



9449 S. Barnes Ave.  
Conifer, CO 80433  
303-982-3056  
Fax: 303-982-3057

ATTENDANCE LINE: 303-982-3051 (Open 24 hours)

PRINCIPAL: Kim Halingstad

ASSISTANT PRINCIPAL: Tricia Samuelson

## 2019-2020 Student Handbook

### BLUE DAY SCHEDULE (M, W, F)

#### 6<sup>th</sup> Grade Schedule

Advise 7:30 – 8:05  
Per. 1 8:08 – 9:02  
Per. 2 9:05 – 9:59  
Per. 3 10:02 – 10:56  
Per. 4 10:59 – 11:53  
Lunch 11:56 – 12:26  
Per. 5 12:29 – 1:23  
Per. 6 1:26 – 2:20

#### 7<sup>th</sup> Grade Schedule

Advise 7:30 – 8:05  
Per. 1 8:08 – 9:02  
Per. 2 9:05 – 9:59  
Lunch 10:02 – 10:32  
Per. 3 10:35 – 11:29  
Per. 4 11:32 – 12:26  
Per. 5 12:29 – 1:23  
Per. 6 1:26 – 2:20

#### 8<sup>th</sup> Grade Schedule

Advise 7:30 – 8:05  
Per. 1 8:08 – 9:02  
Per. 2 9:05 – 9:59  
Per. 3 10:02 – 10:56  
Lunch 10:59 – 11:29  
Per. 4 11:32 – 12:26  
Per. 5 12:29 – 1:23  
Per. 6 1:26 – 2:20

### SILVER DAY SCHEDULE (T, TH)

#### 6<sup>th</sup> Grade Schedule

Enrichment 7:30 – 8:23  
Per. 1 8:26 – 9:17  
Per. 2 9:20 – 10:11  
Per. 3 10:14 – 11:05  
Per. 4 11:08 – 11:59  
Lunch 12:02 – 12:32  
Per. 5 12:35 – 1:26  
Per. 6 1:29 – 2:20

#### 7<sup>th</sup> Grade Schedule

Enrichment 7:30 – 8:23  
Per. 1 8:26 – 9:17  
Per. 2 9:20 – 10:11  
Lunch 10:14 – 10:44  
Per. 3 10:47 – 11:38  
Per. 4 11:41 – 12:32  
Per. 5 12:35 – 1:26  
Per. 6 1:29 – 2:20

#### 8<sup>th</sup> Grade Schedule

Enrichment 7:30 – 8:23  
Per. 1 8:26 – 9:17  
Per. 2 9:20 – 10:11  
Per. 3 10:14 – 11:05  
Lunch 11:08 – 11:38  
Per. 4 11:41 – 12:32  
Per. 5 12:35 – 1:26  
Per. 6 1:29 – 2:20

## ACADEMIC PROGRAMS

The goal of West Jefferson Middle School is to help all students achieve their highest potential. We offer programs for enrichment and remediation as well as differentiating instruction within the classroom for all learners. West Jefferson has high expectations and a rigorous curriculum in all classes. All classes at West Jefferson Middle School are taught using higher order thinking skills such as analysis, synthesis and application.

Instruction at West Jefferson Middle is based on two important beliefs:

- All students can perform at rigorous academic levels. This expectation is reflected in curriculum and instruction that challenges all students to expand their knowledge and skills.
- We can prepare every student for higher intellectual engagement by starting the development of skills and acquisition of knowledge as early as possible. Addressed effectively, the middle school years can provide a powerful opportunity to help students acquire the knowledge, concepts, and skills needed to engage in a higher level of learning.

## HONOR ROLL

Academic excellence at WJMS is a goal for which many students strive. Our students' efforts are recognized through our school's Honor Roll Awards assembly at the end of 1<sup>st</sup> and 2<sup>nd</sup> trimester. Gold Honor Roll = GPA of 4.0 and Silver Honor Roll = GPA of 3.5 – 3.99.

## ACTIVITIES

Students have the opportunity to participate in a wide range of after school activities through the Evergreen Park and Recreation District, community sports leagues, Interact Club, and Jazz Band.

## STUDENT PROFICIENCY

All students are expected to work toward proficiency. In order to demonstrate their understanding of the benchmarks and learning objectives, students should strive to score 80% or better on related assessments.

## 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: 6<sup>th</sup> grade – within 10 school days of *Turned In* checkmark or entered grade in the Infinite Campus gradebook. 7<sup>th</sup> grade – within 8 school days of *Turned In* checkmark or entered grade in the Infinite Campus gradebook. 8<sup>th</sup> 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. Expectation 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.

## STUDENT RESPONSIBILITIES

Students must make school work a high priority. They should attend help sessions, after school labs, and give their best effort to study and prepare for each day of school. However not everyone masters concepts the first time which is why we provide the opportunity to redo test/project/assignments if needed. Students and families should monitor grades and progress through the Parent/Student Portal to ensure that assignments are turned in and low scores are being redone for mastery. Once the two week deadline (from when the grade is entered in the gradebook) has passed, students will not have the opportunity to redo tests/projects/assignments or turn in missing work so it is essential to keep

track of schoolwork. As always, we understand that family and health issues arise so please contact the classroom teacher with any extenuating circumstances. Communication between students, family, and teachers is crucial to student success. Please contact classroom teachers with any questions or concerns and we will work together to ensure a quality learning environment.

### **MAKE-UP WORK**

For each day of absence, the student is allowed two days to make up work.

### **ATTENDANCE**

To report a student's absence or late arrival, you are asked to contact the attendance line prior to the start of school by calling **(303) 982-3051**. A recorded message will ask for the student's name, the date and time to be missed and the reason for the absence. All students must be checked out by a parent/guardian unless previous arrangements have been made. Tardy arrivals to class during periods 1 through 6, may only be excused for outside appointments or excused by a WJMS staff member. Parents taking students out of the building during scheduled lunch times are asked to return to school before the start of the next class.

West Jefferson Middle School is a closed campus. Once a student arrives at school, he/she will be considered "truant" if they leave without being checked out of the attendance office by a parent/guardian. This includes the time before school starts, after bus or car drop-off, or upon arrival on foot. Behavior infractions while truant will be addressed as if the student is "on school grounds."

### **COMMUNICATION**

In addition to quality programs, another key component to student success is open communication between the student, teacher, and parent. We have several systems in place to enable and encourage communication between the school and the home, including voice mail, e-mail, the West Jefferson website, teacher websites, and the Parent Portal. West Jefferson counselors are available to work with parents and students on academic issues, peer relationships, and personal situations. The administrators are also available to meet with parents, students and teachers. When communication is effective, students benefit in all areas of their lives. When necessary, parents can contact the teacher, a counselor, or an administrator to help address student needs.

### **VOICE MAIL/EMAIL**

All West Jefferson Middle School faculty members have email and voice mail accounts. Teachers check daily for messages. When initial concerns or questions arise, please contact the appropriate teacher via voice mail or email. Teacher email can also be accessed through the West Jefferson web page or the Parent Portal.

### **WEB PAGE**

The West Jefferson Middle School web page is an excellent way to stay informed about school. Please visit the site at [wjms.us](http://wjms.us) regularly to check on the latest information.

### **ONLINE INFORMATION**

West Jefferson utilizes a student information system called the Parent Portal, which can be accessed from the school website. Parents and students may access student attendance, report cards, health and immunization records, and class schedules by logging into the portal. Login information is the same for both Parent Portal and Jeffco Connect. On Jeffco Connect, only parents may update contact information including preferences for School Messenger and emergency contact information.

### **WEEKLY UPDATES**

Every Wednesday a messenger (phone and/or email) will go home with pertinent information and updates for that week. Information will also be available on the school website [wjms.us](http://wjms.us).

### **HOMEWORK INFORMATION**

To obtain current assignments, all teams have updated homework information accessible through individual webpages on the West Jefferson website.

### **STUDENT CONDUCT**

The following guidelines outline our expectations of student behavior at West Jefferson Middle School. The Jeffco Conduct Code lists all behaviors that are unacceptable and could lead to disciplinary action, including suspension or expulsion. A copy of the Conduct Code is available online and is reviewed with students at school. Please familiarize yourself with these expectations and behaviors. Our goal is to provide a safe educational environment for all students.

**Serious violations including sexual harassment, internet abuse, weapons, violence, racist words or actions, gang / "wanna be" behaviors, lighters, matches, tobacco, E-cigarettes, hookah pens, vaporizer pens, drug or alcohol use or possession, or any violations of the law, result in significant disciplinary consequences, and in most cases, referral to law enforcement authorities.**

### **BEHAVIOR STANDARDS AND EXPECTATIONS**

1. Students will be in class and ready to participate when the bell rings.

2. Students will have the appropriate materials available for class.
3. Students will act in a manner that assures safety and security for all students and staff.
4. Students will use language appropriate to the learning environment.
5. Students will respect:
  - a) other individuals and their space;
  - b) the property of others and of the school.
6. Students will honor each other's right to learn.

These rules are communicated to all students with the understanding that we must all work together to ensure their implementation. We encourage parents and students to promptly report any inappropriate behaviors that jeopardize each student's right to enjoy a positive and safe learning environment.

## **ACADEMIC HONESTY POLICY**

Cheating, plagiarism, or fraud include, but are not limited to:

- Copying the work of others (friends, published writers, internet or other resources) without proper citation;
- Allowing others to copy your work;
- Presenting the work of others (words or ideas) as your own;
- Cheating on tests, quizzes or class work;
- Forging a parent or guardian signature.

### **First Incident**

- The original assignment is not accepted
- Lunch detention is assigned
- Parents are notified
- Student will be required to redo the assignment under teacher direction
- Student will receive full credit for the assignment
- Administration is notified - record of academic dishonesty is marked in the student's disciplinary file

### **Second Incident**

- The original assignment is not accepted
- In-school suspension is assigned
- Parents are notified
- Student will be required to redo the assignment during suspension
- Student will receive full credit for the assignment
- Record of academic dishonesty is updated in the student's disciplinary file

### **Subsequent Incidents**

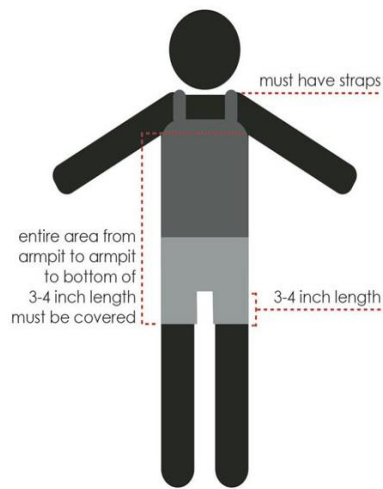
- Assignment receives a zero with no opportunity to redo the assignment for any credit
- Out-of-school suspension is assigned
- Parents are notified
- Record of academic dishonesty is updated in the student's disciplinary file

## **DRESS CODE**

Dressing appropriately for all school functions is a way of showing West Jefferson Middle School 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: (Please refer to diagram)

- 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 (profanity, sexually explicit, drugs/alcohol) language or graphics depicting alcohol 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.



## PERSONAL PROPERTY

The school day is defined as 7:20 AM – 2:20 PM and any time that students are working with teachers or staff (such as before and after school help sessions). Use of cell phones, other electronic devices, and ear buds/headphones are prohibited in the building unless they are being used for instructional purposes. Students may carry their cell phones on their person as long as they are turned off and not visible. In the common areas and hallways, electronic devices and ear buds/headphones are always prohibited. Students have access to building phones during the day; parents may contact students through the main office during school. Since messages are typically delivered to students during lunch, please try to call the office before 10:30 am with the message.

Skateboards and bicycles must be walked once students arrive on campus. Bicycles must be locked on the racks, and skateboards stored in lockers. Skateboards and bicycles are not allowed on the buses.

All students are assigned a locker with a built-in combination lock. **Under no circumstances should students share their combination with others.** All personal items are brought to school at the student's own risk – the school does not guarantee the security of personal items against loss or theft. During the school day, coats and backpacks are to be stored in lockers.

Personal items that cause a distraction or disruption to the learning environment or are used in violation of school policy will be confiscated. Items will be held in the main office until the student returns a signed Parent Acknowledgement form or a parent picks up the item. Repeated violations will result in disciplinary action.

## LOST AND FOUND

A Lost and Found Box is located in the main hall by the cafeteria. Items not picked up by the end of the trimester will be donated to charity.

## HALL PASSES

Students must acquire an official pass from a staff member to be in the halls during class time. Students may not take a hall pass and go to another classroom without the permission of both teachers. No group hall passes will be issued.

## LUNCHES

Students may bring their own lunch from home, purchase a full lunch, or use the school's "a la carte" line. A full lunch is \$3.35. Students may not "charge" their lunches. Students may deposit money into their personal lunch accounts at any time. Also available on the WJMS web page is a link to online *Meal Pay*. With this program parents may deposit money into their student's lunch account, check balances, and be alerted when their student's account falls below a specified amount.

## WJMS PERSONAL DEVICE POLICY

Technology has become an integral part of all our daily lives. West Jeff Middle School fully understands the benefits that come from technology, and embraces the use of technology as a learning tool. West Jeff currently has 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 however, are NOT generally considered to be explicitly educational in nature.

**Smart phones, 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.**

West Jeff recognizes the importance of guardians staying in contact with their student(s), therefore, if you need to get in touch with your child, please call our office (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 a family member 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, Air-pods, 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 violations 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.**