

**Villago Middle School Student/Parent Handbook  
2022-2023**



**Jeff Lavender, Principal  
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**574 E. Lakeside Parkway  
Casa Grande, Arizona 85122**

**Attendance Line: (520) 423-0176  
Telephone: (520) 423-0176**

Period	A-DAY	Room #	B-DAY	Room #
1				
2				
3				
WIN				
4				

**School Schedule:** Students will attend school Monday - Thursday each week ([district calendar](#))

<b>1st Period</b>	<b>8:30 - 9:57</b>
<b>2nd Period</b>	<b>10:01-11:24</b>
<b>3rd Period*</b>	<b>11:28-1:35</b>
<b>Titan WIN</b>	<b>1:39-2:31</b>
<b>4th Period</b>	<b>2:35-4:00</b>

**\*Lunch Times: 8th: 11:28-12:08**

**7th: 12:08 - 12:48**

**6th: 12:55-1:35**

#### **BUS INFORMATION**

Bus # \_\_\_\_\_

Bus Stop \_\_\_\_\_

AM Pick Up Time \_\_\_\_\_

PM Drop Off Time \_\_\_\_\_

***This digital agenda contains the school rules, policies and procedures at Villago Middle School. Please read this document carefully, as you are responsible for adhering to the content within these pages***

# Student Expectations and Supports

## **ABSENCES/ATTENDANCE**

Arizona Law requires all children between the ages of six and sixteen to be educated in the subjects of reading, grammar, mathematics, social studies, and science. It is the parent's responsibility to see that their children are in school when the school is in session.

We believe it is extremely important that students are at school every day. However, we understand that sometimes things happen that students cannot control.

- If a student is absent from school, the parents need to call the attendance line on the day the student is absent with the reason for the absence.
- Students cannot call to excuse themselves or a fellow student.
- A parent reporting an absence does not necessarily mean that the absence will be excused. If there is no phone, a notification must be given in writing to the attendance office.
- If a student is absent (excused or unexcused) for 5 days or more during the school year, a truancy warning may be issued.

## **Tardy**

Students also must not be tardy to class. A student is tardy by not being in the classroom by the time the tardy bell rings. There is a one-minute warning bell that rings before the tardy bell. If a student is tardy 3 or more times to class within a given week, a referral will be issued. A student must have a pass that identifies the teacher or staff member who has given permission for that student's classroom tardy to be excused. If students arrive at school after 8:30 a.m., they must be signed in at the front office by a parent/guardian.

## **ACADEMIC ASSISTANCE**

Our school-wide programs for helping students are:

**TUTORING/HOMEWORK HELP** – Villago offers a learning lab before and Lunch as well as a lunch time homework help (offered by some teachers) to assist students with academics, homework, etc.

## **LUNCH DETENTION (APS)**

Students must attend Lunch Detention the day it is assigned as stated on the referral. If a student fails to attend Lunch Detention, another day of detention will be added. The student will be assigned to a full day of APS (Alternative Placement in School) on a subsequent school day, if lunch detention is not served.

## **AFTER SCHOOL SPORTS/EVENTS**

**The policy for staying after school for Villago Middle School home games is as follows:** Any student attending a sporting or extra-curricular activity must be accompanied by an adult.

All spectators are expected to stay at the game location and not be wandering around campus. In addition, students are expected to behave in accordance with all Villago school rules and exhibit good sportsmanship towards the visiting teams. Any violations of this policy will result in spectators being prohibited from attending future events.

## **BACKPACKS**

Students are allowed to have backpacks on campus in order to store school-related items. Students are responsible for ensuring their backpacks are secure and/or supervised at all times. Backpacks must be worn as designed while on campus.

## **BICYCLES AND SKATEBOARDS**

The safety of everyone at school is very important. Therefore, no one is to ride on anything with wheels on the school campus. Students riding bikes and skateboards/scooters to school must walk their bikes and scooters to the bike rack. Skateboards and/or scooters must be stored in the front office or in a teacher's classroom.

## **BUSES**

Riding the bus is a privilege and continual violations can result in the student losing all bus riding privileges for the school year; the driver is in charge.

Our buses are equipped with video cameras. Based on FERPA, parents do not have access to view the video when it includes multiple students.

Students will:

- Sign the Bus Procedures Agreement form each year indicating their commitment to the bus procedures.
- Carry their School ID at all times.
- Show School ID upon request.
- Obey all directions given from the bus driver.
- Board and exit the bus only at their assigned bus stop.
  - Any request for an exception must be made by a parent to the office staff the morning of the bus change.
  - If one student is going home on the bus with another student, BOTH students must have a parent note.
- NOT consume food or drink on the bus
- Understand that if they miss the bus to/from school, their parents are responsible to provide transportation.

Students refusing to obey the driver's safety and student management procedures will be subject to disciplinary consequences up to and including the loss of district transportation privileges.

### **CELL PHONES/SMART WATCHES**

Students are responsible for their cell phones/smart watch, both the device itself, any content stored within it, as well as any content accessible from a student's social media account(s) or alternate communication platform.

We strongly suggest students keep their electronic devices in a safe place at all times, refrain from sharing devices and passwords, and use their devices properly and appropriately to avoid theft, damage, and tampering.

**Schools are not responsible for loss, damage or theft of electronic devices.**

### **Cell Phones/Smart Watches/AirPods or similar devices Student Responsibility**

Cell Phones should:

- not be on during classes or any alternate instructional time.
- be stored in backpacks where they will not distract from learning, or lead to incidents of theft or damage, such as might occur on the playground, during lunch periods, bus rides, field trips, etc.

### **Cell Phone/Electronic Device/Smart Watches/AirPods or similar devices should not:**

- Be in use during instructional times, classes, or any other time in which electronic devices are prohibited.
  - Using them will be subject to confiscation by the teacher. Continued misconduct will result in further consequences.

### **The following uses of Electronic/Cell Phone/Smart Watches are in prohibited and constitute a violation of Federal Law (FERPA)**

- Be used as recording devices on campus, buses or school activities
- Post pictures and/or recordings taken on campus, buses or school activities on social media or alternate public forums
- Be in possession of electronic devices with offensive or inappropriate photos, texts, videos or alternate content/media type may be subject to disciplinary action and criminal charges, even if the content originated from an off-campus source.

District Policy JIH provides that school officials have the right to search students' personal property, including electronic devices, when there is reason to believe that the search will produce evidence of a violation of the law or school rules.

Parents with questions about the use of cell phones should contact the school's administrative team.

## **CLOSED CAMPUS**

For the protection and safety of our students, Villago Middle School is a closed campus.

- Students should not be on campus before 8:00 AM
- Students must have a written note from their parents or be signed in when tardy
- Parents and guardians need to sign their children out in the attendance office any time a student leaves the campus during school hours. Students may not sign themselves out (including lunch time).

## **Drop Off and Pick up**

- Student drop-off and pick up are to be in the parent loop only. Please follow the directions on the signs.
- **Do not** use the bus entrance or the staff parking lot.
- If parents do choose to pick-up students in the staff parking lot, they must park their cars in the provided spaces and students will be allowed to cross the parking lot to get to their designated ride.
- Please do not use the fire lane or drive-through as this is utilized for school transportation vehicles.

## **DRESS CODE**

The district encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following requirements, takes into consideration the educational environment, as well as the safety, health, and welfare of one's self and others. Students are expected to adhere to the dress code at all times while on campus and while riding district transportation.

Students will be checked for compliance with the school dress code on a daily basis. The parent/guardian will be requested to bring a change of clothing that meets the requirements of the dress code, and the student will be assigned APS pending the change of clothes.

Any clothing disruptive to the educational process will be considered a violation. If a student is out of compliance, the student will be warned and this will be noted in the student's guidance file. Each violation after the warning may result in a Referral.

It is recognized that there may be instances when students wear clothing that is in violation of the dress code, and the inappropriate clothing is not addressed by staff. The fact that this may sometimes occur in no way will prevent the staff or administration from imposing disciplinary consequences when a student is found out of compliance with the dress code.

Exceptions for special activities or health considerations may be pre-approved by the administrator. Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

In all cases, enforcement of these regulations is the responsibility of the staff and administration. Decisions made by staff members about the appropriateness of student dress are subject to appeal to the school principal only in cases when the student's attire is appropriate under the approved dress code.

**DRESS CODE** [District Dress Code Policy](#)

	<b>Acceptable</b>	<b>Unacceptable</b>
Accessories	<p>Accessories must be safe and non-suggestive.</p> <p>Backpacks</p> <p>Head apparel including those for religious or medical purposes, may be worn inside the school building, unless it distracts from the learning of others.</p> <p>ID's (visible and mandatory)</p>	<p>Jewelry, including piercings or chains shall not be worn if they present a safety hazard to self and/or others.</p> <p>Students may not wear hooded shirts or sweatshirts covering their head inside the building.</p> <p>Hair that is styled or colored in an unusual fashion may be prohibited if it creates or is highly likely to create a distraction.</p> <p>Tattoos and hickies must not be visible.</p> <p>Blankets/Flags.</p> <p>No Writing on Skin.</p>
Shirts	<p>All clothing shall be sufficient to conceal undergarments and ensure that the chest, torso, midriff, behind and armpits are covered at all times.</p> <p>Shirts, blouses, and dresses must completely cover the abdomen and back.</p> <p>Students' shoulders must be covered by clothing that is at least as wide as students' ID badges (or approximately 2.25").</p>	<p>Shirts or tops must be at or cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Bare midriffs, halter tops, and spaghetti straps are not acceptable</p> <ul style="list-style-type: none"> <li>A bare midriff will be defined as any exposed skin between the bottom of one's shirt and the top of one's pants when both arms are fully extended over the head of the student.</li> </ul> <p>See-through or fishnet clothing, low-cut necklines, enlarged armholes, and tight-fitting clothes are not to be worn, unless worn in combination with other clothing that meets the school dress code.</p> <p>Profane, offensive, or defamatory writing or pictures on clothing or jewelry is not acceptable.</p> <p>Gang-related personalization is not permitted on clothing or on one's person. This includes anything worn or carried on campus.</p> <p>Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.</p>
Pants/shorts/skirts	<p>Pants, shorts, or skirts must be worn at or above the top of the hipbone.</p> <p>Pants, shorts, and skirts must be fitted so they stay at or above the top of the hipbone without a belt.</p> <p>Skirts, dresses, and shorts must be at or beyond mid-thigh length.</p>	<p>Any tears, rips, cuts, holes, and/or see-through material on bottoms/pants should not expose skin above the mid-thigh area.</p> <p>No Athletic shorts and pajamas (except on spirit days)</p> <p>Leggings and tight-fitting bottoms (such as biker shorts) must be worn with a shirt that is at or beyond mid thigh length.</p>
Shoes	<p>Shoes must be worn at all times.</p> <p>Appropriate shoes must be available for PE.</p>	<p>House shoes or slippers, shoes with lights or wheels, and shoes with heels over 1 inch.</p> <p>Any shoe that would cause a distraction or a potential safety concern.</p>

**DRUGS AND ALCOHOL**

It is the responsibility of all school employees to report to an administrator any suspicion of the use, possession, or sale of drugs or alcohol. When it is reasonably suspected that a student is involved in any of the above, law enforcement authorities and parents or guardians shall be contacted, and the student may be subject to suspension or expulsion. A student who has been involved in a drug or alcohol related offense will be referred to the Superintendent for further action.

**DUE PROCESS**

All students will receive due process which includes being told what they are being accused of and having the chance to say what happened from their own point of view.

**E-ALERTS**

Email messages are sent out periodically to notify parents of important information, upcoming events, etc for Villago. Please contact the school if you would like to sign up for e-alert messages.

**END OF DAY PROCEDURES**

At the end of the day there are specific procedures for dismissal. Students are expected to follow these procedures for a safe and efficient dismissal of all students.

- Students will remain in their fourth period class until their mode of transportation is called over the intercom.
- Walkers and parent pick-up students are dismissed first.
- The first wave of buses will arrive and those buses will be called over the intercom. Only students riding those buses are dismissed to get on their bus. All other students will remain in their fourth period class.
- When the second wave of buses is called, students who ride those buses are dismissed.
- All other students will report to the assigned location depending on their after school
  - Athletes and Club activities will go to their assigned location.
  - Bus students will move to a 'holding room' assigned for that week.
  - Students needing to leave the room must have a pass or will be subject to a disciplinary referral.

<b>Parent Pick Up Loop</b>	<b>Front Park Lot</b>
<p>Students will wait on the sidewalk for parents to enter the parent loop.</p> <p>Do not run into the street to get into their vehicles.</p>	<p>Parents must be parked in their vehicles.</p> <p>Students not picked up from school by 4:10 will report to the office until their parents arrive.</p>

**EXTRA-CURRICULAR ACTIVITIES**

There are a wide variety of activities offered to students. Some of these may include cross country, soccer, football, volleyball, basketball, wrestling, softball, baseball, track, and cheerleading. Some of the clubs offered may include Drama, National Junior Honor Society, Student Council, Science Olympiad, Yearbook, Athletic Club, Native American Club and Chess. Eligibility for each of these activities requires that certain academic and behavioral standards be met. The requirements for each activity will be explained by the sponsor of that activity.

**FEES AND FINES**

Students who owe money cannot get a final report card or promotion certificate. Students may owe for things such as lost books, library fines, athletic equipment, or supplies replacement. Replacement ID's are \$4 each.

**FOOD/DRINK ON CAMPUS**

All food and drinks brought on to campus must be stored in backpacks. Consumption of food/drinks will be allowed in the cafeteria only during breakfast and lunch. All drinks must be able to be "closed" with a cap so they may be stored in backpacks. Eating and drinking outside of the cafeteria may result in a referral.

Students may not utilize food delivery services.

Parents may bring outside food to students only on designated Brown Bag Lunch Days.

## FORBIDDEN ITEMS

The school district is not responsible for these items if they are lost, stolen, or held by a teacher or administrator. Items that are held must be picked up by a parent. However, the school reserves the right to hold the item until the end of the school year.

Selling, borrowing, gambling, or lending money or personal items on campus is also not allowed. Students who bring these items may receive a referral for disciplinary action.

Aerosol sprayers (deodorant, perfume etc.)	Drugs/other paraphernalia (alcohol, tobacco products)	iPads or other tablets	Over-the counter medications	Rubber bands	Stink bombs	White out
Balloons	Eggs	Laser pointers	Paint	Scissors	Stuffed animals	RC Cars or other remote controlled toys
Baseballs	External speakers	Lighters/matches	Permanent markers (sharpies)	Seeds	Bouncy balls	Gum
Blankets	Firecrackers	More than \$10	Pistols/guns	Shaving cream	Knives of any length	Large bags of chips
Cameras	Glass items	Mouthwash	Racquets	Slam books	Vaping or smoking devices	Pins and Needles
Candy	Golf balls	Gaming devices	Roller skates/Roller blades	Snap caps	Water guns	
Confetti	Headphones/airpods	Nail polish	Softballs	Weapons		

\*\*Forbidden items are not just limited to this list. School Staff may identify other items as inappropriate as well. Students will be informed of these items as needed.

## GANG ACTIVITY/ASSOCIATION

It is the district's position that gangs start and encourage activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school in ways that are harmful to education. Also, it is the district's position that the use of hand signals, graffiti, or the presence of any clothing, jewelry, accessory, or manner of dress or grooming that because of its color, arrangement, or anything else that shows or suggests membership or similarity to such a group is not allowed. For these reasons, the following activities are not allowed and will cause any student doing them to receive disciplinary action:

- A. Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others.
- B. Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participation in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the school.
- C. Gang-related personalization is not permitted on hats, on items of clothing, or on one's person. This includes anything worn or carried on campus, including items with price tags attached. Students may not come dressed in all solid colors. (i.e. red, blue or brown colored shirts and pants). Solid colors of the same color have been linked by police officials to be associated with gang affiliation.
- D. Articles of clothing cannot be draped across the shoulder(s).



## GRADING SYSTEM

Grades show how well students are doing in school. They can point out areas where students need to improve.

- Every three weeks, a progress report is sent home.
  - It is the student's responsibility to show the progress report to their parents.
- Each nine weeks, students receive a grade in each subject.
- Semester grades are based on the average of two nine-week periods.
- Final grades for a semester course are based on the average of the two quarters.
- **Two credits are earned for each semester for LA/Read, Math and one credit is earned for each semester for Science, Social Studies, and the Physical Education/elective classes a student passes (60% or above).**

This is the grading system used by our teachers:

- A = Excellent 90% - 100%
- B = Above Ave. 80% - 89%
- C = Average 70% - 79%
- D = Below Ave. 60% - 69%
- F = Failing 0% - 59%

Honor roll is based on having a B average (3.0 GPA) with no D's or F's and is based on the nine weeks' grade, not the semester grade. High Honor roll is based on having all A's (4.0 GPA)

## HOMework AND MAKEUP WORK

Homework is an important part of education. We do not believe students need busy work. Homework is assigned as needed. Some work should be expected each night. A student who is absent or suspended will be expected to do makeup work.

- Students are to be responsible for asking teachers for makeup work after an absence.
- Parents may contact their student's teacher(s) for homework or makeup work clarification.

## LUNCHTIME/RECESS

At Villago we encourage all students to eat lunch. Lunch is an important time to refuel the body and brain after morning classes to prepare for afternoon classes.

- Students are required to sit down at all times while in the cafeteria and use no more than level 2 (low flow) voices. There is to be no shouting or loud voices allowed in the cafeteria.
- Students enter the cafeteria through the left doors and must sit down at a table of their choosing. Once the table is full, they will be directed to get in line to get their lunch.
- A reserved sign will be placed at the table indicating that the table is taken. When finished eating, students must clean the area on and around their table, raise their hand when they are ready, and wait for the cafeteria staff to dismiss them.
- Students will be systematically dismissed by staff and allowed to go outside to the court yard area or to lunchtime homework help.
- Students also have the option of remaining in the cafeteria, however once a student leaves the cafeteria they may not return.
- Students are expected to consume all food inside the cafeteria unless approved otherwise by staff.
- All trash must be thrown away before leaving the cafeteria.
- During recess time, four square and jump roping are the only approved activities.
- There will be no wall ball or throwing of any balls, to include, but not limited to, footballs and basketballs.

## PASSPORT/HALL PASSES

- Students must have a passport to move about the campus during class period.
- Students will be released by their teacher (one at a time) during the class period.
- Students will not be allowed to use their passports during the first 15 minutes of class and the last 15 minutes of class.
- One new passport will be provided to students at the beginning of each quarter.
  - Lost or completely filled passports may be replaced in some circumstances
- Students will not be released after 3:45 to use the restroom or visit the nurse.

## POSITIVE RECOGNITION

Villago Middle School believes in the philosophy of rewarding students for good choices and having consequences for poor choices. These are some ways that Villago positively recognizes students throughout the school year.

- ★ Academic Pep Rallies: These Pep Rallies recognize students each quarter
- ★ Champions Theme:
- ★ Bee Wall: Students are selected by classroom teachers and other staff for 'Beeing Extraordinary' each month. This is a year long campaign that focuses on positive student behaviors to include:
  - Bee Focused
  - Bee aware of what you already know and are capable of learning
  - Bee willing to make healthy choices
  - Bee happy
  - Bee yourself (bee an original)
  - Bee all you can be
  - Bee someone who makes someone else's day
  - Bee a good role model
  - Bee Respectful
  - Bee willing to stand up for what's right
- ★ End of Year Field Trip

## POWER SCHOOL PARENT PORTAL

PowerSchool Parent Portal is a system where parents can access their child's grades, attendance, tests, and classwork through the internet. The school issues usernames and passwords to all parents. Parents may also email their child's teachers with any concerns. The Parent Portal system can be accessed by going to the district website at [www.cgesd.org](http://www.cgesd.org).

## PROMOTION/RETENTION

A goal of Villago Middle School is to help each student to complete the requirements for promotion to the next grade in school. The decision for promotion is based on earning at least 14 of 16 credits per year for seventh and eighth grade students. Annual credits will be awarded as follows:

Class Content	# credits per semester			Class Content	# credits per semester
LA/Rdg	2 credits			Science	1 credit
Mathematics	2 credits			Social Studies	1 credit
				PE/Electives	1 credit

Any 8th grade student who receives a suspension of any length during the 4th quarter could be subject to disciplinary action including, but not limited to, being exempt from participating in the 8th grade promotion ceremony.

## RESTROOMS

Students must have a Passport from a staff member to use the restrooms. Students will use only the restroom that is assigned to their grade level. During lunchtime, specific restrooms will be designated and students may use these restrooms when a staff member is present.

## SCHEDULE/TEACHER ASSIGNMENT CHANGES

To provide educational continuity, schedule/teacher assignment changes are made for three main reasons:

- An error in the student's schedule,
- A needed change in the level of instruction,
- A doctor's excuse from Physical Education classes for health reasons.

Schedule changes will not be made because a student has "changed his/her mind about an elective", "does not want a specific teacher" or "wants to be with a friend" etc.

Students who wish to be a student aide for a teacher must submit an application to the registrar within the

first week of classes each semester.

### **SCHOOL BOUNDARIES**

All students must stay within the school boundaries as set within the red fencing. The only exception to this would be the two basketball courts north of the gymnasium as well and the track area. Students may use these areas before school and at lunch time if available.

### **SCHOOL CONDUCT**

Students are expected to follow all school expectations and procedures. Students are to walk and be respectful in language and behavior to all persons throughout campus. Additionally, hand holding, embracing, kissing, and other public displays of romantic affection are not allowed on this campus. Play fighting and "horseplay" is also not allowed.

### **SCHOOL NURSE**

When a student becomes ill or injured, they must have their passport signed by a staff member before reporting to the nurse's office.

***WHEN MEDICATION IS BROUGHT TO THE SCHOOL BY A STUDENT OR PARENT, IT MUST BE TAKEN DIRECTLY TO THE NURSE'S OFFICE. THE NURSE IS RESPONSIBLE FOR GIVING OUT MEDICATION AT SCHOOL BUT CAN ONLY DO SO WITH THE WRITTEN PERMISSION FROM THE PARENT OR GUARDIAN.***

The state of Arizona requires that sometime during the year, all 6<sup>th</sup> grade students and many other students will receive hearing and vision screenings. Any parent that does not want their child screened must submit a written letter to the nurse.

### **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (Bullying, harassment, and intimidation)**

In accordance with Governing Board Policy JII, the Casa Grande Elementary School District has established procedures for addressing occurrences of bullying, harassment, and intimidation. Students who feel they are the victim of harassment, bullying, or intimidation, have the right to anonymously provide a report to school officials. Within 30 calendar days of a complaint, a report must be made to a school administrator or professional staff member. All reports of allegations will be documented and investigated by school administration.

### **STUDENT IDENTIFICATION (Student ID)**

- A Student ID will be issued at the beginning of each school year.
- Student ID must be visible at all times while on campus and on school buses unless determined otherwise by school officials.
- IDs must be kept in good condition. It should not be tampered with, broken, chewed, or contain writing or sAtickers.
- There will be a \$4.00 replacement cost for lost, damaged, or stolen cards.
- Lunch time procedures may be modified for students not in possession of their ID.
- Students not in possession of a Student ID may be subject to a disciplinary referral.

### **STUDENT SEARCH**

To ensure the school is safe for all students, it is sometimes necessary for a school administrator to search students and their personal belongings. There is no expectation of privacy in your locker or personal items. Parents will only be notified if illegal items are found. We have a need, by law, to do searches whenever there is reasonable suspicion that a student may have broken school rules or the law. A student may be searched by having the student empty his/her pockets, socks, purse, or backpack. At least two adults will be present during this search.

### **VISITORS**

Adult community members and parents are invited to visit our school. We do not allow student visitors. All visitors must sign in and obtain a visitor's pass in the main office. Visitors who do not have a pass will be asked to go to the main office to get one. Phone messages to students should be limited to emergencies only.

## **What is a School-wide PBIS?**

Positive Behavior Interventions and Supports (PBIS) gives people a new way to think about behavior. PBIS is based on understanding why problem behaviors occur - the behavior's function. This approach to behavior can occur on a school-wide level, in a specific setting, classroom, or with an individual student. PBIS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures. On an individual level, PBIS uses functional behavior assessments to understand the relationships between a student's behavior and characteristics of his or her environment. The functional behavior assessment identifies multiple strategies to effectively reduce problem behavior including changing systems, altering environments, teaching skills, and focusing on positive behaviors. The PBIS process results in the creation of effective intervention plans that will impede problem behaviors, teach new skills, and create support systems for the student.

On a school-wide level, PBIS relies on accurate and reliable discipline referral data to understand the behaviors occurring across campus. An analysis of the data allows a school team to identify the problem areas, brainstorm interventions such as where and what to teach, reward the students exhibiting the expected behavior, and communicate findings to the staff, students, and families. The PBIS process is a team-based approach that relies on a strong collaboration between families and professionals from a variety of disciplines regardless of the level implemented.

PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options

### **Why is it so important to focus on teaching positive social behaviors?**

Frequently, the question is asked, "Why should I have to teach kids to be good? They already know what they are supposed to do. Why can I not just expect good behavior?" In the infamous words of a TV personality, "How is that working out for you?"

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

### **What is a systems approach in school-wide PBIS?**

An organization is a group of individuals who behave together to achieve a common goal. Systems are needed to support the collective use of best practices by individuals within the organization. The schoolwide PBIS process emphasizes the creation of systems that support the adoption and durable implementation of evidence-based practices and procedures, and fit within on-going school reform efforts. An interactive approach that includes opportunities to correct and improve four key elements is used in school-wide PBIS focusing on: 1) Outcomes, 2) Data, 3) Practices, and 4) Systems.

# Behavioral Expectations

**Behavioral expectations:** Villago Middle School has three behavioral expectations for all students: Be Respectful, Be Accountable, and Communicate.

**Behavior expectations matrix:** a matrix with settings, events, or classroom routines along the top with the behavioral expectations in the left column. Each matrix junction (box) contains the behavior indicators, or what the behavior expectation looks like in that particular setting or event.

## **Why do we have school-wide behavioral expectations?**

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on three simple rules it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Positively stated rules are important, because research has shown that recognizing students for following the rules is even more important than catching them breaking the rules. By stating rules positively, the hope is that staff will be more likely to use the rules to catch students engaging in the appropriate behavior.

## **Teaching expectations and routines**

One of the most important reasons to teach behavioral expectations and routines across settings is so that all students know what is expected by all adults on campus. This will improve consistency across staff in holding students accountable for their behavior.

During the first two weeks of school, we will focus on teaching the school-wide rules, behavioral expectations, and routines to all students across all settings in the school. Our success depends on the participation and support from the entire staff.

## **What are Routines?**

Routines are the procedures and processes that students are expected to follow to keep things running smoothly and prevent problems. Examples of routines include: entering the cafeteria, the lunch line process, the dismissal process for classes from lunch, process for sharpening your pencil in class, etc. Choosing routines is a thoughtful process, since some routines can inadvertently set up students to engage in misbehavior. Routines are to be taught and reinforced during the first week of school so that everyone in the school is following the same set of procedures.

## Villago Behavior Expectations Matrix 2022-2023

Expectations → ↓Locations Skills↘	<b>Respect</b>	<b>Accountable</b>	<b>Communicate</b>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Wait your turn to talk</li> <li>• Raise your hand to speak</li> <li>• Be on task</li> <li>• Stay focused</li> </ul>	<ul style="list-style-type: none"> <li>• Complete work on time/Be on time to class</li> <li>• Come prepared/Use class time wisely</li> <li>• Listen/Follow directions</li> <li>• Double check your work</li> </ul>	<ul style="list-style-type: none"> <li>• Ask/Answer questions</li> <li>• Ask for help</li> <li>• Participate in class</li> </ul>
<b>Bathrooms/Locker room</b>	<ul style="list-style-type: none"> <li>• Respect privacy</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Clean after yourself</li> <li>• Wipe down countertops</li> <li>• Go, flush, wash, return to class</li> </ul>	<ul style="list-style-type: none"> <li>• Report vandalism</li> <li>• Report problems</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Say please and thank you</li> <li>• Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your seat</li> <li>• Transition safely</li> </ul>	<ul style="list-style-type: none"> <li>• Speak positively</li> <li>• Use inside voices</li> <li>• Use appropriate language</li> </ul>
<b>Courtyard/PODS/ Passing Period</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, objects to yourself</li> <li>• Be courteous</li> <li>• Enter/exit classrooms appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Throw trash in trash cans</li> <li>• Keep track of <u>your</u> belongings</li> <li>• Take care of needs prior to getting to class to be on time</li> </ul>	<ul style="list-style-type: none"> <li>• Speak positively</li> <li>• Use appropriate language</li> <li>• Report problems</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Keep, hands, feet, objects to yourself</li> <li>• Line up to get on the bus</li> <li>• Be quiet during announcements</li> </ul>	<ul style="list-style-type: none"> <li>• Keep track of <u>your</u> belongings</li> <li>• Sit in your assigned seat</li> <li>• Stay in your seat while bus is moving</li> <li>• Arrive at the bus stop early</li> </ul>	<ul style="list-style-type: none"> <li>• Speak positively</li> <li>• Use inside voices</li> <li>• Use appropriate language</li> <li>• Report problems</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Use your school device only for intended purposes</li> <li>• Keep personal devices put away in your backpack during class</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your school and personal device(s) to yourself</li> <li>• Keep passwords/codes to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Speak positively</li> <li>• Use appropriate language</li> <li>• Report problems</li> </ul>

# Villago Middle School Behavior Flowchart

Observe Problem Behavior



What type of  
behavior is it?



Teacher/Staff  
Managed Procedures

Office Managed  
Procedures

Redirect student  
Use eye contact and  
close proximity



Intervention 1  
-Reteach expectations  
-Ask student to step  
outside for one-on-one  
conversation about  
behavior and  
expectation  
-Document minor  
behavior



Intervention 2  
-Reteach expectation  
-Change student's  
seat  
-Document minor  
behavior



Intervention 3  
-Reteach expectation  
- Parent Contact  
-Document minor  
behavior

If the behavior reoccurs  
after the 3rd intervention:  
1. Write an ODR  
2. Attach behavior  
tracking form  
3. Contact  
Administration

Teacher/Staff Managed Behaviors	Office Managed Behaviors
<p><b>Classroom Disruptions</b></p> <ul style="list-style-type: none"> <li>-Cursing</li> <li>-Talking out</li> <li>-Making sounds/noises</li> <li>-Playing around</li> <li>-Throwing things</li> </ul>	<p><b>Aggression</b></p> <ul style="list-style-type: none"> <li>-Fights</li> <li>-Weapons</li> <li>-Violence</li> <li>-Throwing Objects</li> <li>-Threats</li> <li>-Sexual Harassment</li> </ul>
<p><b>Disrespect</b></p> <ul style="list-style-type: none"> <li>-Teasing others</li> <li>-Disrespect towards others</li> <li>-Talking back</li> <li>-Refusing to work</li> <li>-Misuse of Supplies</li> <li>-Not following teacher directions</li> </ul>	<p><b>Disrespect</b></p> <ul style="list-style-type: none"> <li>-Refusal to refocus</li> <li>-Defiance</li> <li>-Bullying</li> <li>-Disregard for others' personal property</li> <li>-Theft</li> <li>-Yelling at others</li> </ul>
<p><b>Work/Participation</b></p> <ul style="list-style-type: none"> <li>-Late/Missing work</li> <li>-Off task</li> <li>-Phone use</li> <li>-Misuse of supplies</li> <li>-Not participating</li> <li>-Sleeping</li> <li>-Not making use of opportunities( tutoring, retakes, etc.)</li> <li>-Giving up/not trying</li> <li>-Tardiness</li> </ul>	<p><b>Participation</b></p> <ul style="list-style-type: none"> <li>-Ditching</li> <li>-Truancy</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>-Video disruption</li> </ul>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>-Continued disruptions</li> <li>-Forbidden items/drugs</li> </ul>

Step 1:  
Staff  
member/Administr  
ator completes  
office referral



Step 2:  
Administrator or  
teacher determines  
consequence



Step 3:  
Administrator  
follows through on  
consequence



Step 4:  
Administrator  
provides teacher  
feedback

**Notes:**

\*Interventions start over at the beginning of each month.  
\*Movement through the interventions occurs when the same staff managed behavior is exhibited in the same class.  
\*Remember to teach and review the Villago Expectations and reinforce students for demonstrating the expectation to prevent student misbehavior.

# VMS Targeted Policies & Discipline Procedures

## Tardy to Class

A student will be considered tardy to class when he/she is not in the classroom when the tardy bell rings. Procedures and interventions/consequences for tardiness to class:

Violation	Intervention/Consequence
1st	Verbal Warning/Restate Expectation
2nd	Verbal Warning/Restate Expectation, Teacher will document in Kickboard
3rd	Verbal Warning/Restate Expectation, Teacher will document in Kickboard, student/teacher conversation or other restorative intervention (see intervention list)
4th +	Office Referral is written (lunch detention, APS)

## Dress Code

1st period teachers will conduct a dress code check at the beginning of each day. Students in violation of the dress code policy will be sent with a pass to the office between 8:30-8:45am. Students will be required to change into appropriate school attire before returning to class.

Violation	Intervention/Consequence (Given by Teacher/Administrator)
1st	Verbal Warning/Restate Expectation/Teacher sends to office to change clothes, teacher documents in kickboard
2nd	Lunch Detention (2-3 days)/Parent Contact, teacher documents in kickboard
3rd	Lunch Detention (4 days)/Parent Contact, teacher documents in kickboard
4th +	In-School Suspension (Not to exceed 3 days)/Out-of-School Suspension (Considered Defiance)/Parent Contact, documents in kickboard

## Cell Phones and Electronic Devices

The use of electronic devices, such as cell phones, electronic readers, hand-held video games, etc. is prohibited during school hours.

- If such items are brought to school, they must be placed in the student's locker, backpack or purse during the normal school hours. Items are to be turned off.
- Students may not use cell phones to make phone calls or text messages during school hours. This includes during classes, between classes and/or lunch. Students found using their cell phones during school hours will have their phone confiscated. Repeated failure to comply will be considered defiance of school rules.
- **If a phone call must be made, phones are available in the main office.**
- Students may not use their cell phones as entertainment during the school day. This includes playing games, going online, checking time, etc.
- Students are not permitted to use camera phones for the purpose of taking pictures in school or on buses.

Violation	Intervention/Consequences (Given by Teacher/Administrator)
1st	Device confiscated and device returned at the end of the period, teacher documents in kickboard
2nd	Device confiscated and device returned at the end of the day, teacher documents in kickboard
3rd	Device confiscated and Device picked up by parent at the end of the day
4th +	Behavioral contract with student, teacher, parent/Lunch Detention/APS



## Discipline Referrals

The following list of violations is not all inclusive. School administration will determine the violation classification and consequence without appeal up to and including short-term (up to 10 days) off campus suspension. The determination of consequences is based upon a number of factors, including but not limited to, the student's disciplinary history, level of violation, motivation, truthfulness, and level of remorse.

CATEGORY 1 Staff/teacher Classroom Behaviors	CATEGORY 2 Office Managed Behaviors	CATEGORY 3 Office Managed Behaviors	CATEGORY 4 Office Managed Behaviors
<p>Teachers/Staff will follow the School Behavior Matrix.</p> <p>Before an Office Referral is issued to a student: Three Interventions must be completed (See Flow Chart) Examples of Interventions (link)</p> <p>Student behavior, including interventions, should be reported using Kickboard by the teacher</p>	<p>Office Referrals are handled and investigated by administration. The administration will collaborate with teachers and support staff throughout the investigation as needed. Following a careful and timely investigation of the incident consequences will be assigned.</p> <p>Examples of Interventions (link)</p> <p>Student incidence(s) will be reported into Kickboard by administration</p>	<p>Category 3 violations can result in a suspension up to 10 school days.</p> <p>Student incidence(s) will be reported into Kickboard by administration</p>	<p>Category 4 violations can result in a 10 day suspension. The student may be referred for a long-term suspension or expulsion hearing in which the administration will recommend a one calendar year suspension or expulsion.</p> <p>Student incidence(s) will be reported into Kickboard by administration</p>
<p>Restorative Practices Examples: REFOCUS Time Out, Send out to other teacher classroom</p> <p>Lunch Detention: 1-4 days APS: 1 full day</p>	<p>Restorative Practices Reflective Practices Instructional Practices Behavior Contract APS (longer than 2 or more days) Short-Term Suspension</p>	<p>Restorative Practices Reflective Practices Instructional Practices Suspension</p>	<p>Suspension District Hearing Expulsion</p>
<p><b>CHRONIC TARDINESS</b></p> <p>Students are expected to follow school-wide schedule expectations and arrive on time to class. Students must not habitually arrive at class after the bell or signal that class has started.</p>	<p><b>AT-RISK BEHAVIOR/OTHER AGGRESSION</b></p> <p>Any behavior that puts themselves or others at risk of physical injury.</p>	<p><b>BULLYING</b></p> <p>Communication should be conducted with kindness. Bullying is intimidating, threatening, abusive or harming conduct that is objectively offensive and:</p> <ol style="list-style-type: none"> <li>1. There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior, and the conduct is repeated or forms a pattern; or</li> <li>2. Action materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.</li> </ol> <p>This includes using technology or other electronic communication that disrupts students' learning or the school environment. See <a href="#">Board Policy</a> for more information.</p>	<p><b>ARSON</b></p> <p>Students must obey fire safety laws and keep school property safe. Students must not plan and/or participate in malicious burning of property. The use of a combustible or flammable liquid is prohibited.</p>

<p><b>DISRUPTIVE BEHAVIOR</b></p> <p>Students are expected to follow school-wide behavioral expectations and abide by classroom rules, routines and procedures. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the behavior is considered disruptive. For example, if a student causes a disruption in the classroom by talking, making noises, throwing objects, play-fighting, or otherwise distracting one or more classmates, the student is engaging in disruptive behavior.</p>	<p><b>CHEATING</b></p> <p>Students are expected to do their own work. Students must not use, submit or attempt to obtain data or answers dishonestly, or by deceit, collusion, or means other than those authorized by the teacher. Examples of acts of cheating/ plagiarism include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud, or unsupervised possession of any federal-, state- or district-mandated tests. Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the internet.</p>	<p><b>EXTORTION/ROBBERY</b></p> <p>Students are expected to respect other people and their decisions. Students must accept "no" for an answer when making a request from another person. Extortion means getting money or a promise by using threat or force. Students must not make a person do anything he or she does not want to do by using threat or force. Students must not take another person's property. Students must not take or attempt to take from another person any property by force or threat of force.</p>	<p><b>ASSAULT</b></p> <p>Students must get help when needed to solve problems nonviolently. Students must not commit an act with intent to cause fear in another of immediate bodily harm or death; or intentionally inflict or attempt to inflict bodily harm upon another.</p>
<p><b>ELECTRONIC COMMUNICATION DEVICES</b></p> <p>Electronic devices may be brought to school only in accordance with school policy. Students must use communication devices according to the school policy.. <u>Electronic communication devices must be turned off</u> during school hours unless allowed by school policy.</p>	<p><b>CLASSROOM/SCHOOL DISRUPTION</b></p> <p>Causing a significant disturbance in the class or other areas on campus that shift the focus from learning to the student who caused the disruption. This could also include being sent out of the room or any disruption for a substitute. School disruption includes serious disruptive behavior on campus.</p>	<p><b>FIGHTING/INCITEMENT</b></p> <p>Conflicts must be resolved peacefully. Students must not physically fight with another person <b>Or encourage others to fight</b>. Fighting involves the exchange of mutual physical contact, e.g., shoving, kicking, hair pulling, biting and hitting, with or without injury (i.e., mutual combat).</p>	<p><b>POSSESSION OF A FIREARM</b></p> <p>Students are expected to bring objects and materials to school that are required for learning and participating in activities. Students may not bring firearms to school. Firearms are banned from all areas of VMS.. A firearm is defined as a device designed to be used as a weapon, from which is expelled a projectile by the force of explosion or by the force of combustion.</p>
<p><b>FAILURE TO FOLLOW DIRECTIONS</b></p> <p>Students are expected to follow the instructions of school staff. School staff include administrators, teachers, educational assistants (EAs), secretaries, security personnel, custodians, bus drivers, lunchroom workers, school volunteers, etc. If students do not obey the instructions and/or directions given by school staff, the behavior may be considered disobedient.</p>	<p><b>GAMBLING</b></p> <p>Students should choose games which align with the expected behaviors in the Student Handbook Rights and Responsibilities. Students must not play games of cards, chance or dice for money or other items, except if such games are played at a school-sponsored activity for educational purposes.</p>	<p><b>HARMFUL PHYSICAL CONTACT</b></p> <p>Students must seek to help solve problems nonviolently. Students must not engage in physically aggressive behavior that creates a substantial risk or results injury.</p>	<p><b>POSSESSION OF DANGEROUS OBJECTS with use or intent to use</b></p> <p>Students are expected to bring objects and materials to school that are required for learning and participating in activities. Students may not bring weapons to school. "Other weapon" includes any device or instrument – including any non-conventional weapon – which, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm or substantial bodily harm or fear of any degree of bodily harm. Other weapons include but are not limited to knives with blades under 2.5 inches, fake knives, look-alike weapons, clubs, metal knuckles, chains, poisons, arrows, bats, nunchucks, throwing stars, stun guns, mace and other propellants, and other objects that have been modified to serve as a weapon, etc.</p>

<p><b>FRAUD/FALSE IDENTIFICATION</b></p> <p>Students must not sign or give a name other than their own. other than their own.</p>	<p><b>GROUP VIOLENCE</b></p> <p>Students should interact in a positive manner with their peers. Students must not plan, instigate or participate with another or others, in an incident of group violence.</p>	<p><b>MAJOR THEFT/POSSESSION OF STOLEN PROPERTY (Over \$500)</b></p> <p>Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not possess anything that they know, or have reason to know, has been stolen. Students must not use school-owned or personal equipment to conduct illegal activity.</p>	<p><b>POSSESSION/USE OR UNDER THE INFLUENCE OF ILLEGAL ITEMS AND UNAUTHORIZED SUBSTANCES</b></p> <p>Students are expected to bring objects and materials to school that are required for learning and participating in activities.</p> <p>Possession of any type of drug, drug paraphernalia, tobacco, e-cigarettes or any vapor producing device, alcohol. This includes any materials used in making, storing, packaging, advertising, hiding, or using any type of drug or illegal item.</p> <p>Possession of imitation "look alike" prescriptions, or over-the-counter medicine or drugs.</p>
<p><b>INAPPROPRIATE COMMUNICATION</b></p> <p>Students are expected to speak considerately to others. Examples of inappropriate communication include put-downs, swearing, threatening, making fun of, or negatively talking about a person or their family.</p>	<p><b>HARASSMENT</b></p> <p>All communication in the school is to be conducted with kindness. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings, or any form of communication to harass another person. This includes harassment based on race, gender, religious beliefs, nationality, disability or sexual orientation. See CGESD <a href="#">Board Policy</a> for more detailed information.</p>	<p><b>PHYSICAL CONTACT WITH STAFF</b></p> <p>Students must seek help to solve problems nonviolently. Students must not engage in physical contact toward staff. Students who engage in physical contact toward staff may have up to a ten-day suspension pending a school investigation. Students may be recommended for an administrative review/hearing based on the outcome of the investigation.</p>	<p><b>POSSESSION OF A DANGEROUS WEAPON OTHER THAN A FIREARM</b></p> <p>Students are expected to bring objects and materials to school that are required for learning and participating in activities. Students may not bring dangerous weapons to school. A "dangerous weapon other than a firearm" is defined as:</p> <ol style="list-style-type: none"> <li>1. Any device or instrument designed as a weapon and capable of producing death or great bodily harm;</li> <li>2. Any device modified so that it may be used as a weapon and capable of producing death or great bodily harm;</li> <li>3. Any knife with a blade equal to or greater than 2.5 inches in length;</li> <li>6. Any replica firearm, BB or pellet gun.</li> </ol>

	<p><b>INAPPROPRIATE USE OF ELECTRONIC TECHNOLOGY</b></p> <p>Students are expected to use technology and other resources in a safe and responsible manner. Students must not make, produce or distribute videos, images, sound recording or other mediums that show behavior prohibited by the Student Handbook on school property or at school events, including using school-owned or personal electronic devices (i.e., laptops, Chromebooks, iPads, tablets, e-readers, cell phones or video or still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, Snapchat, or any other similar websites are prohibited. Any representations of prohibited behavior must be immediately turned over to the principal or the principal's designee. Reproduction and distribution of these items will result in disciplinary action.</p>	<p><b>PROPERTY DAMAGE/VANDALISM</b>(Over \$500)</p> <p>Students must take care of school property. Students must not damage, break, destroy or misuse school property.</p>	<p><b>PROBATION VIOLATION</b></p> <p>Any violation of a school or district probation.</p>
	<p><b>MINOR THEFT/POSSESSION OF STOLEN PROPERTY</b> (Under \$500)</p> <p>Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not have anything that they know, or have reason to know, has been stolen. Students must not use school-owned or personal equipment to conduct illegal activity.</p>	<p><b>RECORDING FIGHTS/ALTERCATIONS</b></p> <p>Students who record/stream fights and altercations are subject to disciplinary action. This includes sharing, showing or watching them on campus. This also includes students who post these videos/images to social media</p>	<p><b>SELLING DRUGS OR CONTROLLED SUBSTANCES</b></p> <p>Students are expected to bring objects and materials to school that are required for learning and participating in activities. Students may not sell or distribute legal or illegal drugs, synthetic drugs/imitations, alcohol, or other controlled substances..</p>
	<p><b>PHYSICAL CONTACT</b> (No bodily harm)</p> <p>Students must get help when needed to solve problems nonviolently. Students must not engage in non-serious but inappropriate physical contact, such as pushing, play fighting, and intimidation.</p>	<p><b>SEVERE CLASSROOM/SCHOOL DISRUPTION</b></p> <p>Students are expected to help maintain a safe and productive learning environment. Students not engage in or cause disruptive behavior that creates a substantial risk of (or results in) injury or significantly disrupts learning (e.g. throwing chairs, causing the evacuation of classrooms, or conduct that may occur on or off campus through social media, apps: texting, pictures, recording, streaming, bullying, fighting, harassment, etc)</p>	<p><b>SEXUAL ASSAULT</b></p> <p>Students must protect the safety and rights of others. Students must not sexually attack nor sexually abuse another person. Students must not engage in non-consensual sexual intercourse, sexual contact, or indecent exposure with another person.</p>

	<p><b>PROPERTY DAMAGE VANDALISM</b> (Under \$500)</p> <p>Students must take care of school property. Students must not damage, break, destroy or misuse school property or anything that belongs to someone else.</p>	<p><b>THREATS</b></p> <p>Students are expected to be kind to other people. Students may not make any oral, written or physical threat, sign, or act that conveys intent to cause harm or violence, even made in jest.</p>	<p><b>THREATS OF VIOLENCE</b></p> <p>Students are expected to be kind to other people. Threatening directly or indirectly to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly or vehicle, or otherwise to cause serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience, is prohibited.</p>
	<p><b>SEXUALLY INAPPROPRIATE BEHAVIOR (PDA)</b></p> <p>Maintain appropriate boundaries with peers. Students must not engage in sexual behavior, including hugging, kissing, indecent exposure, sexual intercourse, or any other sexual contact, displaying or distributing sexually explicit materials, or any action that can be perceived as showing romantic affection <b>between same or different genders.</b></p>	<p><b>TRESPASSING, INCLUDING DURING CLASS PERIODS, DISMISSAL, OR SUSPENSION</b></p> <p>Students must stay in designated areas of the school to which they have been assigned. Students must have permission from a building administrator, teacher to have permission to go to different locations in the school.</p> <p>Students must not return to any school while under expulsion or suspension, except with permission from a building administrator and under escort by a parent/caregiver or emergency contact person.</p> <p>During APS placement, students may not go to any part of school, except with specific permission.</p>	
	<p><b>TOBACCO/SMOKING</b></p> <p>Students are expected to protect their own health and safety and that of others. Students must not possess, smoke or use any kind of tobacco product or associated paraphernalia including e-cigarettes and vaping.</p>		
	<p><b>USE/POSSESSION OF COMBUSTIBLES</b></p> <p>Students must obey the law regarding combustibles. Students must not use or be in possession of substances/objects capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, etc.).</p>		

**Villago Classroom REFOCUS and Progressive REFOCUS to APS**

**Villago Classroom REFOCUS**

1. A student who is disturbing the class, or not following classroom procedures, may be subject to a **REFOCUS**.
2. A student will be asked to **REFOCUS** and will be sent to a neighboring teacher’s classroom to complete the **REFOCUS** form.
3. When the student returns to class, if they are still off task and disturbing others’ learning or the teacher’s ability to teach, they will be sent to APS.
4. If a student returns to class after the **REFOCUS**, and follows the classroom procedures and the levels of development, only the refocus will be documented. Should a student accumulate excessive REFOCUS forms they will be referred for a Personal Responsibility Behavior Plan.
5. The Personal Responsibility Behavior Plan process will consist of a team of teachers, parents and school administration to develop behavior interventions to assist the student in changing their behavior. The interventions may include disciplinary referrals for future classroom disruptions.
6. Each time a student is sent to APS after a REFOCUS, it will be documented. Villago has a Progressive Refocus to APS plan which is outlined below.

**REFOCUS to APS**

The REFOCUS policy at Villago is implemented school-wide. Refocus from the classrooms DO NOT start over for students in each quarter. If a student receives a REFOCUS in any classroom and continues to disrupt the learning environment, they will be sent to the APS room in the front office. For every THREE REFOCUS referrals sent up to APS, a student will receive a conduct referral for consequences as outlined below. Should a student disrupt the APS classroom, they will be reassigned APS until serving it respectfully with possible further consequences from the administration.

**Consequences for Progressive REFOCUS to APS**

- 3 REFOCUS to APS (1<sup>st</sup> referral) 1 full day of APS
- 6 REFOCUS to APS (2<sup>nd</sup> referral) 2 full days of APS
- 9 REFOCUS to APS (3<sup>rd</sup> referral) 3 full days of APS and a parent meeting

**SCHOOLWIDE RULES/PROCEDURES**

I have read with my parents this student/parent handbook. I understand the consequences if I choose any of the undesirable behaviors described in this handbook. In signing, I am indicating an awareness of the student discipline system.

We understand that all rules apply everywhere on campus, buses, and any school sponsored event.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Academic Lab Teacher Signature Date