



2019-2020 Family Handbook

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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

2019-2020 Family Calendar

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

AUGUST 2019						
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SEPTEMBER 2019						
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29	30					

OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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29	30	31				

First Day of School (6th grade/WEB)

August 14

First Full Day of School (all grades)

August 15

Last Day of School

May 22

Modified Day

No School for Students

- Non Student Day September 20
- Fall Break October 25
- Non Student Day October 28
- 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

- August 12 Community BBQ
- August 20 Back-to-School Night 6:00PM – 8:00PM
- August 23 Picture Day
- September 4 Science/STEAM Night
- September 12 Hearing/Vision Screening
- October 3 and 7 Parent/Teacher Conferences
- October 23 Photo Retakes
- November 4 – 8 6th grade Outdoor Lab
- November 11 T1 Report Cards on Portal
- January 15 WJMS Showcase
- January 15 and 23 Parent/Teacher Conferences
- February 24 T2 Report Cards on Portal
- March/April State Testing
- May 8 Coni-Con all day to 8 pm
- May 14 6th Honor Roll & Awards
- May 19 7th Honor Roll & Awards
- May 20 8th grade Continuation, 5:15 pm
- May 22 T3 Report Cards on Portal

Emergency or snow closure make-up days:

February 14, April 10

Trimester 1: 8/14/19 – 11/8/19

Trimester 2: 11/11/19 – 2/21/20

Trimester 3: 2/24/20 – 5/22/20

JANUARY 2020						
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FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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MAY 2020						
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24	25	26	27	28	29	30
31						

JUNE 2020						
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28	29	30				
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Staff Directory

Administration

Kim Halingstad	Principal	Kim.Halingstad@jeffco.k12.co.us	303-982-3042
Tricia Samuelson	Assistant Principal	Tricia.Samuelson@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

Joe Cushing	8th Grade Social Studies	Joseph.Cushing@jeffco.k12.co.us	303-982-3011
Michael Fisher	7th & 8th Grade Social Studies	Michael.Fisher@jeffco.k12.co.us	303-982-3047
Suzy Lauer	6th Grade Social Studies	Suzanne.Lauer@jeffco.k12.co.us	303-982-2870
Becky Myers	6th Grade Social Studies	Becky.Myers2@jeffco.k12.co.us	303-982-8030
Jen Nickerson	7th Grade Social Studies	Jen.Nickerson@jeffco.k12.co.us	303-982-2602
Amanda Woods	7th Grade Social Studies	Amanda.Woods@jeffco.k12.co.us	303-982-3059

Electives

Marianne Bitterly	Literature in Film	Marianne.Bitterly@jeffco.k12.co.us	303-982-3060
Sarah Dignan	Art	Sarah.Dignan@jeffco.k12.co.us	303-982-XXXX
Mitch Hahn	Composition, Yearbook	Mitchell.Hahn@jeffco.k12.co.us	303-982-3065
Becky Myers	ALP Elective	Becky.Myers2@jeffco.k12.co.us	303-982-8030
Jessica Popejoy	Physical Education	Jessica.Popejoy@jeffco.k12.co.us	303-982-9664
Kris Sage	Choir, Drama, Tech Theatre	Kris.Sage@jeffco.k12.co.us	303-982-3117
Laura Sarché	Band, Orchestra	Laura.Garrison@jeffco.k12.co.us	303-982-3026
David Williams	Intro to STEM, Pre-Engineering, Robotics	David.Williams@jeffco.k12.co.us	303-982-3046
Jason Wooldridge	Computer Applications, Computer Graphics, Digital Design, Video Game Design	Jason.Wooldridge@jeffco.k12.co.us	303-982-2150

Instructional Support and Intervention Services

Jen Baker	Social Emotional Learning Specialist	Jennifer.Baker2@jeffco.k12.co.us	303-982-9219
Allison Barker	Academic Intervention	Allison.Barker@jeffco.k12.co.us	303-982-3081
Mary Jo Gentleman	Academic Intervention	Mary.Gentleman@jeffco.k12.co.us	303-982-1626
Marie Hughes	Academic Intervention	Marie.Hughes@jeffco.k12.co.us	303-982-XXXX
Natasha Kenton	SSN/Challenge	Natasha.Viafora@jeffco.k12.co.us	303-982-4798
Caity Mergendahl	Instructional Coach	Caity.Mergendahl@jeffco.k12.co.us	303-982-8033
Leslie Scully	School Psychologist	Leslie.Scully@jeffco.k12.co.us	303-982-XXXX

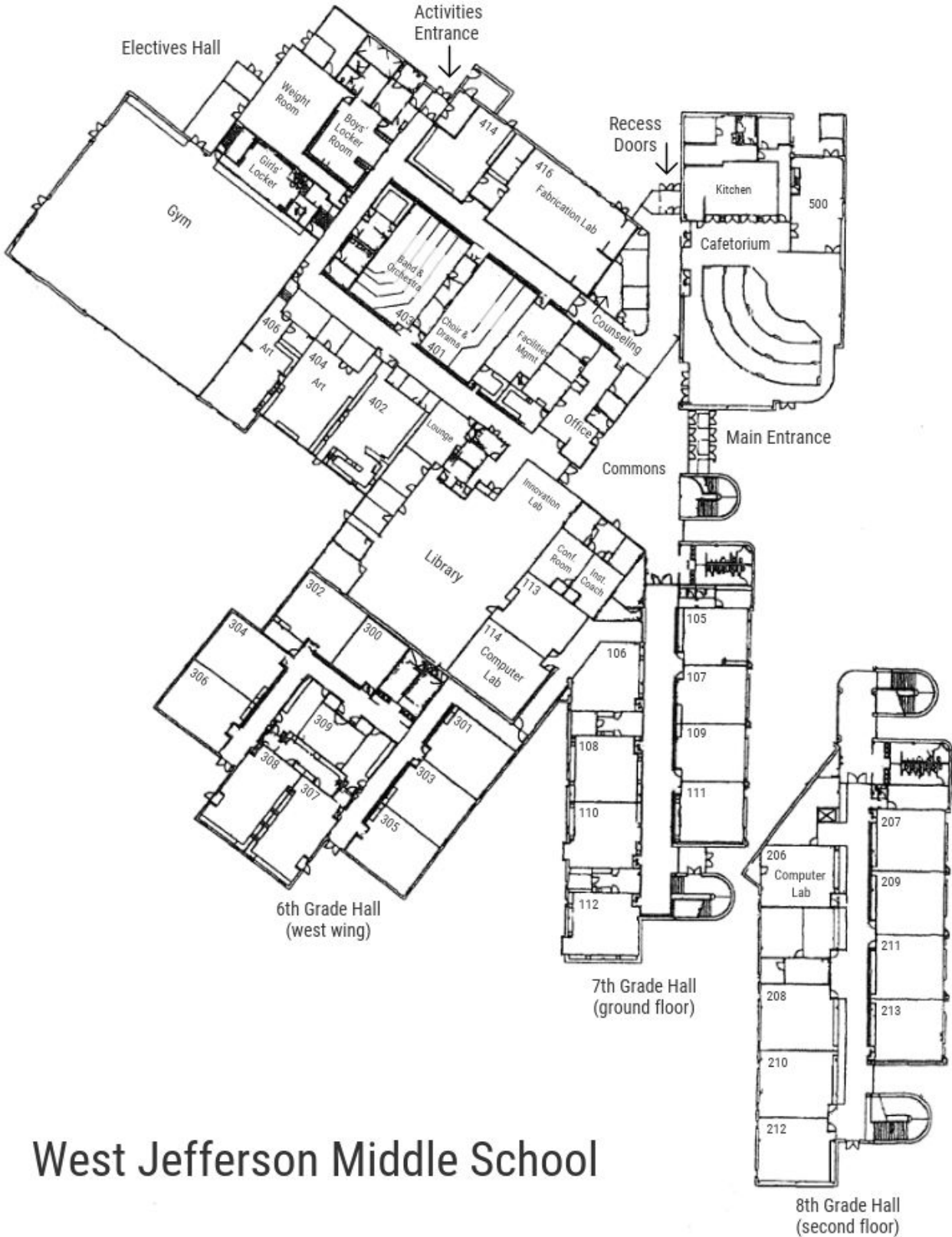
Library

Amy Baker	Digital Teacher-Librarian	Amy.Baker@jeffco.k12.co.us	303-982-6427
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Cafeteria

Terri Mueller	Cafeteria Manager	Terri.Mueller@jeffco.k12.co.us	303-982-3049
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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

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 (email or phone) that supports 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

Support Staff (Counselors, School Psychologist, Academic Intervention)

Initial concerns about:

- social/emotional health
- behavior
- 504 Plan, ALP, IEP, or other learning plans



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

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

Scheduled Meeting

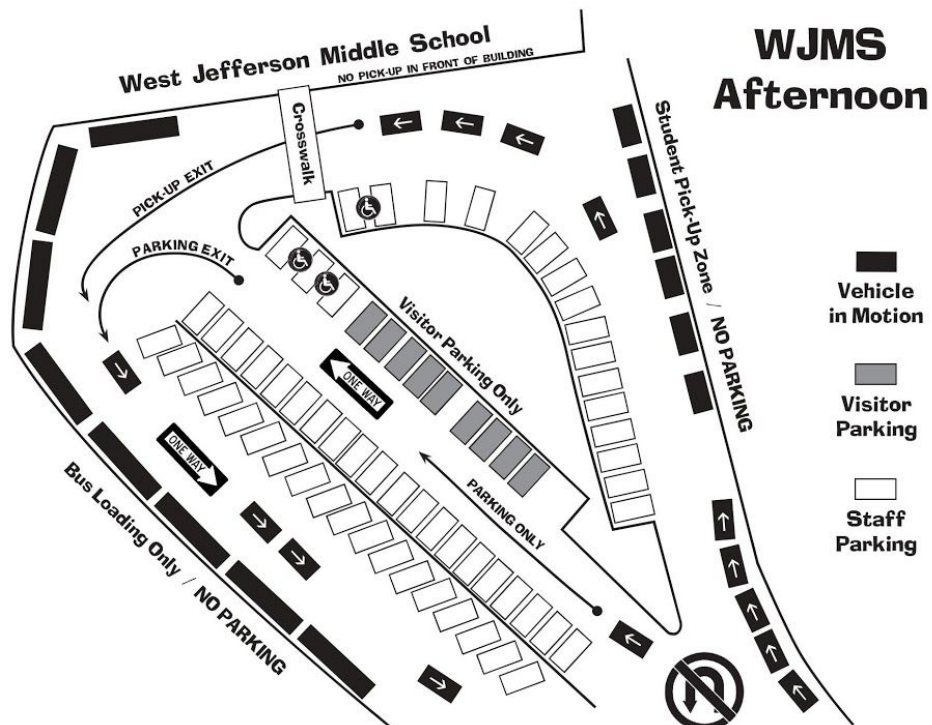
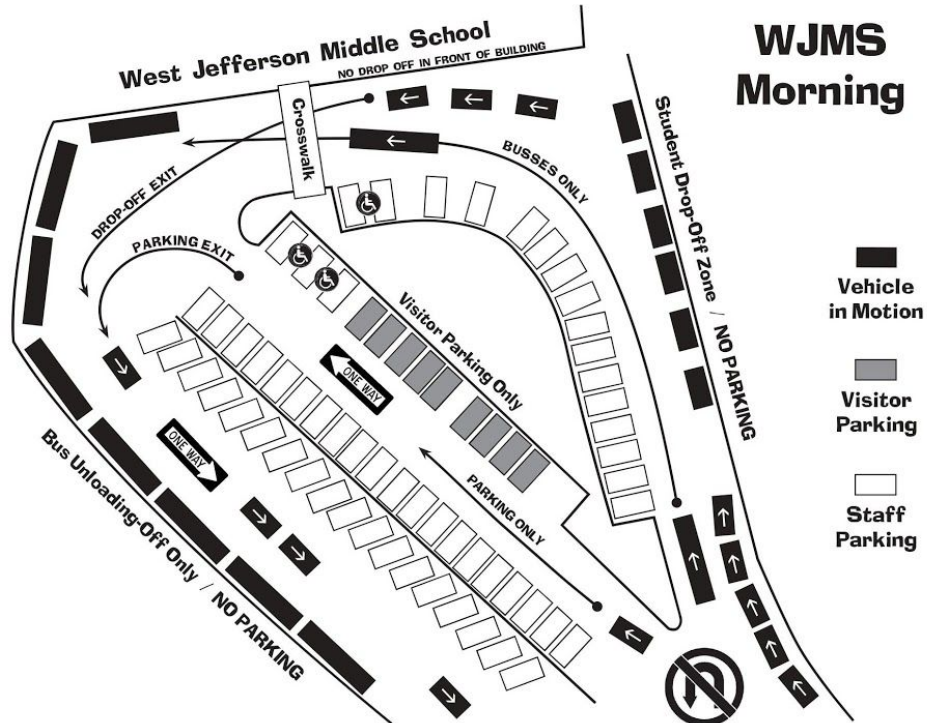
When: available as needed

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.

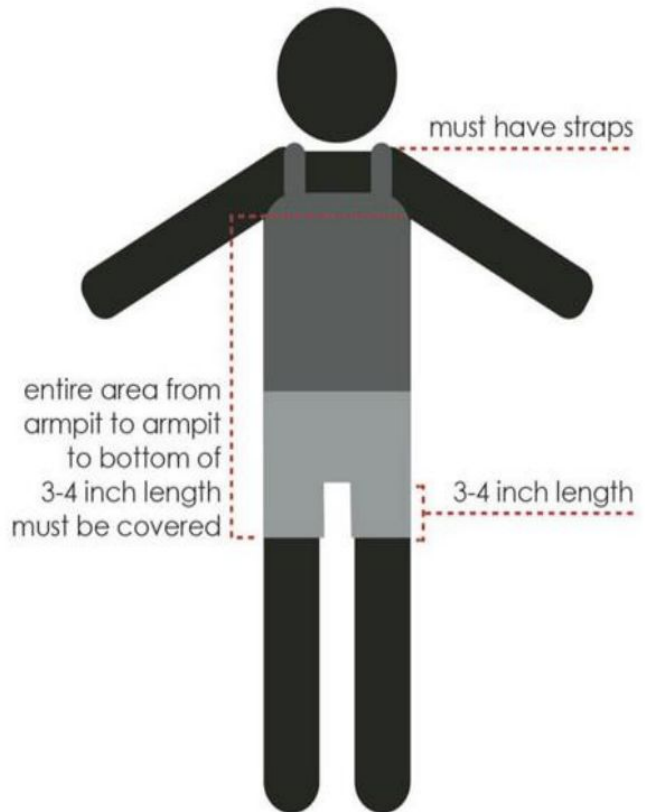
Fourth Violation: The electronic device will be confiscated and held in the main office until a family member comes to the school to retrieve the device. An administrator will notify the family, and the student will have to turn their device into the main office each morning/pick up each afternoon. Failure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

Standard Response Protocol Extended



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://iloveguys.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

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- 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

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

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



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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](#).