



2021-2022 Family Handbook

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westjeffms.jeffcopublicschools.org

2021-2022 Family Calendar

JULY 2021						
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	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021						
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29	30	31				

SEPTEMBER 2021						
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OCTOBER 2021						
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NOVEMBER 2021						
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DECEMBER 2021						
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First Day of School

- August 17 6th grade only
- August 18 all grades

Last Day of School

- May 24 11:50 am early release

No School for Students

- Fall Break October 7, 8
- Thanksgiving Break November 22-26
- Winter Break December 22 - January 4
- Spring Break March 21 - March 25

Holiday (No School)

- Labor Day September 6
- Thanksgiving Day November 25
- Christmas Day December 25
- New Year's Day January 1
- Martin Luther King January 17
- Presidents' Day February 21
- Memorial Day May 30

Potential Snow Make-Up Days

- May 26, May 27

Important Dates

- August 16 Community Ice Cream Social
5:00 pm - 7:00 pm
- August 25 Back-to-School Night
6:00 - 7:30 pm
- August 27 Picture Day
- September 27 – October 1
6th grade Outdoor Lab
- October 11 Parent/Teacher Conferences
online 3:30 pm - 7:00 pm
- October 14 Parent/Teacher Conferences
in-person 3:30 pm - 7:30 pm
- October 15 Picture Retakes
- January 11 WJMS Showcase
- January 20 Parent/Teacher Conferences
- March/April State Testing
- May 24 Early Release, 11:50 am
- May 25 8th grade Continuation

Trimester 1: 8/17/21 – 11/12/21

Trimester 2: 11/15/21 – 2/25/22

Trimester 3: 2/28/22 – 5/25/22

JANUARY 2022						
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FEBRUARY 2022						
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27	28					

MARCH 2022						
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APRIL 2022						
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24	25	26	27	28	29	30

MAY 2022						
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JUNE 2022						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Staff Directory

Administration and Main Office

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

Counseling and Mental Health

Craig Enlund	8th grade, 6th grade L-Z	Craig.Enlund@jeffco.k12.co.us	303-982-3062
Dan Keane	7th grade, 6th grade A-K	Dan.Keane@jeffco.k12.co.us	303-982-4312
Melissa Shute	Social-Emotional Lrng Spclst	Melissa.Shute@jeffco.k12.co.us	303-982-7591
Kim Elio	School Social Worker	Kimberly.Elio@jeffco.k12.co.us	303-982-8373

English/Language Arts

Allison Barker	6th Grade Language Arts	Allison.Barker@jeffco.k12.co.us	303-982-3081
Haley Jancowski	6th Grade Language Arts	Haley.Jancowski@jeffco.k12.co.us	303-982-4174
Suzy Lauer	6th Grade Language Arts	Suzanne.Lauer@jeffco.k12.co.us	303-982-2870
Stephen Matschullat	7th Grade Language Arts	Stephen.Matschullat@jeffco.k12.co.us	303-982-3780
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

Jen Hodges	7th & 8th Grade Math	Jennifer.Hodges@jeffco.k12.co.us	303-982-8397
Nicole Lopez	7th & 8th Grade Math	Nicole.Lopez@jeffco.k12.co.us	303-982-0704
Sam Sherman	6th Grade Math	Samson.Sherman@jeffco.k12.co.us	303-982-3113
Emily Smith	7th & 8th Grade Math	Emily.Smith5@jeffco.k12.co.us	303-982-8503
Dawn Wheeler	7th 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
Haley Jancowski	6th Grade Science	Haley.Jancowski@jeffco.k12.co.us	303-982-4174
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

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	rgmyers@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
Sarah Dignan	Art	Sarah.Dignan@jeffco.k12.co.us	303-982-2983
Becky Myers	ALP Elective	rgmyers@jeffcoschools.us	303-982-8030
Brad Peel	Pre-Engineering, Robotics	Bradley.Peel@jeffco.k12.co.us	303-982-4019
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
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

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
Sara Maestas	SSN/Challenge	@jeffco.k12.co.us	303-982-XXXX
Caity Mergendahl	Instructional Coach	Caity.Mergendahl@jeffco.k12.co.us	303-982-8033

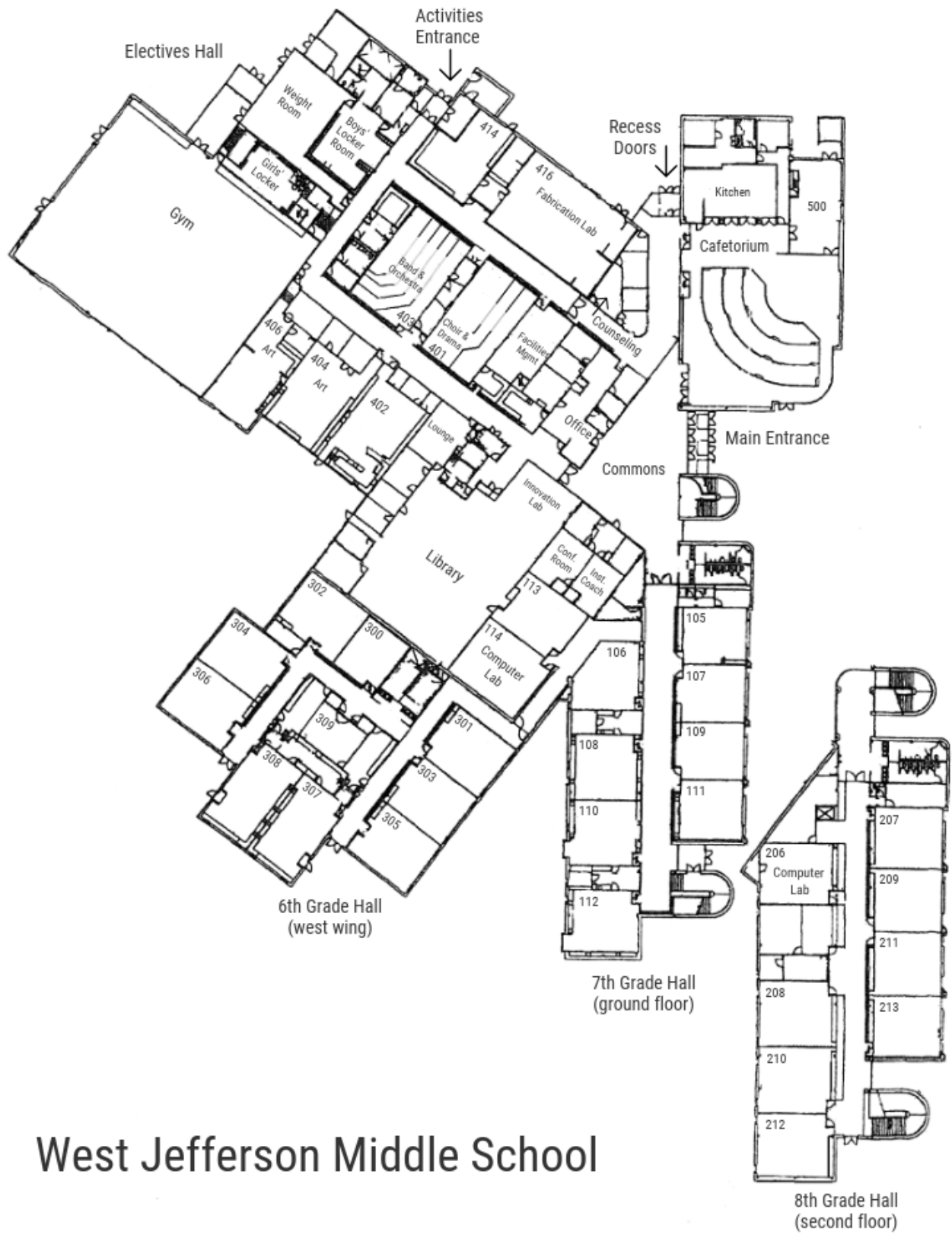
Library

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

Susan Roy	Kitchen Manager	Susan.Roy@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/Social Worker, 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

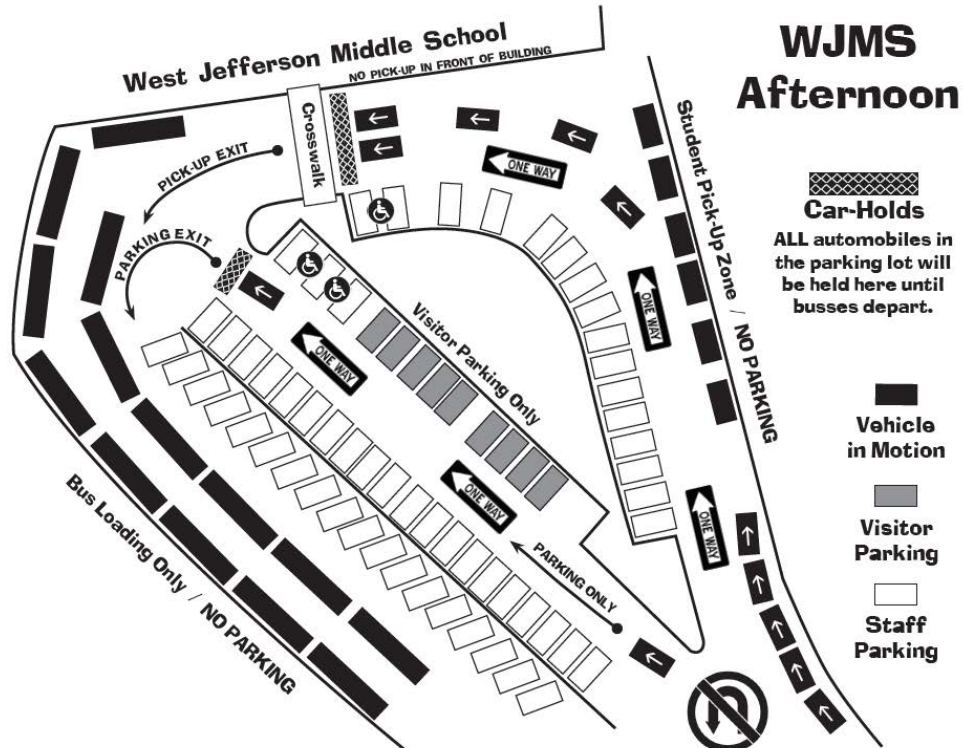
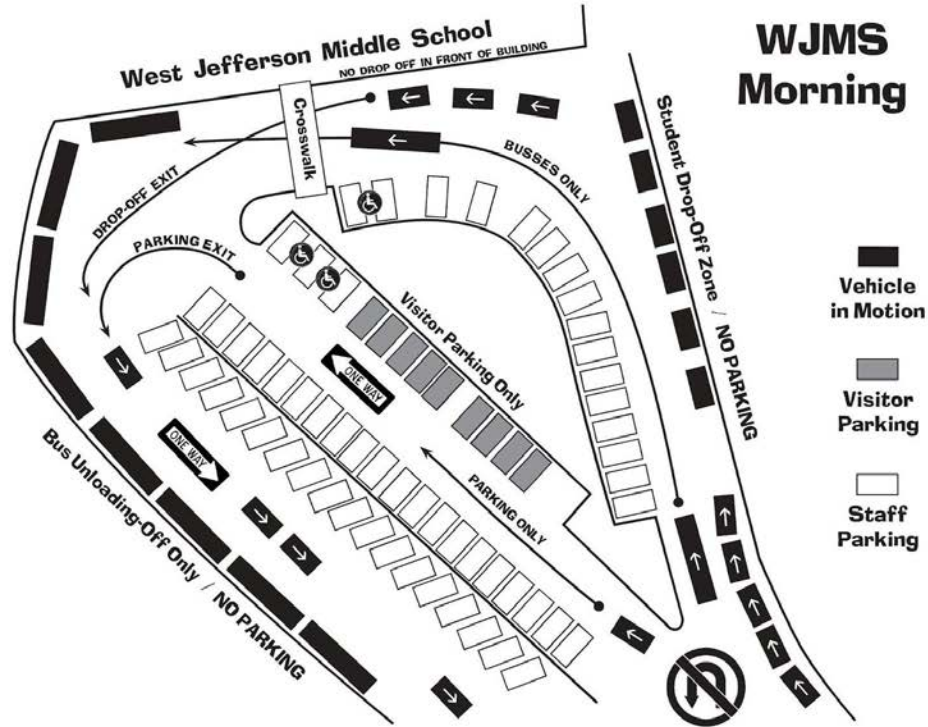
When: available as needed

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 8 school days of Turned In checkmark or entered grade in the Infinite Campus gradebook.
- 7th grade - within 7 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 the teacher 's 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. If students earn a project or assessment grade of less than 90%, they can redo the project or assessment for a higher grade. Students will need to talk to the teacher regarding their process for the redo. 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.
4. There will be no redos or retakes during the last week of the trimester. No late work will be accepted during the last week of the trimester.
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 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.

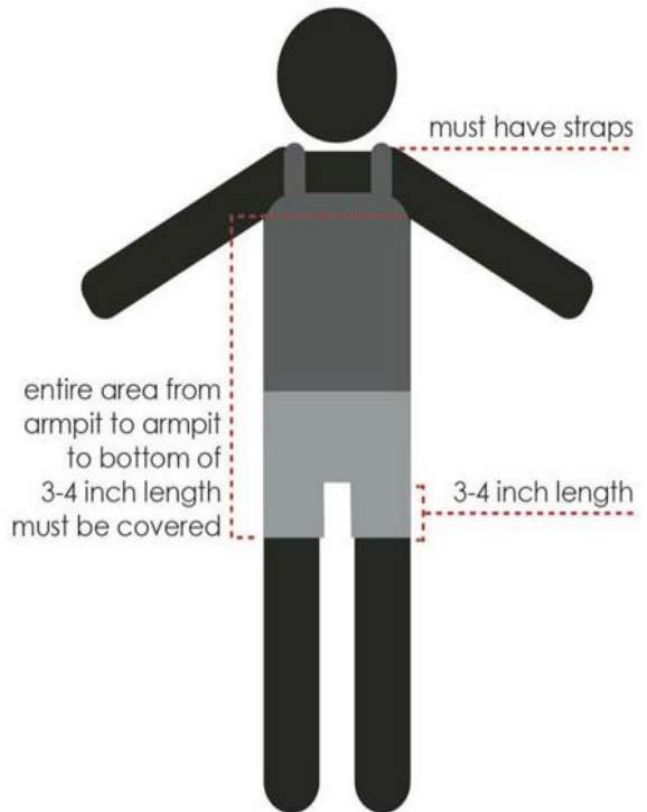
Fourth Violation: The electronic device will be confiscated and held in the main office until a family member comes to the school to retrieve the device. An administrator will notify the family, and the student will have to turn their device into the main office each morning/pick up each afternoon. Failure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

Addressing Issues Between Students and Teachers

While we know students and staff come to school with the best of intentions, there are times when a misunderstanding or issue between teachers and students arises. One of the most important skills to develop in middle school is communication and self-advocacy. Our school's process for when issues arise:

1. Student and teacher arrange to discuss the issue at a convenient time for both parties.
2. If the student would like help facilitating the conversation, they can reach out to a counselor or another staff member to assist. Adult family members are also welcome to help facilitate.
3. If the issue has not been resolved, an adult family member should schedule a meeting with the teacher (in-person, online, or phone call. At this time a plan for moving forward should be developed. Other staff may be included in this meeting if requested.
4. Time to allow for the plan to be implemented and restorative conversations - facilitated by a counselor, Social-Emotional Learning Specialist, or dean - to occur.

The following tips are excerpted from "Ten Tips for Talking to Teachers" in the *The Gifted Kids Survival Guide: A Teen Handbook* by Judy Galbraith, M.A., and Jim Delisle, Ph.D.:

If you know other students who feel the way you do, consider approaching the teacher together.

There's strength in numbers. If a teacher hears the same thing from four or five people, he or she is more likely to do something about it.

Think through what you want to say before you go into your meeting with the teacher. Write down your questions or concerns. Make a list of the items you want to cover. You may even want to copy your list for the teacher so both of you can consult it during your meeting. (Or consider giving it to the teacher ahead of time.)

Choose your words carefully. Example: Instead of saying, "I hate doing reports; they're boring and a waste of time," try, "Is there some other way I could satisfy this requirement? Could I do a video instead?" Strike the word "boring" from your vocabulary. It's a word that's not helpful for teachers.

Be diplomatic, tactful, and respectful. Teachers have feelings, too. And they're more likely to be responsive if you remember that the purpose of your meeting is conversation, not confrontation.

Focus on what you need, not on what you think the teacher is doing wrong. The more the teacher learns about you, the more he or she will be able to help. The more defensive the teacher feels, the less he or she will want to help.

Don't forget to listen. Strange but true, many students need practice in this essential skill. The purpose of your meeting isn't just to hear yourself talk.

Standard Response Protocol



INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



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.

We recommend that an adult family member sit down with their student and have them login to each period through Google Classroom. This allows the adult to see assignments that have been posted digitally and check to see work that their student has completed or work that is missing.

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](#).