

# Villago Middle School

## Student & Parent Handbook

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



**2024- 2025**

### What's Inside:

pg. 2-7

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

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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



## **Villago Middle School Administration**

### ***Stephanie Sander, Principal***



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Phone  
(520) 423-0176

### ***Robert Drennen, Assistant Principal***



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(520) 423-0176

### ***Kylah Seabrooks, Assistant Principal***



Email  
[kylah.seabrooks@cgesd.org](mailto:kylah.seabrooks@cgesd.org)



Phone  
(520) 423-0176

# **Villago Middle School Staff**

## **English Department**

Amanda Hoff, 6th  
Melissa Corral, 6th  
Lourdes Haro, 6th  
Lisa Gipson, 7th  
Kareena Dranttel, 7th  
Jayme Scholes, 7th  
Daniel Miller, 8th  
Stacie Navarro, 8th  
Chelsi Howell, 8th  
Consuelo Correa, 6-8  
Dean Gerads, 6-8

## **Science Department**

Sheena DeWolf, 6th  
Carrie Panka, 6/7th  
Travis Sellers, 7/8th  
Alainah Montemayor, 8th

## **Student Support**

Ainsley Morgan, 6th  
Sylvia Garcia, 7th  
Ramon Stenbridge, 8th  
Marissa Montijo, 6-8  
Ethel Inocian, 6-8  
Bibiana Pantoja, 6-8

## **Front Office Staff**

Michelle Heimberger  
Nuryha Rivera Lopez  
Shannora Teer  
Kathleen Ochoa  
Amber Merrimen  
Jennifer Olmos-Nurse  
Natalie Hernandez-Health Tech  
Tatiana Perlata-Media Center  
Kim Klug- IT  
Whitney Spawn- IC  
Jennifer Bell-SIS

## **Math Department**

Dawn Reyna, 6th  
Ashley Madison, 6th  
Debra Aten, 7th  
Precy Batalan, 7th  
Sheila Doolittle, 7th  
Daniel Garcia, 8th  
Erin Brady, 8th  
Tiffany Dunaway, 8th

## **Social Studies Department**

Mercedes Hebda, 6th  
Sean Crawford, 6/7th  
Gabriel Sotelo, 7/8th  
Priscilla Gonzalez, 8th

## **Electives Department**

Lorie Hill - Art  
John Jayne- Boys PE  
Joyce Asis -Girls PE  
Eugene Longoria-Spanish  
Rhonda Villaverde - STEM  
Jon Bell- Band  
Cassidy Machado - Computers

## **Educational Assistant**

Inez Machado, 6th  
Theresa Layna, 7th  
Molly Weber, 8th  
Jitsel Tobin, 6-8  
Ashlynn Pierce , 6-8  
Loretta Gemmel, 6-8  
Madison Nielson, 6-8

## **Campus Support**

Santiago Tiredo- Campus Monitor  
Paul Vincent- APS  
Clarissa Acosta-Watson-Student Support  
Amber Pena Vasquez, Guest Teacher

# 2024-2025 School Calendar

Total Student Contact Days: 1

Total Site Based Staff Days: 168 (+5 new st

JULY				
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		

OCTOBER				
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	

JANUARY				
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*

APRIL				
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		

AUGUST				
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	30*

NOVEMBER				
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*

FEBRUARY				
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*

MAY				
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	30*

SEPTEMBER				
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				

DECEMBER				
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			

MARCH				
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				

JUNE				
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				

## ISSUANCE OF REPORT CARDS

Qtr	Cut-off Date	# of Days in Qtr	Issue Date
1st	09/26/24	39	10/3/2024
2nd	12/19/24	41	1/9/2025
3rd	3/13/2025	38	3/27/2025
4th	5/22/2025	36	5/22/2025

## PARENT-TEACHER CONFERENCES

September 5 & 6, 2024

February 6 & 7, 2025



**CASA  
GRANDE  
ELEMENTARY  
SCHOOL  
DISTRICT #4**

\*Revised 11-6-23

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 2
Fall Break	October 14 - 18
Veterans Day	November 11
Thanksgiving Break	November 27 - 29
Winter Break	December 23 - January 3
Martin Luther King Day	January 20
Presidents Day	February 17
Spring Break	March 17 - 21
Memorial Day	May 26

## OTHER SPECIAL DATES

New Teacher Pre-Service	July 8 - 15
Teacher Pre-Service/Work Days	July 16 - 19
Classes Begin	July 22
State Testing Window	TBD
Student and Staff Check Out	May 22



# CORE VALUES



**VISION:** A Community of Learners, Leaders, and Innovators

**MISSION:** Success for every one; the responsibility is yours & mine.

## 2024-2025 Bell Schedule

**Arrival: 8:15 am**

**First Bell: 8:40 am**

**Tardy Bell: 8:44 am**

**Dismissal: 4:15 pm**

**Office Closes: 5:45 pm**

Period	Time Start	Time End
1st Period:	8:45	9:45
2nd Period:	9:50	10:45
3rd Period:	10:50	11:45
4th Period:	11:50	1:20
6th Lunch:	11:50	12:20
7th Lunch:	12:20	12:50
8th Lunch:	12:50	1:20
5th Period	1:25	2:20
6th Period:	2:25	3:15
7th Period:	3:20	4:15



### **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 Way Mission Statement:**

**We are leaders who work together to ensure meaningful learning opportunities are provided so that all students grow as scholars, community leaders, and compassionate individuals. We make no excuses and model daily, "The Titan Way" core values of respect, accountability, and communication.**



# **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 - Sept 26    Quarter 3 - March 13**

**Quarter 2 - Dec 19    Quarter 4 - May 22**

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# **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 seventh hour 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 and displayed on the IFP.
  - The second wave of buses - students who ride those buses are dismissed.
- All other students will report to the assigned location.





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## **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. Parents are responsible for notifying the school in advance or at the time of any absence from school. The parents also must provide at least one (1) telephone number, if available, so that the school can promptly notify them of any absence. This telephone number must be given at the time of enrollment of the student, and the school must be notified promptly of any changes in the telephone number. The school will contact families of absent students who have not called the office. Upon excessive unexcused tardies or absences, a warning letter will be sent at (4) days and (8) days 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.

# 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
<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>Focus on your responsibilities</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>

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

# VILLAGO MIDDLE SCHOOL

## Behavior Flowchart & Interventions



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.
- Contact your student's teacher with any question regarding Kickboard

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

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



# **VILLAGO MIDDLE SCHOOL DRESS CODE, ID'S, ELECTRONICS AND PHONE POLICY**



## **SCHOOL ID's**

- \*Each student must possess a school-issued ID while on campus**
- \*To ride school transportation, students must be in possession of a school issued ID**
- \*IDs will be checked at each entrance daily**
- \*If an ID is forgotten at home, students can call to see if parent can bring it in.**
- Lost/missing ID's that require a new ID will cost \$4**
- \*Students are responsible for getting a new ID**
- \*Failure to get a new ID may lead to a disciplinary action**

## **STUDENT DRESS**

- \*Shoes/Sandals must be worn at all times.**
- \*Obscene language or symbols of drugs, sex, or alcohol on clothing is prohibited**
- \*Gang-affiliated personalization is neither permitted on clothing nor on one's person**

## **Electronics**

- \*If students are seen using personal electronics for non-instructional purposes, staff will confiscate them and they will be placed in the front office for parent/guardian pick up.**
- \*These items may include bluetooth earphones, speakers, personal laptops, or handheld gaming systems.**

## **CELL PHONES**

- \*Cell phones are prohibited during the school day from 8:15 am to 4:15 pm.**
- \*Cell phones being used will be confiscated by staff and placed in the front office. Parents/Guardians will be required to pick it up from the VMS front office.**
- \*Repetitive violations of this policy may result in other disciplinary actions.**
- \*Students in possession of cell phones with offensive or inappropriate photos/texts may be subject to disciplinary action and/or criminal charges.**
- \*VMS is not responsible for the loss, damage, or theft of cell phones.**

# **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.

- These will be tracked on Kickboard by teachers
- After 3 tardies, students will be given an office referral for consequence.

Violation	Intervention/Consequence
1st	Verbal Warning/Restate Expectation, document in kickboard
2nd	Verbal Warning/Restate Expectation, will document in Kickboard, Conversation with student
3rd	Verbal Warning/Restate Expectation, 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 will have 2 bathroom passes per week.
- These will be tracked on Kickboard by teachers
- Students will not be allowed out of class the first 10 or the last 10 minutes of class for the bathroom and/or teacher discretion.
- One student out of the classroom at a time.

# **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 5:45 pm 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	Spray Paint/Aerosols	Balloons	Bandanas	Blankets
Caffeinated Drinks	Cigarettes	Confetti/Glitter	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 Matches	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	Magnifying Glasses

## **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**

- 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 a permission slip to attend the games without adult supervision.
  - permission slips must be signed and turned in to the Athletic Director a day 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 not be allowed to attend a game in that quarter 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 VMS students.

- Students must be in attendance for school on 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 on 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 a designated chaperone or coach while on campus.
  - Students must be picked up by 5:45 pm 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.

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## **8th Grade 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 classes.
- NO suspensions during 4th quarter
- NO outstanding fees (Must be paid by May 12, 2025)

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-4:30 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 12, 2025, to participate in the Promotion Ceremony.
- Uniforms must be turned in at the end of the season to participate in the next season's sport.

## PARENT INVOLVEMENT

- All volunteers will need to complete CGESD volunteer form.

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

QR Code:

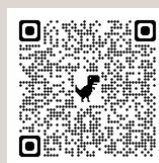


## VILLAGO PTO

- 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

[ainsley.morgan@cgesd.org](mailto:ainsley.morgan@cgesd.org)

Amanda Hoff

[amanda.hoff@cgesd.org](mailto: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 2024-2025 Villago Middle School Handbook.

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Student Name (print)

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Grade Level

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Adult/Parent/Guardian Signature

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Today's Date