



# 2022-2023 Family Handbook

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# 2022-2023 Family Calendar

JULY 2022						
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

AUGUST 2022						
S	M	T	W	T	F	S
31	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			

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

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

DECEMBER 2022						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## First Day of School

August 16 6th grade only  
August 17 all grades

## Last Day of School

May 26 modified schedule

## No School for Students

### Teacher Work Days

- Teacher Work Day September 23
- Teacher Work Day October 20
- Fall Break October 21
- Thanksgiving Break November 21-25
- Winter Break December 21 - January 4
- Teacher Work Day January 4
- Teacher Work Day February 17\*
- Spring Break March 20 - March 24
- Teacher Work Day April 28\*
- Teacher Work Day May 30

(\* Potential Snow Make-Up Days)

## Holiday (No School)

- Labor Day September 5
- Thanksgiving Day November 24
- Christmas Day December 25
- New Year's Day (observed) January 2
- Martin Luther King January 16
- Presidents' Day February 20
- Memorial Day May 29

## Important Dates

- August 15 Community Ice Cream Social  
5:00 pm - 7:00 pm
- August 24 Back-to-School Night  
6:00 - 7:30 pm
- August 25 Picture Day
- October 10 Parent/Teacher Conferences  
online 3:30 pm - 7:00 pm
- October 13 Parent/Teacher Conferences  
in-person 3:30 pm - 7:30 pm
- October 14 Picture Retakes
- December 12 - 16  
6<sup>th</sup> grade Outdoor Lab
- January 10 WJMS Showcase
- January 29 Parent/Teacher Conferences
- March/April State Testing
- May 26 8<sup>th</sup> grade Continuation

Trimester 1: 8/16/22 – 11/11/22

Trimester 2: 11/14/22 – 2/28/23

Trimester 3: 3/1/23 – 5/26/23

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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MARCH 2023						
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19	20	21	22	23	24	25
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APRIL 2023						
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23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023						
S	M	T	W	T	F	S
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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	

# Staff Directory

## Administration and Main Office

Kim Halingstad	Principal	<a href="mailto:Kim.Halingstad@jeffco.k12.co.us">Kim.Halingstad@jeffco.k12.co.us</a>	303-982-3042
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## Counseling and Mental Health

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## English/Language Arts

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## Electives

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## Instructional Support and Intervention Services

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<a href="#">Nicole Lopez</a>	Academic Intervention	<a href="mailto:Nicole.Lopez@jeffco.k12.co.us">Nicole.Lopez@jeffco.k12.co.us</a>	303-982-0704
Sarah Mestas	SSN/Challenge	<a href="mailto:Sarah.Mestas@jeffco.k12.co.us">Sarah.Mestas@jeffco.k12.co.us</a>	303-982-XXXX
Caity Mergendahl	Instructional Coach	<a href="mailto:Caity.Mergendahl@jeffco.k12.co.us">Caity.Mergendahl@jeffco.k12.co.us</a>	303-982-8033

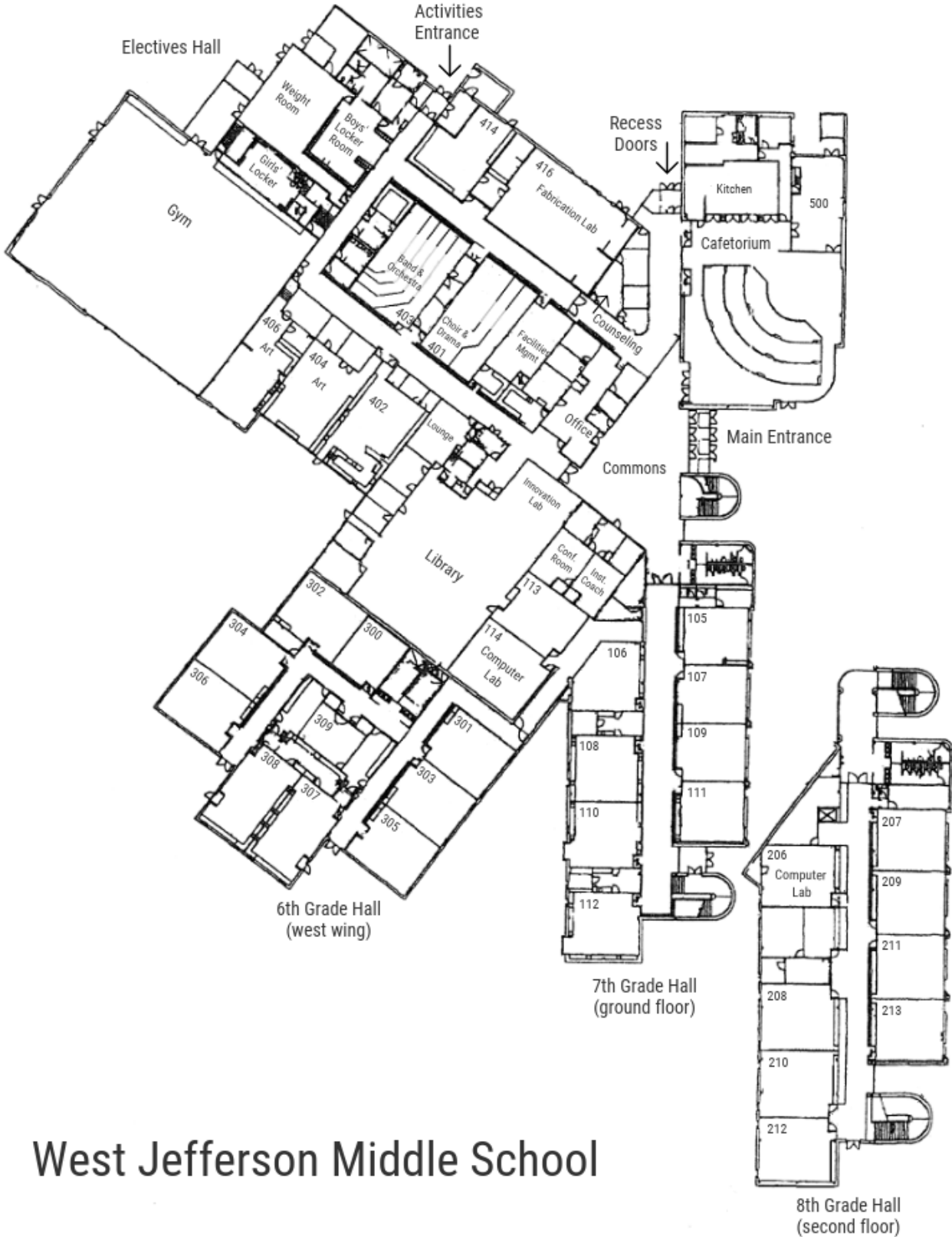
## Library

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## Cafeteria

Susan Roy	Kitchen Manager	<a href="mailto:Susan.Roy@jeffco.k12.co.us">Susan.Roy@jeffco.k12.co.us</a>	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:* 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

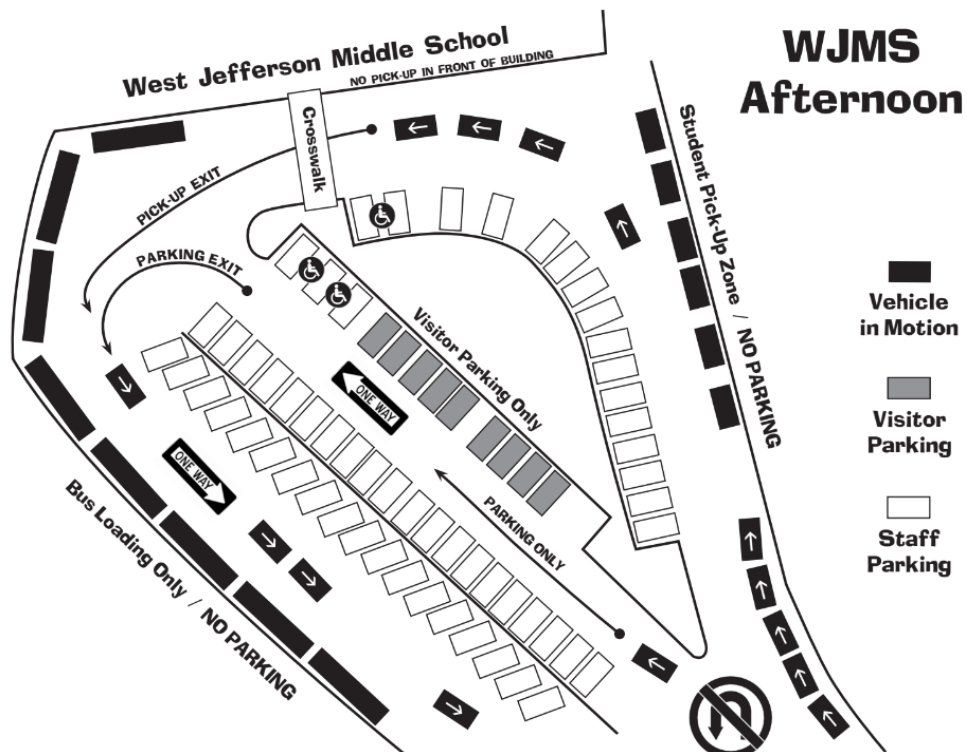
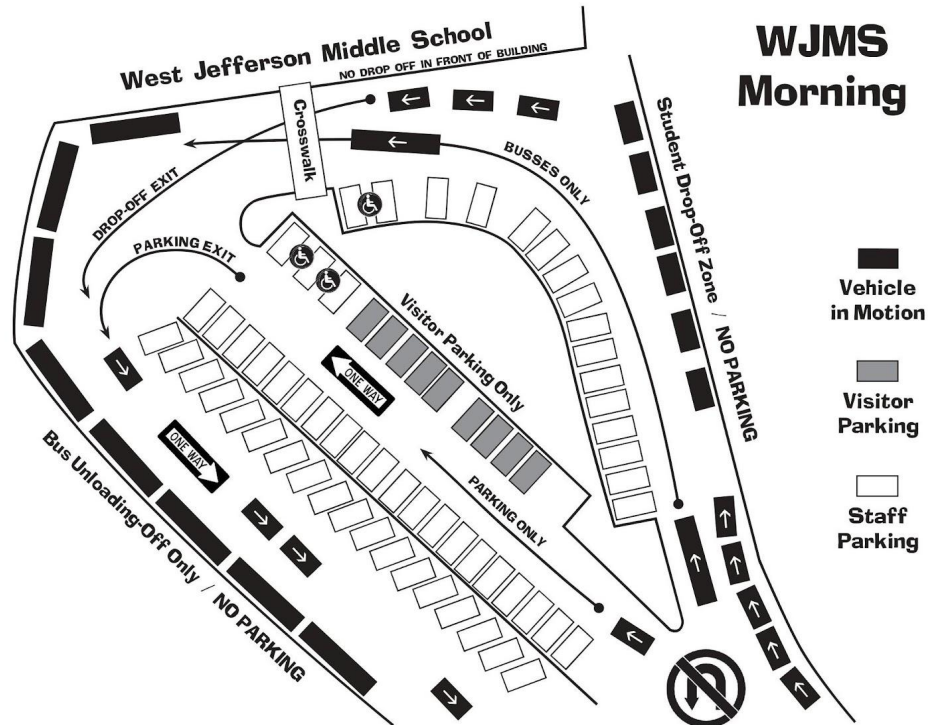
*When:* available as needed

*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 our daily lives. West Jefferson Middle School 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. All students have access to their Chromebooks during the day, and cell phones and tablets can be a distraction. Please help us reinforce this by reminding your student of these expectations.

*Smartphones and other personal devices are NOT generally considered to be explicitly educational in nature. Phones 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 videos 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 should not use their devices to play games, access social media, or engage in text messaging.
- Students should not 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-canceling 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.

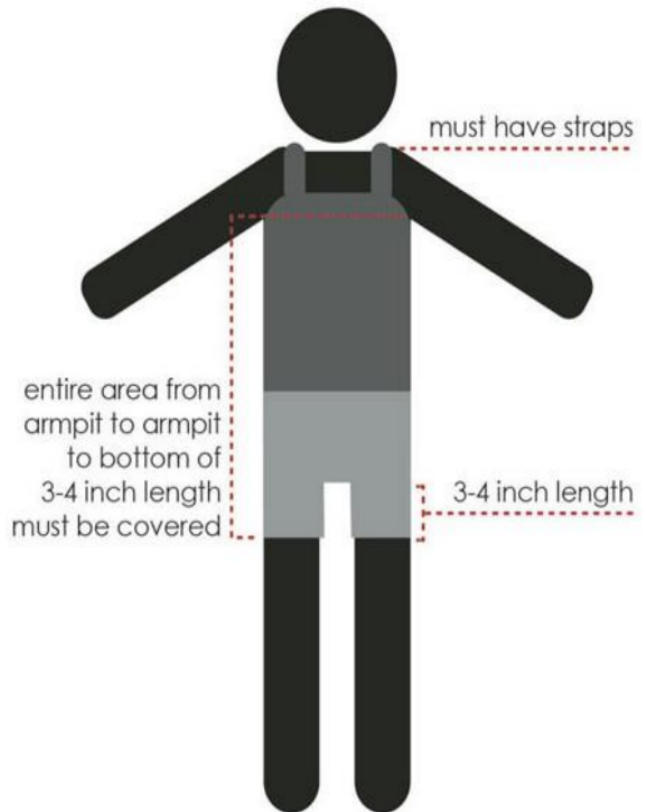
**Fourth Violation:** The electronic device will be confiscated and held in the main office until a family member comes to the school to retrieve the device. An administrator will notify the family, and the student will have to turn their device into the main office each morning/pick up each afternoon. 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. Volleyball shorts are not permitted.
- Clothing tops must have straps that are at least 2 inches wide .
- While crop tops are permitted, no more than 2 inches of midriff should be exposed.
- All undergarments must be covered. Undergarment straps and sports bras must be covered by a shirt.
- Hoods on shirts must be down.
- Hats are permitted, but staff must be able to see student's ears as earbuds 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?**

Students and families can find their student's grades through [Infinite Campus Parent Portal](#). 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 do I excuse my student's absence? What about leaving early or arriving late?**

To report a student's absence or late arrival, please 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. Late arrivals to class may be excused by an adult family member for outside appointments, excused by a WJMS staff member, or excused by an adult family member in the morning before the day's first class period. All students must be checked out by an adult family member unless previous arrangements have been made. Adult family members taking students out of the building during scheduled lunch times are asked to return to school before the start of the next class.

## **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](#).