



Casa Grande Middle School

Student Handbook

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Casa Grande Elementary School District

2024-2025 School Calendar

CGESD Board Approved 1-10-23

Total Student Contact Days: 154

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

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		

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	

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

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		

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

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

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

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

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				

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			

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				

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

Casa Grande Elementary School District Website: www.cgesd.org

District Handbook: www.cgesd.org/domain/324

Casa Grande Middle School Website: www.cgesd.org/cgms

Casa Grande Middle School Facebook: Casa Grande Middle School

Casa Grande Middle School Twitter: @CGMS_Wildcats

Casa Grande Middle School Instagram: @cgmswildcats



Casa Grande Middle School Administration

We are fired up for another exciting year at Casa Grande Middle School. We believe that all of our students are capable of great things. It is our job to ensure that they have a fun, safe environment, where they can reach their maximum potential. Please reach out if you have any questions about your student's success.

Samantha Sarnowski, *Principal*



PHONE
520-836-7310



EMAIL
samantha.sarnowski@cgesd.org

Aundre Bell, *Assistant Principal*



PHONE
520-836-7310



EMAIL
aundre.bell@cgesd.org

Casa Grande Middle School Staff

6th Grade Team

MELINDA MCMORROW
SHAIRA TANGAL
JUSTIN SMITH
KALEY BARAK
TRAMAINA LOCKHART
MICHELLE FOGARTY
ANDREA CHAVEZ
HEATHER JOHN
JANICE FLORES
KRISTEN CALVERT
CANDICE BOJORQUEZ

ENGLISH LANGUAGE ARTS
ENGLISH LANGUAGE ARTS
ENGLISH LANGUAGE DEVELOPMENT
RESOURCE
MATH
MATH
SCIENCE
MATH/SCIENCE
SOCIAL STUDIES
SOCIAL STUDIES
CENTER BASED RESOURCE

7th Grade Team

KIMBER MARTINEZ
MARICEL ASIS
AMETHYST UPSON
CASSANDRA BEECHUM
PAMELA HOUSTON
MIKE BRIDSCHGE
JOEY RIMA
AUSTIN KLUNK
KELLY BEST

ENGLISH LANGUAGE ARTS
ENGLISH LANGUAGE ARTS
RESOURCE
MATH
MATH
SCIENCE
SCIENCE
SOCIAL STUDIES
SOCIAL STUDIES

8th Grade Team

JESSICA ROSALES
DIMITRA JOHNSON
DINA BRUNDAGE
DAVID POLITO
CHRISTENA TAMAYO
PRINCESS BELL GRAFIL
JOEY RIMA
MARGARET ROSALES
KELLY BEST
MONICA MORA

ENGLISH LANGUAGE ARTS
ENGLISH LANGUAGE ARTS
RESOURCE
MATH
MATH
SCIENCE
SCIENCE
SOCIAL STUDIES
SOCIAL STUDIES
CENTER BASED RESOURCE

Front Office

DIANA LIMON
NANCY RODRIGUEZ
JOAN HEINZELMAN
CRUZ DIAZ
DEBORRAH RICHARDS
ANGELICA VIRAY

FRONT OFFICE
FRONT OFFICE
FRONT OFFICE
REGISTRAR
NURSE
HEALTH TECH

Casa Grande Middle School Staff

Electives

NITA WELDIN	AGRICULTURE & FARMING/PHYSICAL EDUCATION
KEVIN KIESER	WEIGHT TRAINING/TEAM SPORTS/PHYSICAL EDUCATION
BRETT WETTELAND	WEIGHT TRAINING/TEAM SPORTS/PHYSICAL EDUCATION
VEX SUAREZ	DANCE/HEALTH/COLOR GUARD
STEVEN PHILLIPS	BAND
JOSE HERNANDEZ	SPANISH
MELANIE PORNIA	CODING
PAMELA HOUSTON	CULINARY
JESSICA ROSALES	AMERICAN SIGN LANGUAGE
KIMBERLY MARTINEZ	CREATIVE WRITING
RICK WILSON	CREATIVE WRITING/CE EXPLORATORY
KELLY BEST	LITERATURE CIRCLES
SHAIRA TANGAL	YEARBOOK
SAMANTHA SARNOWSKI	FILM/NEWSPAPER
ESTHER VAZQUEZ	LIBRARY

Student Support

ALYSIA DELCID	COUNSELOR
JANE BURICH	COUNSELOR
NATALI BLAZEVIC	PSYCHOLOGIST
JENNIFER MYERS	STUDENT SUPPORT INTERVENTIONIST
CARRIE MORRIS	GUEST TEACHER
NATASHA VAZQUEZ HERNANDEZ	APS ROOM
JARED ZIMMERMAN	CAMPUS MONITOR
MARY INZUNZA	CROSSING GUARD/CLASSROOM SUPPORT
NATALIE RODRIGUEZ	IT SUPPORT
LAKESHA MIXON	STUDENT SUPPORT
DYMPHNA NOLEAL POHLEMAN	CLASSROOM SUPPORT
MICHELLE BAEZ MARTINEZ	CLASSROOM SUPPORT
GABRIELA GARCIA	CLASSROOM SUPPORT
MARTHA DAVEY	CLASSROOM SUPPORT
DEANNA RUMSEY	CLASSROOM SUPPORT
LEIONAH LEREMIA	CLASSROOM SUPPORT
CHRIS PRITCHETT	CLASSROOM SUPPORT
MONICA CHAVARRIA	CLASSROOM SUPPORT

CASA GRANDE MIDDLE SCHOOL



Where [EVERYTHING] Matters

At Casa Grande Middle School, we believe that [EVERYTHING] matters for students, staff, and community. Using that mantra, we replace [EVERYTHING] with one of our core values monthly. We live and breathe our values at CGMS so that ALL Wildcats grow and strive for excellence academically and personally.

AUGUST [ACCOUNTABILITY]

SEPTEMBER [RESPECT]

OCTOBER [TEAMWORK]

NOVEMBER [SERVICE]

DECEMBER [SERVICE]

JANUARY [LEADERSHIP]

FEBRUARY [EXCELLENCE]

MARCH [FUN]

APRIL [PERSEVERANCE]

MAY [SUCCESS]

Bell Schedule

	Green (A)	Black (B)	Blue (C)	Red (D)	Gold (E)	White (F)	Orange (G)
8:45-9:45	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period
9:49-10:45	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	1st Period
10:49-11:45	3rd Period	4th Period	5th Period	6th Period	7th Period	1st Period	2nd Period
11:49-12:45	4th Period	5th Period	6th Period	7th Period	1st Period	2nd Period	3rd Period
12:45-2:15	5th Period	6th Period	7th Period	1st Period	2nd Period	3rd Period	4th Period
2:19-3:15	6th Period	7th Period	1st Period	2nd Period	3rd Period	4th Period	5th Period
3:19-4:15	7th Period	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period

6th Lunch: 12:45-1:15

7th Lunch: 1:15-1:45

8th Lunch: 1:45-2:15

Attendance

It is important for all students to be in school every day and on time. Students miss out on learning when they are not here. The CGMS student support staff will contact families of chronically absent students, who have not called the office to report absences. Upon excessive unexcused tardies or absences, steps outlined in the CGMS Truancy Intervention Program will be utilized.

CGMS Tardy Policy: If a student is tardy to the same class three times a disciplinary referral will be given to the student, resulting in an After School Detention. If a student is habitually tardy to the class over the three times, more severe consequences will be given and/or a guardian meeting will be held.

At CGMS, we aim to have...

- All students attend school at least 96% of the time.
- Schoolwide Average Daily Attendance be at least 96%
- at all school sites.
- A reduction in Chronic Absenteeism to 20%.
- A reduction in Habitual Truancy to 25%.

Grading System

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 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.

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%

Student Expectations

Casa Grande 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 five expectations of CGMS Students are: Patience, Respect, Integrity, Dependability & Excellence.

In the matrix below, all five expectations are listed with positive behaviors in each area of Casa Grande Middle School. All students are taught and expected to exhibit all of these positive behaviors.

C	P R I D E				
	PATIENCE	RESPECT	INTEGRITY	DEPENDABLE	EXCELLENCE
HALLWAY	-Walk	-Hands & feet to self -Hold door for others	-Follow directions -Inside voice	-Go directly to your destination -Stay to the right	-Set a good example -Keep clear & clean
RESTROOM	-Wait your turn	-Privacy	-Report suspicious activity -Use equipment & supplies properly	-Walk -Keep water in sink	-Go, flush, wash -Use time wisely
ASSEMBLY	-Enter & exit calmly	-Eyes & ears on speaker	-Follow directions	-Walk -Stay in designated areas	-Participate -Use appropriate applause
OUTDOOR AREAS	-Take turns -Share equipment	-Include everyone -Be kind	-Stay in designated area -Report suspicious activity	-Use equipment properly -Walk on sidewalks	-Play by the rules -Set a good example
CAFETERIA	-Raise hand for help -Remain seated	-Be kind -Respect others property	-Follow directions -Inside voice	-Walk -Sit with feet under table	-Enter & exit calmly -Leave your area clean
LIBRARY	-Raise hand -Walk	-Inside voice -Take care of books	-Follow directions -Respect equipment	-Return materials on time -Keep food/drink outside	-Use time wisely
CLASSROOM	-Enter & exit calmly -Use self control	-Be kind -Hands, feet & objects to self	-Follow instructions -Try your best	-Be prepared & on time -Use materials properly	-Manage your work -Participate appropriately
BUS/BUS LOOP	-Be aware & alert -Use inside voice	-Be kind -Use self control	-Report suspicious activity -Keep track of belongings	-Stay seated & face forward -Remember bus number	-Listen to directions -Follow food/drink policy

PBIS at CGMS

When students are seen showing any of the five expectations (Patience, Respect, Integrity, Dependability, & Excellence), any CGMS staff member can give a student a PBIS Ticket.

These tickets are used for drawings, raffles and at our PBIS Store. The PBIS Store is held monthly at CGMS where students can use their tickets to purchase supplies, snacks, or any items that are "for sale".

Nurse

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. Students that are picked up sick without a nurse call or visit will be marked "Unexcused Absent".

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.

DRESS CODE & PHONE POLICY

School IDs

- 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.

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.
- Clothing must cover areas from one armpit across to the other armpit, down to approximately three to four inches in length to the upper thighs.

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, or handheld gaming systems.

Cell Phones

- Cell phones are prohibited during the school day from 8:15am - 4:15pm.
- Cell phones being used will be confiscated by staff and placed in the front office. Parents or guardians will be required to pick it up from the CGMS 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.
- CGMS is not responsible for the loss, damage, or theft of cell phones.

Food/Drink Policy

All food and drinks brought on campus must be stored in backpacks. Consumption of food/drinks will be allowed only during breakfast, lunch or during a time when the teacher deems appropriate. All 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. DoorDash and food deliveries will NOT be accepted for students.

School Updates

Email messages and social media posts are sent out periodically to notify families and students of important information, upcoming events, etc. for CGMS. Please contact the school if you would like to sign up for email messages and follow CGMS on Facebook, Twitter or Instagram.

If there is an emergency situation on campus, CGMS will send an email notification ASAP, and verbally contact families, if necessary. In order to ensure that we can communicate with families promptly and effectively, please refrain from calling or visiting the CGMS office, unless contacted first.

Casa Grande Middle School Website: www.cgesd.org/cgms

Casa Grande Middle School Facebook: Casa Grande Middle School

Casa Grande Middle School Twitter: @CGMS_Wildcats

Casa Grande Middle School Instagram: @cgmswildcats

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:

- 8+ unexcused absences during the 2024-2025 school year
- Students must be in good behavioral standing at school.
 - No suspensions 4th Quarter
 - No outstanding or unserved ASDs or Friday Schools
- Students must have a passing semester grade in each of their classes.
- Student's school account must have a balance of \$0.

More information is provided to 8th Grade students and families throughout the year.

Extra-Curricular Activities

There are a wide variety of activities offered to students after school. Student athletes and club members are expected to meet certain academic and behavior criteria. The requirements for each activity will be explained by the activity sponsor.

Sports:

- If a student becomes ineligible, they will not be allowed to participate in or attend any practices/events and must sit out at least one game. Once the student is eligible, they will be reinstated.
- Attendance is vital to practices. Should a student not attend scheduled practices, the student can be removed from the team.
- Should the student display any inappropriate behaviors during practices or games, the student may be removed from the team.
- Proper care of uniforms and all sports equipment is expected of all student athletes.

After School Sports/Events

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. Students are expected to stay at the game location and behave in accordance with all CGMS expectations. It is also expected that all students exhibit good sportsmanship towards the visiting teams.

Forbidden Items

The safest place for personal items is at home. These items are, but are not limited to: **balloons, gum, 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, flowers, Bluetooth speakers, any device or item related to vaping or smoking, and money or items not needed for school.**

Selling, borrowing, gambling, lending money or personal items on campus is also forbidden.

DRUGS AND ALCOHOL

Drugs and alcohol are not allowed on campus. This includes any e-cigarettes, tobacco products, vapes (THC or nicotine) or drug related paraphernalia. Any student involved in a drug or alcohol related offense will be subject to disciplinary action, with a possible referral to a district hearing.

Student Search

To ensure the school is safe for all students, sometimes it is necessary for a school administrator to search students and their personal belongings. There is no expectation of privacy in your locker or personal items. Families 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.

Discipline

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.

Community Service

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

After School Detention

After School Detention is held on Tuesdays and Thursdays from 4-5:30pm. Students must attend After School Detention the day it is assigned. If there is a conflict on the day ASD is assigned, the assigning administrator is the only person who can authorize the change of date of the detention. ASD takes precedence over all activities, including sports. 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.

Friday School

Friday School is held on Fridays from 8:30-10:30am. Students must attend the day it is assigned. If there is a conflict on the day assigned, the assigning administrator is the only person who can authorize the date change. Families are responsible for providing transportation for student to and from Friday School.

In School Suspension (APS)

If a student is placed in the ISS or APS room, they will not attend their normal classes, but instead work on classwork in a small inclusive setting.

Suspension

If a student is suspended, they are not allowed on CGMS 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.

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.

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.

Technology

Students check out a laptop at the beginning of the school year. When using the laptop, students are expected to:

- Bring any laptop malfunctions or problems to IT or one of their teachers
 - Make good choices while online and adhere to to Acceptable Use Agreement signed at the beginning of the year
 - Take care of their device, by not harming, modifying or destroying any part of the laptop
 - Bring their laptop daily, fully charged and ready to use
 - Remember that the laptop is district property, and while using the laptop, Bark monitors all use. (If inappropriate material is flagged by Bark, administration is notified and families/students will be notified and possible disciplinary consequences will be given)
-

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.

Closed Campus

For the protection and safety of our students, CGMS 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 student out in the office any time a student leaves the campus during school hours. Students may not leave campus after arrival without signing out in the front office.

Casa Grande Middle School **Handbook** **Acknowledgement 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 Casa Grande Middle School Handbook.

Student Name (Print)

Grade

Guardian's Name

Date