



# Casa Grande Middle School

*Student Handbook*

## What's inside:

Schedule, Administration, Staff, Vision & Bell Times | page 2-6

Attendance, Grading, Student Expectations, Cell Phone & Dress Code Policy, School Updates | page 7-10

Food/Drink Policy, Nurse, Promotion, Extra-Curriculars | page 10-13

Forbidden Items, Discipline, Fees/Fines, Technology | page 10-16

Family & Student Acknowledgement Form | page 17

# Casa Grande Elementary Schools

## 2022-2023 School Calendar

Total Student Contact Days: 154

4 Day School & Work Week\*

Total Site Based Staff Days: 167 (+4 new staff)

<b>JULY</b> 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^	<b>OCTOBER</b> 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	<b>JANUARY</b> 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	<b>APRIL</b> 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^
<b>AUGUST</b> 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	<b>NOVEMBER</b> 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	<b>FEBRUARY</b> 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	<b>MAY</b> 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
<b>SEPTEMBER</b> 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^	<b>DECEMBER</b> 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^	<b>MARCH</b> 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^	<b>JUNE</b> 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

ISSUANCE OF REPORT CARDS			
Qtr	Cut-off Date	# of Days in Qtr	Issue Date
1st	09/29/22	39	10/7/2022 PTC
2nd	12/15/22	38	01/05/23
3rd	03/09/23	37	3/23/2023
4th	05/25/23	40	05/25/23

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)

PARENT-TEACHER CONFERENCES	
October 6 & 7, 2022	
March 9 & 10, 2023	

SCHOOL HOLIDAYS	
Labor Day	September 5
Fall Break	October 10 - 14
Veterans Day	November 11
Thanksgiving Break	November 23 - 25
Winter Break	December 19 - January 2
Martin Luther King Day	January 16
Presidents Day	February 20
Spring Break	March 13 - 17
Memorial Day Observed	May 29



OTHER SPECIAL DATES	
New Teacher Pre-Service	July 13 - July 19
Teacher Pre-Service/Work Days	July 20 - July 22
Classes Begin	July 25
State Testing Window	TBD
Student and Staff Check Out	May 25

\*Revised 4-26-22

**Casa Grande Elementary School District Website:** [www.cgesd.org](http://www.cgesd.org)  
**District Handbook:** [www.cgesd.org/domain/324](http://www.cgesd.org/domain/324)  
**Casa Grande Middle School Website:** [www.cgesd.org/cgms](http://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*** **Curriculum & Instruction**



**PHONE**  
520-836-7310



**EMAIL**  
aundre.bell@cgesd.org

### **Matthew Flora, *Assistant Principal*** **Discipline & Student Activities**



**PHONE**  
520-836-7310



**EMAIL**  
matthew.flora@cgesd.org

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# Casa Grande Middle School Staff

## 6th Grade Team

MELINDA MCMORROW	ENGLISH LANGUAGE ARTS
MARICEL ASIS	ENGLISH LANGUAGE ARTS
JUSTIN SMITH	ENGLISH LANGUAGE DEVELOPMENT
KALEY BARAK	ENGLISH LANGUAGE ARTS/ RESOURCE
JENNIFER GRAFFIUS	MATH
MICHELLE FOGARTY	MATH
ANDREA CHAVEZ	SCIENCE
HEATHER JOHN	SCIENCE
JANICE FLORES	SOCIAL STUDIES
MAGDALENE RODRIGUEZ	SOCIAL STUDIES
CANDICE BOJORQUEZ	AUTISM
DYMPHNA NOLEAL POHLEMAN	CLASSROOM SUPPORT

## 7th Grade Team

KIMBER MARTINEZ	ENGLISH LANGUAGE ARTS
SHAIRA TANGAL	ENGLISH LANGUAGE ARTS
KIERAN SIEGRIST	RESOURCE
CASSANDRA BEECHUM & CONNIE DOLEZAL	MATH
PAMELA HOUSTON	MATH
MIKE BRIDSCHGE	SCIENCE
ROMEO BORONDIA	SCIENCE
DAVID WILLIAMS	SOCIAL STUDIES
ANDREW PALMER	SOCIAL STUDIES
JOHN ESPINOZA	CLASSROOM SUPPORT

## 8th Grade Team

JESSICA ROSALES	ENGLISH LANGUAGE ARTS
DIMITRA JOHNSON	ENGLISH LANGUAGE ARTS
DINA BRUNDAGE	RESOURCE
CHRISTINE NORDMAN	MATH
LILIANNA CARLTON	MATH
PRINCESS BELL GRAFIL	SCIENCE
ROMEO BORONDIA	SCIENCE
EMILY ALEXANDER	SOCIAL STUDIES
ANDREW PALMER	SOCIAL STUDIES
MONICA MORA	AUTISM
MARTHA DAVEY	CLASSROOM SUPPORT

# Casa Grande Middle School Staff

## Electives

RUBEN BACA	WEIGHT TRAINING/TEAM SPORTS/PHYSICAL EDUCATION
KEVIN KIESER	WEIGHT TRAINING/TEAM SPORTS/PHYSICAL EDUCATION
BRETT WETTELAND	PHYSICAL EDUCATION
CHELSEA "VEX" SUAREZ	DANCE/HEALTH/PHYSICAL EDUCATION
JEANNETTE ANDREE	STEM/ROBOTICS/YEARBOOK
PAMHOUSTON	CULINARY
STEVEN PHILLIPS	BAND
NATASHA VAZQUEZ	SPANISH
MELANIE PORNIA	CODING
JANET HAMMERSTROM	ART
ANDREW PALMER	MULTIMEDIA PRODUCTIONS
JESSICA ROSALES	AMERICAN SIGN LANGUAGE
LILIANNA CARLTON	CREATIVE WRITING
CASSANDRA BEECHUM & CONNIE DOLEZAL	ALGEBRA
ESTHER VAZQUEZ	LIBRARY

## Student Support

ALYSIA DELCID	COUNSELOR
JANE BURICH	COUNSELOR
NATALI BLAZEVIC	PSYCHOLOGIST
JENNIFER MYERS	STUDENT SUPPORT INTERVENTIONIST
JOSE HERNANDEZ	GUEST TEACHER
CONNIE BIEGACKI	COMMUNITY LIAISON
TRACY RODRIGUEZ	PAWS ROOM
JARED ZIMMERMAN	CAMPUS MONITOR
NATASHA HUSTED	CLASSROOM SUPPORT
MARY INZUNZA	CLASSROOM SUPPORT
NATALIE RODRIGUEZ	IT SUPPORT

## Front Office

DIANA LIMON	FRONT OFFICE
GABRIELA GARCIA	FRONT OFFICE
JOAN HEINZELMAN	FRONT OFFICE
JOANNA RAMOS	REGISTRAR
ESTHER MORENO	NURSE
DEBRA BELICH	HEALTH TECH



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 [TEAMWORK]**  
**SEPTEMBER [RESPECT]**  
**OCTOBER [INTEGRITY]**  
**NOVEMBER [KINDNESS]**  
**DECEMBER [KINDNESS]**

**JANUARY [STRENGTH]**  
**FEBRUARY [GROWTH]**  
**MARCH [FUN]**  
**APRIL [EXCELLENCE]**  
**MAY [APPRECIATION]**

## Bell Schedule

Arrival: 8:00 am  
 First Bell: 8:25 am  
 Tardy Bell: 8:30 am  
 Dismissal: 4:00 pm  
 Office Closes: 5:30 pm

<b>Period 1</b>	8:30	9:25
<b>Period 2</b>	9:30	10:25
<b>Period 3</b>	10:30	11:25
<b>Period 4</b>	11:30	12:25
<b>Period 5</b>	12:30	2:00
6th Lunch	12:30	1:00
7th Lunch	1:00	1:30
8th Lunch	1:30	2:00
<b>Period 6</b>	2:05	3:00
<b>Period 7</b>	3:05	4:00

## **Attendance**

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

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.

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## **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".

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## **Cell Phone Policy.**

- Cell phones are to be silent and in the student's backpack during school hours.
- Cell phones being used will be confiscated by staff and placed in the front office. Parents will be required to pick it up from the CGMS office.
- Repetitive violations of the cell phone policy may result in other disciplinary actions.
- CGMS is not responsible for the loss, damage, or theft of cell phones.
- Students in possession of cell phones with offensive or inappropriate photos or texts may be subject to disciplinary action and criminal charges.
- School board policy allows school officials to search students' personal property, including cell phones, when there is reason to believe that the search will produce evidence of a violation of the law or school rules.

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## Dress Code Policy

- Each student is required to possess a student ID while on campus.
- Obscene language or symbols of drugs, sex, or alcohol on clothing are prohibited.
- Gang-affiliated personalization is neither permitted on clothing nor on one's person.
- Shoes or sandals must be worn at all times.
- All shirts must cover the midriff (stomach).
- Pants are to be worn at the waist. No sagging. Belts are encouraged.
- Students are to think before leaving their house. Evaluate whether anything is exposed.

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## 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](http://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

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## **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.

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## **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.

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.

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## **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:

- 10+ unexcused absences during the 2022-2023 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.

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## **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.

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## **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.

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## **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.

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# **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.

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## **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.

**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.

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## **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.

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## **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)
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## **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.

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## **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 2022-2023 Casa Grande Middle School Handbook.

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Student Name (Print)

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Grade

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Guardian's Name

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Date