



The Village School of Naples 2021 - 2022

Parent/Student Handbook Grades K-12 Lower/Middle/Upper 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

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INTRODUCTION

The basis of our educational programs at The Village School is developing each student's emotional, spiritual, social, and intellectual growth through exposure to a wide variety of experiences and activities. We provide the staff 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 in a loving environment where they can grow and learn by discovering the world from a solid Christian perspective. The goal is to create a safe sanctuary of learning where students can achieve their full potential. We believe 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 Village School maintains accreditation 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 disability, race, color, sexual orientation, national and ethnic origin or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of disability, race, color, national and ethnic or national origin in the 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.



Head of School



Middle School



Disclaimer: This Handbook is not intended to be a comprehensive list of all policies and procedures but is intended to provide general information parents and students need to know about the School. The School reserves the right to amend the School year, modify curriculum, change programming, change policies or otherwise make changes in the best interests of the School and at the School's sole discretion.

COVID-19 GUIDELINES AND/OR REGULATIONS MAY CAUSE INFORMATION IN THIS HANDBOOK TO CHANGE, TO REQUIRE UPDATING, OR TO BE DELETED AFTER ITS PRINTING.

MISSION

To provide an environment that ***empowers*** and ***inspires*** students to think and ***create*** solutions to challenges in an ever-changing world.

VISION

By 2025, The Village School is the educational leader in cultivating diverse and innovative students who discover their passions and purpose in a faith-based environment to reach their fullest potential.

CORE VALUES

As a school aspiring toward excellence in the education of the whole child, The Village School of Naples cares deeply about the following core values:

Students First
Christian Values
Community
Integrity
Innovation

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 have 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.

CHAPEL

Students participate in chapel services weekly 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 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 be engaged in various 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 our Christ Skills.

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

SCHOOL/FAMILY COOPERATION

A positive and constructive relationship between the school and family members (defined as parent, student, or other person associated with a student) is essential to the school's educational purpose and responsibilities to its students. If any family member engages in the behavior, communications, or interactions on or off-campus that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in, 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 place restrictions on the family's member's involvement or activity at school, on school property, and/or at school-related events or to dismiss the family member from the community. The school may also place restrictions on a family member's involvement or activity at school, on school property, or at school-related events for other reasons the school deems appropriate.

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

Any determination under this paragraph shall be at 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.

HONOR CODE

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

- Although we are individuals with our values, we agree to act according to the school community's values, and we take full responsibility for our actions;
- We have the right to respect and accept 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 open 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 support them actively.

OPERATIONAL PROCEDURES - LOWER/MIDDLE/UPPER

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 3:15/3:30 p.m.

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

VISITORS AND GUESTS

Parents and guests visiting The Village School must sign in and sign out with the Sauter Wesley Receptionist or the Upper School Main Entrance to receive a visitor's badge. **This badge must be visible at all times while on school property.** 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. 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 Christina Rea, Office Manager. Lunch visitors are welcome but must be on the student's pick-up list.

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

VOLUNTEER INFORMATION

All adults, including parents working with students in any capacity, are required to submit to a background screening through Christina Rea, Office Manager. There are detailed Volunteer Guidelines that 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 on 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.

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

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.

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 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 lines 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 (7:30 a.m. - 6:00 p.m.)
- Sauter Wesley Center (7:30 a.m. - 6:00 p.m.)
- Preschool (7:30 a.m. - 5:30 p.m.)

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 badges 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.

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 as well as the use of a trained service dog.

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 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.

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.

COMMUNICATION PROTOCOLS - LOWER/MIDDLE/UPPER

COMMUNICATION SYSTEM - FACTS Family Portal Online

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 Portal 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. car line) are not appropriate times for a conference.

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

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 the 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 monthly. 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. Janna Outlaw (joutlaw@tvsnaples.org) in Preschool-Grade 5; Mr. Andrew Miranti in Grades 6-8 (amiranti@tvsnaples.org); Mrs. Nikki Sweeney in Grades 9-12 (nsweeney@tvsnaples.org).
3. If these avenues do not yield the information requested, please contact Mrs. Regina Maxfield (rmaxfield@tvsnaples.org), Executive Assistant to the Head of School. She will arrange a time for you to speak with Mr. Dennis Chapman, Head of School.

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 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 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 tardy. It is very important for students to arrive on time. Habitual tardiness may lead to a consequence for the student.

***Middle School 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.**

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 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 TVS Registrar, Margaret Taylor, at mtaylor@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. 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.

ACADEMIC PROGRAM-LOWER/MIDDLE (cont'd)

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.

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 the 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 busy work. 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

ACADEMIC PROGRAM-LOWER/MIDDLE (cont'd)

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 PROGRAM-LOWER/MIDDLE (cont'd)

MIDDLE SCHOOL ACADEMIC PROBATION/GRADE RECOVERY/DISMISSAL

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. The costs of these recovery courses will not be covered by TVS.

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 95 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 Margaret Taylor (mtaylor@tvsnaples.org), Registrar, if you have any questions about this program.

ACADEMIC PROGRAM-LOWER/MIDDLE (cont'd)

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 grade and Google Classroom grades 2-12. These classes will be offered either synchronously or asynchronously.

Course Waiver and Advancing Courses

Students who wish to advance ahead in their course selection and test out of a course must complete both the midterm and final exam of the course they wish to test out of with a score of a B or higher. This will ensure student preparedness for advancing a course level. In order to best meet the needs of students, many courses have different levels (College Prep, Honors, AP). Placement in those courses is carefully chosen by teachers based on a student's academic achievement, effort, work ethic, standardized test scores, and other data points. If a parent requests to go against the placement of a course level, they must sign a Course Waiver Form. In doing so, parents and students understand the following:

- a schedule change could impact your student's entire schedule
- electives may no longer be available due to scheduling conflicts or capacity
- after the add/drop period ends no class schedules will be changed
- if you are in a course for Upper School credit, please know that the course grade/GPA will be on their transcript sent to colleges

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 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 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.

ACADEMIC PROGRAM-UPPER (cont'd)

ACADEMIC INFORMATION & POLICIES

NATIONAL HONOR SOCIETY

TVS is an active member of the National Honor Society (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 Florida Virtual School (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.

Course Waiver and Advancing Courses

Students who wish to advance ahead in their course selection and test out of a course must complete both the midterm and final exam of the course they wish to test out of with a score of a B or higher. This will ensure student preparedness for advancing a course level. In order to best meet the needs of students, many courses have different levels (College Prep, Honors, AP). Placement in those courses is carefully chosen by teachers based on a student's academic achievement, effort, work ethic, standardized test scores, and other data points. If a parent requests to go against the placement of a course level, they must sign a Course Waiver Form. In doing so, parents and students understand the following:

- a schedule change could impact your student's entire schedule
- electives may no longer be available due to scheduling conflicts or capacity
- after the add/drop period ends no class schedules will be changed

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 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)

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 student's GPA upon completion. TVS will not cover the cost of summer courses.

SCHEDULE CHANGES (ADD/DROP PERIOD)

The first 3 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 TVS Registrar Margaret Taylor at mtaylor@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

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.

Valedictorian

Qualification:

- must be at TVS for all four years of the upper school
- only grades from TVS courses calculated in GPA (other schools course quality/rigor is questionable)
- weighted GPA is determining factor
- must be in good academic AND disciplinary standing

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. TVS will not cover the cost of summer courses.

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.

ACADEMIC PROGRAM-UPPER (cont'd)

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 busy work. 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 a 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 (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 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.

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).** 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.

***Upper School 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.**

ACADEMIC PROGRAM-UPPER (cont'd)

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/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 implementation. The 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.

HOMESCHOOL EXTENSION PROGRAM

Upper School students may take up to three classes as a Homeschool Extension (HSE) student. HSE students may participate in athletics for a fee. They can participate in limited on-campus TVS activities. They are not eligible for an upper school diploma at The Village School as they do not meet the graduation requirements of TVS.

ACADEMIC PROGRAM-UPPER (cont'd)

QUEST FOR SUCCESS

Quest For Success is a community-based college preparatory non-profit organization that has helped thousands of students go on to four-year colleges and universities all over the world with millions of dollars in scholarship money. Quest For Success, Inc. is now a DBA under The Village School of Naples and serves as the College Counseling Department for the upper school. All TVS US students have unlimited access to QFS as part of their tuition to The Village School and participation is required.

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 grade and Google Classroom grades 2-12. These classes will be offered either synchronously or asynchronously.

STUDENT LIFE-LOWER/MIDDLE

CAR LINE

Lower School - Morning car line is staffed from 7:30 a.m. to 8:20 a.m. Drop off begins at 7:30 a.m. **All students are required to be dropped off at the car line.** If the car line is over, the parent must accompany the student to the Sauter Wesley Reception Desk 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.

Preschool - If a parent has a Preschool student as well as a Lower School student, the parent must park in the lot closest to the Preschool. The Preschool student will wait in their classroom until their sibling arrives and a staff member will walk the family out to the awaiting vehicle.

All Lower/Middle School students must be picked up in the car line unless there is a need to be picked up early for an appointment.

The afternoon car line begins at 3:15 p.m. During the afternoon car line, 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 Sauter Wesley Center and a \$30 fee will be applied.

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.** Car lines are 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 car line 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 car line must wait until after 3:30 p.m. and sign their students out from the Sauter Wesley Center receptionist.**

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 the after-care program are registered quarterly. Non-registered students who need after-care will be charged a drop-in fee at the rate of \$30 per day.
- After-care 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. car line or 6:00 p.m. for students in the After-Care Program) a late fee will be charged.

STUDENT LIFE-LOWER/MIDDLE (cont'd)

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 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.

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.

UNIFORMS/DRESS CODE – LOWER/MIDDLE SCHOOLS

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 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. Kindergarten and first-grade boys do not have to wear a belt. 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 the playground. Rubber flip-flops and sandals are not allowed.

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 pick-up persons.

STUDENT LIFE-LOWER/MIDDLE (cont'd)

LOCKERS

Students are to maintain their assigned lockers with no food left overnight in the lockers and remain trash-free. Lockers are the property of the school and can 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 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.**

CELL PHONE USE

Bringing a cell phone to school is a privilege. Cell phones must be kept in the student's locker 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's desk. If unauthorized use of the phone is observed, the phone will be confiscated and may be retrieved from the 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.**

RESPONSIBLE USE POLICY

Students must respect the technology rules of The Village School Responsible Use Policy (see Addendum 1) at all times. Students and parents are required to adhere to The Village School Technology Policy. Inappropriate use of technology, including cyberbullying, 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 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.

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.

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 or the use of tobacco products (including vaping and e-cigarettes) is prohibited anywhere on campus and at designated school events. Depending upon the circumstances, students may be asked to submit to a drug test. A positive test may result in immediate dismissal or other disciplinary action.

MATHEW LEARNING COMMONS (MLC) / LIBRARY

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 MLC 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.

Young Adult (YA) Books

Young Adult (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.

STUDENT LIFE-UPPER

ARRIVAL

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

***Students with 5 tardies will receive a detention**

LEAVING CAMPUS, STUDENT DRIVERS

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.

EARLY PICK-UP, STUDENT NON-DRIVERS

Parents wishing to pick up their students 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 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 to the upper 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.**

STUDENT LIFE – UPPER (cont'd)

CHAPEL GUIDELINES:

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
 - 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.

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.

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.

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 the Student to be 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.

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. Depending upon the circumstances, students may be asked to submit to a drug test. A positive test may result in immediate dismissal or other disciplinary action.

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.

If a student needs to get something from their vehicle, they must check in with the receptionist at the Upper School lobby area. Student safety is a priority.

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.

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 in 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.

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 FACTS Family 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 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:

Grades 3 - 5 – Cross Country, Volleyball, Basketball, Tennis, and Track and Field

Grades 6 - 8 – Cross Country, Golf, Volleyball, Soccer, Basketball, Lacrosse, Tennis, Track and Field, Swimming, and Cheerleading

Grades 9 - 12 – Cross Country, Golf, Cheerleading, Volleyball, Swimming, Soccer, Basketball, Tennis, Track and Field, and Cheerleading

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 (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 a 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 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)

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

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, act on and report concerns, and 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.

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 cyberbullying 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.

DISCIPLINARY PROBATION/DISMISSAL POLICY-MIDDLE/UPPER

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 are 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).

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

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.

CONSENT TO ON-SITE MEDICAL CARE, INCLUDING STUDENT COUNSELING

The Parent hereby authorizes the School to supply medical care as needed for the Student (including administration of allergy medications, Epi-Pens, etc. according to the Student's prescription from a licensed practitioner) or other minor medical care as determined to be appropriate by the school nurse. The Parent also authorizes the School's student guidance counselor to meet and counsel with the Student regarding emotional, social, or family circumstances. Parent hereby releases and holds the School harmless from any liability which might arise from the provision of such medical care or counseling services.

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, without the use of fever-reducing medications, 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)

STUDENT HEALTH GUIDELINES AND SUPPORT SERVICES-LOWER/MIDDLE/UPPER (cont'd)

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 link below for potential travel cautions/diseases occurring in particular foreign countries at any given time of travel.

[Centers for Disease Control and Prevention](#)

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 without the use of fever-reducing medication)
- 24 hours without 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 the nose

To help prevent the flu and 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 patterns 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.

STUDENT HEALTH GUIDELINES AND SUPPORT SERVICES-LOWER/MIDDLE/UPPER (cont'd)

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 stock of medications for students' usage.** All medications will be contained in a locked cabinet in the school nurse's 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.**

STUDENT HEALTH GUIDELINES AND SUPPORT SERVICES-LOWER/MIDDLE/UPPER (cont'd)

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. 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 snacks. **No product containing peanuts and any other type of nut is 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 is 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 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 Erin Whiffen at ewhiffen@tvsnaples.org.

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 implementation.

STUDENT HEALTH GUIDELINES AND SUPPORT SERVICES-LOWER/MIDDLE/UPPER (cont'd)

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 FACTS Family Online account 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

If a student is withdrawn before completing the requirements of the current academic quarter, no report card will be issued. A grade book progress report may be provided, but the final quarter grades will be incomplete.

The following stipulations will apply to the tuition upon withdrawal. Tuition is not transferable to a sibling's student account. Tuition is **not** considered a charitable donation. Below are the financial guidelines that the school will follow.

A parent may terminate the enrollment contract by submitting a WRITTEN Termination Notice to the Head of School by the dates indicated below (the Termination Date). The Termination Notice must (a) be dated, (b) state the Student's name, (c) provide a reason for the termination of the Contract; and (d) be RECEIVED by the Head of School on or before the Termination Date. If such Termination Notice is timely received, Parent will be relieved of all Tuition paid and other payments and fees that would have come due after the Termination Date. Even if this Contract is terminated pursuant to the terms of this Paragraph, Parent understands that the School will not refund any portion of the Student's application fee or the nonrefundable, nontransferable of the first tuition payments set forth in Paragraph 2. The Termination Dates are as follows:

- A. If the Student was enrolled by January 27, 2021, the Termination Notice in the form stated above must be RECEIVED by **March 1, 2021**.
- B. If the Student was enrolled after January 27, 2021, the Termination Notice in the form stated above must be received by the EARLIER of ten (10) days after payment of the Enrollment Fee set forth in Paragraph 2 OR the first day of School, whichever occurs first.
- C. **No termination option is available after July 30, 2021. Parent remains responsible for the entire financial obligation due under this contract.**

Time is of the essence as to all deadlines stated in this Enrollment Contract.

ENROLLMENT AND RE-ENROLLMENT-LOWER/MIDDLE/UPPER (cont'd)

TERMINATION OF STUDENT'S ATTENDANCE

The School has the right to suspend or terminate the attendance of any student for reasons set forth in the Enrollment Contract, for reasons set forth in the Student Handbook (or other published document), for reasons that the School administration considers detrimental to the School community, to the Student, or to other students of the School, or for Parent's failure to pay all or any part of Parent's financial obligations for Student's attendance (including any amounts charged on Student's account with the School).

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, the collection of tuition and fees is important. Tuition amounts for the various grades are set forth in the Tuition and Fees Schedule, incorporated herein by reference. All payments will be processed using the online billing program offered through FACTS. Parent will select one of the following payment plans for tuition due. Discounts are available based on the date paid. Please refer to the Tuition and Fee Schedule under the TVS website.

One Payment Option: Payment of the balance of tuition for the Student's grade to be paid in one payment by July 1, 2021.

3% discount by May 1

2% discount by June 1

1% discount by July 1

Two-Payment Option: Payment of the balance of tuition for the Student's grade to be paid in two equal payments, due June 1, 2021, and December 1, 2021.

Ten Month Option: Payment of tuition to be paid in ten equal payments, with payments due on the first of the month in June - January 2022, and March - April, 2022.

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 an annual 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.

LATE FEES

The parent understands and agrees that a late charge of \$150.00 will be added for any delinquent payment (which is defined as a payment not received within 7 days after the due date). Further, as to any account for more than 90 days in arrears, the School reserves the right to accelerate the total unpaid balance of tuition and fees due under this Contract. After accounts are more than 90 days in arrears, the account will be referred to the School's collection agent and/or counsel for satisfaction.

FACTS charges \$30 on any payment that is returned from a financial institution. These charges will be applied monthly to the first returned payment.

TUITION ASSISTANCE

Tuition assistance is awarded based on need. Applications are placed online for the upcoming school year. A family must reapply each year for tuition assistance. There is a deadline to accept or decline the award. If additional information is needed regarding the tuition assistance program, please contact the school office.

Financial Aid funding varies each year. We process and review applications based on a first come first serve basis and completion of required documents.

The Village School Financial Aid Committee is in charge of the review and decision process of giving the award.

GENERAL AGREEMENTS

Reimbursement for Domestic Legal Issues: The parent understands and agrees that the School's primary purpose is to provide educational opportunities to the students within its institution. Parents also understand that it is disruptive to the School for a Parent to involve the School (or any of its employees) in domestic legal disputes between the Parents and that the School often must pay for legal fees and costs associated with such issues. Therefore, Parent agrees to promptly reimburse the School for all expenditures incurred by the School as a result of Parent's domestic legal disputes, including, but not limited to: parental disagreements about Student's education or placement; divorce proceedings; custody proceedings; and/or modifications of custody proceedings. Costs incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; to communicate with Parent or Parent's counsel, guardians ad litem or attorneys ad litem; to respond to subpoenas; to draft letters or motions; to perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expenses. Parent agrees to reimburse the School for such fees/costs within thirty (30) days of School billing Parent for such expenses. Any dispute between the Parents regarding which Parent may owe which portion of the bill should be resolved between the Parents so that the bills for reimbursement to the School can be paid on a timely basis. The parent's failure to pay such fees/costs promptly will result in the dismissal of the family from the School. Each Parent signing this handbook is fully responsible to the school for all such expenditures, and any allocation of responsibility between the Parents is a matter solely between the student's parents.

School Activities: Parent hereby authorizes and consents to Student's participation in all school activities, including, but not limited to, athletics/physical education activities, field trips, off-campus events, and any School-sponsored trip away from the School, including the utilization of any transportation supplied by the School (such as buses) for such activities, unless the School receives timely written notice to the contrary. Although it is understood that the School and its representatives intend to take reasonable precautions with respect to all activities, Parent understands that the participation of Student in such activities involves a certain element of risk, and Parent hereby assumes full and complete responsibility for, and all risk of, death, personal or bodily injury, disability, and/or property damage. Parent releases and holds The Village School of Naples and its agents, administrators, managers, employees, chaperones, volunteers, related entities, trustees, and representatives ("Released Parties") harmless from any and all liability and/or claims, suits, or damages for costs and expenses, property damage, illness, accidents, injury, death, or loss whether arising before, during, or after such activities which are not the result of willful misconduct of the Released Parties and agrees not to sue any Released Party for any claims released herein. Parent warrants that there are no physical, medical, or mental conditions with which the Student is afflicted which would in any manner impair the Student's full participation in all school activities except as otherwise agreed by School and Parent. The parent also agrees that the Student is expected to abide by all School rules and direction from faculty, administrators, coaches, or chaperones during a school activity and that Student's failure to do so will be justification for termination of participation in the activity, and Student will be sent home at the parent/guardian's expense. The parent understands that there may be other forms and releases involving trips or activities that Parent may be required to sign in order to allow students to participate in certain activities.

SPECIAL EVENTS-LOWER/MIDDLE/UPPER

FIELD TRIPS

This handbook's parent's signature page will serve as your student's field trip permission slip. Information on 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 traveling are extracurricular. The school does not guarantee any particular trip in 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.

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 at 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.

SPECIAL EVENTS-LOWER/MIDDLE/UPPER (cont'd)

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, 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 a.m. 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 2021-2022

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 (ISTE) - 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 school's daily routine, or the reputation of any TVS community member.
- TVS community members shall engage in positive, safe, legal, and ethical behaviors 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 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 the copyright, plagiarism, trespassing in another person's accounts, folders, work, or files on all technological devices
- Using devices or the 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 addresses, 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 log in as another member of the TVS community.
- TVS community members will treat online spaces and social media as classroom spaces. Treat these platforms the same as a classroom 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 to the same standards of behavior when using the 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, Redbird, ALEKS, and 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. Student's 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 student information; however, this is subject to the privacy policies of each individual system.

COPYRIGHT/ LICENSING/ PLAGIARISM

- Plagiarism is the act of using someone 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 another 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.

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

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

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

SIGNATURE PAGE

I understand and agree that by signing below to follow the terms and conditions outlined in The Village School Parent-Student Handbook.

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

Name of Student (printed) _____

Parent 1 Signature: _____

Parent 2 Signature (if applicable): _____

Student Signature: _____

Date: _____