

# MIDDLE SCHOOL INFORMATION *at a glance*

## CLASS LOGISTICS

**Class Time:** 8:30am-3:30pm, **Carline:** AM 8:15-8:30am PM begins at 3:25pm **Childcare:** 7:30-8:15, 3:30-6pm

**Carline Drop Off/Pick up:** Drive up to Mural Wall - [see map](#). Diane will direct the students to the appropriate location once they exit the car. Carline starts the first day of school.

**Hillside Door Code:** Students will get the code on their first day of school.

**Health Policy regarding Illness:** Children with a contagious disease, respiratory illness or symptoms, including fever, persistent cough, or sore throat, should stay home until they are fever free for 24 hours without medication AND symptoms are mild and resolving. See the [Parent Handbook](#) for the complete policy.

## HOW TO CONTACT US:

Phone: 925-455-8021

**To email your child's classroom teachers:** Use [MiddleSchoolTeachers@VMSchool.org](mailto:MiddleSchoolTeachers@VMSchool.org)

**Reception Desk & Registrar: Nichole Phillips x120** [nphillips@vmschool.org](mailto:nphillips@vmschool.org)  
Contact for Student Records, Immunization Updates and general questions.

**Director of Elementary and Middle School: Diane Kmetz x214** [dkmetz@vmschool.org](mailto:dkmetz@vmschool.org)

**Head of School: Patti Wilczek x225** [pwilczek@vmschool.org](mailto:pwilczek@vmschool.org)

**Tuition Questions: Jenny Quan x210** [jquan@vmschool.org](mailto:jquan@vmschool.org)

**Schedule/Childcare Changes: Tracie Scharlemann x100** [tscharlemann@vmschool.org](mailto:tscharlemann@vmschool.org)

**FACTS Family Portal Questions: Tracie Scharlemann x100** [tscharlemann@vmschool.org](mailto:tscharlemann@vmschool.org)

**Volunteer Opportunities / Get Connected: Jessica Kinlund** [jkinlund@vmschool.org](mailto:jkinlund@vmschool.org)

**Middle School Childcare:** To get a message to the Childcare teacher, contact Reception at 925-455-8021.

## HOW WE COMMUNICATE:

**Wednesday News:** Emailed each Wednesday, **it is our primary communication for class & school information.**

**Schoolwide Text Messages:** Used for brief information, important reminders and time-sensitive messages.

**FACTS Family Portal:** [factsmgmt.com](https://factsmgmt.com). Complete forms, view parent directory & access student information. Click Parent Login then Family Portal. Enter District Code **VMS-CA** & your login/password from re-enrollment.

**Jupiter:** Log in to see student progress reports. New families will receive an email invitation with login info.

**VMS Website:** [VMSchool.org](https://VMSchool.org) See the Our Programs tab to find the Middle School program page.

**Social Media:** Follow us on [Instagram](#) and [Facebook](#) to see student photos and event announcements.

**School Policies & Procedures:** See [Parent Handbook](#) which includes school policies related to illness.

**Google Calendar:** Subscribe using +Google icon on your class program page for important VMS dates.

**Printable Schoolwide Calendar:** [2024-2025 Calendar](#) (Link also available in upper right corner of website.)

## MIDDLE SCHOOL SPECIALISTS

In addition to having Spanish as a daily part of our middle school curriculum, every week students take classes in Art, Music, PE and Technology, including Digital Media. Meet the [Specialists](#) here.

## BACK TO SCHOOL CHECKLIST & FORMS

- **Lunch & Snack: VMS is a Nut Safe School.** Send healthy, *nut-free* lunches & snacks to school that are cooked and ready to eat. Microwaves will not be available. Also, you can order school lunches from Choicelunch at [www.choicelunch.com](http://www.choicelunch.com). Use **VMS** to register. Report any **Food Allergies** to staff.
- **Student Supplies:** There is a limited [list of supplies](#) that are the student's responsibility to bring to school on the first day. All other student materials including a laptop are provided by VMS.
- **Medications:** If your child takes medication or is prescribed an EpiPen, inhaler etc., bring it to school along with this completed [Authorization Form](#). All medication must be in original container with prescription label. In addition, Food Allergies and EpiPens require a [Food Allergy Action Plan](#).
- **Parent Handbook:** For important information regarding VMS policies and procedures, please read the VMS [Parent Handbook](#) paying special attention to the VMS Health Policy.
- **Complete the following VMS online forms before the 1st day of school :**
  - [Student Accountability and Behavior Policy](#): Both student and parent signatures required.
  - [Student Tech Agreement](#): Students and parents/guardians need to review and sign before students are given access to use the school's laptops, network and internet access at school.
  - [2024-25 Field Trip Driver Forms](#): If you intend to drive on fieldtrips this year, these forms need to be completed every schoolyear. Livescan is only required once.
  - [Middle School Walking Field Trip Form](#): Each year Middle School students walk as a class to various local locations. This form provides permission for the year for these walks.
  - [Volunteer Interest Form](#): There are many ways to get involved at VMS! Take a look to learn more.
  - [VMS Spirit Gear](#): Get your gear for the new school year!