



THE VILLAGE SCHOOL
A NORD ANGLIA EDUCATION SCHOOL

LOWER SCHOOL _____ _____ HANDBOOK

2023-2024

THE VILLAGE SCHOOL

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 history, curriculum, philosophy, 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 1,750 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 a 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, 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 styles of communication and cultural norms. 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, openness and courage. These qualities are the foundation for how we approach our work, our learning, our collaborations, and are shared by everyone in our global Nord Anglia Education family. We define them as follows:

Respect

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

This means we DO listen to other people's thoughts and opinions, actively include and accept differences and help others achieve our collective goals.

While we DON'T dismiss people's ideas and opinions that are different to our own, discriminate, hamper or block progress.

Integrity

- We are honest.
- We stand up for what is right.
- We act in the best interests of our students, employees and community.

This means we DO speak out when things are wrong (but in a culturally sensitive way), own the truth and consider our students, parents, employees and wider community when making decisions.

While we DON'T deliberately mislead, stand by and ignore something that is wrong, or make decisions based on favoritism and personal preference.

Openness

- We are inquisitive and receptive to new ideas.
- We give and welcome constructive feedback.
- We approach change with a positive, can-do attitude.

This means we DO listen and actively explore how ideas may work, act considerately when giving feedback, appreciate the opportunity to improve ourselves and are solution-focused.

While we DON'T squash or dismiss ideas out of hand without proper consideration, publicly criticize people, react negatively when we hear something we don't like, or take actions that undermine decisions.

Courage

- We voice difficult questions.
- We are not afraid to take risks.
- We confront issues ethically.

This means we DO ask difficult questions, encourage creativity and innovation, empower people with the confidence to experiment and confront issues fearlessly and objectively.

While we DON'T just accept the status quo, only follow tried and tested methods, lay blame if an initiative is not successful, or take the easy way out.

Handbook Disclaimer

The Village Lower School Handbook contains established policies and procedures for the current school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.





THE VILLAGE SCHOOL
A NORD ANGLIA EDUCATION SCHOOL

August 2023

Dear Families,

Welcome to Village Lower School!

At Village Lower School, we believe that all children come to school with natural curiosity, creativity, and potential. Our responsibility, as educators, is to provide experiences which 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 are 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.

Together, we can make a difference!

Sincerely,

Jen Chile
Director of Lower School

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GENERAL INFORMATION

School Hours: 8:00 AM - 3:30 PM

School Phone: (281) 496-7900

School Fax: (281) 496-3856

School Store Hours: 7:30 AM - 4:30 PM, Monday through Friday

Spirit Days: Every Friday

CONTACTS

Administration

Bill Delbrugge
Head of School
bill.delbrugge@thevillageschool.com

Jen Chile
Director of Lower School
jennifer.chile@thevillageschool.com



WELCOME TO LOWER SCHOOL

DAY TO DAY

SCHOOL HOURS

Village Elementary school hours are 8:00am-3:30pm on Monday, Tuesday, Thursday, and Friday. Wednesday is an early dismissal day for all school divisions at 2:30pm.

ARRIVAL

Regular carpool and drop off begins at 7:30am. Parents are encouraged to use the carpool line to drop off their children as it is the safest option.

Children arriving between 8:00-8:15 may receive a tardy slip from the receptionist and proceed to class. Children who are returning following an appointment or arriving after 8:15 must be signed in at reception with an adult.

DISMISSAL

Dismissal begins at 3:30pm (2:30pm on Wednesdays). To ensure the safety and well-being of students, parents are not permitted to come into the building to pick up their child(ren). Furthermore, your child will not be permitted to leave the school with anyone other than a designated adult. A new person you have designated to pick up your child will be asked to show identification. For any changes, please send a note or email to the classroom teacher, or you may call Lower School reception. Please allow at least 30 minutes in advance for a change for dismissal arrangements. Verbal messages cannot be accepted during carpool.

Understanding that unforeseen circumstances occur, should your child not be picked up at the appropriate time, they will be supervised by a staff member. Repeated late pick ups may result in a meeting with the Division Director.

Children who are picked up early must be signed out at reception. The receptionist will call the classroom for your child. In order to maintain the smooth flow of instruction and learning, we ask that parents refrain from going directly to the classroom.

CARPOOL PROCEDURES

The safest method to pick up your child(ren) is through the elementary carpool line. A Village provided carpool tag that is issued at the start of school should be displayed from the rearview mirror. Children should be ready to go to exit the vehicle on the passenger side facing the school to keep carpool running efficiently. Additionally, please remain in your car while in the loading area at the elementary entrance. A teacher will help your child out of or deliver your child to the car. It is the parent/ guardian's responsibility to fasten car seat and seat belt buckles.

WALKERS AREA

Only families that walk to school from the neighborhood will be permitted to walk up to carpool to pick up their child. Please do not park and walk up to pick up children. Walkers will be seated with carpool students. A Village carpool tag must be shown at the gate to collect your children.

Safety and efficiency are our priorities!

Please set a good example for others by following these guidelines.

- City regulations dictate that emergency vehicles must be allowed access to the school at all times. No vehicle can be left in the drive unattended.
- Enter the carpool line from the rear of the line on Whittington Drive. Breaking into line will only cause tempers to flair.
- Do not block driveways.
- Never make a U-turn in the middle of the street or elementary driveway.
- To help speed up the drop off process, please prepare your child to exit the vehicle as you approach the drop off area and have them seated on the passenger side of the vehicle.
- If you are walking your child into the school, only cross carpool where a security officer or staff member can assist you. You must walk your child all the way up to the school doors to connect with a staff member on duty.

DROPPING OFF ITEMS

Items dropped off during the school day can be left with the Lower School receptionist. Arrangements will be made for the item to be delivered to collected by the student.



DRESS CODE

All students are required to wear a Village School uniform. Uniforms are available for purchase through Dennis Uniform. A spirit shirt will be given to every student at the start of school. Additional Village spirit shirts may be purchased at the Campus Store. *Every Friday students may wear spirit wear with jeans or uniform bottoms.* Students may wear their regular uniform if they prefer. Please be reminded that Spirit Days are not considered free dress days.

Purchase online: www.dennisuniform.com

Purchase in store:

7613 Katy Fwy, Suite G
Houston, Texas 77024

Available Dennis Uniform options:

****One navy polo required-either short or long sleeved****

Short sleeve Polo

Long sleeve Polo

Khaki Pants

Khaki Shorts

Plaid Skirt

Jersey polo dress

Plaid A-line Jumper Dress

Gingham Dress

Navy blue “bike shorts” for under dresses or skirts

Sweater or Fleece Outerwear

Shoes—closed toe athletic shoes

SNACK AND LUNCH

For lunch, you may either purchase hot lunch from our cafeteria or pack your child a lunch from home. Our provider FLIK prepares nutritious, nut-free meals with fresh ingredients and offers a vegetarian option. A monthly menu and additional information is available on the Lower School Portal. Hot lunches do not need to be paid in advance. If a student is eating hot lunch, he or she simply needs to inform the teacher that morning. Purchased lunches will be added to family accounts and billed at the end of each month.

LIBRARY

We want children to love books and reading. To encourage their enjoyment, students will be able to check out library books each week. Books can be kept one week, then renewed up to two times. All library books must be returned before a student may check out additional books. If a book is overdue or lost, students must wait until the book is returned or the lost book fee is paid in order to check out another book. If this is not settled before the close of the school year, a student's records will be held until the book is returned or paid for.

LOST AND FOUND

Labeling your child's personal items and clothing with first and last name helps us to return them when they've gone missing! Found items are located in the lost and found area behind the Lower School reception desk. Valuable items turned into lost and found, such as jewelry, purses, glasses, watches, etc. are kept in a safe place at the front desk.

ENRICHMENT/HOME LEARNING

Our elementary students are fully engaged in learning activities for nearly eight hours a day. We believe that after school, students should extend their learning beyond the classroom by engaging in self-directed activities. Such activities might include but are not limited to: cooking, singing, art, playing an instrument, languages, sports, and play. Thirty minutes of daily reading is an essential part of Home Learning. We encourage students to read whatever it is that interests them.

Nightly home learning can include:

- Students read for pleasure for at least 30 minutes.
- Review of math facts (Grade 1: focus on Addition, Grade 2: focus on Subtraction, Grade 3: focus on Multiplication, Grade 4: focus on Division).
- Children engage in active and/or creative, unstructured play.
- We encourage parents to read to their child every day, even once they learn how to read themselves.
- Children follow their interests and have choice in what they want to learn during the after school hours.
- Grade 1 - 3 levels will provide enrichment activities for the week. These will be project driven ways to connect home and school, and demonstrate learning in a different way. These are not required, but a great way to bring the classroom learning into the home.
- Grade 4 students will receive traditional homework to prepare them for the routines of middle school.

Our students are encouraged to be balanced, life-long learners who continue to pursue learning in all of their endeavors beyond the classroom. Regular nightly homework will not be assigned to our students, and no homework will contribute toward a student's overall grade at any time.

AFTER CLASS ENRICHMENT (ACE)

The After Class Enrichment (ACE) Program is geared toward students and parents who require extended hours and/or desire more activity outside normal school hours. The ACE Program provides your child with numerous outlets to express their energy, creativity, and natural gifts to become innovators and creative thinkers. The program strives to provide safe and fun activities that accommodate various interests and schedules for your child. Details can be found on the website under the Student Life section.

POLICIES AND PROCEDURES

ATTENDANCE

Students benefit from being present and on time for school every day. Regular, punctual attendance creates a predictable routine and allows children the time they need to make a smooth transition into the day. Please notify your child's teacher if your child will not be attending school for the day or an anticipated period of time.

Parents are encouraged to keep absences to a minimum. However, we understand that absences may occur for extended periods of time. Therefore, approval from the Division Directors will be required for extended absences. Arrangements for work during an absence must be made at least two weeks in advance with the student's teacher(s) and Division Directors. Please be advised that it may not be possible to provide all work in advance as learning experiences cannot always be replicated outside of school. In order for a child to receive a report card, a child must be in attendance at The Village School for at least one-half of the grading period.

In the event that your child arrives to school after 8:00 am, your child must be signed in with an adult. If your child receives 5 or more tardies, you will receive communication from the school regarding your child's attendance. Tardies will be considered habitual and excessive once they have reached 10, and a meeting will be arranged with a Division Director and/or school counselor to discuss proactive home strategies to help your child arrive to school on time.

SOCIAL-EMOTIONAL DEVELOPMENT AND BEHAVIOR MANAGEMENT

The Village School believes students can only reach their true potential in a learning environment where trust, respect and caring relationships take priority.

Culture and climate is the backbone for creating a truly great classroom. *Capturing Kids' Hearts* not only improves classroom culture, but also impacts student performance, attendance rates, and discipline. *Capturing Kids' Hearts* shows teachers how to create high-achieving centers of learning by strengthening students' connectedness to others through enhancing healthy bonds with their teachers and establishing collaborative agreements of acceptable behaviors.

This foundational teaching provides the research-based process for administrators and teachers to be able to model the following for students:

- Proper engagement and proper conduct
- Positive thinking and the art of affirmation
- Relational conflict resolution skills

SOCIAL-EMOTIONAL DEVELOPMENT AND BEHAVIOR MANAGEMENT (CONT.)

The resulting cultural change has the following impact:

- Creates connectedness at school and home
- Creates a healthy social emotional climate
- Aligns behaviors to outcomes and creates academic, social, and emotional safety in the classroom
- Creates student self-management via a social contract
- Builds high performing teams and a high performing school culture

At the heart of each classroom is a student created social contract that serves as a self-management tool for students to regularly monitor and assess the choices they make in alignment with the contract they created. The contract is considered a living document and is referred to on a regular basis to highlight success and serves as a guide for when challenges arise.

If a student has challenges maintaining their commitment to the social contract, a discussion is facilitated with the student to provide an opportunity for the student to identify solutions to improve the choices they made. On occasion, the student may receive additional support from the counselor to identify and develop strategies to help the student make positive choices.

If a student is unresponsive to established behavior supports, the student may receive consequences for their choices, not limited to, but including:

- Appropriate restitution made for the misbehavior
- Note of apology
- Behavior contract
- Removal of privileges
- Required consultation with an appropriate specialist/ counselor
- Dismissal from class for a predetermined period of time
- Dismissal from school for a the day or extended period of time
- Dismissal from The Village School permanently
- Our goal is to help our students understand that being a member of The Village School community is a privilege that is based on respect for others.



The Village Lower School

Behavior Intervention Flow Chart

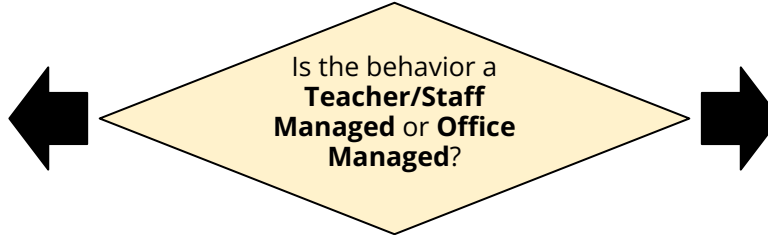
OBSERVE PROBLEM BEHAVIOR

MINOR

Teacher Managed Problem Behaviors

MAJOR

Office Managed Problem Behaviors



POSITIVE PREVENTION:

Always acknowledge students who are following rules within the matrix consistently.

POSITIVE PREVENTION:

Always acknowledge students who are following rules within the matrix consistently.

#1: FORMAL WARNING+RETEACH

- Reteach appropriate behavior to meet RISE expectations
- Repeat up to 2 times
- Document in ES Incident Monitoring Form

#2: RETEACH + INTERVENTION

- Discuss behavior one-to-one
- Utilize [intervention strategies from Tier 1 Intervention menu](#)
- Parent contact within 24 hours
- Repeat up to 2 times
- Document in ES Incident Monitoring Form

#3: BREAK + REFLECTION

- Time out to another classroom with reflection worksheet
- Document in ES Incident Monitoring Form
- Parent contact within 24 hours
- Utilize this option no more than 2 times per semester

#5: MINOR TO MAJOR

If minor behaviors are still occurring despite the above interventions, please move to the "major" referral column for next steps.

| MINOR Teacher Managed Problem Behaviors | MAJOR Office Managed Problem Behaviors |
|--|---|
| DEFIANCE -Saying "No" repeatedly -Not doing any work -Not listening | DEFIANCE -Sustained defiance of 15 minutes or more -Leaving campus or classroom without permission |
| DISRESPECT -Talking back -Making faces -Body gestures | DISRESPECT -Verbal threats of aggression against a teacher or student -Harassment of any kind |
| DISRUPTION - Talking/Screaming - -Throwing an object - -Pounding their fist | DISRUPTION -Sustained interruption of 15 minutes or more |
| BULLYING - Teasing -Messing around | BULLYING -Seeking to harm or intimidate -Repeated intentional targeting towards another student |
| INAPPROPRIATE LANGUAGE -Cussing to self -Name calling -Using unkind words | ABUSIVE LANGUAGE -Hateful/racist comments -Sexual harassment -Profanity (including gestures) directed towards a person |
| MINOR PHYSICAL CONTACT -Purpose: Playing Around / Reaction - -Hitting/Pushing - Pinching - Tripping/Kicking | MAJOR PHYSICAL CONTACT -Purpose: Intent to Harm -Hitting, Pushing, or Punching -Tripping or Kicking -Sexual Harassment |
| PROPERTY MISUSE -Throwing an object -Dropping an object -Breaking an object | VANDALISM -Of personal or school property of a high value |
| POSSESSION OF INAPPROPRIATE ITEM -Non-school appropriate items | POSSESSION OF ILLEGAL ITEMS - Drugs/Alcohol - Vape/Lighter - Weapons |
| TECHNOLOGY VIOLATION -Use of cell phone, headphones, or other technology without permission | TECHNOLOGY VIOLATION - Cyber-bullying -Inappropriate image/sites |
| STEALING (PETTY) -Petty theft with little or no value - Item returned to individual | STEALING (MAJOR) -Major theft with high value -Minor theft without item returned |

#1: REFERRAL TO ASSISTANT DIRECTOR (GRADES 1-4)

- Submit for a major behavior and/or repeated minor behaviors.
- Designate that it is a referral in the write up
- Admin progressive discipline and/or discretion for discipline
- Administrator parent contact within 24 hours

#2: IN-SCHOOL SUSPENSION

- If behavior persists, turn repeated minor referrals into a major referral submission on ES Incident Monitoring Form
- Designate that it is a class suspension in the write up
- Administrator parent contact within 24 hours

#3: REFERRAL TO DIRECTOR

- If behavior persists, AD submits a repeated minor referrals into a major referral submission on ES Incident
- Designate that it is a referral in the write up
- Administrator parent contact within 24 hours
- Admin progressive discipline and/or discretion for discipline

#4: SUSPENSION, EXPULSION, OR CONTRACT NON-RENEWAL

- Determined by administration for repeat offenders
- Teachers and counselor consult and referral
- Administrator parent contact within 24 hours

CLASS PLACEMENT PROCESS AND POLICY

The process of determining class placement begins in the spring when staff meet to make tentative class placements for the following school year. For returning students, parents are welcome to communicate information they think will be helpful in making placement decisions directly via the Parent Input Form, which details specific information regarding your child and relevant factors / variables which would contribute to your child's success. While parent input is valued, requests for specific teachers are not accepted.

We take classroom placement decisions very seriously and do our best to create classroom communities that promote the growth and development of each student. Experiences with a variety of teaching styles and classroom environments help develop a students' ability to apply strategies and adapt to changing situations. Many factors are taken into consideration including:

- Teacher recommendations
- Parent input via the Parent Input Form
- The child's developmental and academic strengths and needs
- Social connections / friendships
- Distribution of English Language Learners
- Gender balance
- Classroom dynamics
- Distribution of new and returning students
- Distribution of learning differences, social-emotional needs, world language selection.

Placement is communicated to parents in August prior to the start of school. Once placements have been made and communicated, we do not anticipate changing students' class assignments. We believe that forming relationships with the teacher, learning classroom routines, and making friendships with new classmates take time and children need continuity in their daily routines to make that happen. If a situation arises mid-year that changes critical data-points upon which the decision for the original class placement were made, parents and the divisional director will meet to discuss the best path forward for the child.



CLASSROOM CELEBRATIONS (BIRTHDAYS AND PARTIES)

Birthdays will be celebrated during the time of day that is least disruptive to the learning environment, such as snack time. Due to time and space constraints, birthday celebrations are limited to the students and the teacher, and cannot include family members.

Children with summer birthdays may arrange a date with the teacher either on the child's half birthday or in August/May. Invitations for parties outside of school must be issued to all children in the class if you wish to distribute them at school. Gift exchanges and goody bags are not permitted at school.

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

HEALTH & SAFETY 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 wellbeing 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 sent home unwell, or has been home ill (example: vomiting, diarrhea, fever) must be symptom free, and fever free without the use of fever reducing medication for 24 hours. Those diagnosed with Strep Throat or Infective Conjunctivitis must remain home for the first 24 hours of antibiotic treatment.

HEALTHY EATING POLICY

The Village School works hard to provide healthy and nutritious meals for our students and promotes a culture of healthy and informed eating habits. Please send healthy snacks and water with your child every day. Our faculty is committed to educating our students on the benefits of healthy eating and exercise and to lead by example.

COMMUNICABLE DISEASES

The Village School follows guidelines from the Center for Disease Control (CDC) and the Texas Department of State Health Services regarding student exclusion from class. Should there be a case of a communicable disease/illness at school, those students without proof of immunization against the illness/disease will need to be exempt from class. They may return if they become immunized or when the school feels the safety of others is not at risk.

The school nurse **must be notified** if a student or faculty member has been diagnosed as having a highly infectious illness or disease. They will be excluded from all school activities and can only return after symptoms resolve and they are physically ready. Certification of readiness to return to school by a medical professional is required.

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 email address to login to the SNAP health portal. If unable to login, click 'forgot password' and an automatic email with a temporary password will be sent.

Each year parents are required to confirm the information on both 'contact' and 'allergies/conditions' pages in the portal. This is very important. New students or returning students who have a health condition or a change in health status, must complete the Student Medical History form or update the SNAP health portal. Parents of all 2 year old students are required to provide a letter from the doctor with a physician statement -

IMMUNIZATION RECORDS

To guarantee continued school attendance, all students must have an Immunization record on file by the first day of school. The school will maintain compliance according to the Texas Health Department Immunization Schedule. New students are granted a 30 day 'grace period' to catch up on any vaccines required for school. Existing students must be up to date with all required immunizations according to the Immunization Schedule. IF they are not, the student will be withheld from classes until documentation is provided to confirm the required vaccines have been given. Documentation of additional immunizations given at any time during the year must be submitted to the nurse or uploaded to the SNAP health portal on the 'vaccination page'.

HEAD CHECKS

Children with lice will be excluded from school until the initial treatment is given. Prior to 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 SCREENING

Vision and Hearing screening is performed on the following: new students, 4-year-old students, PreK, Kindergarten, 1st, 3rd, 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. Scoliosis and Type 2 Diabetic screening is also performed on specific grades. Parents will be notified of the completion of all screening via the school's weekly newsletter and all 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 supply of stock over-the-counter 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 or email are not accepted. 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 into their next school grade in the SNAP health portal.

Permission given by parents for the school stock OTC will be used for school trips. Medication for school trips must be submitted at least two weeks prior to a trip unless the medication is prescribed a day before the trip.

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. Parents of students permitted to carry an Epipen or an Inhaler at school must ensure the medication has the 'pharmacy label' attached to it.

All personal medications must be collected by the parents at the end of school, otherwise it will be discarded. The only exception to this rule is if the student is attending a summer camp at school in which case the parent must notify the nurse. Medications submitted to the nurse must:

1. Be prescribed by a practicing US doctor.
2. Have proof of a pharmacy label on the bottle with an expiry date for the medication.
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.

HEALTH PLANS

If your child has a special health need, please consult with the school nurse. Health/Action plans are required *yearly* for specific medical conditions, such as, Asthma, Allergy (that requires an EpiPen at school), Diabetes, and/or Seizures. The plans can be found in the SNAP Health Portal on the 'form' page, and must be completed, dated, and signed by physician and parent, and uploaded to the portal by the first day of school.

NUT AND ALLERGY AWARENESS POLICY

The Village School is 'nut and allergy aware' and therefore students are permitted to bring a lunch containing 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 with any allergy relating to foods such as nuts.

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 parent's arrival to collect him/her. Sign out from school is required at the reception desk.

RETURN TO SCHOOL AFTER AN ILLNESS OR INJURY

Students who have been absent for more than three (3) consecutive days 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 a note to the 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 wellbeing of every student at school.

INSURANCE

If a child is injured at school, The Village School secondary insurance may cover the portion of medical costs not covered by the parents' own insurance policy. The secondary insurance company, not The Village School, determines this eligibility of coverage. The claim form is available from the nurse or athletic trainer and must be submitted to the insurance company 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.

RECESS AND TIME OUTDOORS ARE RECOGNIZED AS IMPORTANT ELEMENTS OF QUALITY, DEVELOPMENTALLY-APPROPRIATE LOWER SCHOOL PROGRAMS

ALCOHOL AND DRUGS

The Village School places great value on an environment free of drugs, including alcohol and tobacco. Therefore, the following school policy has been adopted: 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.

OFF CAMPUS WAIVER

An online Off Campus Waiver must be completed on each student prior to the commencement of school. It contains very important information for the school should an emergency arise. Parents are required to make immediate corrections to their iSAMS account of changes in their contact information such as phone numbers during the academic year.

SCHOOL RECORDS AND REPORTS TO PROFESSIONALS

When a child applies out to or transfers to another school, a parent/guardian must sign a release of information before records are released. Any teacher recommendation forms or letters regarding a transferring child, or data being sent to outside professionals are mailed or faxed directly from The Village

School to the recipient. No recommendations will be given to the parent or hand delivered to another school. Please allow at least one week for any recommendations or record requests to be completed. All school accounts, including tuition and FLIK dining charges, must be cleared before student records or report cards will be released.

RECESS AND OUTDOOR TIME

Recess and time outdoors are recognized as important elements of quality, developmentally-appropriate Lower School programs. Conditions are monitored for temperature extremes or inclement weather and may result in adjustments to time and activity. Parents are expected to send their child to school with weather appropriate clothing, as desired. In cooler weather this may include a winter coat, hat, mittens, and scarf.

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 10 days prior to the student's withdrawal in order for records to be prepared. See Official Transcripts and Teacher Recommendations. A withdrawal form also needs to be completed on the [business office resource page](#).

COMMUNICATION AND PARTICIPATION

The relationship between home and school is a critical component in your child's success, and communication is key to this relationship. To facilitate communication, the school relies upon a variety of communication strategies including:

- ParentSquare- the school's official communication platform for school, division, classroom and group news
- Division News (sent on Friday via ParentSquare)
- Weekly classroom newsletters
- Seesaw digital portfolio application "Village Lower School" Facebook group
- Curriculum Night
- School Mailings
- Parent Coffees
- Parent-Teacher Conferences (2x/year)
- Report Cards (2x/ year)
- Emails/Phone Calls
- VSPA Events
- "Preview" Presentations for the following school year when transitioning between divisions (Finna to Elementary, Elementary to Middle School).

Important Note about Communication:

Division News is sent on Friday evenings. This is where you will find the events happening in your child's division the next week, the most important and current information for your student. Monitoring this communication along with the weekly newsletter sent from your child's teacher will ensure that you are up to date on what is happening at school.

CONCERNS

Please follow the sequence below if you have a concern or would like to meet with your child's teacher at other times during the year.

1. Contact the teacher to request a meeting. Please do not go directly to classrooms for impromptu conferences. When emailing, writing a note, or leaving a message, please include a brief description of the subject matter so the teacher can respond promptly and be prepared for a productive meeting.
2. If you believe the issue needs further discussion, please make an appointment to speak with the Director of Lower School.
3. In the unlikely event that the issue is unresolved, please make an appointment to speak with the Head of School.

PARENT-TEACHER CONFERENCES

Formal conferences are scheduled two times a year and are designed for you to discuss strengths and goals specific to your child. We understand that questions and concerns can pop up at any time of year and may require additional meeting times.



THE RELATIONSHIP BETWEEN
HOME AND SCHOOL IS A CRITICAL
COMPONENT IN YOUR CHILD'S SUCCESS...



...AND COMMUNICATION IS
KEY TO THIS RELATIONSHIP

PARENT AND FACULTY EXPECTATIONS

Faculty will:

- Be professional, non-judgmental, polite and helpful to you whatever your gender, race, age, sexual orientation, marital status, disability, religion, or beliefs.
- Deal with your inquiries accurately and efficiently, explaining clearly from the start what help we can give and the process we will go through to solve your problem or where you can go for additional help or information.
- Tell you beforehand if there are changes in service that we provide.
- Use your feedback, comments, and suggestions to help us improve our services.

Faculty will do their best to:

- Reply to your requests for information and help as quickly as possible, aiming to reply to all requests within 24 hours.
- Make an appointment for you to speak with a staff member directly if desired or needed.
- Resolve any problems or concerns you may have, seeking to find a mutually agreeable solution as quickly as possible.
- Ensure that your children are happy and safe.
- Ensure that your children make steady age-appropriate progress, receiving the support they need in all areas of the program.
- Ensure that you are happy here at Village School!

What we ask from parents:

- Treat staff with respect. If you have an issue with a staff member, please speak directly with that person. If further dialogue is needed, speak directly with the Director of Lower School or Head of School. Refrain from open, public forums as these conversations are not productive.
- Support the school by reading policies and procedures so that you are aware of your responsibilities as a parent of a student at The Village School.
- Ensure that your children are dressed appropriately when coming to school.
- Ensure that your children arrive to school on time each day. Inform the school if your child will be absent.
- Keep your children at home if they are sick and likely to infect staff or other students.
- Attend Parent Conferences and read your child's progress reports.
- Attend events to contribute to building a strong school community.
- Support the school by participating in extracurricular and/or classroom activities.



EVACUATION PLAN- RELOCATION CENTERS

EVACUATION

- Notify administration assistant who will call 9-1-1
- Administration assistant will issue evacuation procedures upon orders from Director
- Director or designated member of staff will determine if students and staff should be evacuated outside of building or to relocation centers.
- 1) David Randolph & 2) Carolyn Anshus will coordinate transportation if students are evacuated to relocation center. Call by priority of number.
- Administration assistant will notify relocation center.
- Direct students and staff to follow fire drill procedures and routes. Follow alternate route if normal route is too dangerous.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system. Close doors.
- Notify parent(s)/guardian(s) per district policy and/or guidance

STAFF

- Direct students to follow normal fire drill procedures unless administration assistant or emergency responders alter route.
- Nurse should take evacuation To-Go-Bag. Teachers should carry roster/list of children.
- Close doors and turn off lights.
- When outside building, account for all students. Inform administration assistant immediately if any students are missing.
- If students are evacuated to relocation centers, stay with students. Take roster again when you arrive at the relocation center.

RELOCATION CENTERS

Primary Relocation Center (used for local school emergencies)

Address: Whittington Post Office, 12655 Whittington Drive, Houston, TX, 77077

Tel: (281) 920-9337

Location is a block from intersection of Dairy Ashford and Whittington.

Secondary Relocation Center (used for community-wide emergencies):

Address: The British International School, 2203 N Westgreen Blvd. Katy, TX 77449



THE VILLAGE SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

2005 Gentryside Drive,
Houston, TX 77077
Phone: (281) 496-7900

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