

VILLAGO MIDDLE SCHOOL

574 E. Lakeside Parkway
Casa Grande, Arizona 85122



Student/Parent Handbook 2019-2020

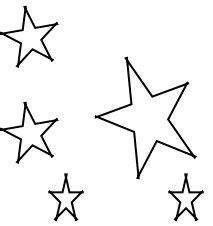
Jeff Lavender, Principal
Donald Nusbaum, Assistant Principal
Stephanie Sander, Assistant Principal
Attendance Line: (520) 423-0176
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Period	A-DAY	Room #	B-DAY	Room #
Academic				
Lab				
1				
2				
3				
4				

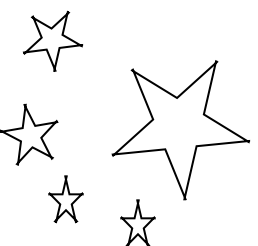
BUS INFORMATION

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.



VILLAGO MIDDLE SCHOOL CODE OF CONDUCT



**Act in a Safe
And
Healthy Way**

**Treat All
Property
With
Respect**

**Respect the
Rights,
Dignities, and
Needs of
Others**

**Take
Responsibility
For
Learning**

R

**Responsible
Behavior**

E

**Encourage
Others**

S

**Self-
Control**

P

**Positive
Attitude**

E

**Expecting
My Best**

C

**Considering
Others**

T

**Taking Care of
Property**

ABSENCES/ATTENDANCE

Arizona Law requires all children between the ages of six and sixteen are 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 the full time school is in session.

We believe it is extremely important that students are at school every day. However, we understand that sometimes things happen which students cannot control. If a student is absent from school, the parents need to call the attendance line by 9:00 A.M. on the day the student is absent with the reason for the absence. Students cannot call to excuse themselves or a fellow student. Calls to excuse an absence must be made within 48 hours of the absence. A parent reporting an absence does not necessarily mean that the absence will be excused. If there is no phone, notification must be given in writing to the attendance office. On the 3rd and each additional absence in a row, a doctor's excuse will be required. If a student is absent (excused or unexcused) 5 days or more during the school year, a truancy warning letter will be mailed home. If a student continues to be truant, a citation will be issued and sent to the parents as well as the court system.

Students who are unexcused absent from all or any part of the school day, as well as students who are habitually tardy will be referred to an administrator.

Students who are tardy to school 3 or more times during a given quarter will be assigned a referral.

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 semester, 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 to school after 9:00, they must be signed-in at the front office by a parent/guardian.

ACADEMIC ASSISTANCE

Our school-wide programs for helping students are:

- ▶ **CONTENT RECOVERY** – Villago Middle School offers a content recovery program for students who do not receive a credit in one of their core classes or need extra support in a core class. This class is offered as an after school activity or an independent study program.
- ▶ **TUTORING/HOMEWORK HELP** – Villago offers a learning lab before and after school as well as a lunch time homework help (offered by some teachers) to assist students with academics, homework, etc.

AFTER SCHOOL DETENTION (ASD)

After School Detention is a consequence assigned for failure to bring ID, bus tickets and minor offenses (ASD Referrals). Students must attend After School Detention the day it is assigned as stated on the referral. Students must have the referral signed by their parent/guardian to attend After School Detention. If a student fails to attend After School Detention or does not have the referral signed, the student will be assigned to a full day of APS (Alternative Placement in School) on a subsequent school day. If there is a conflict on the day ASD is assigned, the assigning teacher is the only person who can authorize the change of date of the detention. ASD takes precedence over all activities, to include sports. If there is a doctor's appointment or family emergency, documentation must be provided. If a student is absent the entire day the ASD is assigned, the ASD will be reassigned for a subsequent school day in which the student is present at school.

AFTER SCHOOL SPORTS/EVENTS

The policy for staying after school for Villago Middle School home games is as follows:

Students must be academically and behaviorally eligible to attend any school sporting or extra-curricular events. Any student attending a sporting or extra-curricular activity must be accompanied by an adult or must complete a spectator code of conduct. This must be on file in the athletic director's office.

Students 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.

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 to school must walk their bikes and skateboards to the bike rack. Skateboards must be stored in the front office or in a teacher's classroom. Students who rollerblade to school must put their blades away in a bag so they are not visible when entering campus.

BUSES

All students are required to sign a bus procedures agreement form at the start of the school year. Students must wear their picture I.D. cards on school buses and show it to the bus driver when requested. Students must obey all directions from the bus driver. ***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. 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.***

Students are to board and leave the bus only at their assigned bus stop without exception.

Students are to ride only the bus to which they are assigned. **Any request for an exception must be made by a parent to the principal who must notify the driver in writing at least 24 hours in advance.** School approval will be based on available seating, safety factors, and time schedules.

It is the responsibility of the parent to provide transportation to/from school for a child who misses a bus.

Students may NOT consume food or drink at the bus stop or on the bus.

Our buses are equipped with video cameras. Based on FERPA, parents do not have access to view such tapes when they show more than their own child.

PERSONAL ELECTRONIC DEVICES/CELL PHONES

Students are allowed to carry personal electronic devices such as but not limited to cell phones, tablets, and laptop computers but they must be powered off during classes, any alternate instructional time or any time in which electronic devices are prohibited. They must also be powered off if the student is in ASD. These devices must remain in your child's backpack or pocket during school hours.

► **Students are responsible for their personal electronic devices, 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.**

Until recent years, schools typically prohibited students from bringing cellular telephones to school, due to concerns about loss or theft of the telephones, or due to problems associated with potential disruptions of instruction caused by ringing or vibrating telephones. Nowadays, however, many parents want their children to carry cellular telephones in order to maintain contact with their child after school at athletic events or after-school activities. Although school officials would prefer that cellular telephones be left at home, we recognize the value that many parents place on these telephones for providing for the safety and well-being of their children.

When students do bring personal electronic devices to school, parents need to be aware of the following:

- ▶ Electronic devices should not be on during classes or any alternate instructional time. They should be stored in pockets or 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.
- ▶ Electronic devices that are in use during instructional times, classes, or any other time in which electronic devices are prohibited are subject to confiscation by the principal's office. Students who have been guilty of misconduct with an electronic devices may be required to check the device in and out of the office each day.
- ▶ Schools are not responsible for loss, damage or theft of electronic devices.
- ▶ Using electronic devices as recording devices on campus, buses or school activities is strictly prohibited and constitutes a violation of Federal Law (FERPA).
- ▶ Posting pictures and/or recordings taken on campus, buses or school activities on social media or alternate public forums is strictly prohibited and constitutes a violation of Federal Law (FERPA).
- ▶ Students 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.
- ▶ Students who violate school procedures concerning electronic devices are subject to discipline consequences including but not limited to detention, suspension, and expulsion.

Parents with questions about the use of cellular telephones should contact their child's teacher or 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 A.M. Students arriving to campus prior to 8:00 A.M. will be required to participate in the Learning Lab until campus opens. Students arriving late to school must have a written note from their parents or be signed in. 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).

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 will be checked for compliance with the school dress code on a daily basis. Those who fail to comply will be subject to disciplinary consequences. At the principal's discretion, the parent/guardian may be required to bring a change of clothing that meets the requirements of the dress code. 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. If the child violates the dress code again in the same area, he/she will be given an ASD

Referral. 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. Each violation after the warning will also result in an ASD Referral.

- Students and their clothing are expected to be neat and clean.
- Torn apparel may be judged as unacceptable if the clothing is too revealing, distracting, or otherwise inappropriate for the school setting.
- Shorts, dresses, and skirts must be of an appropriate length for the school setting, and shall not expose undergarments or create a distraction. When a student's arms are extended at one's side, the fingertips must touch the fabric of the shorts, not skin.
- Pants, shorts, or skirts must be worn at or above the top of the hipbone. Pants, shorts, and skirts must be fitted so they stay at or above the top of the hipbone without a belt.
- Students' shoulders must be covered by clothing that is at least as wide as students' ID badges (or approximately 2.25").
- See-through or fishnet clothing, low-cut necklines, enlarged armholes, leggings, pajamas, and tight-fitting clothes are not to be worn, unless worn in combination with other clothing that meets the school dress code.
- Bare midriffs, halter tops, and spaghetti straps are not acceptable. 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.
- Bare feet are never acceptable. In the interests of student safety, shoes or sandals must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera. Slippers and any footwear judged as unsafe may not be worn on campus.
- Jewelry or chains shall not be worn if they present a safety hazard to self and/or others.
- Profane, offensive, or defamatory writing or pictures on clothing or jewelry is not acceptable.
- Baseball-style hats, other types of hats, or hoods may be worn outdoors. Beanies may be worn indoors.
- Gang-related personalization is not permitted on clothing or on one's person. This includes anything worn or carried on campus.
- Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.
- Hair that is styled or colored in an unusual fashion may be prohibited if it creates or is highly likely to create a distraction.
- Tattoos and hickies must not be visible.
- Each student shall wear his or her own ID on a lanyard while at school.

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. Students are expected to adhere to the dress code at all times while on campus and while riding district transportation.

As noted above, a student's first offense is a warning to allow the student the opportunity to correct the violation before consequences are assigned.

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.

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. At 3:45, 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 one of several different areas. They will either attend athletics, after-school detention, after school activities or go to the designated room for their grade level to wait for their bus to arrive. During dismissal, students are to remain in their classrooms. Students needing to leave the room must have a pass or will be subject to a disciplinary referral.

Students being picked up at the end of the day are to use the Parent Loop. Procedures for pick up are to wait on the parent loop sidewalk on campus for their ride to pull into the parent loop. Students are not to run into the street to get into their vehicles, they must remain on campus to be picked up in the parent loop. Parents choosing to pick up students in the front parking lot must park their vehicles. Students not picked up by 3:55, must report to the parent loop for pick up. The front parking lot is for overflow the first 10 minutes of dismissal. Students not picked up from school by 4:10 will report to a designated room on campus until their ride arrives. Parents may call the front office at this time and students will be notified their ride has arrived.

EXTRA-CURRICULAR ACTIVITIES

There are a wide variety of activities offered to students after school. Some of these include cross country, soccer, football, volleyball, basketball, wrestling, softball, baseball, track, cheerleading and spirit-line. Some of the clubs offered include drama, National Junior Honor Society, student council, science, yearbook, athletic, 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 participate in extra-curricular activities or get a final report card or promotion certificate. Students may owe for things such as lost books, library fines, athletic equipment, or supplies replacement. The replacement costs for daily use items are as follows:

Replacement ID = \$4.00 Lanyard = \$1.00 Replacement Agenda = \$5.00

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 will result in an ASD referral.

FORBIDDEN ITEMS

The safest place for personal items is at home. These items are, but are not limited to: **balloons, laser pointers, cameras, mouthwash, candy, water guns, pistols, roller-blades, roller skates, snap caps, stink bombs, any item designed to create an electrical shock, eggs, rubber bands, golf balls, baseballs, softballs, racquet, tennis and super balls, glass items, glue, shaving cream, nail polish, paint, correction fluid, toys, aerosol/pump sprays, scissors, bandanas, permanent markers (except classroom approved highlighters), seeds, stuffed animals, any device or item related to vaping or smoking, and money or items not needed for school.** Students must not bring these items to school. This would also include external speakers connected to MP3 players, ipods, etc. Headphones and earbuds are allowed outside of the classroom environment but shall be put away in a backpack during classes. They are not to be connected to the device or visible in any way. **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 will receive a referral for disciplinary action.

**recreational sports balls used for four square or other approved activities are permitted but must be kept in a sports bag or backpack during the school day when not in use. There will be no tennis balls or small recreational balls allowed on campus. There will also be no Wall Ball or Football.

**Hats must also be stored in a backpack or on the belt loop of pants while indoors.

Gifts, balloons, or flowers are inappropriate during school hours and will not be delivered or held in the office. Personal items that are lost or stolen are not the school's obligation to take a report or conduct an investigation into the matter.

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 shirt 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. Each nine weeks, students receive a grade in each subject. **Every three weeks, a progress report is sent home.** Semester grades are based on the average of two nine-week periods. It is the student's responsibility to show the progress report to their parents. 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 School Promotion (Current 8th Grade Students)

Eighth grade students are required to earn no less than fourteen of the sixteen possible academic credits over the course of the year to earn a promotion certificate for High School. 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.

Student ID Cards

Student ID cards must be kept in good condition. If a staff member deems either to be unacceptable, the student will be required to pay for a replacement. There is to be no writing on students' skin at school. Students who write on school property or buildings may be arrested. Students will pay for school books if they write in them. The ID card must not be tampered with. No stickers, or markings may be added.

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 call the school to ask for makeup work for students who are absent for several days. Please allow 24 hours for us to collect homework assignments. In addition, each teacher has a website that can be accessed through the school website (<http://casagrandevms.ss8.sharpschool.com/home>). This website will contain the homework from the day as well as the essential question of the day.

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 rooms. 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.

POWER SCHOOL PARENT PORTAL

Power School Parent Portal is a system where parents can access their child's grades, attendance, tests, and classwork through the internet. The school issues user names and passwords to all parents. Parents may also e-mail their child's teachers with any concerns. The Parent Portal system can be accessed by going to the district website at 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:

Language Arts/Reading = 2 credits per semester	Mathematics = 2 credits per semester
Social Studies = 1 credit per semester	Science = 1 credit per semester
Physical Ed./Electives = 2 credits per semester	

- Students in both seventh and eighth grades must earn a credit in each core class.

RESTROOMS

Students must have a pass 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, or 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. Students must not leave school for any reason without the permission of the nurse or a 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 PARENT OR 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.

STUDENT CONCERNS, COMPLAINTS, AND 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.

STUDENT IDENTIFICATION CARD

Students are required to be in possession of their Student Identification Badge at all times while on campus and on school buses unless determined otherwise by school officials. This card will be given to every student at the beginning of the school year. IDs must be kept in good condition. It should not be tampered with, broken, chewed, or contain writing or stickers. There will be a \$4.00 replacement cost for lost, damaged, or stolen cards. Students will be required to read and sign the Student Identification Badge Policy. Detailed information as to the expectations of Student Identification Badges will be provided at the beginning of each school year. Additionally, lunch time procedures may be modified for students not in possession of their ID. Students not in possession of a Student Identification Badge are subject to a disciplinary referral.

STUDENT SEARCH

To insure 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.

CATEGORIES OF DISCIPLINE

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.

Progressive 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 st referral)	1 full day of APS
6	REFOCUS to APS (2 nd referral)	2 full days of APS
9	REFOCUS to APS (3 rd referral)	3 full days of APS and a parent meeting

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 students disciplinary history, level of violation, motivation, truthfulness, and level of remorse.

ASD Referrals: CATEGORY 1

All ASD referral violations will be assigned After School Detention. The first ASD referral may be converted to 4 days of lunch duty in lieu of ASD. Students who chronically receive ASD referrals may be referred to the office and face more severe consequences. Students who do not attend their ASD will receive an all-day placement in APS on a subsequent school day.

DISRESPECT

Any negative statements made to put down another student, teacher, or staff member.

DITCHING

Not attending school when your parents have not excused you from school. This includes not attending classes as assigned. This also could result in a referral to truancy mediation. This also includes leaving campus after being dropped off at school by a bus or parent/parent's designee.

DRESS CODE VIOLATION

The student has violated the same rule in the dress code two or more times in the school year.

FAILURE TO ATTEND LUNCH DETENTION

Students must attend Lunch Detention is assigned

POSSESSION OF FORBIDDEN ITEMS

These items are, but are not limited to: balloons, laser pointers, cameras, mouthwash, candy, water guns, pistols, roller-blades, roller skates, snap caps, stink bombs, any item designed to create an electrical shock, eggs, rubber bands, golf balls, baseballs, softballs, racquet, tennis and super balls, glass items, glue, shaving cream, nail polish, paint, correction fluid, toys, aerosol/pump sprays, scissors, bandanas, permanent markers (except classroom approved highlighters), seeds, stuffed animals, any device or item related to vaping or smoking, and any other item(s) deemed to distract from the academic environment or has the potential to present a safety risk.

FORGERY

Writing or using the signature or initials of another person.

HATE SPEECH

Hate speech, making derogatory statements about ethnicity, gender, religion, disability, or a specific student.

INSUBORDINATION

Refusing to do a reasonable task that a staff member asks you to complete. Not complying with school procedures. This includes leaving the classroom prior to the student's mode of transportation arriving at the end of the school day.

LYING

Making an untrue statement in order to deceive.

OBSCENITY

Possession of pornographic material, to include writings and pictures.

PLAGIARISM/CHEATING

Copying any part of the work of others and turning it in as your own work. Allowing others to copy any part of your work.

PROFANITY

Using offensive language in speaking or writing.

PUBLIC DISPLAY OF AFFECTION

Students holding hands, hugging, kissing, or any action that can be perceived as showing romantic affection.

SELLING OR TRADING

Selling, buying, or trading any item on school property not sponsored by the school. For example: gum, candy, or trading cards. The items and money will be confiscated.

TARDY

Arriving after the final bell for class without an excused pass. Excessive tardiness could result in a referral to truancy mediation. This also includes being tardy to school in the morning.

THROWING FOOD/EATING FOOD AND DRINKING OUTSIDE OF CAFETERIA

Students who throw food anywhere on campus are subject to disciplinary action. All food is to be consumed inside the cafeteria. This includes drinks other than plain water. This also includes all fountain drinks, coffee drinks, teas, etc. that are brought onto campus in the mornings. All food must be kept in backpacks outside of the cafeteria. There is to be no food eaten outside or in the classroom. Any healthy snacks that students bring must be preapproved for consumption by the teacher of the class in which they will eat it.

Office Referrals: CATEGORY 2

Office Referrals are handled by administration in conjunction with teachers and support staff who investigate potential incidents and assign consequences accordingly. If a child is suspended, suspensions can be up to 10 days and may be reduced at the administrator's discretion if the child, the parent/guardian, and administration agree on a behavior or probation contract.

GANG ACTIVITY OR ASSOCIATION

Writing, displaying, or wearing clothes, letters, symbols, signs, etc., or speaking that show possible gang affiliations.

DRUG PROMOTION

Writing, displaying or wearing clothes or accessories with words, symbols, signs, etc. that represent drugs.

GAMBLING

Taking part in games of chance for the purpose of risking money or other items.

INCITEMENT

Doing anything verbal, written, by signs, symbols, etc., which is intended to make a situation worse.

SCHOOL DISRUPTION

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.

POSSESSION OR USE OF MATCHES OR LIGHTERS/COMBUSTIBLES

The possession or use of matches or lighters or other objects capable of causing bodily harm or property damage. This also includes vaporizer devices and any paraphernalia associated with vaping or smoking.

AT-RISK BEHAVIOR/OTHER AGGRESSION

Any behavior that puts themselves or others at risk of physical injury.

Suspendable Offences: CATEGORY 3

Category 3 violations can result in a suspension up to 10 school days. The suspension may be reduced at the discretion of administration.

SEVERE CLASSROOM/SCHOOL DISRUPTION

An act of behavior that is so severe that an administrator must remove the child from the classroom/school so other students can learn. This also includes conduct that may occur on or off campus through social media, apps, texting, pictures, recording, streaming, bullying, fighting, harassment, etc.

BULLYING

Trying to take advantage or pushing another student around. Not treating fellow students with respect.

RECORDING FIGHTS/ALTERCATIONS

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.

FIGHTING/INCITEMENT OF FIGHTING

The act of two or more students engaging in physical contact with one another in an aggressive manner is considered fighting. Inciting or contributing to a scenario that leads to a fight is also considered a category 3 violation. All play fighting is prohibited.

ASSAULT

- ▶ Physical attack on another person
- ▶ Recklessly causing physical injury to another person
- ▶ Touching another person on purpose to injure or provoke the person
- ▶ Spitting on another person

SEXUAL HARASSMENT

This includes unwelcome sexual advances, requests for sexual favors and/or other actions of a sexual kind from student to student, or from student to a staff member.

SEXUAL MISCONDUCT

This behavior includes indecent exposure, "mooning," "depantsing," or attempting to remove clothing from another person.

THREATS/VERBAL ABUSE/INTIMIDATION/HARASSMENT

Writing, saying or doing anything to threaten, frighten, intimidate, harass, offend, or injure other persons. This may include another student or a staff member.

TRESPASSING

Any student who is on a school campus during school time and/or during any school activity without the permission of the school administration.

THEFT

Restitution will be required. Taking property or items from another person or from the school without permission regardless if the property was returned.

VANDALISM

Destruction of any property. Defacing or writing on property belonging to the school or district or another student.

OTHER

Any behavior that the administration deems inappropriate to the educational process.

Long Term Suspendable Offences (up to one calendar year): CATEGORY 4

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.

POSSESSION/USE OR UNDER THE INFLUENCE OF ILLEGAL ITEMS

Possession of any type of drug, drug paraphernalia, tobacco, e-cigarettes or any vapor producing device, alcohol, fireworks. This includes any materials used in making, storing, packaging, advertising, hiding, or using any type of drug or illegal item.

POSSESSION/USE OR UNDER THE INFLUENCE OF UNAUTHORIZED SUBSTANCES

Possession of imitation "look alike" prescriptions, or over-the-counter medicine or drugs. Selling any of these substances will result in OFF-CAMPUS suspension.

POSSESSION OF WEAPONS

Possession of a deadly, dangerous, illegal, or prohibited item on school property. These items are not allowed: firearms, bullets, anything that looks like guns or bullets, air guns (or other items that cause things to fly through the air), knives, martial arts instruments, or any instrument that may represent a weapon.

PROBATION VIOLATION

Any violation of a school or district probation.

SEVERE SCHOOL DISRUPTION

An act that requires the school/classroom to be evacuated or requires administrative intervention in order for the class to resume as intended by the instructor.

SEXUAL ASSAULT

Inappropriate touching of another student or staff member.

THREATS OF DEATH

Making students think you are going to kill somebody.

OTHER

Any behavior that the administration deems inappropriate to the educational process.

SCHOOL-WIDE 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

Parent Signature

Date

Date

Academic Lab Teacher Signature

Date