# 2020-2021 Family Handbook

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West Jefferson Middle School · 9449 S Barnes Ave · Conifer, CO 80433
Office 303-982-3056 · Attendance Line 303-982-3051 · Fax 303-982-3057
westjeffms.jeffcopublicschools.org
# 2020-2021 Family Calendar

**JULY 2020**

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**First Day of School (all grades)**
August 24

**Last Day of School**
May 27

**Teacher Work Days / No School for Students**
August 12 - 20, October 15, January 5, February 12, March 12

**AUGUST 2020**

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**No School for Students**
- Fall Break: October 15, 16
- Thanksgiving Break: November 23-27
- Winter Break: December 23-January 5
- Non Student Day: February 12
- Non Student Day: March 12
- Spring Break: March 29-April 2

**SEPTEMBER 2020**

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**holiday (No School)**
- Labor Day: September 7
- Thanksgiving Day: November 26
- Christmas Day: December 25
- New Year's Day: January 1
- Martin Luther King: January 18
- Presidents' Day: February 15
- Memorial Day: May 31

**October 2020**

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**November 2020**

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**JANUARY 2021**

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**Trimester 1: 8/24/20 – 11/13/20**
**Trimester 2: 11/16/20 – 2/26/21**
**Trimester 3: 3/1/21 – 5/27/21**
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
Julie Barrett  Business Manager  Julie.Barrett@jeffco.k12.co.us  303-982-3796

Main Office Staff

Debbie Jessee  Financial Secretary/Registrar  Deborah.Jessee@jeffco.k12.co.us  303-982-5258
Kim Sollner  Health Room Aide  Kim.Sollner@jeffco.k12.co.us  N/A

Counseling and Mental Health

Craig Enlund  8th grade M-Z, 7th grade  Craig.Enlund@jeffco.k12.co.us  303-982-3062
Dan Keane  8th grade A-L, 6th grade  Dan.Keane@jeffco.k12.co.us  303-982-4312
Jen Baker  Social-Emotional Lrnig Spclst  Jennifer.Baker2@jeffco.k12.co.us  303-982-9219
Kim Elio  School Social Worker  Kimberly.Elio@jeffco.k12.co.us  303-982-8373

English/Language Arts

Marianne Bitterly  7th Grade Language Arts  Marianne.Bitterly@jeffco.k12.co.us  303-982-3060
Ali Hannawacker  6th Grade Language Arts  Ali.Hannawacker@jeffco.k12.co.us  303-982-XXXX
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
Jen Hodges  7th & 8th Grade Math  Jennifer.Hodges@jeffco.k12.co.us  303-982-8397
Sam Sherman  6th Grade Math  Samson.Sherman@jeffco.k12.co.us  303-982-3113
Dawn Wheeler  6th Grade Math  Dawn.Wheeler@jeffco.k12.co.us  303-982-3109

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

Amanda Escheman
7th Grade Social Studies
Amanda.Woods@jeffco.k12.co.us
303-982-3059

Michael Fisher
7th & 8th Grade Social Studies
Michael.Fisher@jeffco.k12.co.us
303-982-3047

Suzy Lauer
6th Grade Social Studies
Suzy.Lauer@jeffco.k12.co.us
303-982-2870

Becky Myers
6th Grade Social Studies
rmymers@jeffcoschools.us
303-982-8030

Jen Nickerson
7th Grade Social Studies
Jen.Nickerson@jeffco.k12.co.us
303-982-2602

Electives

Susan Bergkamp
World Language & Cultures, Spanish 1
Susan.Bergkamp@jeffco.k12.co.us
303-982-4277

Marianne Bitterly
Literature in Film
Marianne.Bitterly@jeffco.k12.co.us
303-982-3060

Sarah Dignan
Art
Sarah.Dignan@jeffco.k12.co.us
303-982-2983

Becky Myers
ALP Elective
rmymers@jeffcoschools.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

Mary Allietta
SSN/Challenge
Mary.Allietta@jeffco.k12.co.us
303-982-3347

Allison Barker
Academic Intervention
Allison.Barker@jeffco.k12.co.us
303-982-3081

Shani Johanneck
Academic Intervention
Shani.Johanneck@jeffco.k12.co.us
303-982-3104

Nicole Lopez
Academic Intervention
Nicole.Lopez@jeffco.k12.co.us
303-982-0704

Caity Mergendahl
Instructional Coach
Caity.Mergendahl@jeffco.k12.co.us
303-982-8033

Library

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

Cafeteria

Susan Roy
Kitchen Manager
Susan.Roy@jeffco.k12.co.us
303-982-3049
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 (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

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

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 bag 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://ilovenguys.org

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
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.

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 add funds to your lunch account. SchoolCafé directions are available on the Food and Nutrition Services website.
2. Send cash or a 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.