2019-2020 Family Handbook

Contents

Important Dates 1
2019-2020 Family Calendar 2
Staff Directory 3
School Map 5
Communication Pathways 6
Drop Off and Pick Up Diagrams 7
Grading/Late Work/Redo Policy 8
WJMS Personal Device Policy 9
WJMS Student Dress Code 10
Standard Response Protocol Extended 11
Quick Questions 12
Important Dates

August 12, 2019 Community BBQ 5:30pm – 7:00pm
August 20, 2019 Back-to-School Night 6:00pm – 8:00pm
August 23, 2019 Picture Day
September 4, 2019 Science/STEM Night 6:00pm – 8:00pm
September 12, 2019 Hearing/Vision Screening
October 3, 2019 Parent/Teacher Conferences
October 7, 2019 Parent/Teacher Conferences
October 14, 2019 Orchestra Concert 7:00pm – 8:00pm
October 16, 2019 Band Concert 7:00pm – 8:00pm
October 23, 2019 Picture Retakes
November 4 –8, 2019 6th Grade Outdoor Lab
November 11, 2019 Trimester 1 Report cards on Parent Portal
November 25 - 29, 2019 Thanksgiving Break
December 16, 2019 Orchestra Concert 7:00pm – 8:00pm
December 18, 2019 Band Concert 7:00pm – 8:00pm
December 23 - January 3 Winter Break
January 15, 2020 Parent/Teacher Conferences
January 15, 2020 Showcase for incoming 6th grade 2020-2021
January 23, 2020 Parent/Teacher Conferences
February 14, 2020 Possible Snow Make-Up Day (if we have a snow day prior to February 14)
February 24, 2020 Trimester 2 Report cards on Parent Portal
March 9, 2020 Orchestra Concert 7:00pm – 8:00pm
March 11, 2020 Band Concert 7:00pm – 8:00pm
March 23 - 27, 2020 Spring Break
March/April 2020 State Testing
April 10, 2020 Possible Snow Make-Up Day (if we have a snow day prior to April 10)
May 8, 2020 Coni-Con
May 11, 2020 Jazz Band Concert 7:00pm – 8:00pm
May 14, 2020 6th grade honor roll and content area awards, 7:30 am
May 18, 2020 Orchestra Concert 7:00pm – 8:00pm
May 19, 2020 7th grade honor roll and content area awards, 7:30 am
May 19, 2020 Band Concert 7:00pm – 8:00pm
May 20, 2020 8th grade Continuation Ceremony 5:15pm
May 22, 2020 Trimester 3 Report cards on Parent Portal
<table>
<thead>
<tr>
<th>JULY 2019</th>
<th>AUGUST 2019</th>
<th>SEPTEMBER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**First Day of School (6th grade/web)**
August 14

**First Full Day of School (all grades)**
August 15

**Last Day of School**
May 22

**No School for Students**
- Non Student Day: September 20
- Fall Break: October 25
- Thanksgiving Break: November 25-29
- Winter Break: December 23-January 3
- Non Student Day: February 14
- Non Student Day: March 19
- Spring Break: March 23-27
- Non Student Day: April 10

**Holiday (No School)**
- Labor Day: September 2
- Christmas Day: December 25
- New Year's Day: January 1 and 2
- Martin Luther King, Jr.: January 20
- Presidents' Day: February 17
- Memorial Day: May 25

**Important Dates**
- Community BBQ: Picture Day
- August 23: Science/STEAM Night
- September 4: Hearing/Vision Screening
- September 12: Parent/Teacher Conferences
- October 3 and 7: Photo Retakes
- October 23: 6th grade Outdoor Lab
- November 4 - 8: T1 Report Cards on Portal
- November 11: WJMS Showcase
- January 15: Parent/Teacher Conferences
- January 15 and 23: 7th grade Honor Roll & Awards
- February 24: T2 Report Cards on Portal
- March/April: Coni-Con all day to 8 pm
- May 8: 8th grade Continuation, 5:15 pm
- May 20: T3 Report Cards on Portal

**Emergency or snow closure make-up days:**
February 14, April 10

**NOVEMBER 2019**

**DECEMBER 2019**

**Trimester 3: 2/24/20 – 5/22/20**

<table>
<thead>
<tr>
<th>JANUARY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARCH 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APRIL 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNE 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
</tr>
</tbody>
</table>
Staff Directory

Administration

Kim Halingstad  Principal  Kim.Halingstad@jeffco.k12.co.us  303-982-3042
Tricia Samuelsen  Assistant Principal  Tricia.Samuelsen@jeffco.k12.co.us  303-982-1134
JP Squires  Dean of Students  Justin.Squires@jeffco.k12.co.us  303-982-8381

Main Office Staff

Julie Barrett  Principal's Secretary  Julie.Barrett@jeffco.k12.co.us  303-982-3796
Debbie Jessee  Financial Secretary  Deborah.Jessee@jeffco.k12.co.us  303-982-5258
Kim Sollner  Clinic Aide  Kim.Sollner@jeffco.k12.co.us  N/A

Counseling

Craig Enlund  7th grade M-Z, 6th grade  Craig.Enlund@jeffco.k12.co.us  303-982-3062
Dan Keane  7th grade A-L, 8th grade  Dan.Keane@jeffco.k12.co.us  303-982-4312

English/Language Arts

Devon Barhoover  6th Grade Language Arts  Devon.Barhoover@jeffco.k12.co.us  303-982-6127
Marianne Bitterly  7th Grade Language Arts  Marianne.Bitterly@jeffco.k12.co.us  303-982-3060
Mitch Hahn  6th Grade Language Arts  Mitchell.Hahn@jeffco.k12.co.us  303-982-3065
Suzy Lauer  6th Grade Language Arts  Suzanne.Lauer@jeffco.k12.co.us  303-982-2870
Jen Nickerson  7th Grade Language Arts  Jen.Nickerson@jeffco.k12.co.us  303-982-2602
Frank Reetz  8th Grade Language Arts  Frank.Reetz@jeffco.k12.co.us  303-982-4009
Emily Wiechec  7th & 8th Grade Language Arts  Emily.Wiechec@jeffco.k12.co.us  303-982-8984

Mathematics

Misty Bradley  7th & 8th Grade Math  Misty.Bradley@jeffco.k12.co.us  303-982-3088
Hillary D'Amico  7th Grade Math  Hillary.DAmico@jeffco.k12.co.us  303-982-4795
Michele Fulford  6th Grade Math  Michele.Fulford@jeffco.k12.co.us  303-982-3012
Patty Garthe  Math Intervention  Patricia.Garthe@jeffco.k12.co.us  303-982-3043
Jen Hodges  7th & 8th Grade Math  Jennifer.Hodges@jeffco.k12.co.us  303-982-8397
Dawn Wheeler  6th Grade Math  Dawn.Wheeler@jeffco.k12.co.us  303-982-4126

Science

Alex Buffington  6th Grade Science  Alexandra.Buffington@jeffco.k12.co.us  303-982-3015
Kathy Fuchigami  8th Grade Science  Kathleen.Fuchigami@jeffco.k12.co.us  303-982-3016
Justin Little  7th & 8th Grade Science  Justin.Little@jeffco.k12.co.us  303-982-3041
Ian Malcolm  7th Grade Science  Ian.Malcolm@jeffco.k12.co.us  303-982-6310
Dawn Wheeler  6th Grade Science  Dawn.Wheeler@jeffco.k12.co.us  303-982-4126
### Social Studies

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade(s)</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Cushing</td>
<td>8th Grade Social Studies</td>
<td><a href="mailto:Joseph.Cushing@jeffco.k12.co.us">Joseph.Cushing@jeffco.k12.co.us</a></td>
<td>303-982-3011</td>
</tr>
<tr>
<td>Michael Fisher</td>
<td>7th &amp; 8th Grade Social Studies</td>
<td><a href="mailto:Michael.Fisher@jeffco.k12.co.us">Michael.Fisher@jeffco.k12.co.us</a></td>
<td>303-982-3047</td>
</tr>
<tr>
<td>Suzy Lauer</td>
<td>6th Grade Social Studies</td>
<td><a href="mailto:Suzanne.Lauer@jeffco.k12.co.us">Suzanne.Lauer@jeffco.k12.co.us</a></td>
<td>303-982-2870</td>
</tr>
<tr>
<td>Becky Myers</td>
<td>6th Grade Social Studies</td>
<td><a href="mailto:Becky.Myers2@jeffco.k12.co.us">Becky.Myers2@jeffco.k12.co.us</a></td>
<td>303-982-8030</td>
</tr>
<tr>
<td>Jen Nickerson</td>
<td>7th Grade Social Studies</td>
<td><a href="mailto:Jen.Nickerson@jeffco.k12.co.us">Jen.Nickerson@jeffco.k12.co.us</a></td>
<td>303-982-2602</td>
</tr>
<tr>
<td>Amanda Woods</td>
<td>7th Grade Social Studies</td>
<td><a href="mailto:Amanda.Woods@jeffco.k12.co.us">Amanda.Woods@jeffco.k12.co.us</a></td>
<td>303-982-3059</td>
</tr>
</tbody>
</table>

### Electives

<table>
<thead>
<tr>
<th>Name</th>
<th>Course</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marianne Bitterly</td>
<td>Literature in Film</td>
<td><a href="mailto:Marianne.Bitterly@jeffco.k12.co.us">Marianne.Bitterly@jeffco.k12.co.us</a></td>
<td>303-982-3060</td>
</tr>
<tr>
<td>Sarah Dignan</td>
<td>Art</td>
<td><a href="mailto:Sarah.Dignan@jeffco.k12.co.us">Sarah.Dignan@jeffco.k12.co.us</a></td>
<td>303-982-XXXX</td>
</tr>
<tr>
<td>Mitch Hahn</td>
<td>Composition, Yearbook</td>
<td><a href="mailto:Mitchell.Hahn@jeffco.k12.co.us">Mitchell.Hahn@jeffco.k12.co.us</a></td>
<td>303-982-3065</td>
</tr>
<tr>
<td>Becky Myers</td>
<td>ALP Elective</td>
<td><a href="mailto:Becky.Myers2@jeffco.k12.co.us">Becky.Myers2@jeffco.k12.co.us</a></td>
<td>303-982-8030</td>
</tr>
<tr>
<td>Jessica Popejoy</td>
<td>Physical Education</td>
<td><a href="mailto:Jessica.Popejoy@jeffco.k12.co.us">Jessica.Popejoy@jeffco.k12.co.us</a></td>
<td>303-982-9664</td>
</tr>
<tr>
<td>Kris Sage</td>
<td>Choir, Drama, Tech Theatre</td>
<td><a href="mailto:Kris.Sage@jeffco.k12.co.us">Kris.Sage@jeffco.k12.co.us</a></td>
<td>303-982-3117</td>
</tr>
<tr>
<td>Laura Sarché</td>
<td>Band, Orchestra</td>
<td><a href="mailto:Laura.Garrison@jeffco.k12.co.us">Laura.Garrison@jeffco.k12.co.us</a></td>
<td>303-982-3026</td>
</tr>
<tr>
<td>David Williams</td>
<td>Intro to STEM, Pre-Engineering,</td>
<td><a href="mailto:David.Williams@jeffco.k12.co.us">David.Williams@jeffco.k12.co.us</a></td>
<td>303-982-3046</td>
</tr>
<tr>
<td>Jason Wooldridge</td>
<td>Computer Applications,</td>
<td><a href="mailto:Jason.Wooldridge@jeffco.k12.co.us">Jason.Wooldridge@jeffco.k12.co.us</a></td>
<td>303-982-2150</td>
</tr>
<tr>
<td></td>
<td>Computer Graphics, Digital Design,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Video Game Design</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Instructional Support and Intervention Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jen Baker</td>
<td>Social Emotional Learning Specialist</td>
<td><a href="mailto:Jennifer.Baker2@jeffco.k12.co.us">Jennifer.Baker2@jeffco.k12.co.us</a></td>
<td>303-982-9219</td>
</tr>
<tr>
<td>Allison Barker</td>
<td>Academic Intervention</td>
<td><a href="mailto:Allison.Barker@jeffco.k12.co.us">Allison.Barker@jeffco.k12.co.us</a></td>
<td>303-982-3081</td>
</tr>
<tr>
<td>Mary Jo Gentleman</td>
<td>Academic Intervention</td>
<td><a href="mailto:Mary.Gentleman@jeffco.k12.co.us">Mary.Gentleman@jeffco.k12.co.us</a></td>
<td>303-982-1626</td>
</tr>
<tr>
<td>Marie Hughes</td>
<td>Academic Intervention</td>
<td><a href="mailto:Marie.Hughes@jeffco.k12.co.us">Marie.Hughes@jeffco.k12.co.us</a></td>
<td>303-982-XXXX</td>
</tr>
<tr>
<td>Natasha Kenton</td>
<td>SSN/Challenge</td>
<td><a href="mailto:Natasha.Viafora@jeffco.k12.co.us">Natasha.Viafora@jeffco.k12.co.us</a></td>
<td>303-982-4798</td>
</tr>
<tr>
<td>Caity Mergendahl</td>
<td>Instructional Coach</td>
<td><a href="mailto:Caity.Mergendahl@jeffco.k12.co.us">Caity.Mergendahl@jeffco.k12.co.us</a></td>
<td>303-982-8033</td>
</tr>
<tr>
<td>Leslie Scully</td>
<td>School Psychologist</td>
<td><a href="mailto:Leslie.Scully@jeffco.k12.co.us">Leslie.Scully@jeffco.k12.co.us</a></td>
<td>303-982-XXXX</td>
</tr>
</tbody>
</table>

### Library

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Baker</td>
<td>Digital Teacher-Librarian</td>
<td><a href="mailto:Amy.Baker@jeffco.k12.co.us">Amy.Baker@jeffco.k12.co.us</a></td>
<td>303-982-6427</td>
</tr>
</tbody>
</table>

### Cafeteria

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terri Mueller</td>
<td>Cafeteria Manager</td>
<td><a href="mailto:Terri.Mueller@jeffco.k12.co.us">Terri.Mueller@jeffco.k12.co.us</a></td>
<td>303-982-3049</td>
</tr>
</tbody>
</table>
School Map

West Jefferson Middle School
Communication Pathways

One-way general information for ALL students and families

Curriculum Night
- Overview of curriculum
- Meet the teacher
- Learn what activities are available at WJMS for your student
- Learn about policies and classroom expectations

Two-way communication for students and families with questions or INITIAL concerns

Teacher/Parent Contact
- Alert teachers to student’s needs or circumstances
- Questions on curriculum and assignments
- Questions about grades and state/local test scores

Office Hours
When: sign-up available on designated days for the school calendar
For: social, behavioral or academic concern occurring in one specific class
Involves: problem solving between the teacher, parent & student to develop a plan for success

Support Staff (Counselors, School Psychologist, Academic Intervention)
Initial concerns about:
- social/emotional health
- behavior
- 504 Plan, ALP, IEP, or other learning plans

Websites, Google Classroom, Campus Portal, Newsletters
- Make-up work
- Homework or project due dates
- Class field trips
- Events
- Student’s grades (Portal only)
- Student’s missing assignments (Portal only)

Two-way communication (face-to-face) with students and families regarding concerns in one class or multiple classes

Scheduled Meeting
When: available as needed
For: social, behavioral or academic concern occurring in more than one class or environment
Involves: a team approach with two or more staff members to develop a plan for success
Drop Off and Pick Up Diagrams

- Please do not drop students off in the middle aisle or the bus lane. The middle aisle is for parking only.
- Follow the directions of all staff wearing yellow safety vests.
Grading/Late Work/Redo Policy

Grading
The focus of grading is on measuring student mastery of the learning standards for the subject. There are three components to the gradebook in each class: the Assessment grade (40% of total grade), the Content Progress grade (40% of total grade) and the Work Habits grade (20% of total grade). The Assessment and Content Progress components are a measurement of knowledge, understanding and skill in the subject area. The Work Habits component measures effort, work completion, participation and other non-academic areas.

Late Work
All work is expected to be turned in during the class period that it is due. All teachers accept late work within the following parameters:

6th grade - within 10 school days of Turned In checkmark or entered grade in the Infinite Campus gradebook.
7th grade - within 8 school days of Turned In checkmark or entered grade in the Infinite Campus gradebook.
8th grade - within 6 school days of Turned In checkmark or entered grade in the Infinite Campus gradebook.

A student with an excused absence has an additional two days for every day they are absent to turn in late work. Students who may need additional time to complete work should talk to their teacher and negotiate an extended deadline. Acceptance of late work after these set parameters is at teacher discretion.

Redo Policy
Students have the option of redoing a test/project/assignment if they have not demonstrated mastery. However there are parameters that must be followed in order to redo the test/project/assignment.

1. Work Habits grades may not be redone. Since Content Progress grades reflect ongoing learning, some assignments may be redone and others may not. Expectations for these assignments will be clearly outlined by the teacher and noted online (website or gradebook). Assessment grades may be redone.
2. Students have 2 weeks to redo an assignment or assessment. The two week time period begins the day that the score is entered in the gradebook for the class. Teachers will enter the redo deadline date in the gradebook under comments. (e.g. – if a student turns in an assignment 1 week after the grade is entered for the class, they will only have 1 week remaining to redo the assignment.)
3. Students have the option of redoing an assignment/project/test if they receive a score less than 90%. However, the final score of the redo will not be higher than 90%.
4. Each teacher will have specific requirements for the redo process. That process will be clearly communicated in the class syllabus and the teacher website. The process may include any of the following: a Redo Form, test corrections, all homework/assignments relevant to the assessment must be turned in, re-teaching session.
5. Test/project/assignments may not be redone once the trimester has ended.
WJMS Personal Device Policy

Technology has become an integral part of all our daily lives. West Jefferson Middle School fully understands the benefits that come from technology, and embraces the use of technology as a learning tool. We currently have three computer labs and over 400 Chromebooks for educational use by our students. We work very hard to keep our technology resources up-to-date and integrated into our instruction.

Smartphones and other personal devices are NOT generally considered to be explicitly educational in nature. Therefore, smartphones, smart watches, and tablets are to be kept in a student’s locker during the entire school day or, at minimum, turned off and out of sight in a student’s pocket.

We recognize the importance of families staying in contact with their student(s), so if you need to get in touch with your child, please call our office at 303-982-3056 and a message will be delivered to them immediately. Students are always permitted to come to the main office to use a phone to contact their family when needed.

While at school...
- Electronic devices used in class will be school devices such as Chromebooks, tablets, laptops.
- Students will not take personal pictures or video of any other students. Students are welcome to access the camera on a school Chromebook or tablet for instructional purposes, but only with teacher permission.
- Students are not allowed to use their devices to play games, access social media, or engage in text messaging.
- Students are not allowed to use their electronic devices in the hallways, bathroom, lunch room or at recess.
- Students may not wear earbuds, wireless earbuds (e.g., Airpods), headphones, or any other auditory interface during school hours. Students with individualized education plans requiring noise-cancelling headphones will have access to those.
- Students with access to technology specifically written in an individualized education plan, 504 or health plan may use devices per the specifications of their plan.

Possession of electronic devices on school grounds is a privilege, which may be forfeited by any student not abiding by the terms outlined above. Students shall be personally and solely responsible for the security of their device. West Jeff Middle School is NOT liable for lost, damaged or stolen devices.

Any violation of the above policy will result in the following:

**First Violation:** Device will be confiscated and held in the main office for the remainder of that school day. The student may pick up the device at the end of the day.

**Second Violation:** Device will be confiscated and held in the main office. The office will notify the student’s family and the student may pick up the device at the end of the day.

**Third Violation:** Device will be confiscated and held in the main office. The office will notify the student’s family. The device will be held until a family member retrieves the device from the office.

**Fourth Violation:** The electronic device will be confiscated and held in the main office until a family member comes to the school to retrieve the device. An administrator will notify the family, and the student will have to turn their device into the main office each morning/pick up each afternoon. Failure to do this will require a family/student/administration meeting.
WJMS Student Dress Code

Dressing appropriately for all school functions is a way of showing personal and organization pride. Neatness and cleanliness are the hallmarks of appropriate dress. Good judgment in dress is expected.

In an effort to promote a safe and educationally sound environment for students, the following dress code is in effect at all times at school and at school-related functions:

- Students must wear clothes that cover the area from armpit to armpit
- Clothing bottoms must be down to 3-4 inches in length on the upper thighs
- Clothing tops must have straps that are at least 2 inches wide
- All undergarments must be covered
- Hats and hoods are not allowed
- Offensive language (profanity, sexually explicit, drugs/alcohol) or graphics depicting alcohol on clothing is not allowed

Students in violation of the dress code will contact parents for a change of clothing or will be provided with school-issued clothing. Students will not be allowed to return to class until the violation has been corrected. Repeated violations will result in disciplinary actions.
STUDENT SAFETY
A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP
Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions: Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - “Get Inside. Lock Outside Doors”
LOCKDOWN - “Locks, Lights, Out of Sight”
EVACUATE - “To the Announced Location”
SHELTER - “For a Hazard Using a Safety Strategy”

TRAINING
Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year. More information can be found at http://iloveuguos.org

LOCKOUT
GET INSIDE. LOCK OUTSIDE DOORS
Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:
- Return to inside of building
- Do business as usual

TEACHERS:
- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

HOLD
IN YOUR CLASSROOM
Hold is called when the hallways need to be kept clear, even during class changes.

STUDENTS:
- Remain in your classroom
- Do business as usual

TEACHERS:
- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students

SHELTER
FOR A HAZARD USING SAFETY STRATEGY
Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:
- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:
- Evacuate to shelter area
- Seal the room

STUDENTS:
- Appropriate hazards and safety strategies

TEACHERS:
- Appropriate hazards and safety strategies
- Take roll, account for students

EVACUATE
TO A LOCATION
Evacuate is called to move students and staff from one location to another.

STUDENTS:
- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:
- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students
Quick Questions

Where do I find my student’s grades or missing assignments?
Student’s grades and missing assignments can be found through Infinite Campus Parent Portal. If you are unable to login to Infinite Campus, please click “Forgot password” and you will be prompted to reset your password.

My student needs to ride a different bus, what do I do?
When students need to ride a different bus, a written note given the permission to ride a different bus is needed. The note must contain: the student’s name, the bus number they will be riding, where they are getting off and with whom they are riding. Please note if this a one-time event or if it needs to be a permanent change. There is also a form on the Family Resources page of the school website. All notes must be turned into the main office first thing in the morning. Bus passes will not be issued last minute.

How are families informed about events and other important information?
Communication from the school is sent via SchoolMessenger. Messages will be an e-mail or a voicemail from the school. The Weekly Wednesday Update is our school newsletter that will provide you with details on what is happening in the upcoming week. The school website has a calendar, pages for annual events at the school, and more resources for our students and families.

How do I put money in my student’s lunch account?
There are a couple of ways to do this:
1. Use SchoolCafé to upload funds to your lunch account. SchoolCafé directions are available on the Food and Nutrition Services website.
2. Bring in money/check or send money/check in with your student, and have them give it directly to the cafeteria personnel to load into the lunch account.

The financial secretary cannot accept payments for lunch accounts.

Why aren’t fees showing up on my fee schedule?
Once fees are paid, they fall off the fee schedule and you no longer see the fee.

Why do we have to pay fees?
Class fees are for consumables that your student directly uses. Fees do not pay for textbooks or curriculum items which remain the property of the school district.

How do I get involved as a family member?
There are many ways to get involved at the school. Please visit the Family Resources section of the school website for more information on PTA, the School Accountability Committee, and volunteer opportunities.