



2020-2021 Student Handbook

WJMS Remote Schedule

Monday (Blue)	Tuesday (Silver)	Wednesday (Blue)	Thursday (Silver)	Friday
P1 7:30 - 9:10	P4 7:30 - 9:10	P1 7:30 - 9:10	P4 7:30 - 9:10	P1 9:15 - 9:55
P2 9:15 - 10:55	P5 9:15 - 10:55	P2 9:15 - 10:55	P5 9:15 - 10:55	P2 9:55 - 10:35
Lunch Break 11:00 - 11:30	P3 10:35 - 11:15			
P3 11:35 - 1:15	P6 11:35 - 1:15	P3 11:35 - 1:15	P6 11:35 - 1:15	Lunch 11:15 - 11:45
Homeroom 1:20 - 2:20	Office Hours 1:20 - 2:20	Homeroom 1:20 - 2:20	Office Hours 1:20 - 2:20	P4 11:45 - 12:25
				P5 12:25 - 1:05
				P6 1:05 - 1:45

WJMS Hybrid Schedule

Monday (Blue A)	Tuesday (Silver A)	Wednesday (Blue B)	Thursday (Silver B)	Friday (Remote)
P1 7:30 - 9:10	P4 7:30 - 9:10	P1 7:30 - 9:10	P4 7:30 - 9:10	
P2 9:15 - 10:55	P5 9:15 - 10:55	P2 9:15 - 10:55	P5 9:15 - 10:55	P1 9:15 - 9:55
P3 11:00 - 1:15	P6 11:00 - 1:15	P3 11:00 - 1:15	P6 11:00 - 1:15	P2 9:55 - 10:35
LUNCH*	LUNCH*	LUNCH*	LUNCH*	P3 10:35 - 11:15
Homeroom: 1:20 - 2:20 For all students	Office Hours: 1:20 - 2:20 (Study Hall for in person students)	Homeroom: 1:20 - 2:20 For all students	Office Hours: 1:20 - 2:20 (Study Hall for in person students)	Lunch 11:15 - 11:45
				P4 11:45 - 12:25
				P5 12:25 - 1:05
				P6 1:05 - 1:45

- ★ Lunch A 11:00 - 11:30; Class 11:35 - 1:15
- ★ Lunch B Class 11:00 - 11:55; Lunch 12:00 - 12:30; Class 12:30 - 1:15
- ★ Lunch C Class 11:00 - 12:40; Lunch 12:45 - 1:15

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. We have high expectations and a rigorous curriculum in all classes. Instruction at our school 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 is a goal for which many students strive. Our students' efforts are recognized through our school's awards assemblies at the end of the school year. A GPA of 4.0 is recognized with Gold Honor Roll; a GPA between 3.5 and 3.99 is recognized with Silver Honor Roll.

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.

Activities

Students may participate in a range of after-school activities including [sports](#) offered through community organizations, [Interact](#), [Jazz Band](#), [Pride Alliance](#), and [Technology Student Association](#).

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 an adult family member unless previous arrangements have been made. Tardy arrivals to class after the start of the day may only be excused for outside appointments or excused by a staff member. Families 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, they will be considered truant if they leave without being checked out of the attendance office by an adult family member. 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 family. We have several systems in place to enable and encourage communication between the school and the home, including voice mail, e-mail, the school website, teacher websites, and Infinite Campus. School counselors are available to work with families and students on academic issues, peer relationships, and personal situations. The administrators are also available to meet with families, students and teachers. When communication is effective, students benefit in all areas of their lives. When necessary, families can contact the teacher, a counselor, or an administrator to help address student needs.

Voicemail / Email

All West Jefferson Middle School faculty members may be reached by both email and voicemail. Teachers check daily for messages. When initial concerns or questions arise, please contact the appropriate teacher. Teachers' email addresses may be found on the [Classrooms](#) page of the school website and in Infinite Campus.

School Website

The [West Jefferson Middle School website](#) contains regularly updated information from and about the school, including a calendar, pages for annual events at the school, and more resources for our students and families. Please bookmark wjms.us and visit regularly to read the latest information.

Parent Portal: Infinite Campus and Jeffco Connect

Jeffco Public Schools utilizes two student information systems collectively referred to as Parent Portal: [Infinite Campus](#), where students and families have separate logins to access their student's grades, school class schedules and attendance information, and [Jeffco Connect](#), where adult family members may update contact information and pay student fees. At the start of each school year, we ask families to check their settings for School Messenger and emergency contact information in Jeffco Connect. Families must opt in to receive emergency and routine phone messages, text notifications, and/or e-mails from the school.

Both Infinite Campus and Jeffco Connect can be accessed through the district [Family Portal](#), which is a drop-down item from the Family Resources tab on our school website.

Weekly News

Information will be e-mailed to families weekly via SchoolMessenger with details on what is happening in upcoming weeks. Both weekly news and letters from the principal are published on the school website by the end of the following school day.

Finding Homework/Assignment Information

All teachers have updated information on current assignments published on the individual teacher's website, which are listed and linked on the [Classrooms](#) page of the West Jefferson Middle School website.

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.

Student Responsibilities

Students must make school work a high priority. They should attend additional help sessions when needed 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 assignments as needed.

Students and families should monitor grades and progress through [Infinite Campus](#) to ensure that assignments are turned in and low scores are being redone for mastery. Once two weeks have passed after the grade is entered in the gradebook, students will not have the opportunity to redo 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.

Student Conduct

The following guidelines outline our expectations of student behavior at West Jefferson Middle School. Jeffco Public Schools' Code of Conduct lists all behaviors that are unacceptable and could lead to disciplinary action, including suspension or expulsion. A copy of the [Code of Conduct](#) 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; online harassment; violence; racist words or actions; gang-related or suggestive behaviors; possession of weapons, lighters, matches, tobacco, e-cigarettes, vape pens and other vaporizing devices; drug or alcohol use or possession; or any violations of the law will result in significant disciplinary consequences and possible referral to law enforcement.

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 other individuals and their space, and 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 families 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;
- Cheating on tests, quizzes or class work;
- Presenting the work of others (words or ideas) as your own;
- Forging an adult family member signature.

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

First Incident: The original assignment is not accepted, lunch detention is assigned, and families are notified. The student will be required to redo the assignment under teacher direction and will receive full credit for the assignment. Administration is notified and a 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, and families are notified. The student will be required to redo the assignment during suspension and will receive full credit for the assignment. The record of academic dishonesty is updated in the student's disciplinary file.

Subsequent Incidents: The assignment receives a zero with no opportunity to redo the assignment for any credit, out-of-school suspension is assigned, and families are notified. The record of academic dishonesty is updated in the student's disciplinary file.

COVID-19 Expectations

The District's [Student and Family Handbook \(Code of Conduct\) and Discipline Policies](#) apply for remote learning and in-person learning environments. Families' annual acceptance of the Code of Conduct confirms their understanding that all students must comply with health guidelines and expectations. Failure to comply with these expectations will be considered grounds for student discipline, up to and including expulsion. Disciplinary actions can be taken for, but not limited to, the following behaviors:

- Not wearing a mask properly or at all, unless a student cannot due to disability or health issue
- Intentionally not staying socially distant from peers or educators
- Not following hallway procedures
- Exhibiting behaviors that could spread the virus, even jokingly or seemingly unintentionally: coughing, licking, sneezing, spitting, breathing heavy, touching multiple surfaces
- Teasing others about having coronavirus
- Spitting on someone or other menacing/health hazard activities
- Harassment and persistent bullying about coronavirus or students who are exempt from wearing a mask
- Claiming to have COVID/threatening to infect others

Hall Passes

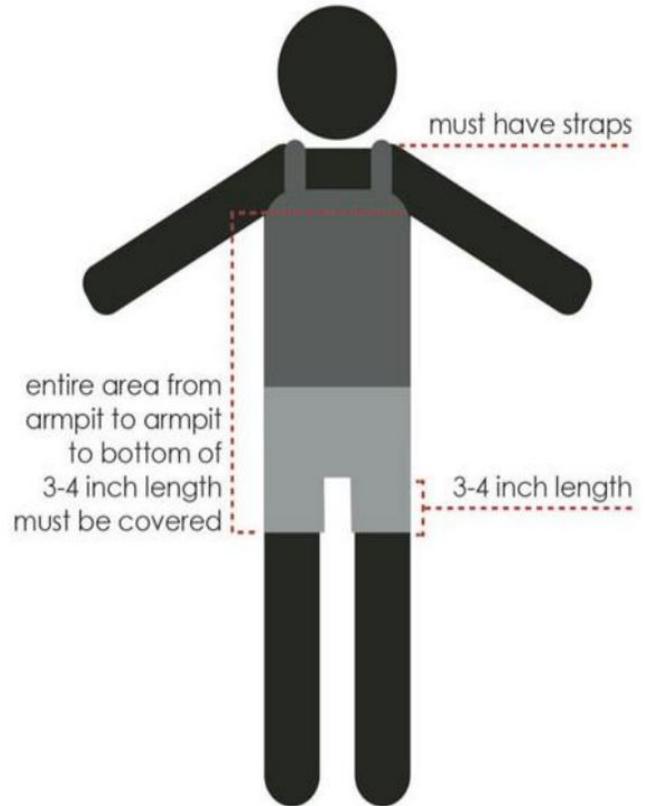
Students must acquire an official pass from a staff member to be in the halls during class time. Students may not take a hall pass and go to another classroom without the permission of both teachers. No group hall passes will be issued.

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 families 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.

Students' Personal Property

During the school day, 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, the use of cell phones, earbuds and headphones, and personal electronic devices is prohibited in the building unless they are being used for instructional purposes. Please see the [WJMS Personal Device Policy](#) for more detailed information.

Students have access to building phones during the day. Families may contact students through the main 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.

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

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.

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 an acknowledgement form signed by an adult family member or an adult family member picks up the item. Repeated violations will result in disciplinary action.

Lost and Found

Unclaimed coats, lunchboxes, and other personal items are placed in a Lost and Found area that consists of a hanging rack and shelving in the commons by the cafeteria. Small items such as eyeglasses, jewelry, and personal electronic devices are turned into the office, where they may be claimed by describing the item(s) to office staff. Items not picked up by the end of the trimester will be donated to charity.

Lunches

Students may bring their own lunch from home, purchase a full lunch, or use the school's à la carte line. All students may receive breakfast and lunch at school for no cost through December 31, 2020. (When fees return, a full lunch is \$3.75.) Students should [pre-order breakfast and/or lunch](#) for days they want to receive those meals at school. Please do not order meals any earlier than the Saturday prior to the week you are ordering for.

Students may bring their own snacks and lunch. They must be kept in the student's small backpack or drawstring bag until snack or lunch time. No microwaves are available to heat up food.

There are two ways to deposit money into a student's lunch account:

1. Use [SchoolCafé](#) to add funds to a student's lunch account. [SchoolCafé directions](#) are available on the Food and Nutrition Services website.
2. Send cash or a check in to school with the student; the student may give the payment directly to cafeteria personnel to load into the lunch account. The financial secretary cannot accept payments for lunch accounts.

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 backpack 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.