to navigate in a digital world. Digital Citizenship is defined as the norms of appropriate, responsible technology use. As digital citizens, all Village School community members recognize the rights, responsibilities and opportunities of living, learning, and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical. (International Society for Technology in Education- 2016 Standards for Students) ISTE identifies nine general areas of accepted practices that make up digital citizenship. As Digital Citizens, TVS community members shall act in a responsible, ethical, and legal manner in these areas:

Respect

- **Digital access:** Advocating for equal digital rights and access is where digital citizenship starts.
- **Digital etiquette:** Rules and policies aren't enough — we need to teach everyone about appropriate conduct online.
- **Digital law:** It's critical that users understand it's a crime to steal or damage another's digital work, identity or property.

Educate

- **Digital communication:** With so many communication options available, users need to learn how to make appropriate decisions.
- **Digital literacy:** We need to teach students how to learn in a digital society.
- **Digital commerce:** As users make more purchases online, they must understand how to be effective consumers in a digital economy.

Protect

- **Digital rights and responsibilities:** We must inform people of their basic digital rights to privacy, freedom of speech, etc.

- **Digital safety and security:** Digital citizens need to know how to protect their information from outside forces that might cause harm.
- **Digital health and wellness:** From physical issues, such as repetitive stress syndrome, to psychological issues, such as internet addiction, users should understand the health risks of technology.

Responsibilities:

- Faculty and staff will instruct, provide guidance, and support students in good digital citizenship and the appropriate use of technology. The Village School of Naples encourages families to set similar expectations at home as well.
- Students should act responsibly and in an appropriate manner when using technology.
- All Members of The Village School of Naples community will be held accountable for their actions in the use of technology that may negatively impact the school, the schools daily routine or the reputation of any TVS community member.
- TVS community members shall engage in positive, safe, legal and ethical behavior when using technology including social interactions or when using networked devices.

A Responsible Digital Citizen at The Village School of Naples practices the following:

1. A good citizen advocates for equal human rights for all.
2. A good citizen treats others courteously and never bullies.
3. A good citizen does not damage others' property or person.
4. A good citizen communicates clearly, respectfully, and with empathy.
5. A good citizen actively pursues an education and develops habits for lifelong learning.
6. A good citizen spends and manages money responsibly.
7. A good citizen upholds basic human rights of privacy, freedom of speech, etc.
8. A good citizen protects self and others from harm.
9. A good citizen proactively promotes their own physical and mental health.

Restrictions:

The below are restrictions on the use of technology through school systems, on school property, at any school sponsored event or in connection with school related work completed away from school. These restrictions also apply to any act of technology that negatively impacts The Village School of Naples or a TVS community member, regardless of purpose, location or time of day.

- Violating local, state or federal statutes
- Violating copyright, plagiarism, trespassing in another person's accounts, folders, work or files on all technological devices
- Using devices or internet in class without permission or supervision from a faculty/ staff member
- Accessing online games that are not related to curriculum or approved by a teacher

- Accessing gambling, pornographic, or any other inappropriate sites.
- Setting up network server or wireless access point to provide network services on school grounds
- Using computer hacking software, pirated software or sharing software
- Attempting to gain unauthorized access to technological devices, network systems, the internet or work of others
- Unauthorized modification of any device, system, or network
- Unauthorized transmission of photos videos or other recordings of others on the internet, network, or devices.
- Taking unauthorized photos, videos, of members of the TVS community
- Transmitting/ sharing any personal information, yours or others on the internet or network
- Using any technological device for accessing uploading downloading displaying or distributing obscene, profane, rude, inflammatory, threatening, or disrespectful language or images at any time.

Social Media and Web Publishing

All Members of the TVS community shall:

- THINK before you post. (Is it True, Helpful, Inspiring, Necessary, Kind)
- Recognize that online actions leave a permanent record or digital footprint, even if you click delete.
- Post accurate information and be accountable for what you say.
- Do not put personal information in posts. Students should practice good digital citizenship by not giving out family names, passwords, usernames, email addresses, home addresses, phone numbers, school address or other information that could help someone locate or contact the student in person. Students can share interests, ideas or preferences.
- Cyberbullying is the use of electronic technologies to hurt or harm other people. Members of the TVS community should not send offensive texts, post statements that are not true or create rumors or circulate embarrassing photos.
- Never login as another member of the TVS community.
- TVS community members will treat online spaces and social media as a classroom space. Treat these platforms the same as a classrooms and follow appropriate school guidelines. Students should always conduct themselves in a manner reflective of a representative of the TVS community.
- Students should not contribute to any web content or sites or social media that negatively affects the name of the school, students, faculty, staff or administration.
- These guidelines should be followed for all school related work, even conducted outside of school. TVS expects that students will adhere by the same standards of behavior when using internet and social media for personal purposes as well.
- Web publishing tools should be used as a place for sharing creative expression with real audiences, however it is understood by the students that these sites are used as a tool for learning and will have supervision and guidelines provided by teachers.

Online Privacy Protection

Systems used by TVS are hosted through online services. Students will be required to use these online services such as, but not limited to, Google APPS for Education, Mobymax, IXL, Brainpop to communicate with faculty and students as well as collaboration for educational purposes. Accounts will be created on behalf of students to access these systems. Students personal information such as first and last name and email address will be used to create these accounts. TVS makes all efforts to maintain the privacy of students' information, however this is subject to privacy policies of each individual system.

Copyright/ Licensing/ Plagiarism

- Plagiarism is the act of using some else's work or ideas as your own. Users are required to give proper credit to all internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.
- Plagiarism of internet resources will be treated in the same manner as an other incidence of plagiarism as stated in the student handbook.
- All students and faculty should also adhere to the Creative Commons licenses where the author/ artist denotes what media may be shared, remixed, or reused.

Cell Phones

Cell phones shall be used only in areas and during times designated by each individual school. Cell phones may be used in classrooms as designated by faculty for the purposes of educational content. At all other times, cell phones shall be kept out of sight and turned off. Cell Phone use by students is prohibited in bathrooms.

The TVS Responsible Use Agreement: The intent of The Village School of Naples is to make internet access available for educational purposes to accomplish goals and objectives. Each member of the TVS community shall obey the Responsible Use Policy for Educational Technology outlined above. TVS reserves the right to view all communications generated on school systems, on school property, or at any school sponsored event. This policy applies to the student's personal electronic devices. TVS is not responsible for any personal device brought on campus, any loss of data due to faulty connections, or equipment failure.

* By signing this document parents and students agree to the terms and conditions outlined.

- Students must sign.
- Parent/ Guardian must sign.
- This agreement remains in effect throughout the duration of your enrollment at TVS, although revisions may be made and replace current RUP.

I understand and agree to follow the terms and conditions outlined in this document

I understand that any misconduct / misuse of technology or TVS services may result in disciplinary actions as determined by TVS.

(Note: Signatures will be required at the beginning of the school year)

Parent Signature: _____

Student Signature: _____

Date: _____

Addendum 2

**FIELD TRIP
RELEASE**

I do hereby release, discharge, and exonerate THE VILLAGE SCHOOL OF NAPLES, INC. of all liability whatsoever resulting from personal injury to my child or damage to the property of my child which may occur on school trips or in connection therewith.

I do hereby certify that I assume full responsibility and liability for any acts committed by my child during school trips and activities related thereto resulting in injury or damage to the person or property of another.

I do hereby acknowledge that I understand that this release in being relied upon by THE VILLAGE SCHOOL OF NAPLES, INC. and teachers or sponsors accompanying the children on field trips, and without this instrument being executed by me, said minor would not be permitted to accompany the class on field trips nor engage in activities related thereto.