

Villago Middle School

Student & Parent Handbook

574 E Lakeside
Pkwy, Casa
Grande, AZ 85122
(520) 423-0176



2023- 2024

What's Inside:

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schedule, admin, staff, IDs, grading, end of day procedure, and bell schedule.

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PBIS- policies and expectations (electronics, tardy, dress code, prohibited items, etc.)

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Campus Policies (athletics, after school, dances, discipline, nurse's office)

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Parent Tips and Forms

Casa Grande Elementary School District

2023-2024 School Calendar

CGESD Board Approved 1-10-23

Total Student Contact Days: 154

Total Site Based Staff Days: 168 (+5 new staff)

JULY				
M	Tu	W	Th	F
3	4\$	5	6	7*
10@	11@	12@	13@	14*
17@	18^	19^	20^	21!
24	25	26	27	28*
31				

OCTOBER				
M	Tu	W	Th	F
2	3	4	5	6*
9	10	11	12	13*
16	17	18	19	20!
23	24	25	26	27*
30	31			

JANUARY				
M	Tu	W	Th	F
1\$	2	3	4	5!
8	9	10	11	12*
15\$	16	17	18	19*
22	23	24	25	26*
29	30	31		

APRIL				
M	Tu	W	Th	F
1	2	3	4	5*
8	9	10	11	12!
15	16	17	18	19*
22	23	24	25	26*
29	30			

AUGUST				
M	Tu	W	Th	F
	1	2	3	4*
7	8	9	10	11!
14	15	16	17	18*
21	22	23	24	25*
28	29	30	31	

NOVEMBER				
M	Tu	W	Th	F
		1	2	3*
6	7	8	9	10\$
13	14	15	16	17*
20	21	22\$	23\$	24*
27	28	29	30	

FEBRUARY				
M	Tu	W	Th	F
			1	2*
5	6	7	8#	9#!
12	13	14	15	16*
19\$	20	21	22	23*
26	27	28	29	

MAY				
M	Tu	W	Th	F
		1	2	3*
6	7	8	9	10!
13	14	15	16	17*
20	21	22	23+	24*
27\$	28	29	30	31*

SEPTEMBER				
M	Tu	W	Th	F
				1*
4\$	5	6	7#	8#!
11	12	13	14	15*
18	19	20	21	22!
25	26	27	28	29*

DECEMBER				
M	Tu	W	Th	F
				1!
4	5	6	7	8*
11	12	13	14	15*
18	19	20	21	22*
25\$	26	27	28	29*

MARCH				
M	Tu	W	Th	F
				1!
4	5	6	7	8*
11	12	13	14	15*
18	19	20	21	22\$
25	26	27	28	29*

JUNE				
M	Tu	W	Th	F
3	4	5	6	7!
10	11	12	13	14*
17	18	19	20	21*
24	25	26	27	28*

ISSUANCE OF REPORT CARDS

Qtr	Cut-off Date	# of Days in Qtr	Issue Date
1st	9/28/2023	39	10/5/2023
2nd	12/14/2023	38	1/4/2024
3rd	3/7/2024	37	3/14/2024
4th	5/23/2024	40	5/23/2024

PARENT-TEACHER CONFERENCES

September 7 & 8, 2023
February 8 & 9, 2024



**CASA
GRANDE
ELEMENTARY
SCHOOL
DISTRICT #4**

*Revised 12-20-22

School Days (student and staff attendance required)

Non-School Days (staff workdays/holidays/breaks noted below)

@ Pre-Service (new staff only)	! District Professional Workday
^ Pre-Service	\$ Paid holiday
# Parent-Teacher Conference	* No school/work
/ Summer Break (no school/work)	+ Early Release (staff checkout)

SCHOOL HOLIDAYS

Labor Day	September 4
Fall Break	October 9 - 13
Veterans Day	November 10
Thanksgiving Break	November 22 - 24
Winter Break	December 18 - January 1
Martin Luther King Day	January 15
Presidents Day	February 19
Spring Break	March 18 - 22
Memorial Day	May 27

OTHER SPECIAL DATES

New Teacher Pre-Service	July 10 - 17
Teacher Pre-Service/Work Days	July 18 - 21
Classes Begin	July 24
State Testing Window	TBD
Student and Staff Check Out	May 23



Villago Middle School Administration

Stephanie Sander, Principal



Email
stephanie.sander@cgesd.org



Phone
(520) 423-0176

Robert Drennan, Assistant Principal



Email
robert.drennan@cgesd.org



Phone
(520) 423-0176

Kylah Seabrooks, Assistant Principal



Email
kylah.seabrooks@cgesd.org



Phone
(520) 423-0176

Villago Middle School Staff

English Department

Sandy Schroder
Jacee Schultz
Lisa Gipson
Aleigsha Meier
Daniel Miller
Brenda Battaglia
Dean Gerards

Math Department

Dawn Amado
Jessica Kroboth
Chad Howell
Jose Rey Pino-Pontalba
Tiffany Dunaway
Daniel Garcia

Student Support

Ainsley Morgan
Malyssa Kavanaugh
Dena Crouch
Marissa Montijo
Ethel Inocian
Bibiana Pantoja

Front Office Staff

Nuryha Rivera Lopez
Shannora Teer
Kathleen Ochoa
Amber Merrimen
Jordann Perales
Jennifer Olmos
Sylvia Garcia
Michelle Heimberger
Kim Klug- IT
Whitney Spawn- IC
Kim Franco- SIS

Science Department

Carrie Panka
Sheena DeWolf
Geoffrey Dowdle
Nicole Rackley
Alainah Montemayor

Social Studies Department

Mercedes Hebda
Sean Crawford
Kenneth Anderson
Aurora Tanaka
Doug Twedt
Priscilla Gonzalez

Electives Department

Lorie Hill - Art
Joseph Martinez - PBIS Tier II & III
Kianan Kieser - PE
Wade Norton - PE
Joyce Asis - PE
Savannah Cantu - College & Career
Rhonda Villaverde - STEM
Evan Quintus - Band
Cassidy Machado - Computers

Educational Assistant

Amanda Hoff
Theresa Layna
Amber Pena Vasquez
Carmen Robles
Jonathon Martinez
Jitsel Tobin
Ashlynn Pierce
Angelina Vasquez

Titan Student Pledge:

Today, I am a talented, caring, extraordinary person!
I have dreams for the future and I will climb to reach those
dreams.

I will overcome any challenge,
because I have grit, and I am unstoppable.
I will make NO EXCUSES.

Titan Core Beliefs:

- Students will succeed when they are surrounded by and have relationships with adults who believe they will succeed.
- Students will succeed when they have opportunities to discover, develop, and deploy their potential.
- Students will succeed to overcome all obstacles when given the tools to succeed.
- Students will succeed when they can articulate their future in four domains: (Home and Family; Education and Career; Community and Service; and Hobbies and Recreation)
- Students will succeed when we make NO EXCUSES

Student Identification

Students are required to carry their student ID at all times while on campus. A student ID should be presented anytime a student is asked, most notably when loading the bus, entering the campus, and receiving lunch. IDs will be given to all students at the beginning of the year at no cost. We understand there are times when an ID is forgotten at home, in these cases, students will be issued a temporary ID. Once a student has three temporary IDs, a new ID will be issued. If there is a need for an additional ID, students may be charged a \$5.00 fee for the ID. If students do not pay the fee at the time, they will be charged to their PowerSchool account. IDs will be checked at each entrance daily. Students are responsible for getting a new ID when the ID is lost or forgotten. Failure to get a new ID may lead to disciplinary action.

Grading Systems

Grades show how well students are doing in school. They can point out areas where students need to improve. Every nine weeks, students receive a quarter grade in each subject. Semester/final 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. Please check PowerSchool for current grades.

This is the grading system used by our teachers:

A = Excellent 90% - 100%

B = Above Average 80% - 89%

C = Average 70% - 79%

D = Below Average 60% - 69%

F = Failing 50% - 59%

Quarter End Dates

Quarter 1 - 09/28/2023 Quarter 3 - 03/07/2024

Quarter 2 - 12/14/2023 Quarter 4 - 05/23/2024

End of Day Routine

- 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 fifth 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 - those buses will be called over the intercom.
 - When the second wave of buses -students who ride those buses are dismissed.
- All other students will report to the assigned location.



Attendance Policy

It is important for all students to be in school everyday and on time. Students miss out on learning when they are not here. The school will contact families of absent students who have not called the office. Upon excessive unexcused tardies or absences, a warning letter may be sent regardless of the reason for the absences. After additional occurrences of unexcused absences, a referral may be sent to the Attorney General's Office for mediation.

Bell Schedule

Arrival: 8:00 am

First Bell: 8:25 am

Tardy Bell: 8:30 am

Dismissal: 4:00 pm

Office Closes: 5:30 pm

Period 1	8:30	9:40
Period 2	9:44	10:52
Ac. Lab	10:56	11:36
Period 3	11:40	1:36
Period 4	1:40	2:48
Period 5	2:52	4:00

Student Expectations

Villago Middle School utilizes PBIS (Positive Behaviors, Interventions & Supports). By doing this, school safety is improved and positive behavior is promoted. The focus is on prevention not punishment, as positive behaviors are taught to all students. The focus words for VMS students are: Respect, Accountability, and Communicate.



Villago Expectation Matrix

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

When students are seen showing any of the expectations (Respect, Accountability and Communication), any VMS staff member can give a student a PBIS Ticket. These tickets are used for drawings, raffles and at our PBIS Store. Students can use their tickets to purchase supplies, snacks, or any items that are "for sale".

VILLAGO MIDDLE SCHOOL

Behavior Flowchart & Interventions



The Following Require Immediate Attention

- Weapons
- Threats
- Harassments/ Bullying
- Drugs, alcohol, tobacco



VILLAGO MIDDLE SCHOOL
Do all things the Titan Way!

KICKBOARD

What is "Kickboard"?

Kickboard is a system that supports PBIS by giving staff the ability to reinforce positive behaviors as well as track and reteach minor behaviors.

What is a Positive Interaction on Kickboard?

Staff will verbally acknowledge to your student that they were following the Villago Expectation Matrix and provide them with a point through the Kickboard system. That documentation in Kickboard will communicate with parents immediately about positive acknowledgement. Students will be able to use points to purchase items in our Villago PBIS store.

What is a Minor Behavior on Kickboard?

A minor behavior is an indicator that a student has not yet mastered a school expectation. This includes not adhering to any of the Villago student expectations as communicated in the student-parent handbook.

When a Minor behavior is present, staff will provide an intervention and reteach the skill so the student can learn the expectation.

Staff will document the minor behavior and intervention in Kickboard. It will immediately communicate with parents.

Follow these steps:

Download the App



Click SIGN UP as a family member



Enter your information and your access code

Click CREATE ACCOUNT

What can you do?

- Celebrate Positive interactions with your Student
- Discuss Minor Interactions with your student
- Reinforce following Villago's Expectation Matrix by being Respectful, Accountable, and Communicate.

Please reach out to Mrs. Pantoja or Mrs. Seabrooks for more specific Kickboard Questions

bibiana.pantoja@cgesd.org
kylah.seabrooks@cgesd.org

Cell Phones and Electronics Policy

On our campus, our duty is to provide a safe learning environment with limited distractions. Villago's electronics policy will be strictly enforced in all areas on campus to ensure privacy and limited distractions. This will be enforced between 8:00 am - 4:00 pm. Please remind students of this policy each morning. Our electronic policy will include but not be limited to the following.

- Cellphones (with or without service)
- Airpods (or any headphones that are not wire connected to their laptop)
- Smart Watches
- Laptops or tablets not provided by the school
- Nintendo Switches or any other portable gaming devices
- Bluetooth Speakers

Students will have access to a phone in the front office to reach parents or guardians, and students can be contacted through the school office with a phone call to (520) 423-0176

Violation	Intervention/Consequences (Given by Teacher/Administrator)
1st	Device (any electronics) confiscated and device returned at the end of the day from the office, teacher documents in kickboard.
2nd	Device (any electronics) confiscated and Device picked up by parent at the end of the day
3rd +	Device (any electronics) confiscated and Device picked up by parents at the end of the day. Referrals will be written. Behavioral contract with student, teacher, parent/Lunch Detention/APS

Tardy Policy

On our campus, our duty is to provide students the best education possible. A student will be considered tardy to class when they are not in their classrooms, and in their assigned seats when the tardy bell rings. Procedures and interventions for tardiness to class are as follows.

- Students are allowed 4 tardies per quarter
- These will be tracked on Kickboard by teachers
- On the 4th tardy, students will be given an office referral for consequence.

Violation	Intervention/Consequence
1st	Verbal Warning/Restate Expectation, Teacher document in kickboard
2nd	Verbal Warning/Restate Expectation, Teacher will document in Kickboard, Conversation with student
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)

Bathroom Policy

To prevent students from missing learning time, bathroom privileges will be limited to students. Students are encouraged to use the bathrooms during their passing period.

- Students are allowed 4 bathroom passes per week
- These will be tracked on Kickboard by teachers
- Students will not be allowed out of class the first 15 or the last 15minutes of class for the bathroom.

Dress Code Policy

Student dress code is enforced to ensure students do not present a hazard to their health or safety or any other students in the school. Clothing should not interfere with school work, create disorder, or disrupt the educational program.

- Bottoms should be visible at all times and should be worn at the fingertips.
- Shoes or sandals must be worn at all times.
- Faces should be seen at all times, exceptions are made for hijabs or medical safety masks.
- IDs (visible and mandatory)
 - NO hooded shirts or sweatshirts covering students' heads when inside the building.
 - NO sunglasses inside the building, exceptions are made for translucent lenses.
 - NO writing, painting, or other decorations of skins. Tattoos or hickies must not be visible.
 - NO midriff (stomach), Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage. See-through, fishnet clothing, low-cut necklines, or enlarged armholes will not be allowed.
 - NO obscene or profane language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry.
 - NO Gang-related personalization is permitted on clothing or on one's person. This includes anything worn or carried on campus.

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

****Adults are expected to bring a change of clothes or provide transportation for student.**

School Technology Expectations

Each year, students are given access to a personal laptop or Chromebook. These devices come with a carrying case and charger. If students encounter issues with their personal devices during the year, we have IT on campus that can assist with any issues they may have with them. Students are expected to return laptops in the same condition they were received, however, in the case of missing devices or any accessories, the following charges will be issued to student's accounts.

- Total Device loss- Up to \$300
- Broken Screen-Up to \$100
- Broken Keyboard-Up to \$50
- Broken Bezel, Camera, USB Port, Charging Port, and Charger- Up to \$50
- Sticker removal- up to \$25
- Other items- cost varies

Digital citizenship and being kind to all students is expected of all students on and off campus.

After School Expectations

At Villago, we provide the chances for our students to try multiple different sports and activities. Typically these activities will take place after school. The expectations for students participating in these activities are as follows.

- Students must be with designated chaperone or coach while on campus.
- Students must be picked up by 5:30pm OR students can take the late bus
- Students are expected to follow the same school rules while on campus.
- Students must have permission from adults to be staying after school.

****Athletes and students planning to stay to watch games, please look at the "Student Athlete Policy" and the "After School Game Policy" for specifics.**

Prohibited on Campus

Prohibited items are enforced to ensure students do not present a hazard to their health or safety or any other students in the school. Policies are enforced to ensure that students are achieving their educational objectives.

- NO profane, offensive, or defamatory writing or pictures on clothing or jewelry.
- NO selling, borrowing, gambling, or lending money or personal items on campus is also not allowed.
- NO obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.
- NO gang-related personalization is permitted on clothing or on one's person. This includes anything worn or carried on campus.
- NO weapons of any kind (replicas, toy version, BB guns included)

Alcohol	Aerosols	Balloons	Bandanas	Blankets
Caffeinated Drinks	Cigarettes	Confetti	Drugs	Gum
Explosives	Firearms	Firecrackers	Glass Containers	Rubber or latex gloves or Riders
Water Guns	Drug Paraphernalia	Knives	Laser Pointers	Flags
Sunflower Seeds	Medication	Nail Polish	Lighters or Matchers	Gaming Devices
Permanent Markers	Poppers	Rubber Bands	Scissors	Bluetooth Speaker
Spray Bottles	Stuffed Animals	Stink Bombs	Tobacco Products	Tools
Vaping Products	Wallet Chains	Weapons	White Out Fluid	Full Size Snacks

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:

- 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.

Outside Food & Drinks

Outside food and drinks are prohibited on campus. Any food or drinks will be finished at the gate before entering campus or thrown away.

- All food and drinks brought on campus must be able to be stored in backpacks.
 - Drinks must be able to be "closed" with a cap, so they may be stored in backpacks.
 - Students should not bring fountain drinks, coffee drinks, energy drinks, or gum onto campus in the mornings.
- Consumption of food/drinks will be allowed only during breakfast and lunch in the cafeteria, or during a time when the teacher deems appropriate. All students must be cleaning up after themselves.
- DoorDash and food deliveries will NOT be accepted for students.
- All students must be visible during lunch time, no exceptions for lunch passes will be accepted.

Campus Policies

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. Volunteers are appreciated who would like to help or chaperone with students. Both forms need to be filled out for volunteering.

- District Online Form Link
- Parent Involvement (PTO)

Closed Campus

For the protection and safety of our students, VMS is a closed campus. Students should not be on campus before 7:55 A.M. Students arriving late to school must sign in at the front office. Guardians need to sign their students out in the office any time a student leaves the campus during school hours. Guardians are required to have their driver's licenses when checking students off of campus. Students may not leave campus after arrival without signing out in the front office.

Fees/Fines

Students who owe money cannot participate in extra-curricular activities, get a final report card or promotion certificate. Students may owe for things such as lost books, library fines, athletic equipment, technology, or supply replacement.

Student Concerns, Complaints & Grievances

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.

Athletics Policy

Student Athlete Policy

It is our goal to hold all students, especially athletes, to act as role models on campus both in behaviors and academics. Please note athletic forms, with doctor's signature, are to be filled out BEFORE attending tryouts. Student athletes will be held to the expectations as follows.

- Students will not be able to participate in future sports until previous uniforms are returned or fees are paid.
- Athletes must maintain a C or higher in all classes to participate in sports.
- Athletes are expected to attend and participate in all scheduled practices.
- Good sportsmanship is expected from all athletes (on and off the court).
 - Suspensions will lead to automatic dismissal from the team.
 - Referrals on game day will result in suspension from the game.
- Missing Practices
 - 2 unexcused absences - Result to missing the next game or event
 - 3+ unexcused absences - Result in removal from the team
- Athletes must be in attendance the day of school and the previous practice to participate in the game.

Game Attendance Policy

We want students to support our student athletes. To ensure that all students are kept safe and secure. Students and adults will be held to the standards as follows.

- Good sportsmanship is expected from all students attending the games.
- Students must have been in attendance the day of school to attend a game.
- Students must have signed permission to attend the games without adult supervision.
 - permission slips must be signed and turned in to Athletic Director 12hrs before the game.
 - Permission slips must indicate how students will be going home and available emergency contact.
- Students who have been suspended or written up with a referral will no longer be allowed to attend the games - even with signed permission slips.

Dance Policy

It is our goal to hold all students to the expectations to act as role models on campus in behaviors in and out of the classroom. Dances are not a mandatory right, but an earned privilege of the students. The expectations are applied to all of VMS students.

- Students must be in attendance for school the day of the dance.
- Students are held to the same expectations as our school policies of dress code, prohibited items, and behavior expectations.
- Students who have been suspended in that quarter will not be allowed to attend the dance.
- Students who receive a referral the day of the dance will not be allowed to go.
- Students and adults must follow the expectations of the "After School Policy"
 - Students must be with designated chaperone or coach while on campus.
 - Students must be picked up by 5:30pm OR students can take the late bus
 - Students are expected to follow the same school rules while on campus.
 - Students must have permission from adults to be staying after school.

Promotion

It is our goal to work with all 8th grade students and families so that they have the information and support necessary for them to meet the following criteria for their participation in our promotion ceremony:

- Students must have passing semester grades for both the first semester and second semester in each of their core classes.
- NO suspensions during 4th quarter
- NO outstanding fees (Must be paid by May 13, 2024)

More information will be provided throughout the school year.

Discipline

Due Process

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

Lunch Detention

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

Community Service

Community service is held during lunch and/or after school Monday-Thursday from 4-5:30. Students must attend community service the day it is assigned. If there is a conflict, the assigning administrator is the only person who can authorize the change of date/s. Community service takes precedence over all activities, including sports.

Alternative Placement in School (APS)

Students that are placed in APS do not have access to the campus. Students are expected to follow all APS rules, which are reviewed with the student in APS. Students are expected to complete all work that is sent by their teachers while in APS. If students are disruptive or do not comply with the APS rules, they may receive additional days in APS or a possible suspension from school.

Alternative Placement Expectations

The following are the expectations when a student is in APS.

- Your child is to follow all Villago Expectations
- Your child is not permitted to socialize (talking, “high-fiving,” etc) with other students in APS
- Your child must turn in any cell phone and/or electronic devices (not including their school-appointed computer) to the front office for the day.
- Your child is responsible for completing their work and should use the study time effectively
- Your child is not permitted to use the computer for non-school-related activities (gaming, music, videos, YouTube, etc).
- Your child will participate in community service activities within school property

If your child is unable to follow these expectations, the following steps will be taken to attempt to redirect the student:

- APS Teacher will redirect the student's behaviors
- APS Teacher will conference with the student one-on-one about behaviors
- APS Teacher will separate the student from others
- APS Teacher will refer to Admin for additional consequences

Suspension

If a student is suspended, they are not allowed on the VMS campus or grounds for the duration of their suspension. Suspensions can be up to ten days unless a district disciplinary hearing is held, where students may be referred for a long-term suspension or expulsion.

Nurse's Office

When a student becomes ill or injured, they can get permission to go to the nurse's office. Students must not leave school for any reason without the permission of the nurse, principal or being signed out by a parent or guardian. Students are not allowed to use personal cell phones or classroom phones to call their parents to inform them that they are sick and/or to pick them up. The student must go through the Nurse's office and it will be at the Nurse's discretion to contact a parent for the student's release.

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 STUDENT'S GUARDIAN.

The state of Arizona requires that sometime during the year, all 6th 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.

Villago Parent Quick Tips

ARRIVAL/DISMISSAL POLICIES

- Use the designated student drop off loop only prior to 8:30 am. It's recommended to drop off students in the parking lot after 8:30 am. (Do not use the designated bus loop)
- The empty dirt lot across the street is off-limits to everyone. Students are trespassing on private property and vehicles are subjected to be towed by property owners.
- Cars should be parked in the parking lot when picking up students.
- Without proof of appointment or emergency, it is preferred that adults will not pick up the last 30 min of the day.

ON CAMPUS POLICIES

- All outside food or drinks (e.g. Starbucks, Dunkin', fountain drinks) that is not intended for lunchtime must be thrown away or finished before entering the campus. All additional food or beverage must be sealed in a bag/container until lunchtime.
- If policies on dress code, zero-tolerance electronics policy, or behavior are not followed you are responsible for picking up or transporting student/items. (Refer to pages 8 - 11 for more information)

COMMUNICATION

- Villago has a no-tolerance technology policy (8:00 am-4:00 pm), please contact the front office or email teachers to relay any information to your child during school hours.
- PowerSchool is the program used to check students' grades and attendance. Teachers' emails are linked to encourage communication. If you need assistance with your PowerSchool log in please contact the front office.
- Kickboard provides the means for schools to accurately track behavior data, assess cultural needs, and reward students. This can be viewed by parents at any time of the day. Login information can be directed to assistant principal Kylah Seabrooks.
- BARK is a program that alerts parents when something problematic occurs online. BARK information will be given out to parents at various times. Administration and counselor will be alerted with the student BARK alerts.

Villago Parent Quick Tips

ADDITIONAL INFORMATION

- Fees must be paid by May 13, 2024 to participate in the Promotion Ceremony.
- Uniforms must be turned in at the end of the season in order to participate in the next season's sport.

PARENT INVOLVEMENT

- Brown Bag Lunch Policy-adults must be present before their student's designated lunch times. Dates will be communicated throughout the year.
- All volunteers will need to complete CGESD volunteer form.

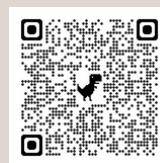
Click on link to complete form: [CGESD Volunteer Form](#) QR Code:



VILLAGO PTO

- We encourage parent support and volunteers to help make Villago's school year fun and exciting.

Click on link to complete form: [Villago PTO Sign Up](#) QR Code:



PTO Coordinators:

Ainsley Morgan

Amanda Hoff

ainsley.morgan@cgesd.org

amanda.hoff@cgesd.org

Villago Middle School Handbook

Acknowledgment Form

By signing this form or filling out the electronic Acknowledgement Form, I am acknowledging that I have received, read, and understand the 2023-2024 Villago Middle School Handbook.

Student Name (print)

Grade Level

Adult/Parent/Guardian Signature

Today's Date