# 2020-2021 Family Calendar

## July 2020

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### Important Dates

- **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

### 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

### Holiday (No School)

- Labor Day: September 7
- Thanksgiving Day: November 26
- Christmas Day: December 25
- New Year’s Day: January 1
- Martin Luther King Jr. Day: January 18
- Presidents’ Day: February 15
- Memorial Day: May 31

### Potential Snow Make-Up Days

April 30, May 28

### Trimesters

- **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 Lrnq Spclst  
  Jennifer.Baker2@jeffco.k12.co.us  303-982-9219
- **Dr. Britni Dawson-Giles**  School Social Worker  
  Britni.Dawson-Giles@jeffco.k12.co.us  303-982-3232

## 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Email</th>
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<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>Amanda Escheman</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>
<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:rgmyers@jeffcoschools.us">rgmyers@jeffcoschools.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>
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## Electives

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<tr>
<th>Name</th>
<th>Course</th>
<th>Email</th>
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<tbody>
<tr>
<td>Susan Bergkamp</td>
<td>World Language &amp; Cultures, Spanish 1</td>
<td><a href="mailto:Susan.Bergkamp@jeffco.k12.co.us">Susan.Bergkamp@jeffco.k12.co.us</a></td>
<td>303-982-4277</td>
</tr>
<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>303-982-2983</td>
</tr>
<tr>
<td>Becky Myers</td>
<td>ALP Elective</td>
<td><a href="mailto:rgmyers@jeffcoschools.us">rgmyers@jeffcoschools.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, Robotics</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, Computer Graphics, Digital Design, Video Game Design</td>
<td><a href="mailto:Jason.Wooldridge@jeffco.k12.co.us">Jason.Wooldridge@jeffco.k12.co.us</a></td>
<td>303-982-2150</td>
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## Instructional Support and Intervention Services

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<tr>
<th>Name</th>
<th>Service</th>
<th>Email</th>
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<tbody>
<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>McKenna Henderson</td>
<td>SSN/Challenge</td>
<td><a href="mailto:McKenna.Henderson@jeffco.k12.co.us">McKenna.Henderson@jeffco.k12.co.us</a></td>
<td>303-982-3033</td>
</tr>
<tr>
<td>Shani Johanneck</td>
<td>Academic Intervention</td>
<td><a href="mailto:Shani.Johanneck@jeffco.k12.co.us">Shani.Johanneck@jeffco.k12.co.us</a></td>
<td>303-982-3104</td>
</tr>
<tr>
<td>Nicole Lopez</td>
<td>Academic Intervention</td>
<td><a href="mailto:Nicole.Lopez@jeffco.k12.co.us">Nicole.Lopez@jeffco.k12.co.us</a></td>
<td>303-982-0704</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>
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## Library

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<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
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<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>
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## Cafeteria

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<th>Name</th>
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<tbody>
<tr>
<td>Susan Roy</td>
<td>Kitchen Manager</td>
<td><a href="mailto:Susan.Roy@jeffco.k12.co.us">Susan.Roy@jeffco.k12.co.us</a></td>
<td>303-982-3049</td>
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Communication Pathways

One-way general information for ALL students and families

Two-way communication (email or phone) that supports students and families with questions or INITIAL concerns

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

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

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

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)

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

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.**
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://iloveuguys.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

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
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.