THE VILLAGE SCHOOL
A NORD ANGLIA EDUCATION SCHOOL

MIDDLE SCHOOL HANDBOOK

2025-2026

ABOUT THE VILLAGE SCHOOL

PURPOSE OF THIS HANDBOOK
The purpose of this Parent-Student Handbook is to help acquaint you with The Village School's curriculum, philosophy, and structure, and to highlight some of the systems and procedures that are unique to our school. Please take the time to read this handbook as it contains some critical information.

NATURE OF THE SCHOOL
The Village School is an independent, co-educational day and boarding school. It was founded in 1966 as a small, private nursery school and is now a vibrant campus of approximately 1,700 students, from early childhood through high school. Our community of students from over 60 nations shares a commitment to uncommon levels of achievement. Our dedicated and caring faculty and staff continue to prepare students for future success at the most prestigious colleges and universities throughout the world.

ACCREDITATION
We are fully accredited by the Texas Association of Accredited Private Schools (TAAPS) and the International Baccalaureate Organization (IBO). Village High School is an official International Baccalaureate World School offering the IB Diploma Program.

NORD ANGLIA EDUCATION
The Village School is a member of the Nord Anglia Education network of schools. As an NAE school, we are driven by one unifying philosophy – we are ambitious for our students, our people, and our family of schools. We believe there is no limit to what our students can achieve and our approach supports every child to succeed academically, socially and personally.

MISSION
The Village School, an international community, is committed to developing inquisitive life-long learners prepared to think critically, to collaborate genuinely, and to give of themselves generously, as they prepare to lead the next generation into an ever-changing world.

VISION
The Village School aims to be the premier pre-kindergarten through grade 12 college preparatory school in Houston, is known for:

- Igniting student potential and increasing the velocity of student learning through differentiated methods, strategies, and personalized learning plans.
- Celebrating a culture of empowerment and continual improvement.
- Offering unparalleled avenues for innovation and creative expression through academics, arts, and athletics.
- Promoting cross-cultural, philanthropic, and life-changing experiential learning opportunities.
- Providing superior counseling and advocacy in the college placement process.

WE BELIEVE THERE IS NO LIMIT TO WHAT OUR STUDENTS CAN ACHIEVE AND OUR APPROACH SUPPORTS EVERY CHILD TO SUCCEED ACADEMICALLY, SOCIALLY AND PERSONALLY

COMMUNITY AGREEMENT

The Village School is an international community committed to developing lifelong learners prepared to think critically, to collaborate genuinely, and to give of themselves generously, as they prepare to lead the next generation into an ever-changing world.

In order to do this, we rely on parents as partners in their children's education. It is important to realize that as an international community, we come from many different backgrounds, with different cultural norms and styles of communication. However, as a part of this community, we share certain values. It is our expectation that every member of the Village Community act with respect, integrity, determination, and purpose. These qualities are the foundation for how we approach our work, our learning, our collaborations, and are shared by every Village Middle School family.

RESPECT

- We are thoughtful and considerate in our interactions.
- We are supportive and cooperative with each other.
- We embrace and celebrate diversity.

INTEGRITY

- We are sincere.
- We stand up for what is right.
- We are honest and trustworthy.

DETERMINATION

- We work toward a valuable goal without giving up.
- We show perseverance and resilience.

PURPOSE

- We are intentional about achieving high academic and personal growth.

WHAT YOU DO MATTERS

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THE VILLAGE
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THE VILLAGE SCHOOL
A NORD ANGLIA EDUCATION SCHOOL

Dear Village Middle School Families,

Welcome to a new year at The Village Middle School! We believe all children come to school with natural curiosity, creativity, and potential. Our responsibility, as educators, is to provide experiences that support children to be ambitious thinkers, readers, problem-solvers, and effective communicators with an understanding of personal and social responsibility.

Our team of passionate educators is committed to the growth and development of each child through individualized instruction and real-world application of skills. Working together, we can empower children with the creative, intellectual, and decision-making skills necessary for them to become well-rounded, responsible citizens.

We are excited to walk this journey with you, and we're grateful that you'll be partnering with us as we provide opportunities to allow your child to reach their fullest potential.

Remember, "What YOU Do Matters" for yourself and others. Let this year be the year you shine!

With Viking Pride,

Cindy Proske
Middle School Director

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GENERAL INFORMATION

Opening Hours: 7:30 AM - 4:00 PM | Phone: (281) 496-7900 | Fax: (281) 496-3856

School Store Hours: 7:30 AM - 4:00 PM, Monday through Friday
Spirit/House Days: Every Friday, beginning August 23, 2024

CONTACTS

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WELCOME TO MIDDLE SCHOOL

WELCOME, STUDENTS

All around campus, our core values are on display. We believe that if each of us lives up to our community agreement, we will create the best possible learning environment together.

We are so delighted you are at The Village Middle School. Welcome! This handbook explains the opportunities that the Middle School offers you. Each of these opportunities is aligned with the vision and mission of the entire Village School community. We want to inspire you to confidently learn, interact, and grow so that you make the most of your special Middle School years. These years are all about you and what you have to offer the world. The Middle School schedule, activities, curriculum, and atmosphere are all designed around the things that make Middle School students unique. You make the Middle School special.

WELCOME, PARENTS

Thank you, parents, for choosing The Village School and entrusting us to educate and challenge your child to reach their full potential. It is truly an honor to have the privilege of partnering with you to guide your child into the future. Our students have a wide range of opportunities in academics, athletics, the arts, community service, and extracurricular activities to help them uncover their hidden talents and discover new passions. This handbook is intended to guide you and your student(s) through the school year; however, it may not answer every question you have. Therefore, we encourage you to contact the school at any time for assistance. Our goal is to create a community of students, parents, teachers, support staff, and administrators who collaborate in an environment of mutual trust and support for the educational development of the diverse Village student body.

WHAT YOU DO MATTERS

MIDDLE SCHOOL PHILOSOPHY

As Middle School students, you are going through a lot of changes and transitions. You're no longer children and you're not yet adults. This makes you quite different from Elementary and High School students – and we embrace that. We value all Middle School Students and respect that you are now old enough to take responsibility for your choices and actions.

We have set high standards for you because we want you to be challenged and have a sense of achievement and satisfaction in life. We also want to make sure you understand the importance of balance in your life, so we provide many opportunities to do things other than study.

We try to support you in ways that will improve your sense of self-esteem because you are just beginning to develop a sense of who you will be as an adult. We also want to make sure you're off to a good start both personally and academically as you head towards adulthood.

You come from many different cultural backgrounds. That's one reason why we talk so much about seeing yourself as part of a global community. Both in the classroom and through social service opportunities, you will begin to grow into your future roles as global citizens.

SMART FAMILIES

The Smart Families mission is to empower families to build communities that engage with technology in a healthy, intentional way that is respectful of our innate human dignity.

We provide world class education on neuroscience and physiology to both parents and children to help them navigate the dangers surrounding all forms of manipulative uses of information technology. We empower families with the practical support and the leadership required to change the status quo.

One family cannot do this alone. We know that almost all parents already want to do this, but current trends show they are succumbing earlier and earlier to the incrementalism of technology creep and peer pressure. There is strength in numbers. The first step is to create a unified community at your school with common expectations of no smartphones until high school.

Recent research has linked device usage among children and adolescents to harmful effects such as anxiety and depression. Numerous studies suggest that even the presence of a device in a classroom causes a distraction to learning. Over the past few years at The Village Middle School, we have noticed the following affects of personal technology:

- Many students have been frequently checking their phones or smart watches during the school day. When phones were confiscated, we noticed social media notifications appearing on screens from other students while they were in class. Students have become adept at discreetly using their phones during instruction, even when devices are supposed to be turned off and out of sight. It has become an issue even when phones are supposed to be turned off and out of sight.
- Students have been discovered making and posting social media videos in restrooms, which are challenging spaces to monitor effectively.
- These types of behaviors create distractions for other students within the classroom and it negatively impacts the learning environment for all.
- Numerous parents have asked us to implement a policy like this one to assist in improving their children's focus at school.

Smart Families and Village Middle School encourage all families and communities to "Take the Smart Pledge" and pledge to delay giving children a smart phone until high school. The pledge can be found on their website: www.smart-families.org/smart-pledge

SMART FAMILIES

MIDDLE SCHOOL BASICS

ADVISORIES

Getting to know your classmates, teachers, and school community will make you feel a part of The Village School. Each grade level is unique in its learning and social needs. Each grade level is divided into seven advisories. Your advisory, or House, is your family for the school year. With this group, you will learn about school events, hear announcements, receive important lessons and information, and sometimes compete against other Houses. Your advisor is there to help you have the best school year possible and will support you both academically and socially.

AFTER SCHOOL CAMPUS HOURS

Middle School dismissal is at 3:30 P.M. every day except for Wednesday when students are dismissed at 2:30 P.M. We expect that you be picked up in carpool or board your bus at the time of dismissal. Those of you who have after-school activities or are enrolled in the ACE program are the only students who should remain on campus. If you are not picked up by 4:00, we will take you to Homework Club until 5:00 P.M. or ACE extension until 6:00 P.M., for which there will be a charge to your account.

SCHOOL STORE

The school store is located in the high school. Students in 7th and 8th grade may sign out in the cafeteria to go to the school store at lunch on certain days. Students in 5th and 6th grade may only go to the school store with a parent. In the second semester, sixth graders may go on certain days. You may go to the school store after school any day, but only until 4:00 P.M. You may not visit the school store any other time unless with a parent. The school store sells athletic wear, school uniform items, spirit and outerwear, school supplies, snacks, and drinks. The school store takes school IDs or credit cards, so please plan accordingly. Store hours are 7:30 A.M. to 4:30 P.M. on regular school days.

LOCKERS, CLUTTER-FREE CLASSROOMS AND HEALTHY BACKS

You have the privilege of a clean, functioning locker. The Middle School provides a locker so you have a safe, convenient place to store your belongings during the day. You must bring a traditional combination lock for your locker and give the code to your advisor as a contingency.

Using your locker responsibly means:

- Using only the locker that is assigned to you
- Keeping your locker clean, with no leftover food items inside
- Labeling all personal items
- Storing your belongings only in your locker and not in other school spaces
- Not telling others your combination

You are asked to store your backpack and PE bag in your locker and take only necessary items for a few classes at a time. This way, the classrooms, and other school spaces remain uncluttered, and your back and neck are free of the strain that a heavy bag puts on them.

Only musical instruments and sports equipment may be stored in the designated area of the second floor, near the second-floor patio entrance. The floor of this area should be kept uncluttered for safety reasons.

P.E. BAGS

You will be provided with a small bag for gym clothes. You will remove your gym bag from your hall locker and travel to the designated area where you will change for PE/Athletics. **Reminder: The Village School cannot be held responsible for any valuables brought to school.**

LUNCHTIME

Our food provider is SAGE. You can choose from a huge variety of freshly made nutritious foods, and enjoy it with your friends in the cafeteria. This privilege is yours to keep by being polite to your peers and lunchroom staff, calmly enjoying your food at a table, and cleaning up after yourself when finished. Unless you have permission from an adult, all food should remain in the cafeteria.

Please remain in the supervised areas during this time. The supervised areas are:

- The cafeteria
- Tables outside of the cafeteria
- School Store (please see previous page for details)
- Upstairs outdoor patio with a teacher
- The MS Learning Commons
- Recess areas

LANYARDS/ID

You will need to wear your lanyard/ID at all times while at school. It needs to be visible and around your neck. Your photo, name, barcode and ID number should be visible and remain unobscured. It is how you pay for your lunch, leave the cafeteria for activities, go from building to building, and most importantly for your safety. A $25 replacement fee will be charged if you lose your ID. **You will receive a uniform infraction any time you are not wearing it. It is that important!** See Mrs. Alvarado if you need a new ID, lanyard, or plastic holder.

SCHOOL NURSE

The Middle School has a full-time nurse on-site during school hours. Located on the first floor they are here every day. If you are not feeling well, you may visit the nurse **by asking for a pass from a teacher**. If you are between classes, report to your next teacher and ask for a pass to the nurse. Please do not go to the nurse without a pass from your teacher.

If a child needs to take medication during school hours, their parent will need to contact Nurse Tavakoli (jordana.tavakoli@thevillageschool.com). Parents will need to complete a medication form before any medication will be given. If you require prescription medications to be taken at school, your parents will need to give your medication to the nurse for her to administer. Additionally, students are allowed to carry an inhaler provided they have permission on their current asthma plan from their doctor.

Because losing medication puts your health at risk, we do not allow students to carry it on their person during the day. If you fall ill at school and the nurse decides you need to recover at home, they will contact your parents and only send you home once your parent or guardian signs you out at the reception desk.

The nurse must contact your parent, guardian, or emergency contact before you are allowed to leave school for illness. Parents, guardians, or emergency contacts must sign the student out of school with the receptionist.

COUNSELING SERVICES

We want you to feel safe and supported on your journey through these special Middle School years. Our counselor understands the changes and challenges of being a Middle School student. They are a resource who will assist you with such issues as a disagreement with a friend, anxiety over school work, or a problem at school or home. You are always welcome to make an appointment. The counselor is located on the first floor near the School Nurse in room 111.

YOU WILL NEED TO WEAR YOUR LANYARD/ID AT ALL TIMES WHILE AT SCHOOL

ATTENDANCE

We want you at school! Your teachers have great things planned for you each day. Our Middle School program is designed specifically for the active needs of ten to fourteen year-olds. Learning at the Middle School takes place in hands-on demonstrations, laboratories, interactive lessons, performances, response groups, and student-driven discussions. If you are not here to participate, you miss significant learning opportunities that may impact your overall achievement.

ABSENCES

We hope that you are at school every day. However, if you are absent, your parents will need to inform the school that you will not be attending by emailing **MSAttendance@thevillageschool.com** or calling the Receptionist. Parents should include the student's first and last name, grade level, and the reason for absence when notifying the school about an absence.

You will want to take responsibility for your absence by checking Canvas and meeting with your teacher upon return to gather information on missed assignments that you need to make up. Make-up work is your responsibility. **Students have the same number of days +1 of excused absence to complete make-up work.** For example, if you are absent on Monday and Tuesday, then you have three days, Wednesday, Thursday, and Friday, to turn in your make-up work. In this example, all of your make-up work should be turned in by the end of the day Friday. Otherwise, it becomes *late* work. Talk to your teachers about make-up work and due dates to make sure you understand your teachers' expectations.

If you are absent as a result of a school-sponsored event or function (service-learning trip, Village School competitions, etc.), you will be granted an "excused absence". In these cases, you are expected to contact the teachers of the classes you will miss **before the excused absence** to collect and complete your homework in advance. These missed days will not count against your overall attendance.

EARLY DEPARTURES/LATE ARRIVALS

As with any absence, your parents must inform the school when you miss any part of a school day. Your parents may call the Receptionist or send you to school with a note. **Anytime you arrive late to school**, **please check in directly with the Receptionist before going to your locker or class.** Anytime you need to depart early, a parent/guardian must sign you out from the Middle School reception area. Parents must notify the Middle School if someone other than a parent will pick a student up from school. The person sent by your parent must also sign you out of school at the Middle School reception area.

Note to parents: Lyft Rider Policy prohibits anyone under the age of 18 from riding without an adult. Uber Rider Policy prohibits anyone under the age of 13 from riding without an adult. Riders aged 13-17 must have an Uber Teen account.

RELIGIOUS HOLIDAYS

The Village School honors and respects the cultural diversity of our school community. Students may be excused from school for religious observance for up to two consecutive days for each significant religious observance upon written request by their parents to the Middle School Office at least ***one week*** before the designated absence(s). The Office will inform teachers, and teachers will provide opportunities to make up any tests or class work missed as a result of the absence.

TARDIES

You are expected to be on time for each class. We do not want you to miss important learning opportunities and instructions. If you arrive late to school, check in with the Receptionist directly. Parents should notify the school if you will be late just as they would if you were going to be absent. If the school is not notified, your tardy will be marked as unexcused.

If traffic around school causes carpool drop-offs to extend past 7:55 A.M., teachers will be notified via email that tardies are suspended until a certain time.

Unexcused tardies should be rare; to avoid them, you should be seated in your class before the tardy bell rings. Five unexcused tardies within a quarter will result in an infraction and a lunch detention will be assigned. Students who exceed five unexcused tardies within a quarter will need to meet with the Assistant Director to develop a plan to ensure you are in class on time.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices include but are not limited to cell phones, earbuds/headphones, smart watches (i.e. Apple Watch), and handheld games and gaming systems.

We ask students to leave their personal electronic devices at home. Students bring personal electronic devices on school property or to school-sponsored activities at their own risk. The Village School is not responsible for lost, stolen, or damaged personal electronic devices and/or equipment.

Inappropriate use of electronic devices is prohibited and will result in disciplinary action. Penalties for violation(s) of this policy vary depending upon the nature of the violation and specific circumstances. If a device is borrowed and misused by others, the owner of the device(s) may be held jointly responsible for misuse.

Personal electronic devices that are seen, heard, or used without permission from staff during school hours will be confiscated and given to an administrator, placed in a secure location, and returned to the parent/guardian in person only, and an infraction will be entered for the student.

Village School staff may permit students to carry active personal electronic devices for good cause if the device(s) do not distract others. Good cause may include medical needs, unusual family situations, or the recommendation of the Learning Support Specialist. In all cases, permission can only be granted by Village School Staff.

You may use the MS Office telephone or a teacher's classroom phone to contact parents during the school day. We ask that parents refrain from texting or calling students directly during the school day. Confiscated personal electronic devices may be subject to search by The Village School.

CELLULAR DEVICE POLICY

The Middle School has a cellular device-free campus policy during school academic hours. This includes cell phones, smart watches, etc. This policy aims to promote a focused and productive learning environment by minimizing distractions and ensuring student safety. For this reason, students will need to follow these guidelines regarding cell phone usage during school hours:

- Students should not bring their cell phones to school.
- For parents who still wish their child to have a phone, students may turn their phones into their advisor at the beginning of the school day to be securely stored and then retrieve them at the end of the day.
- If a student needs to contact someone outside of the school during the school day, they may request permission from a teacher or school staff member to use the phone at the front desk or utilize a teacher's desk phone.
- Students who are found with a cell phone during the school day are subject to the following consequences:
    - **1st Offense** – Warning and the phone will be taken away and the student's parents will be asked to pick it up from an administrator
    - **2nd Offense** – Lunch Detention
    - **3rd Offense** – In-School Suspension and $50 penalty
    - **4th Offense** – Out-of-School Suspension and $100 penalty
    - **5th Offense** – On-campus parent meeting with MS Director about the student's future at The Village School

By implementing this cell phone policy, we aim to create an environment that supports academic focus, promotes face-to-face interactions, and ensures the safety and well-being of all students. We appreciate the cooperation and support of students, parents/guardians, and the entire school community in maintaining a positive and distraction-free learning environment.

TECHNOLOGY

As Middle School students, we expect you to take greater responsibility for your learning. You are expected to be responsible for missing work, homework, and make-up work due to absences. You are not on your own though. Your teachers empower you to take responsibility by updating and using relevant online learning tools. When used properly, these tools help you mature as a student. The school recognizes that when used appropriately, technology serves as a dynamic tool for learning that optimizes productivity, connectivity, collaboration, and creativity.

By using technology at the Middle School, you agree to the Honorable Use Policy. It is important you understand this policy and take your role as a technology user seriously. You are expected to keep your passwords private and secure and to model respectful, responsible, academic computer use at all times. Please know that if you lose or damage any device, you will be charged to replace/fix it.

Picture taking or recording by students is strictly prohibited in school or on school grounds unless given express permission to do so by Village School staff. Picture taking or recording in private areas such as locker rooms, counseling sessions, washrooms/restrooms, and dressing areas is strictly prohibited.

SCHOOL-ISSUED DEVICES POLICY

It is the student's and parent's/guardian's responsibility to turn in their signed laptop agreement to the student's advisor within 5 school days of student's start date.

School-Issued Devices at The Village Middle School

5th through 8th grade students will be issued an iPad with a protective case. The iPad requires a standard lightning cable for charging. 5th grade (and anyone receiving a newer version iPad) will use a standard USB-C cable. Chargers will only be issued to parents who request one for home use, and it must be returned with the iPad and case at the end of the academic year or upon withdrawal from The Village School.

Student Expectations for School-Issued Devices

Students MUST bring their fully charged device(s) to school each day unless specified by school staff.

- Students should charge their devices every night and should bring the device to school fully charged.
- Students will not be issued a loaner/temporary device to replace one that is left at home or that is not fully charged.
- Students will not be allowed to share or sign into a fellow classmate's device at any time.
- Students are to stay signed in using their school issued Apple ID at all times. They are not to sign in to personal accounts using their school issued device.

Students who do not have their charged device(s) will be given an alternate assignment for the class period.

- When a student cannot participate in class because they do not have their device, the student is responsible for missed classwork and/or assignments.
- It is the student's responsibility to work with the teacher to ensure any missed work is completed in a timely manner.
- Students who forget their device(s) 3 times during a semester may receive a detention.
- Students who forget their device(s) more than three times may be called to the Assistant Director's office to make a plan for resolving this chronic issue, and the Essential Skills grade for Independent Study Skills will be reduced for the affected class(es).

A student MUST keep his/her iPad in its school-issued case 100% of the time.
Please note that the school-issued iPad cases are **required** as a part of the device's warranty.

- Teachers must take up a student's iPad if it is not in the school-issued case.
- The iPad will not be returned to the student until the case is located and the iPad can be placed back into its case.

School-issued devices should not be carried while screens are exposed. iPads must be closed in their cases when not in use or when being carried.

Students and parents MUST prevent device loss and theft:

- Devices should not be used near food or beverages, or while eating, including during lunch periods.
- Students should not leave their devices unattended or unsecured, including in common areas at school or in Village or family/personal/non-school vehicles.
- When appropriate at school, students should keep their devices in their school lockers with locks attached, or on their person.
- Students should make arrangements to ensure devices can be monitored by an adult if at an off-campus event, or secured within Village-provided transportation and placed out of view from outside the vehicle.

Students and/or parents must report a lost or stolen device to the school immediately

Appearance and Customization

- School-issued devices have an identification sticker, and it should not be peeled off or marked on.
- Permanent personal and/or unauthorized stickers should not be placed on any school-issued device or device cases.
- Only one sticker that serves to visually differentiate one student's device from another for the student is allowed.
- Devices (including keyboards and cases) shall not be altered in any way.
- iPads must remain within the school-issued case. It may not be placed in a personal case.
- If any substance (food, paint, glue, etc.) gets on the device, it must be cleaned off carefully in a timely manner.

At Home Use

- The use of school devices at home is encouraged.
- The device is for the use of the Village Middle School students only. Parents, siblings, family, friends, etc., should not use the school-issued device for personal use.
- Device care at home is as important as it is at school. Please abide by the same requirements for use at school when the device is off campus.
- School filtering/monitoring software flags inappropriate or dangerous content, and notifies IT staff when content is searched for or accessed on school-issued devices on campus.
- The Director and/or Assistant Director will be notified of the questionable content along with times the content was accessed and the specific content and websites accessed.
- Depending upon the content, time spent accessing or searching for the content in question, and the frequency with which a student is flagged for accessing inappropriate or dangerous content, the student may receive consequences that include but are not limited to, detention, loss of privileges to use school resources such as the school's wireless network, or loss of the use of a device altogether.

Damaged Devices

Process for Damaged Devices

- The student will turn in the damaged device to their advisor or an Assistant Director of Middle School.
- The Staff Member will submit an Information Technology (IT) Helpdesk ticket on behalf of the student, including any details as to how, when, and where the damage occurred.
- IT personnel will evaluate the device and damage to determine if a replacement is in order. IT personnel will issue the replacement directly to the student.
- If negligence or inappropriate behavior is determined to be the primary cause of damage to a school-issued device, the student will receive a consequence in proportion to the damage caused. Parents will be notified of the damage and a repair or replacement fee may be billed to the parent's account.

Device Turn In (End-of-year)

At the end of the year, students must return school-issued devices, device case (iPads only), and charger (if issued by the Village School). If a student does not turn in one or more of these items, a financial hold will be placed on the student's account until the issue is resolved.

Families who leave before the end of the academic year must return all school-issued devices and equipment before student records are released to another school.

HONORABLE USE POLICY

The Village School offers access to various types of technology and services to provide an enriching educational environment for our students. To further enhance these offerings, you will have access to iPads, Chromebooks and MacBooks to use as an educational tool for learning.

Technology Services Available to Village School Students

- Google GSuite and Microsoft 365 accounts to create and share documents, calendars, and presentations. This account will include email for Village School communications. Permissions for account email will be set up by grade level.
- iSAMS and Canvas access for learning management.
- Wireless Internet access throughout the campus.
- iPads are issued to students in grades 5-8. Chromebooks and MacBooks are accessible at students on an as-needed basis.

As a student, you are encouraged to utilize this technology as a powerful tool, but you must also be a responsible user. The use of technology can be exciting and powerful when used with purpose and with the highest level of responsibility. We expect all students to adhere to the following technology Honorable Use Code while using technology both in school and outside of school.

Technology Honorable Use Code

- I will be responsible for all technology to ensure it is protected from damage and theft. I understand that I am accountable for the condition of the school device I use and that my family will be responsible for all repair and replacement costs for any damage that is not covered under warranty. Depending on the situation, I may get one repair/replacement covered by the school but will be responsible, under any circumstances, for any future repair/replacement costs.
- I understand that there are times when using my device may be inappropriate or not conducive to the task at hand. I will only use my device when permitted by my teachers and parents.
- I will use the Internet responsibly to research information that will help my education and for entertainment at specific websites when permitted by my teacher.
- I will respect the fact that several Internet sites are inappropriate for student access. I understand that I will be held accountable for restricting my access to appropriate sites to the best of my ability.
- I will immediately speak with a teacher or parent if I feel some form of message or Internet content is inappropriate or makes me feel uncomfortable.
- I will respect the security of The Village School's network and not do anything that may weaken or hurt this security.
- I will respect the fact that I share the same connection to the Internet as every other teacher and student at The Village School and should not take up more than my share of bandwidth.
- I will use the network respectfully and purposefully, adhering to the guidelines set out by my teachers. I will refrain from streaming or downloading content for entertainment purposes without explicit permission from a Village faculty member.

Acceptable Use for Student Google/Microsoft Accounts

By logging in to any account on a shared school device the student understands that:

- It is unacceptable to access, explore, view, or use another student's account, even if they have left their account logged in to a shared device.
- You are responsible for all material created and stored on a Village School Google/Microsoft account.
- It is the student's responsibility to log out of their account before returning a shared device.
- Failure to log out of your account puts the security of your account at risk. If you forget to log out, your materials could be deleted or altered without your permission by another user.
- When sharing Google/Microsoft documents, other students' work may not be altered or deleted without the permission of the creator.
- I will help my classmates with technology if they are struggling with something with which I am comfortable.
- I will respect the privacy of others and only access services and content where I have been given permission.
- I will respect my own privacy and account security by maintaining a private password. I will not share my password with any of my peers.

- I will respect the privacy of my friends and teachers by never taking or publishing pictures, videos, or audio of them without the permission of both the individual and a Village School faculty member.
- I will strive to be an honorable digital citizen whether I am using the school's technology or my own.
- I will treat my peers with respect and kindness in all physical and digital spaces, whether in or out of school. I understand I will be held accountable for this standard across all online platforms, including Village School domains like my Google Apps and Microsoft 365 accounts, and all collaborative and social media sites.
- I will use technology to communicate and collaborate with my peers to create our own new and original content in a respectful, responsible, and purposeful way.
- I will immediately speak with a teacher or parent if I know of someone who feels uncomfortable but who is afraid to ask for help, or if I know someone is misusing technology for malicious purposes.
- I will only represent my creativity in my work and will give credit to the work of others.
- I will be an ambassador of The Village School community values in all content I post online through school feeds and domains. I will post creative, responsible, and positive ideas and refrain from negatively representing my school community.

By signing the Handbook Acknowledgement, both the student and parent(s) understand the Honorable Use Policy and agree to follow all of the rules and standards outlined in this policy.

ARTIFICIAL INTELLIGENCE TOOLS

At The Village School, we recognize that artificial intelligence (AI) is a rapidly developing tool that can be used in both constructive and destructive ways. As Village students, you must determine whether the use of an AI tool is both appropriate and productive to your work in class, and to your intellectual, academic, and ethical development. To help make this determination, we have created the following policy regarding the use of AI-generated products for academic purposes.

No AI-generated content should be submitted for any assignment or assessment unless: (a) given explicit permission by your teacher to use AI-generated content in/for the assignment and (b) the AI-generated content is properly cited as the source of the content. Failure to do so will be treated as an instance of plagiarism and considered an act of academic dishonesty.

IMAGE USE POLICY

Purpose

The Village School and Nord Anglia Education (NAE) aim to celebrate and promote our students' achievements and activities through various forms of media. This policy outlines the guidelines for using photographs and videos featuring students in promotional materials.

Scope

This policy applies to all Village School students and covers the use of their images in any promotional materials produced by the school and NAE.

Use of Student Images

1. Types of Media: Photographs and videos featuring students may be used in printed materials, website, social media platforms, newsletters, advertisements, and any other promotional channels deemed appropriate by the school or NAE.
2. Duration of Use: Images and videos may be used indefinitely to promote the school and its achievements.
3. Context of Use: All images and videos will be used in a manner that respects the dignity and privacy of the students. The school will not use images or videos in contexts that are inappropriate or likely to cause embarrassment.
4. Opt-Out Procedure: Parents or guardians who do not wish for their child's image to be used in promotional materials must contact the communications manager in writing to opt out. They can be reached at [luke.thurston@villageschool.com] or by calling [281.496.7900 ext. 4043].
5. Parental/Guardian Consent: By enrolling their child at the Village School, parents or guardians acknowledge they have read and understood this Image Use Policy. If no opt-out notice is received, it will be assumed that permission is granted for the use of the student's images as outlined in this policy.

GRADING

It is important to determine whether or not you are learning and mastering the subjects you are taking in school. Your grades will be based on your ability to master important skills and concepts in each of your subjects. They will also be determined by your commitment to learning, positive attitude, and attentiveness. We are on semester grading periods, so you will receive two report cards. You and your parents will be able to see your grades during each semester at any time via Canvas.

If teachers are concerned about your learning, they may contact your parents at any time to support your progress and update them on your current grades. In addition, we encourage you and your parents to seek out a teacher and have a conversation about how you can better learn.

All courses are graded on a semester basis on a scale of 0-100, with some exceptions. Coursework completed during the semester will count toward 90% of the overall semester grade and the semester exam will count toward the remaining 10% for grades 6, 7, and 8. For grade 5, coursework completed during the semester will constitute 100% of the semester grade (there are no semester/midterm or final exam grades for grade 5).

Each instructor is asked to evaluate the effort demonstrated by the student during the course – the essential skills of the student. Essential Skills grades are rated with Exceeds Expectations (EE), Meets Expectations (ME), Approaches Expectations (AE), Below Expectations (BE), or No Evidence (NE). More information on grades and grading can be found in the Middle School Curriculum Guide, which can be found online.

HONOR ROLLS

Students who meet the requirements of High Honor Roll and Honor Roll are recognized at the end of each semester.

High Honor Roll Standard:

- All semester course grades are greater than or equal to 90 in all graded classes or Passing (P) in any pass/fail course
- No rating of "Approaching Expectations" (AE) or lower in any
- Essential Skills area for any class.

Honor Roll Standard:

- Semester course grades are greater than or equal to 90 in all graded classes, with no more than two course grades between 80-89.
- Passing (P) in any pass/fail course
- No more than two "Approaching Expectations" (AE) ratings in any Essential Skills area across all courses. Any one Essential Skills area with a rating below AE disqualifies the student from Honor Roll.

SCHOOLWORK POLICIES

THE MIDDLE SCHOOL RETAKE/REVISE POLICY

HOMEWORK

One way for teachers to help you learn and be successful is to assign appropriate and meaningful homework. At Village Middle School, teachers assign homework for several reasons:

- To reinforce learning through further practice and application of material.
- To enrich learning through independent study, individual research, and experimentation.
- To develop your independent study habits.
- To enable you to complete assignments that you weren't able to complete in class.
- To work on projects of a long-term nature.

The amount of time you spend on homework is dependent upon many factors: how quickly you read, how much you did (or didn't) finish in class, and the knowledge base you've brought with you from other experiences and schools. This means that it's difficult to put a precise, standard number of minutes on the amount of time you should be studying. If you are having difficulty judging the amount of time you need to spend on homework, we suggest 15-20 minutes per subject per evening, taking into account that some evenings might require you to spend additional time on independent study.

- Grade 5 about 75 minutes daily
- Grade 6 about 90 minutes daily
- Grade 7 about 120 minutes daily
- Grade 8 about 120 minutes daily

If you find that the amount of time you're spending varies drastically from the above guidelines, you may want to seek help from your teachers or counselor.

Organization is the KEY to successful independent study. Some good tips:

- Record homework assignments in your planner and double-check them online.
- Do your homework in a quiet place with no distractions. It is impossible to gauge how much time you're spending on homework if you're also multitasking on social media and watching a movie. In fact, turn off the Internet unless you're specifically using it for your homework.
- Keep all of your supplies where you'll need them for homework. Return them so you won't waste time locating them.
- Work in chunks of time and take short breaks in between.

A few other things you should know

- Tests will not be given, nor long-term assignments due, on the first day after a long holiday weekend or school vacation. You should not have more than two "major" tests or papers due on a given day.
- Homework will not be assigned on extended holidays such as Thanksgiving, Winter Break, or Spring Break.
- If you are absent from school, you are responsible for making up missed assignments. In case of an absence(s), we will give you adequate time to make up missing work or assessments – at least one day for each day absent.

THE MIDDLE SCHOOL LATE WORK POLICY

At The Village School, we expect students to complete and turn their work in on time. In the event that a student does not turn in the assignment by its due date:

- The student will be given two school days to complete the assignment and turn it in to the teacher. At the end of this two-day period, if the assignment has not been turned in to the teacher, the student will receive a 0 for the the assignment.
- The student's Independent Study Skills grade will be lowered for unexcused late work.
- The highest possible grade that can be earned for late work is an 85.

Any additional days or grading considerations for late work is at the discretion of the teacher, so it is important that students communicate with their teachers about late work and the classroom expectations and procedures for late work.

Please note that NOT turning in an assignment may affect the student's ability to retake or revise a future summative assessment under the Retake Policy.

THE MIDDLE SCHOOL MAKE-UP WORK POLICY

Students must take responsibility for absences by checking Canvas and communicating with their teachers to gather information on missed assignments that need to be made up due to absence. Make-up work is the student's responsibility.

Students have the same number of days of excused absence +1 day to complete make-up work. The make-up window begins on the day they return to school. For example, if you are absent on Monday and Tuesday, then you have three days--Wednesday, Thursday and Friday--to turn in make-up work. In this example, all of your make-up work should be turned in by the end of the day Friday. Otherwise, it becomes Late Work.

Students who are absent on the day of an assessment must make up the assessment on the day they return to school unless other arrangements are made with the teacher. Students who miss a class period during which an assessment is to be given, and then return to school, may be asked to complete the assessment during another class period on the same day.

Students should talk to their teachers about make-up work and due dates to make sure they understand their teachers' expectations. If a student is absent as a result of a school-sponsored event or function (school-sponsored activities and competitions, etc.), the student will be granted an "excused absence". In these cases, students are expected to contact their teachers of the classes they will miss before the excused absence to arrange for completion of classwork, homework, and assessments, in advance.

If there are extenuating circumstances related to a student's absence and make-up work, please contact the Middle School.

THE MIDDLE SCHOOL ATTENDANCE & ABSENT WORK POLICY

The Village School believes that student attendance is the most important element of student academic success and expects student to be in attendance daily. Students with Excused Absences may make up assignments and assessments under the Make-Up Policy.

Excused Absences include, but are not limited to:

- Student's illness or injury
  - A doctor's note must be received by the school nurse for any illness/injury-related absence of 3 days or more*.
- Family emergency or death of a family member
- Doctor or dental appointments that cannot be scheduled before or after school hours
- Religious holidays
- Required court/government appearances (including those related to passports and visas)

When a student is/will be absent, parents should always notify the school as soon as possible by either sending an email to **MSAttendance@thevillageschool.com**, or calling the Middle School at **281.496.7900 ext. 2000**.

Parents have 2 days to contact the school to communicate the reason for an absence, or the absence will be marked Unexcused. Students may not make up assignments or assessments for unexcused absences without administrative approval. In order for students to make use of the the Make-up Policy, it is important that parents have communicated with the school concerning the reason for any absence.

For cases in which an absence has been planned or prearranged in advance, parents should alert the school via email (**MSAttendance@thevillageschool.com**) at least one week before the prearranged absence. If the prearranged absence will affect completion of a mid-term or final exam, parents should notify the middle school at least 2 weeks before the absence.

*Students who demonstrate a pattern of absenteeism on test days or major assignment due dates may be asked to provide a written doctor's excuse or other written documentation for an absence of less than 3 days.

ACADEMIC PROBATION

Any student who has excessive absences or who earns two grades below a 70 on a report card may be placed on "Academic Probation".

Parents/guardians will be contacted to formulate a plan for academic improvement.

Students who fail the equivalent of two or more courses in one year will be subject to automatic academic probation for the following school year, or dismissal.

Students on Academic Probation jeopardize their eligibility to participate in extracurricular activities including Fine Arts and Athletics. Continued participation in extracurricular activities will be at the discretion of administration.

RECORDS AND LETTERS OF RECOMMENDATION

Parents or guardians may request records and/or letters of recommendation from the Middle School Office at any time.

For the school to release records and letters of recommendation, the student's account must be in good standing which is determined by the Village School Business Office.

When requesting records or letters of recommendation, please contact Administrative Assistant, Kathy Alvarado (kathleen.alvarado@thevillageschool.com) to initiate the process. **Teachers and staff should *not* be contacted directly for recommendations.** All requests for recommendations should first be made through Kathy Alvarado.

Please include contact and destination information for these items.

LOST AND FOUND

You can model kindness and trustworthiness by helping return belongings to their owners.

If you find an unattended item at school, please take it to a Lost and Found located at:

- 1st floor in the MS Cafeteria or Room 102
- 2nd floor by room M220
- 3rd floor by room M317
- Moore Gym and The Village Athletic Center (VAC).

In the case that you are missing something, Lost and Found is one of the first places you want to check.

Be sure your name is on clothing, instruments, and sports gear, binders, backpacks, lunch kits, and water bottles.

Once every 9 weeks, the Lost and Found locations will be emptied. Items with names are returned to their owners. Any other items will be donated, recycled, or thrown away.

BIRTHDAY CELEBRATIONS

Free Dress is allowed on your birthday or half birthday (if your birthday falls outside of the school year). Birthday treats may be sent to school only if the treats are brought for all members of the student's advisory or all members of the student's grade level (if distributed during lunch).

Students may decorate the outside of a locker for a birthday celebration using good judgment in the decorations. Students are responsible for removing tape and adhesives from the locker surface when the decorations are removed.

NO writing may occur directly on the lockers (including dry-erase markers). Birthday decorations must be removed within two days after the student's observed birthday.

Out of consideration for all students, invitations to parties to be held outside the school may NOT be distributed at school unless ALL students in a grade level receive an invitation.

SCHOOL SPONSORED EVENTS

The Middle School provides opportunities for you to learn in unique settings. This allows you to expand your comfort zone, take new risks, and grow closer to your school community members. We believe you need to apply what you learn at school to real-world situations through academic and community-focused field trips and our class trips in May. We expect you to represent The Village School positively when learning off-campus.

Field Trips

When an opportunity arises for you to participate in an enriching experience outside of school, your teachers may organize a field trip. Depending on costs, you may also be asked to pay for a portion of the trip. Field trips are extensions of Village School classrooms; regardless of venue, we expect each middle school student to be an ambassador for Village.

Spring Trips

You need every opportunity to learn about yourself and your abilities in Middle School. Your teachers want to provide safe and caring learning environments outside the classroom so you stretch yourself to try new things and expand your boundaries of comfort as a global citizen. These trips help you get to know your team of classmates and teachers in new ways. As we prepare for our grade-level adventures, you will receive information on how to prepare, pack, and contribute to the success of the event. These are required trips, and we expect all students to participate. However, we have the right to remove students from the trips if their behavior warrants it.

FIELD TRIPS ARE EXTENSIONS OF VILLAGE SCHOOL CLASSROOMS

TRANSPORTATION

BUS SAFETY

We want you to have a safe and respectful experience on your rides to and from school. A safe, comfortable bus service is available to students in designated areas for getting to and from school. You are expected to model the Community Agreement when on the bus. This makes for a pleasant bus ride for everyone. Your bus driver has an important job transporting students.

We need you to help your driver by:

- Wearing your seatbelt and remaining seated at all times.
- Understanding that there are many people on one bus; use a quiet voice and classroom-appropriate language.
- Being respectful and courteous to the bus driver, attendant, and other riders. Respect everyone's belongings and personal space.
- Keeping the bus clean by not eating or drinking at any time.
- Disembarking and loading at your assigned stop; if you need to alter your route, your parents may make changes at the bus office.
- Remembering that students are assigned to each bus; you may not bring guests on the school buses without prior permission from the bus office.
- Ensuring that everyone gets home on time by boarding the bus before the scheduled departure time.

When students do not consistently follow the expectations, they may be suspended from riding the bus. For other consequences, the Asst. Director and the bus office will work together to work with students who are not following expectations.

TEXTBOOKS

Textbooks are the property of the school, and you are issued books on loan. These books will be returned at the end of the school year, so we ask that you take care of them. Please know that if you lose or damage any of the textbooks, you will be charged to replace it.

VISITORS TO CAMPUS

Guests are welcome to visit the Middle School, but our first priority is that student learning is not disrupted. We want your visitor's experience to be positive for everyone at school. If you have a special guest in town and wish them to join you for lunch, you will need to receive permission at least one full day prior to the visit. You will then need to obtain permission from the Assistant Director. Your visitor will need to meet you in the MS Office.

UNIFORMS

Our uniform communicates the spirit and loyalty of The Village School and the seriousness with which we pursue intellectual excellence. Our uniform is a major contributor to establishing a sense of pride, loyalty, and community spirit amongst our students: pride in themselves and our school. While we want our students to explore and expand their personal gifts, talents, and celebrate their identity, we also want them to learn that real identity comes from within, and is not a product of what they wear. “Part of high-quality education is learning how to present yourself to the world…” (Julia Gillard)

Please keep the following expectations in mind:

- All Middle School students are required to have at least one Navy Village Polo shirt that will be required for certain days and/or activities throughout the school year.
- All outerwear must be purchased from the Village School Store or obtained through the school.
- You show respect for your school by wearing a uniform that is clean, neat, properly sized, and free from holes, tears, or frayed areas.
- **School uniforms must be worn as purchased** and may not be altered in any way other than hemming of pant legs. This includes rolling up or shortening shorts and skirts.
- Uniform bottoms (shorts, skorts) must be longer than the student’s middle fingertips when arms are held comfortably to the sides.
- Leggings may only be worn with uniform bottoms, not in place of uniform bottoms.*
- Undergarments may not be visible at any time.
- Only athletic shoes may be worn on regular uniform days.

**Uniform skirts are no longer part of the Girl’s Required Uniform. Please contact MS administration if there is a need for your student to wear a uniform skirt with leggings for religious reasons.*

GIRL’S UNIFORM

- Plaid/Navy/Khaki Skort
- Navy and/or Khaki Shorts
- Khaki Pants
- Navy Village Polo (1 required)
- White/Light Blue/Gray Village Polo
- Navy/White Pinstripe/Block Stripe Polo
- Navy/White/Black Tights (ankle of full)
- Navy/White/Black Solid Socks
- Appropriate Athletic Shoes
- Any Village Outerwear from the School Store or Risse Brothers Uniform (worn over a uniform top).

BOY’S UNIFORM

- Navy/Khaki Shorts or Pants
- Navy Village Polo (1 Required)
- Navy Village Polo (1 required)
- White/Light Blue/Gray Village Polo
- Navy/White Pinstripe/Block Stripe Polo
- Navy/White/Black Solid Socks
- Appropriate Athletic Shoes
- Any Village Outerwear from the School Store or Risse Brothers Uniform (worn over a uniform top).

P.E. UNIFORMS

The regulation P.E. uniform helps you fully participate in all athletic activities in your P.E. class. You must wear regulation PE shorts and a shirt bought from Risse Brothers or designated P.E. wear at the School Store.

Please print your name on shorts, shirt, and the front of your P.E. bag in the white space provided so that we can return your bag to you in case it is misplaced or lost.

Please also wear athletic running shoes and socks. To ensure your safety and the safety of others, please remove your jewelry before P.E. It is your responsibility to not bring any valuables to the changing area. This includes money, cell phones or any other valuable items.

ACCESSORIES

- Minimal

SPIRIT AND HOUSE DRESS DAYS

Every Friday of each month is designated as “Spirit” Day or “House” Day. These days highlight what it means to be a Viking! These are days we celebrate the uniqueness of each other and the teamwork that makes us one. It is fully expected that all Middle School students participate in these days by wearing the following:

- Uniform bottoms or jeans are acceptable as long as they are clean, in good repair (no holes, rips, or fraying), and are longer than the student’s middle fingertips when arms are held comfortably to the sides.
- Jeans may only be blue or black.
- Spirit shirt, House shirt, or any Village School shirt.
- Any outerwear purchased at The Village School Store or received for any Village trip.
- Free athletic shoes and socks day.
- Athletic teams may wear their Village team jerseys or shirts on Spirit Days. These T-shirts may not be cut or modified.

Students who elect not to participate in a Spirit Day must wear regular uniform dress.

FREE DRESS DAYS

On special occasions, there may be days that are designated as “Free Dress Day”. These days allow you choice in what you wear, within the limits of a few guidelines:

- Shoes and accessories must align with the regular dress day requirements (no sandals, crocs, or open-toed shoes).
- Jeans are acceptable as long as they are clean and in good repair (No holes, rips, or fraying, please).
- Bottoms (including shorts, skirts, dresses) must be longer than the student’s middle fingertips when arms are held comfortably to the sides. Leggings may be worn under shorts, skirts, or skorts.
- Your clothing should send a positive message. Do not wear clothing that depicts drugs, alcohol, profanity, sexual innuendo, or anything else that may negatively affect the culture or personal choices of another human being.
- Tank tops, spaghetti straps, strapless, or midriff tops are not allowed.
- Shoulders must be covered.

MIDDLE SCHOOL BEYOND THE CLASSROOM

Success in school is about more than just academics. Middle School is a time when you learn about your talents, interests, and potential both in and out of the classroom. The school wants to help you discover non-academic areas in which you thrive. The Middle School thus offers extra-curricular opportunities designed just for you.

DANCE/FUN NIGHTS

Celebrating with friends is one of the great things about your Middle School years. You need opportunities to make new friends, get to know old ones better, and just enjoy yourself. As a result, the school offers these special nights once each semester.

As with any school-sponsored event, we want you to have the best possible time in a safe and inclusive environment. You're expected to model the Community Agreement and comply with school guidelines.

Dress codes will be made available to you before each school dance.

Fall Semester - 5th Grade Fun Night, 6th Grade Fun Night
- 7th & 8th Grade Dance

Spring Semester - 5th Grade Fun Night
- 6th, 7th, & 8th Grade Dance

SPEECH/DEBATE TEAM

Students who join the team will have the opportunity to represent The Village School and compete in individual and/or paired events. Grades 6-8 compete against other area schools at local tournaments, the state tournament, and a the National Speech and Debate Tournament in June.

MATH AND SCIENCE TEAM

Students compete in Number Sense, Calculator, Math, and Science at area school meets are held on Saturdays. Students who qualify at regional meets attend the Texas State Math and Science Coaches Association's state competition in San Antonio in the spring. Practices are held after school – mostly on Fridays. The Math and Science Team is open to all interested students in grades 6-8.

VILLAGE REPERTORY THEATRE

Village Repertory Theatre (VRT) is a student musical theater group that performs one musical each year. Students must audition for a part in the production and commit to a practice schedule. Students may apply to be part of the tech crew and commit to a practice schedule.

MODEL UN

Model UN is an interactive simulation where you will assume the role of diplomats and tackle some of the pressing issues that face our world today. This is a chance to develop leadership, citizenship, and international diplomacy. A trip to the United Nations in NYC is offered to students in the spring.

ROBOTICS

Students learn the basics of robotics construction and programming using the Lego EV3 education set, the Lego Space Challenge, and their own imaginations. Working together in small groups, students learn how to utilize basic design concepts and sensor data to solve problems in the Lego Space Challenge. Once the basics have been learned, students have enough knowledge to strike out on their own and work on individual group projects. Some of the projects that students have included are sumo robots, a robot that sorts Lego pieces by color, a line following robot, a free-roaming robot that avoids obstacles, robots that find their way through mazes, and robots that draw.

HOUSE SYSTEM & STUDENT COUNCIL

You are capable of bringing about positive change. The Middle School wants to equip you to be an active citizen in your community and your world. Through service you may discover hidden talents, interests, and passions. The House System provides opportunities for Village Middle School students to make the world a better place. It is our belief that all Village School students and staff are all members of a greater community and can offer our time, talents, and treasures to improve our world. The process of working with, learning from, and helping others brings participants a deeper understanding of themselves and their potential, the hope that change is possible, and that caring does make a difference. Throughout the year, students have opportunities to make a commitment to an on-going service activity, as well as to participate in various service projects at school and beyond. The House System also offers students opportunities for leadership through campaigns, elections and participation Student Council (StuCo) which is organized around the House System.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

After the completion of the first semester of seventh and eighth grades, the Village School National Junior Honor Society invites new members to join.

After careful consideration of scholarship, leadership, service, citizenship, and character, the Faculty Council selects seventh or eighth-grade students who have an overall cumulative average of 92.45 in all subjects beginning with 6th grade. All areas are considered for selection. Membership is more than an honor; it carries with it an obligation and responsibility to maintain the standards that were used for selection. Written invitations are extended to those students who qualify in all of the areas and receive a majority vote of the faculty council. New members are inducted at a ceremony early in the second semester.

The NJHS sponsors service projects, represents the school at functions, and donates time to benefit the school and the community.

MAINTAINING A POSITIVE ENVIRONMENT

To ensure that the Middle School is a positive and supportive environment for you to learn and enjoy your school, all members of the community need to consistently exhibit our agreement to the Community Agreement. Sometimes members of a community make decisions that do not align with the contract. When this happens with a student, he/she will undergo a process that will give him/her an opportunity:

- To accept responsibility for his/her actions.
- To reflect on these actions in order to learn from the situation.
- To make amends to those affected by these actions.
- To return to the community as a positive contributing member.
- To clarify personal and school values.

SUPPORTIVE and PRODUCTIVE LANGUAGE

The Village School expects students, teachers, administrators, and parents to use supportive and productive means of communication with one another while on campus, at school-sponsored events, and online. We appreciate open and honest conversations and opportunities to challenge one another's ideas through productive, mature, and civil discourse.

Derogatory language is defined as a term, slur, or phrase expressing negative connotations or low opinions of someone that communicates a lack of respect, animus, hatred, and/or disregard for others. Hate speech is defined as abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of national origin, race, religion, gender, or sexual orientation.

Because The Village School is supportive of our highly diverse student body and community, we cannot allow such divisive language to be used in our community. At all times, we expect students to be respectful and cognizant of their language whether or not they are in the presence of Village staff.

We must ensure our students understand the expectations of the world in which they live. Students must understand the importance of the messages we send, the manner through which we communicate with others, and the impact our words and actions have on others and upon themselves, both immediately and in the future.

CONFLICTS WITH COMMUNITY AGREEMENT

When students engage in behavior that conflicts with the Community Agreement, the following categories guide the Director, Assistant Directors, and Grade Level Team Leaders in their work with students. Village staff may issue a student an infraction when a student's behavior conflicts with the Community Agreement. Consequences will be aligned with the categories and other variables.

When an infraction is issued, an administrator or team leader will:

- Discuss what happened with the student and others who may be involved.
- Reflect on the Community Agreement specific to the student's actions.
- Discuss which contract rules were broken and why is mattered.
- Identify why the behavior occurred and how to fix the problem.
- Contact parents to discuss issue and what previous steps were taken.
- Create an action plan or provide appropriate consequence depending on severity of the issue. This may also include a follow up meeting with the school counselor.
- Document the key points of the meeting.
- Work with teacher for the student to reenter the classroom.

DETENTION

For certain infractions, students may lose some or all of their free time at school. Detention is usually held during lunch and includes isolation from friends, loss of recess time and/or school store privileges. Students may bring their lunch to the designated detention room and will be separated from their normal lunch or break activities.

Students may be asked to complete tasks related to the behaviors that led to the detention or tasks that assist others on campus, complete classwork or homework, and/or review expectations for behavior.

BEHAVIOR CONTRACTS

A Behavior Contract is an agreement between Administration, the student, and the parents to address patterns of continuous misconduct.

The length of the contract can range from a few weeks to a semester and may be extended through the remainder of the school year and possibly the next year.

At the onset of a Behavior Contract, the student and parents will meet with the Administration to discuss behavior expectations and student responsibilities during the contract period, as well as consequences for the student should the student break the contract which may include loss of privileges, suspension, or recommendation for expulsion.

The student and parents must acknowledge the terms of the prescribed behavior contract. During the term of the contract, the Administration will closely monitor student behavior and progress through regular check-in meetings and teacher reports.

In addition, students on Behavior Contracts may not be permitted to attend school-sponsored trips or other activities unless approved by Administration.

LEVELED CONSEQUENCES

Leveled Consequences are consequences that may occur depending on the type and frequency of behavior that becomes a disciplinary issue. Consequences are not limited to this chart and may be determined through a variety of factors.

1

LEVEL 1 INFRACTIONS: MINOR BEHAVIORS

Consistent student issues with:

- Chewing Gum (3 times)
- Being Disrespectful
- Damage to Property
- Disruption of Learning
- Inappropriate Tech Use (3 times)
- Plagiarizing for the First Time
- Preparedness
- Tardy to class (5 times)
- Uniform Issues (3 times)
- Horseplay/Roughhousing (restricted areas)
- Soliciting/Selling Unauthorized Item(s) 1st Offense
- Cell Phone Policy Violation

LEVEL 1 CONSEQUENCES

- Loss of Privileges
- Seat Reassigned
- Verbal Apology
- Parent Contact via Phone or Email after first time
- Reflection Time
- Lunch Detention
- Warning on Plagiarism and Rewrite Required

2

LEVEL 2 INFRACTIONS: MODERATE BEHAVIORS

Consistent student issues with:

- Bullying
- Continual Disrespect
- Continual Disruption to Learning
- Continual Inappropriate Tech Use
- Continued Plagiarism
- Inappropriate Language Not Directed at Others
- Minor Destruction of others or school property
- Leaving class without permission
- Unwanted Touching
- Continued Horseplay/ Roughhousing (restricted areas)
- Soliciting/Selling Unauthorized Item(s) 2nd Offense
- Inappropriate/Public Display of Affection
- Continual Tardiness
- Continual Uniform Issues
- 2nd Cell Phone Policy Violation
- Major Disruption of Learning

May also include a combination of Level 1 and 2 behaviors

LEVEL 2 CONSEQUENCES

- On Premise Parent Conference with Teachers and Student
- Apology Letter
- Loss of Privileges
- Behavior Contract/Plan (AD/Counselor)
- Reflection Time
- Lunch Detention
- Restitution
- Continue Plagiarism - Partial Credit or a zero for the work and lower Life Skills Grade

3

LEVEL 3 INFRACTIONS: MAJOR BEHAVIORS

Consistent student issues with:

- Major Disruption to Learning
- Inappropriate Language Directed at Others
- Truancy
- Lying/Cheating
- Profane Hand Gestures
- Refusal to Comply with Requests
- Back-talking an Adult(s)
- Throwing object(s) with intent to hurt another
- Continued or Major Acts of Bullying
- Causing Intentional Physical Harm to Other(s)
- Major Destruction of Others' or School Property
- Inappropriate Behavior of a Sexual Nature
- Possession of Illegal Drugs or Weapons
- Continued Plagiarism 3rd Offense
- Severe Inappropriate Tech Use
- Horseplay/Roughhousing Resulting in Property Damage/Injury
- Soliciting/Selling Unauthorized Item(s) 3rd Offense
- Theft
- Persistent Tardiness
- Persistent Uniform Issues
- 3rd Cell Phone Violation

May also include a combination of all behaviors

LEVEL 3 CONSEQUENCES

- On Premise Parent Conference with Administration, Teachers and Student
- Apology Letter
- Loss of Privileges/Detention
- Behavior Contract/Plan (AD/Counselor)
- Removal from Classroom for the day
- In or Out-of-School Suspension
- Dismissal/Expulsion from The Village School
- Restitution
- Continue Plagiarism - a zero for the work and lower Life Skills Grade
- Potential loss of attending school trip

SUSPENSION

Membership at Village is dependent on learning and living by our Community Agreement. In support of this expectation, a student may be suspended should they exhibit behavior that:

- Poses an immediate or continuing threat to the safety of others.
- Demonstrates a conscious failure to live within and abide by our Community Agreement.
- Deliberately, significantly and/or consistently disrupts and impedes the learning of others.

The length of a suspension is relative to the severity of the incident and the circumstances. Suspensions remove a student from the learning community to provide time for reflection on the Community Agreement and their commitment to abide by the values therein.

A student on:

- In-school suspension (ISS) - The student is isolated from others on campus for the duration of the suspension. Students are to complete assignments and service tasks while in ISS.
- Out-of-school suspension (OSS) - When a student receives OSS, the parent is contacted to retrieve the student. The student may not return to campus for any reason for the duration of the suspension.

During both ISS and OSS:

- Students are not allowed to participate in any school-sponsored extra-curricular activities.
- Students on suspension must complete and turn in any work they miss as a result of their time away from classes.

EXPULSION

A case may arise in which a threat to safety or breach of conduct is so significant that a student will be required to leave school and not return. Depending upon circumstances, a student may have a pre-expulsion hearing with the Director, Assistant Director, parents, and Head of School. Expulsions are at the discretion of the Head of School.

ABUSIVE LANGUAGE

The use of profane or abusive language is in direct conflict with the Community Agreement. Any student using such language will result in disciplinary consequences that may include, but not be limited to, a parent conference.

BULLYING

We are committed to providing a caring, friendly, and safe environment conducive to learning. Bullying of any kind is against our Community Agreement and unacceptable at The Village School. Bullying is the act of intentionally intimidating others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse.

BULLYING (cont.)

Specific examples of bullying may include:

- Physical: pushing, kicking, hitting, punching, or any use of violence.
- Verbal and/or written name-calling: put-downs, spreading rumors, teasing, graffiti, notes or messages, racial taunts, ethnic, or sexual orientation slurs
- Teasing and insults transmitted electronically/digitally, including email, online chat, SMS/Text messages, telephone calls, abusive webpages, and distribution of photographs when inappropriate and without the knowledge and permission of those referenced or photographed.
- Emotional exclusion: using relationships as a weapon, tormenting, hiding others' belongings, threatening gestures, and building coalitions of students to deny an individual healthy relationships with other classmates.
- Attacks on the property of another person or extortion of money or possessions.

How can we as students and members of the community ensure there is no bullying in our Middle School?

By agreeing to:

- Not bully others.
- Help other students who are being bullied.
- Let an adult at school or a parent know if someone is being bullied (This can be a trusted teacher, your grade-level counselor, or another adult).
- Include students who are left out by inviting them to join groups or activities.
- Be respectful when using electronic communication; if you wouldn't say it, don't send it.

How will the adults help?

- Unless the situation is severe, the adult would begin by helping you to develop strategies to deal with the student who is causing you distress. This is something the
- Counselors, teachers, or an adult that you trust can help with this.
- In cases of serious or continued bullying, the incidents would need to be referred to an Administrator, so she can support you and ensure your safety.
- If an individual student has bullied someone, they will be given a consequence which could include community service, detention, parent contact, making amends, and/or suspension.
- In serious cases, long-term suspension or expulsion will be considered.

There will be zero tolerance for behavior that hurts others. Zero Tolerance equals Consequences.

VANDALISM

It is important that we consistently demonstrate respect for school and personal property. Any student who marks, defaces, breaks, or destroys school property will be responsible for cleaning, repairing, or replacing the damaged item. Parents will be notified, and appropriate disciplinary action will result which may include payment for repair.

THEFT

The Village community is founded on the Community Agreement. Any person stealing demonstrates a lack of respect for peers and themselves, a lack of honesty and trustworthiness. Any student engaged in theft will be suspended and subject to other appropriate consequences. The most effective way to ensure that we as a community are safe from theft is to take individual responsibility for our belongings. To that end, we offer each student a hallway locker that can be locked with a combination lock. Students should not leave any belongings unattended.

To minimize the risk of loss, please:

- Mark all belongings, including your PE bag and backpack with your name.
- Only bring small amounts of money and needed valuables to school.
- Do not leave backpacks unattended.
- Ensure your locker is closed and locked with a combination lock.
- Report all losses to the office

ACADEMIC HONESTY

Learning to work on your own (Independently) and with others (Collaboratively) are both important lifelong goals. In general, school assignments will be directed to either develop your independent working skills or your ability to work collaboratively with others. Teachers design assignments, projects, and learning opportunities so that you have a rich experience. If you cheat, you rob yourself of the chance to learn. To use outside help or materials not allowed in an independent assignment is cheating. If you are unclear about whether an assignment is independent or collaborative, it is your responsibility to ask your teacher.

As an example, it would be cheating if you:

- Turn in someone else's work as your own.
- Copy someone's work.
- Allow someone to copy your work.
- Get information from notes or another student during a test or quiz.
- Give information to another student during a test or quiz.
- Obtain information from another student about a test they have already taken.
- Give information to a peer about a test or quiz you have already taken.
- Copy published or AI-generated material without giving credit to the source.
- Do not follow specific guidelines concerning cheating given to you by your teacher.

Because cheating is considered a serious offense, parents will always be contacted if a student chooses to cheat.

TRUANCY (SKIPPING CLASS)

A missed class results in seeing the Assistant Director to explain. If the absence is unexcused it is truancy. Parents will be contacted, with detentions or In-School Suspension assigned. Any work missed during truancy cannot be made up. Further incidents of skipping may result in further consequences.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Our Community Agreement emphasizes respect for others. Because of this, displays of affection are not appropriate at school or school-sponsored events (including Dances and Movie Nights).

DANGEROUS ITEMS

Students may not bring dangerous items to school. These include pellet and BB guns, knives, matches, lighters, or any item that can be used to harm or injure our community members. These items will be confiscated and parents will be called. Appropriate disciplinary action will be taken.

ALCOHOL & SMOKING/VAPING

Alcohol and tobacco are illegal for persons under the age of 21. Any student found at school or at a school-sponsored event in possession of or having ingested alcohol will be immediately dismissed from school. Smoking/vaping is not allowed on our campus. Students found smoking/vaping on campus are subject to disciplinary action.

DRUG POLICY REGULATIONS

Any student found to be in possession of, taking or using, buying or selling, giving or trafficking in any narcotics, stimulants, barbiturates, suppressants, hallucinogenic drugs, or marijuana will be expelled from school.

SOLICITING & FUNDRAISING ON CAMPUS

The selling of goods or services by students on campus for profit or personal gain is prohibited. While we encourage an entrepreneurial spirit, selling things to other students can create distractions from learning and conflicts among our students and families.

The Village School recognizes that co-curricular organizations, athletic teams, and students involved in various organizations outside of school may want to organize drives, sell merchandise, or collect donations in order to raise money or collect goods for a particular cause or organization. The Director must approve all fundraising activities and drives.

MIDDLE SCHOOL ATHLETIC HANDBOOK

PHILOSOPHY OF ATHLETICS FEES

The Village School believes that a dynamic athletic program is vital to the educational development of each student. Our athletic program provides a variety of experiences to enhance the development of positive student habits and attitudes that will prepare them for life outside of athletics. The end goal for our student-athletes is to become servant leaders and stewards of their communities based their athletic experiences at Village.

ATHLETIC PROGRAM GOALS

Grades 5 and 6 are developmental years for our students. During our general physical education classes, grades 5 and 6 will develop athletic skills, build character, learn and promote healthy exercise, and learn how to operate and navigate team sports. This is our Focus on Athletics Track.

In 'Focus on Athletics', our division will offer trimester-long classes in which students will focus on the development of skills in a different set of sports. Weekly, the track will include two classes of general athletic development and two classes of sport-specific developmental drills. Trimester sports schedule:

- Fall: Flag Football, Volleyball, Cross Country
- Winter: Basketball, Soccer, Swim
- Spring: Tennis, Track & Field, Lacrosse
- 5th & 6th Grade Athletes can participate in specialized classes -
- Dance & Swim

Grade 7 programs are designed to introduce the concept of a competitive team environment. The primary goal at this level is to have the students learn to effectively function as part of a team. Basic sport-specific skills should be the main focus of instruction at this level. Currently, with some of our athletic programs we will be having roster adjustments in some of the sports we feel would benefit from manageable roster sizes. Roster sizes will be determined by each coach and a thorough tryout process will be completed where each athlete can be properly evaluated. Although playing time may not be equal for all students, athletes will be allowed to compete in competitive sports.

The goal of the 8th-grade program is to prepare athletes for the transition to high school athletics where they will be competing on junior varsity or varsity programs. Grade 8 participates in the Houston Junior Prep Conference (middle school league) – a group of 11 Houston area private schools, commissioned and run exclusively by the school's athletic directors. The purpose of the league is to coordinate and run athletic competitions for Middle School athletic programs, focusing on championship level competition for 8th-grade teams. The league athletic directors meet three times per year to discuss participation rules, safety, and scheduling. Team practices will emphasize skill development, individual improvement, self-confidence, and teamwork. The amount and time of play will always be determined by the coach, but the focus will be on developing the skills necessary to be on the junior or varsity level. Athletes should be given a chance to play and improve their skills. A selection process is utilized by coaches during the designated tryout period and can result in roster adjustments. As per our HJPC athletic participation guidelines, no 8th-grade student will be cut from the roster to allow 6th or 7th grade student participation.

A Middle School Sports fee ($275) is required for participation for each middle school sports team. The $275 fee offsets the costs associated with coaching, equipment, transportation, uniforms, game officials, tournaments, awards, and team functions. This fee may also include specific team gear that each participating athlete will keep after the season. The MS Sports fee mirrors the sports fees in the HS athletics programs, but at a greatly reduced cost as practices for MS athletics programs are partially during "school hours". There is a NO REFUND policy for sports fees, so please ensure your athlete is committed to being a part of the team roster.

FALL SPORTS: August - October

FALL GIRLS' SPORTS

- Cross Country
- Volleyball
- Elite Spirit Team (Dance/Cheer)

FALL BOYS' SPORTS

- Cross Country
- Football

WINTER SPORTS: October - January

WINTER GIRLS' SPORTS

- Basketball
- Soccer
- Swimming
- Elite Spirit Team (Dance/Cheer)

WINTER BOYS' SPORTS

- Basketball
- Soccer
- Swimming

SPRING SPORTS: February - April

SPRING GIRLS' SPORTS

- Golf
- Lacrosse
- Tennis
- Track & Field
- Elite Spirit Team (Dance/Cheer)

SPRING BOYS' SPORTS

- Golf
- Tennis
- Track & Field

MEDICAL CLEARANCE

All students must return a completed sports physical and medical history form to both the school nurse and through the Rank-One Portal. The school nurse will review the student's forms to ensure all information is complete. The student-athlete is not permitted to practice or play any interscholastic sport without the school having his/her medical forms on file. Remember, that the physical must be completed by a U.S. physician and clearly marked that the student is cleared to participate. In addition, any student-athlete taking prescribed medications must inform the school nurse, athletic trainer, and their coach. Please follow these requirements to help The Village School ensure that every student athlete has a safe environment.

REQUIRED DOCUMENTS FOR ELIGIBILITY

The following documents are required for your child to participate in middle school competitive sports:

- Athletic Pre-Participation Physical Form
- Consent Form (e-signature required through Rank One Sports)
- Concussion Acknowledgement Form and (e-signature required through Rank One Sports)
- Sudden Cardiac Arrest Form (e-signature required through Rank One Sports)
- Sway Testing (baseline balance testing) for all athletes
- Team contract form (will be given by coach)

FEES

There is a $250 fee for middle school sports per season, which helps supplement coaches, transportation, referees, HJPC dues, tournaments, awards, and facilities. In addition, some coaches may decide to purchase a spirit package for their team. The charge for these items is optional and not a requirement for participation. Additionally, please note that high school sports has a $450 athletic fee per sport.

ACADEMIC ELIBIGILITY

There is no academic eligibility requirement to participate in middle school athletic teams. However, athletes are expected to be students first and grades will be monitored by coaches and administrators. If an academic issue does arise during a season the student-athlete, parents, and the coach should determine the appropriate course of action.

QUITTING POLICY

7th Grade:
Although we do not encourage students to quit any team, the athletic department recognizes that for 7th grade students athletics is a new experience. If 7th grade students decide they want to quit a sport, they are allowed to do so without punishment. A quit form will still have to be signed by the student and parent and the athlete will be placed in a PE class.

QUITTING POLICY (cont.)

Grade 8:
The "no quit" policy is in place to discourage student-athletes from quitting a team after having been selected for a roster spot or the competitive season has begun. The purpose is to develop in athletes a determination to finish every commitment made. We believe that a student should remain on the team throughout the season and that quitting is rarely the right course of action for a team member. If a student-athlete quits a team after the first official contest or after a tryout in which other players have been cut from the team, the student-athlete **is not eligible for any awards in that sport, will be placed in a PE class determined by the PE Coordinator, and will be suspended from participating in their next athletic season.**

Prior to any removal, the athlete and parent should look for any means for the player to finish their commitment to their team. An athlete is a student first and if a parent feels that the child's grades are being adversely affected by their sports participation, the player and parent should meet with the coach to work on a plan to keep the athlete on the team and improve their academics rather than pulling the player immediately. If the player feels that their quitting is being done under special circumstances and cannot be avoided, such as a long-term illness or family crisis, it can be reviewed by the Middle School Athletic Director. Once the athlete has determined to quit the team, an exit form must be completed and turned in to the athletic office. All final determinations of player eligibility after quitting a team will be decided by the Middle School Athletic Director.

UNIFORMS/EQUIPMENT

All student-athletes will be given the necessary athletic equipment for their respective team. It is the expectation that the student-athlete will be in the proper uniform or bring the required equipment to all practices and games. At the end of the season, all uniforms/equipment will be returned to the Village athletic department. **Any missing uniform/equipment will be charged to the family to be replaced.**

SCHOOL ATTENDANCE

Student-athletes must be in school for **at least four hours** to participate in games on that day unless given permission ahead of time. Please make sure the head coach and middle school athletic director are aware of any student who will be absent or arriving late on a game day.

P.E. CREDIT

To receive P.E. credit outside of school a student must have four hours of off-campus practice/training per week. Please contact the Head of Middle School Athletics to complete the paperwork and review all the necessary requirements.

UNIFORM DRESS POLICY FOR P.E./ATHLETICS

1. Dress-out policy requires students to wear a Village School-approved PE uniform or Village t-shirt, and regulation Village athletic shorts found ONLY in the Village Store. Athletic shoes with a non-marking sole are also required.
2. There is a two “non-dress-out” grace period before your P.E. grade is affected. As long as the student has the proper footwear, he/she will be permitted to participate during this grace period.
3. If there is a third violation of the dress-out policy, a student will be penalized. Lunch detention will be assigned, parents will be contacted and the students will earn an ME (Meets Expectations) under the “Personal Habits” and “Overall Grade” sections of his/her report card. The Assistant Director of the Middle School will be notified. Parents will be notified that further violations will result in the student’s grade being lowered.
4. At the fourth violation of the dress-out policy, a student will be penalized (another lunch detention assigned) and will earn an AE (Approaching Expectations) under the “Personal Habits” and “Overall Grade” sections of his/her report card and the student will be referred to the Assistant Director of Middle School for further consequences. Parents will again be notified.
5. For the fifth violation of the dress-out policy, a student will be penalized and will earn a BE (Below Expectations) under the “Personal Habits” and “Overall Grade” sections of his/her report card and are failing PE. At this time, a conference with the Assistant Director of Middle School, PE Coordinator, student, and parents will be scheduled.

If a student receives 3 detentions in one sport season they may be ineligible for future games. A determination will be made between an MS Administrator, MS Athletic Director, and coach.

PARENT CONFLICT MANAGEMENT POLICY

Step 1: Individual Student - Coach Contact
The student involved should speak to the coach about the problem as soon as possible.

Step 2: Parent/Student - Coach Contact
The parent/student should set a time to meet individually with the coach. Meetings will not be scheduled:

- Immediately following a contest,
- During an active practice session, or during a time when other coaches, parents, or athletes are present.

Please schedule a time to discuss your concerns with the coach BEFORE or AFTER practice times or anytime during the school day.

Step 3: Parent/Student - Athletic Director Contact
If a satisfactory resolution is not reached through direct contact with the coach, the parent/student-athlete should contact the athletic director. If the meeting with the parent/student-athlete and AD does not result in a satisfactory conclusion, the AD will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

Any comments, concerns, or issues brought to the attention of The Village School Athletic Director will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.

TEAM CONTRACTS

Each team will be required to have their own team contract created by the coach. This contract will make clear all expectations and requirements specific to each team for the entire season. Parents and students are required to sign the team contract prior to the first game of the season. Should any disciplinary arise throughout the season the coach will refer back to the contract to administer any consequence deemed necessary.

DISCIPLINE

Any discipline issues that should arise for a student-athlete that is severe enough to deem immediate action, the consequence will be determined by the MS administration.

TRAVEL PROCEDURES

All MS athletes are required to travel on transportation provided by the school unless other arrangements have been made and approved by the school administration and/or coach. Students may go home with a parent or legal guardian from an away game but must sign out with the coach. If an athlete is going home with another parent or legal guardian the request must be made to the coach in writing prior to the game starting. Parents and siblings of players may not ride on transportation provided by the school. Students may not go home with an Uber driver or another car service.

SECURITY & EMERGENCY PROCEDURES

EMERGENCY/FIRE DRILL PROCEDURES

- The signal for an evacuation/fire drill is an audible siren and visual strobe lights throughout the entire building.
- Students are to line up and immediately leave the classroom, remaining in single file and remaining silent.
- Students must follow the directions on the Emergency Exit maps located in each classroom.
- Teachers should be the last to leave their classes and should turn off all lights and close doors on their way out. Students and teachers should then proceed directly to the designated area for the class. Do not stop at your lockers. Students and faculty will be grouped by classroom teacher in the designated area. Attendance will be taken and reported. Students and staff will remain at the designated area until instructed to reenter the building.

LOCKDOWN PROCEDURES

In the event of an intrusion into the school by any "unwanted element" that may harm members of our school community, the school should immediately move into a Lockdown Procedure. When the staff and students hear a voice command, they should immediately recognize it as the signal to Lockdown. Staff and students will be instructed over the intercom when the Lockdown has ended.

General rules to be followed:

- Close blinds – blinds should be closed as soon as the signal is heard.
- Lights in the room should be turned out immediately.
- Teachers should quickly check the hallway outside their rooms and bring in any students who may be there.
- Teachers should then lock all of the doors to their assigned area from the inside.
- Students should move out of the line of sight from any uncovered windows in the room.
- Remain silent until the signal to return to normal operation is given.

IN THE EVENT THE VILLAGE SCHOOL SENDS OUT AN ALERT REGARDING SCHOOL CLOSINGS, YOU WILL RECEIVE AN EMAIL NOTICE, PHONE CALL MESSAGE AND TEXT MESSAGE VIA PARENTSQUARE

EMERGENCY NOTIFICATION

SCHOOL REACH

ParentSquare is The Village School's primary communication platform and serves as an emergency broadcast system. It enables school personnel to notify all households and parents within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or a late start. The system will call, text, and email our parent contacts stored in our iSAMS system, so please make sure your information is updated and accurate.

SCHOOL ALERTS

In the event The Village School sends out an alert regarding school closings, you will receive an e-mail notice, phone call, and text message via ParentSquare.

SHELTER-IN-PLACE

Should this be required, all students will remain within their building or classroom, or be taken to a safe area, depending upon the reason for the Shelter-in-Place. All exterior doors will be locked, and parent updates will be provided via ParentSquare as necessary.

INCLEMENT WEATHER

If it is a concern before school commences, parents will be notified via ParentSquare (phone, text, and email) to keep children home. If inclement weather occurs during school hours and time allows, the Early Dismissal Plan will be enacted to ensure a speedy evacuation of the campus. If it is considered unsafe to move students from the campus, the 'Shelter-in-Place' plan will be enacted.

If inclement weather occurs during carpool hours, updated procedures may take place. If this happens, parents will be updated via ParentSquare of any changes that may impact their routine.

EVACUATION

If students need to be evacuated from campus, our meeting point will be shared with parents via ParentSquare (phone, text and email).

CHANGES OF ADDRESS, TELEPHONE NUMBERS OR EMAIL ADDRESSES

Please make any changes in telephone numbers (home and mobile) or e-mail addresses directly in our iSams Parent Portal (https://parent-village.nordanglia.com).

We depend upon having your correct contact information in order to communicate with you effectivey. Let the MS Office know of changes by emailing Mrs. Alvarado at Kathleen.Alvarado@TheVillageSchool.com.

INFORMATION FOR PARENTS

MIDDLE SCHOOL ABSENCE POLICY

Regular daily attendance is necessary for all students to fully benefit from the educational opportunities provided in our middle school. The curriculum is established to meet the unique needs of our ten to fourteen-year-olds. As such, the students are needed in the classroom every day. The hands-on laboratory-based science curriculum, the response groups in the Reading/Language Arts curriculum, cooperative learning, and interdisciplinary experiences in the core and elective courses are negatively impacted when students are not at school fully participating in the daily educational experiences. We will work with families when extenuating circumstances exist.

It is the responsibility of the student to make up work missed due to absences. Make-up work should be completed in accordance with the Make Up Work Policy previously stated within this handbook. Any student with more than 10 absences will require a conference with the parents and the Director of Middle School.

Please notify the school of any absences by emailing MSAttendance@thevillageschool.com

EARLY DEPARTURE PROCEDURES

As with any absence, parents need to inform the school when your student is missing any part of a school day.
You may:

- call 281-496-7900 x2011
- e-mail **MSAttendance@thevillageschool.com** and kathleen.alvarado@thevillageschool.com
- send a note with your student to the MS Office

When arriving late, please have your child check in directly with the MS Office before heading to their locker or class. Any time your student needs to depart early, **a parent must enter the building and sign the student out at the Middle School front desk.**

MAP TESTING

Standardized assessments are scheduled in the fall and spring for all Middle School students. For optimal results, students must be present at these standardized testing times. Appointments and planned absences should not be scheduled during these times. Students will be excused for illness only. An individual plan will be designed for the student to make up the missed test(s).

DELIVERIES DURING THE DAY

Should a student forget an essential item, it can be left at the appropriate reception desk. Please ensure that the student's name, advisor, and grade level are clearly marked on the item. The receptionist will facilitate delivery. Deliveries of items by third parties such as food delivery services are not permitted during the school day.

SCHOOL STORE

The school store carries a variety of spirit wear, athletic uniforms, outerwear, school supplies, lunch options, and snacks/drinks. It is conveniently located in the high school courtyard. In addition to Apple Pay and credit card checkout options, students will also be able to use their school I.D. card to purchase both merchandise and food/drinks items in the school store. NO CASH will be accepted.

In-store purchases will be billed to the student's account, and parents will be billed via invoice on a monthly basis.

For more information on school store hours please log into our website:
www.nordangliaeducation.com/village-houston/parent-essentials/campus-store

VOLUNTEERS

Volunteers should check in at the reception desk. All visitors will be asked for ID. A name badge will be provided, and it should be worn until the volunteer leaves campus.

RESOURCES FOR PARENTS

THE STUDENT HANDBOOK

While the majority of this handbook is written for an audience of students, we hope you will find information that will assist you in working with your child. We suggest you use the student handbook as a point of conversation with your student. This section, “For Your Parents,” is specifically for you to ensure you have the information you need.

PARENT COFFEES

The Middle School offers Parent Coffees throughout the year. Please check the division calendar and communications for dates.

CONFERENCES

Our teachers plan a comprehensive educational program for students. This program works best without unplanned interruptions. Please do not go directly to classrooms for unscheduled conferences as this disrupts the class.

Conference dates with parents (and students) will be scheduled throughout the year. Other conferences with teachers may be arranged by appointment at any mutually convenient time.

We want to keep the lines of communication open between parents and teachers at all times. If you are having any problems or have any questions, please follow the process below, as it will involve those people who have firsthand knowledge and who are in closest contact with your student .

- If requesting a meeting with a single teacher, contact the teacher directly via email.
- If you would like to meet with multiple teachers at one time, sending a note or an email to your student’s advisor is preferable. In your note/email, suggest a convenient meeting time and include a brief description of the subject matter so that the advisor can coordinate with other teachers and be prepared for the conference. Please type your student’s NAME and GRADE LEVEL in the “Subject” line when you send an email to school.
- If further discussion is necessary, make an appointment to see the Middle School Director or the Assistant Director. This can be done by calling the Middle School Office, e-mailing, or sending a written request to either the Middle School Director or the Assistant Director.

COMMUNICATION

The relationship between home and school is a critical component in your student’s success. Communication is the key to this relationship. Communication among students, parents, teachers, and administrators is an important element for us to all work as a team for your student. The school calendar is located in ParentSquare. We invite all parents to contact the school with questions or if you need support. We offer the following methods of communication:

ParentSquare is the school’s official communication platform for whole school, division, classroom and group news

- Division News (sent on Friday) via ParentSquare and located in the Newsletter
- Canvas LMS
- Back to School Night
- Parent Coffees
- Parent-Teacher Conferences
- Report Cards
- Emails/Phone Calls
- VSPA Events

*The school calendar and announcements are posted in ParentSquare.

COUNSELING AND STUDENT SUPPORT

The purpose of the student support program is to impart specific skills and learning opportunities in a proactive, preventative, and/or responsive manner, ensuring all students achieve success through social/emotional and academic help. The student support staff implements programs and services to meet the needs of students at various growth and development stages including:

- Counseling individuals and small groups of students with identified concerns or needs.
- Planning and implementing advisory programs addressing character and leadership development.
- Interpreting cognitive, aptitude, and achievement tests.
- Facilitating identification and monitoring of students with learning differences
- Identifying, requesting, and documenting accommodations appropriate for both classroom and standardized testing Counseling students with disciplinary concerns
- Acting as liaison with parents/guardians, mental health professionals, teachers, and administrators to ensure student success
- Providing referral services when appropriate
- Consulting with students with organizational/executive functioning challenges.
- Acting as a liaison with students, teachers, and parents/guardians, and administrators to ensure student academic success.
- Providing case management for students needing ongoing academic support.
- Identifying, requesting, and documenting accommodations appropriate for both classroom and standardized testing. Providing referral services for academic testing and remediation when appropriate.

GENERAL CARPOOL REMINDERS

- Refrain from making U-turns in the middle of the street. If you need to join the carpool line located on the other side of the street, please find a safe and appropriate area to pull into to join the carpool line.
- **DO NOT** cut in any carpool line. When joining a carpool line make certain it is the end of the line. Breaking into line will only cause tempers to flair.
- For morning drop-off, your child should be prepared to exit the vehicle along with their backpack and belongings as quickly as possible.
- Please **DO NOT** use a cell phone while carpool is active. There is a lot of activity during this time. For the safety of all involved, each driver must be fully focused on driving and aware of his or her surroundings.
- **DO NOT** block any driveways while waiting in the carpool line.
- Refrain from blocking city bus drop-off and pick-up locations. Look for signs that indicate what areas you should leave open for the city bus.
- A driver should not exit their vehicle during carpool to assist their child. Allow staff to assist in unloading and loading to make for a more efficient drop-off/pick-up process.
- Parking in an undesignated spot and allowing a child to walk to a morning class is not permitted. Students can only be dropped off at the designated locations in front of each school.
- During carpool hours, the gate located on Whittington Drive (Gate #8) is **EXIT ONLY**. Drivers will not be permitted to enter this gate during carpool hours.
- NEVER walk across the street unless an HPD Officer has stopped traffic and has given you the all-clear to cross.
- It is important that all vehicles obey the directions from all HPD Police & Security Officers. They are set in place to keep the flow of traffic moving in the safest way possible.
- Be certain to communicate with your child your carpool number and which campus you intend to collect them at the end of the school day. Communication will ensure that the carpool is not delayed due to searching for the child.

HEALTH AND SAFETY

HEALTH AND WELLNESS POLICY

The Village School's objective is to provide a safe and healthy environment for all students and staff members. It is a priority that the school protects against accidental injury, by seeking to ensure that no equipment constitutes a risk to the health and safety of the students. The school will consult with parents on any matters affecting their child's safety and well-being on campus. Students who become ill or injured will be evaluated and treated by the school nurse. If the student needs to go home, the nurse will contact the parent. Parents must sign out any students leaving the school campus at the main reception desk.

If a student is unwell at home or has been sent home with symptoms (ie: vomiting, diarrhea, fever) they must be symptom-free, and fever-free without the use of fever-reducing medication for 24 hours. Those diagnosed with a bacterial infection must remain home for the first 24 hours of antibiotic treatment.

ALCOHOL AND DRUGS

The Village School places great value on an environment free of drugs, including alcohol and tobacco. Any student involved in the use, possession, or distribution of non-prescribed drugs on campus or at school-sponsored functions is subject to disciplinary action. The particular circumstances of each case will be considered in determining the disciplinary action taken.

COMMUNICABLE DISEASES

The Village School follows The Center for Disease Control (CDC) and the Texas Department of State Health Services Communicable Disease guidelines for student exclusion from class. A student, faculty member, or staff member who has been diagnosed with a highly infectious disease must notify the nurse and will be excluded from all school activities. Students with a known or suspected communicable illness or fever may return to class only after symptoms resolve and they are physically ready. Certification of readiness to return to school by a medical professional may be required.

HEAD CHECKS

Children with lice will be excluded from school until the initial treatment is given. Before returning to class, the students must be checked by the nurse. Parents are encouraged to check for lice regularly at home until treatment is completed.

HEALTH RECORDS

The school has a web-based health information system, called the SNAP Health Portal. It provides an easy, secure, and green way for parents to update and review important school health information and medical documents throughout the year. With 24-hour access over the web, parents can upload Health records/ forms, review a child's clinic visits, and message the school health clinic to expedite communication. The web address is www.studentehr.com. Parents must use their iSAMS email address to log on to the SNAP health portal. If unable to log on, click 'forgot password' and an automatic email with a temporary password will be sent. Each new student, or returning student who has a health condition or a change in health status, must complete or update the Student Medical History form or update the SNAP health portal.

IMMUNIZATION RECORDS

To guarantee school attendance, students must be fully vaccinated, or complete the required doses of a vaccine series. Documentation of additional immunizations given at any time during the year must be submitted to the nurse via a hard copy or uploaded to the SNAP health portal. The school is required to follow the Texas Health Department immunization schedule for school-aged children.

School Immunization Requirements

HEALTH SCREENING

Grade appropriate Spinal and Diabetic screening is carried out annually by the nurse at school if it has not been performed by the student's physician. Vision and Hearing screening is also performed on the following students: all new students,5th, and 7th grades. The cost of these tests is included in tuition. If a parent wishes for their child to be screened and the student is not in these grades, the parent may be charged a fee. Parents will be notified of completion of screening. The results will be accessible via the SNAP health portal.

MEDICATIONS

All medications are stored in the school clinics with the possible exception of Epipens and Inhalers - see below. The Village School has a standard stock of over-the-counter (OTC) medications. Parents must give permission for any medications, over-the-counter or prescription via the SNAP health portal, or on a printed medication form. Requests by phone are not accepted, unless there is a 'life threatening' need. Permission given by parents for the school stock OTC will be used for school trips. Medications that are non-prescription, but are taken on an 'as-needed' basis, may be given to the nurse for administration at school. Medications will not be given to any children below Grade 1 unless a medical condition pre-exists, at which time a discussion with the school nurse must take place.

Due to legislation, the school requires parents to submit permission annually, ideally after August 1st, by which time all students are promoted to their next school grade.
For safety reasons, students are not allowed to bring any medicine to school. This is the responsibility of the parent. Possession of a medication without the nurse's approval is a potential disciplinary matter that can have serious consequences.

All personal medications will be discarded if not collected by the parent at the end of the school year or after the completion of summer camp.
Medications submitted to the nurse must:
1.Be prescribed by a practicing US doctor.
2.Have proof of a pharmacy label on the bottle.
3.Be manufactured in the United States.
4.Have proof of parental permission.
5.Have the full name of the student.

Note: If the doctor provides samples of medication, the school requires a written note from the doctor.

DOCTOR'S APPOINTMENTS

All medical and dental appointments should be scheduled after school hours, if possible. Alternatively, please contact the teacher in advance of any future appointments. The student will be called out of class upon the parent's arrival to collect him/her. Sign out from school is required at the reception desk.

HEALTH PLANS

If your child has a special health need, please consult the school nurse. Health plans are required yearly for specific medical conditions, such as Asthma, Allergy (that requires an EpiPen at school), Diabetes, and/or Seizures. These action plans can be found in the SNAP Health Portal on the 'form' page and must be completed, dated, and signed by a physician and parent and uploaded to the portal by the first day of school. High School students can carry their Epipen/Inhaler if indicated on the health plan. Middle School students can carry their Inhalers if indicated on the health plan. Remember that your child/children's EpiPen or Inhaler must have a pharmacy label that includes their name.

NUT AND ALLERGY AWARENESS POLICY

The Village School is 'nut and allergy aware' and therefore students are permitted to bring in lunch that contains nuts, but no child is allowed to share food. Also, the school caterer is not permitted to use any form of nut in the cooking or preparation of food. Parents are required to inform the school nurse and teacher if their child suffers from any allergy relating to foods such as nuts.

ALLERGY DOCUMENTATION

Parents of any student with a known allergy must document the allergy information in the SNAP health portal and/or discuss it with the school nurse. Students with emergency medication relating to any type of allergy, whether it be food or otherwise required to complete an 'Allergy Plan' (printed from the 'forms' page of the SNAP portal) signed by both doctor and parent. For health and safety reasons known allergies are shared with the nurse and grade-level teachers.

CLASSROOM PARTIES

All foods provided to the school, home-cooked or otherwise must be provided with a food label listing the ingredients. This enables foods to be screened for those students or staff members allergic to any ingredients. Parents may bake or bring shop-bought goods to a classroom party or school event. However, they **MUST** check all shop-bought goods to ensure there are no ingredients whatsoever with any trace, or possible trace of nuts as these foods are not permitted at school. Home-cooked goods cannot be provided if nut oils or nuts have been used during the baking.

RETURN TO SCHOOL AFTER ILLNESS/INJURY

Students who have been absent for more than three (3) consecutive days may need to have a physician's note stating they are 'fit to return to school'. Any student returning to school with a physician's note must provide the note to the nurse or teacher. Any specific instructions regarding a student's health needs must be discussed directly with the nurse. This will enable the nurse to ensure the safety and well-being of every student at The Village School.

INSURANCE

If a child is injured at school, The Village School secondary insurance may cover the portion of medical costs, which is not covered by, the parents' insurance policy. The secondary insurance company, not The Village School, determines this eligibility of coverage. The claim form is available at the school and must be submitted to the insurance company as soon as possible and no later than ninety days from the date of injury. The parent will need to submit proof of charges, along with the Benefit Statement (EOB), showing what the parent's primary insurance will pay. The insurance company is not affiliated with the school; therefore if you have any concerns or requests relating to the form, please go directly to the insurance company for assistance.

The Village School may from time-to-time change, discontinue or adopt new policies concerning these matters if it determines medical opinion and other circumstances warrant.

VILLAGE SCHOOL PARENT ASSOCIATION (VSPA)

The purpose of The Village School Parent Association (VSPA) is:

- to promote the education and social objectives of The Village School.
- to focus efforts on programs that benefit the school and provide opportunities for active involvement and social interaction among parents.
- to provide a medium for cooperative liaison between the parents and the school administration.
- to be a positive support group for the school, by providing an organized forum for fundraising projects. These projects will be beneficial to the student body as a whole.

- **Visit** www.nordangliaeducation.com/village-houston/parent-essentials/parent-association OR www.thevillageschoolparents.org
- **Contact** at vspa@thevillageschool.com OR community@thevillageschool.com
- **Attend** VSPA general meetings and events.

Village School
VSPA
Parent Association

REGISTRATION, RE-ENROLLMENT, AND TUITION PAYMENTS

It is the responsibility of the parents to register and/or re-enroll their students for the coming year. The tuition schedule is distributed along with re-enrollment contracts in January or February. If you have not received this information by the end of February, please contact the business office. Testing for new applicants begins in January.

The enrollment deposit is non-refundable and will be retained by the school notwithstanding notification of withdrawal per the "Terms and Conditions." Tuition deposit holds a "classroom place" until the first tuition payment is due.

Please review "Terms and Conditions" and "Tuition Schedule" for specifics on registration, enrollment, re-enrollment, and cancellations including deadlines, fees, and procedures.

Business Office email: business.office@thevillageschool.com

PAYMENTS

Tuition and other fees may be mailed to The Village School, or sent to school with students marked, **Attention: Business Office**. Other acceptable payment methods and answers to frequently asked questions can be found at the business office resources page on The Village School website.

WITHDRAWALS

Written notice via email should be given to the office at least two days prior to the student's withdrawal in order for records to be prepared. A withdrawal form also needs to be completed on the business office resources page.

IMAGE USE POLICY

Purpose
The Village School and Nord Anglia Education (NAE) aim to celebrate and promote our students' achievements and activities through various forms of media. This policy outlines the guidelines for using photographs and videos featuring students in promotional materials.

Scope
This policy applies to all Village School students and covers the use of their images in any promotional materials produced by the school and NAE.

Use of Student Images

1. Types of Media: Photographs and videos featuring students may be used in printed materials, website, social media platforms, newsletters, advertisements, and any other promotional channels deemed appropriate by the school or NAE.
2. Duration of Use: Images and videos may be used indefinitely to promote the school and its achievements.
3. Context of Use: All images and videos will be used in a manner that respects the dignity and privacy of the students. The school will not use images or videos in contexts that are inappropriate or likely to cause embarrassment.
4. Opt-Out Procedure: Parents or guardians who do not wish for their child's image to be used in promotional materials must contact the communications manager in writing to opt out. They can be reached at [luke.thurston@villageschool.com] or by calling [281.496.7900 ext. 4043].
5. Parental/Guardian Consent: By enrolling their child at the Village School, parents or guardians acknowledge they have read and understood this Image Use Policy. If no opt-out notice is received, it will be assumed that permission is granted for the use of the student's images as outlined in this policy.

THE VILLAGE SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

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