



Student Handbook 2017-2018

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2017-2018 Bell Schedules



Monday, Tuesday, Thursday & Friday

6 th Grade		7 th Grade		8 th Grade	
8:30-10:02	1 st Core Block	8:30-9:25	Elective	8:30-9:39	1 st Core Block
10:06-11:38	2 nd Core Block	9:29-10:24	Elective	9:43-10:52	2 nd Core Block
11:42-12:20	3 rd Core Block	10:28-11:37	1 st Core Block	10:56-11:51	Elective
12:22-12:52	Lunch	11:41-12:50	2 nd Core Block	11:52-12:22	Lunch
12:55-1:49	3 rd Core Block	12:52-1:22	Lunch	12:24-1:19	Elective
1:53-2:47	Elective	1:24-2:33	3 rd Core Block	1:23-2:32	3 rd Core Block
2:51-3:45	Elective	2:36-3:45	4 th Core Block	2:36-3:45	4 th Core Block

Wednesday

6 th Grade		7 th Grade		8 th Grade	
8:30-9:42	1 st Core Block	8:30-9:10	Elective	8:30-9:24	1 st Core Block
9:46-10:58	2 nd Core Block	9:14-9:54	Elective	9:28-10:23	2 nd Core Block
11:00-11:30	Lunch	9:58-10:51	1 st Core Block	10:27-11:07	Elective
11:34-12:46	3 rd Core Block	10:55-11:49	2 nd Core Block	11:11-11:51	Elective
12:50-1:30	Elective	11:52-12:26	3 rd Core Block	11:53-12:23	Lunch
1:34-2:15	Elective	12:28-12:58	Lunch	12:26-1:19	3 rd Core Block
		1:02-1:20	3 rd Core Block	1:22-2:15	4 th Core Block
		1:23-2:15	4 th Core Block		

All School Assembly Schedule ~ PM

6 th Grade		7 th Grade		8 th Grade	
8:30-9:48	1 st Core Block	8:30-9:15	Elective	8:30-9:29	1 st Core Block
9:52-10:47	2 nd Core Block	9:19-10:04	Elective	9:33-10:30	2 nd Core Block
10:48-11:18	Lunch	10:08-11:07	1 st Core Block	10:34-11:19	Elective
11:22-11:45	2 nd Core Block	11:11-12:10	2 nd Core Block	11:20-11:50	Lunch
11:49-1:08	3 rd Core Block	12:11-12:41	Lunch	11:54-12:39	Elective
1:12-1:57	Elective	12:45-1:44	3 rd Core Block	12:43-1:42	3 rd Core Block
2:01-2:45	Elective	1:48 - 2:45	4 th Core Block	1:46-2:45	4 th Core Block
2:45-3:45	Assembly	2:45-3:45	Assembly	2:45-3:45	Assembly

All School Assembly Schedule ~ AM

6 th Grade		7 th Grade		8 th Grade	
8:30-8:40	1 st Core Block	8:30-8:40	1 st Core Block	8:30-8:40	1 st Core Block
Attendance		Attendance		Attendance	
8:40-9:40	Assembly	8:40-9:40	Assembly	8:40-9:40	Assembly
9:45-10:59	1 st Core Block	9:45-10:27	Elective 1	9:45-10:39	1 st Core Block
11:03-11:33	Lunch	10:31-11:13	Elective 2	10:43-11:37	2 nd Core Block
11:37-12:52	2 nd Core Block	11:17-12:13	1 st Core Block	11:41-12:11	Lunch
12:56-2:10	3 rd Core Block	12:17-12:47	Lunch	12:15-12:58	Elective 1
2:14-2:57	Elective 1	12:51-1:46	2 nd Core Block	1:02-1:45	Elective 2
3:01-3:45	Elective 2	1:50-2:45	3 rd Core Block	1:49-2:45	3 rd Core Block
		2:49-3:45	4 th Core Block	2:49-3:45	4 th Core Block

Revised 08/16/17

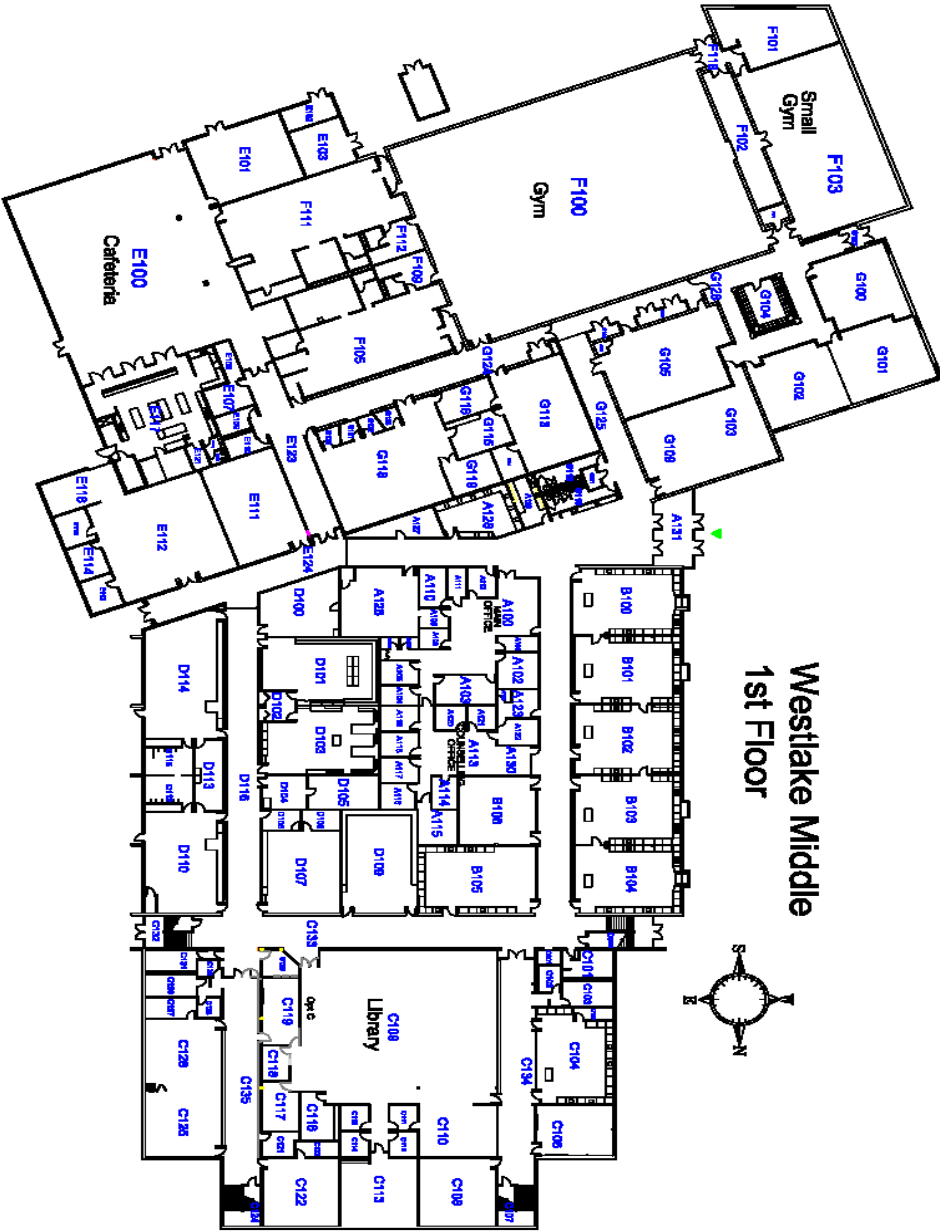
2017-2018 IMPORTANT DATES

Throughout the year, there will be many additions to our calendar.
Please visit our website for a current list of events.

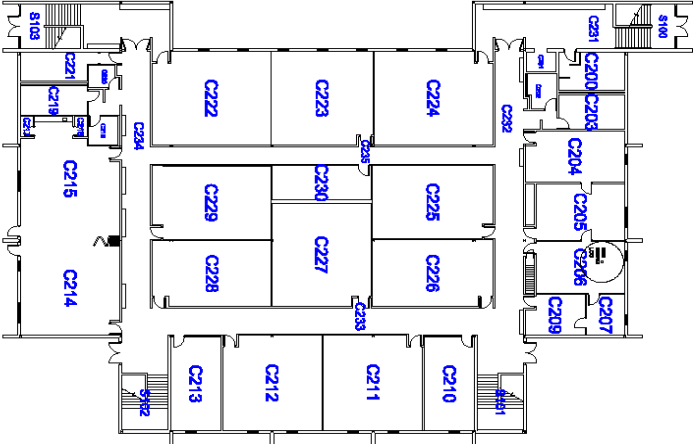
www.westlake.adams12.org

Date	Event
08/16/17	First Day Back for Students (6th Grade: 8:30-11:15; 7th/8th Grades: 11:30-2:15)
08/23/17	Back to School Night/BBQ 4:00 p.m. - 7:00 p.m.
09/04/17	Labor Day - No School
09/20/17	Read-A-Thon
10/11/17	Parent Teacher Conferences 4:00 pm-7:00 pm
10/12/17	Parent Teacher Conferences 4:30 pm-7:30 pm
10/13/17	No School
10/13/17	End of First Quarter
10/27/17	Fall Dance
11/10/17	Veterans' Day - No School
11/20/17 –11/24/17	Thanksgiving Break - No School
12/21/17	End of Second Quarter/End of First Semester
12/22/17	No School
12/25/17-01/08/18	Winter Break - No School
01/15/18	Martin Luther King Day - No School
02/09/18	Winter Dance
02/15/18	Parent Teacher Conferences 9:00 am -12:00 pm & 4:00 pm-8:00 pm
02/16/18	No School
02/19/18	Presidents' Day - No School
03/16/18	End of Third Quarter
03/26/18 –03/30/18	Spring Break - No School
04/02/18	No School
Spring 2018- TBD	Spring Fundraiser
05/22/18	8th Grade End of Year Awards Assembly/ 8 th Graders Last Day No School for 6th and 7th Graders
05/23/18	6th/7th Grade End of Year Awards Assembly No School for 8th Graders

School Map



**Westlake Middle
1st Floor**



**Westlake Middle
2nd Floor**

We hope that your experience at Westlake Middle School (“WLMS”) throughout the coming school year will be educationally rewarding and enjoyable. This planner is meant to be an informational source for students and parents. It is advisable to keep this planner handy for use throughout the school year. We realize that this planner is not all-inclusive of school situations, but hopefully it will answer most of the general questions asked by parents and students. If there is information that you need that is not included in this planner, please feel free to contact the school at (720) 972-5200 anytime during school day (8:00 a.m. to 4:00 p.m.). It is the responsibility of all students and parents/guardians to read and understand the following:

Academic Dishonesty (Cheating)

All students are expected to demonstrate academic honesty in all classes at all times. Academic honesty is performing and producing your own work on your own knowledge, talents and efforts. Students at WLMS can maintain academic honesty by:

- Keeping their eyes on their own assessment at all times.
- Keeping answers hidden during an assessment.
- Putting all notes, texts and extra papers away and beneath the desk before beginning a assessment.
- Never talking to anyone (except the teacher) about anything during an assessment.
- Telling the teacher if you think someone is trying to copy your answers or is asking you to do work for him/her.
- Using quotation marks, footnotes or end-notes and a bibliography when using any original work (including work taken from the internet).
- Not using anyone else’s homework, notes, assessment, or assignments that may have been previously assigned and/or graded.
- Not sharing assignments, assessments, or any other work with other students unless told to do so by a teacher.
- Not making any marks or changes on a graded assessment or assignment if you think it was not graded correctly.
- Reporting any violations or suspicions of violations to a teacher or administrator.

Academic dishonesty, in any form, will not be tolerated at WLMS. Some examples of academic dishonesty follow:

- Copying any material with or without the knowledge of another student during class or homework assignments;
- Taking an assessment for another student;
- Working in pairs or in a group on assignments designated as individual work;

- Giving or receiving answers using verbal or non-verbal means during a test;
- Plagiarizing any material from any source, including items taken off the internet or computer software programs;
- Using notes or other materials (text books, dictionaries, etc.), during an assessment unless cleared by the teacher;
- Talking to or collaborating with other students on assignments or assessments when it is not allowed;
- Changing answers on graded work or assessments and submitting it for a re-grade unless specified by the teacher;
- Stealing class assignments from other students (or out of a no-name box) and turning them in as your own;
- Destroying, damaging, stealing, or using the work of other students;
- Having parents/guardians, friends, siblings, or others complete assignments.

Additional Policies

Additional articles and Superintendent Polices are available online at our District website, www.adams12.org, under Superintendent Policies.

Aiphone

Westlake is equipped with an Aiphone which allows Westlake personnel to admit building visitors during school hours through the west entrance. Visitors will approach the Aiphone, press the button and identify their business in the building. Visitors will be asked to have their identification available prior to entrance to the building. We ask that visitors not admit others without them being allowed in by office personnel.

Alternatives to Suspension

A student may remain in school if the parent, guardian, or legal custodian attends class with the student for a period of time specified by the building administrator. Parents may obtain additional details on this option from the building administrator. Students may complete an assigned work schedule and sign a

contract with an administrator as an alternative to suspension for some offenses.

Announcements

Announcements will be read over the Public Address System each day. You can also access the Daily Announcements on our website.

Assemblies

Throughout the school year, assemblies are scheduled for the student body. Students will be advised by way of the school announcements of scheduled assemblies.

Attendance

A significant part of a student's educational experience is derived from classroom participation, activities, discussion and relationships. Regular and punctual daily attendance is a critical factor in a student's ability to attain the maximum benefit from the educational process. For an absence to be excused, a telephone call or signed note from the custodial parent/legal guardian, medical practitioner(s), or other authorized official must be submitted within two (2) school days of the school day absent. Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Excessive absences are defined as absences in a number that negatively impacts the student's achievement and/or ability to complete make-up work comparable to in-class activities missed. Excessive absences may result in teachers and/or administration initiating a required conference with the parent and student to develop an attendance contract to address the concern. If school and/or District intervention efforts fail, sanctions for habitual truancy may include a referral to the Truancy Court of the 17th Judicial District and / or a referral to a social service agency. Please refer to Superintendent Policy 5020 to view the attendance policy in its entirety.

Backpacks/Book Bags

As a safety precaution and due to limited space, students will not be allowed to take backpacks or book bags to the classroom. Backpacks or book bags need to be kept in the student's locker.

Behavior Expectations

In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school

wellness, WLMS will enforce District policies and procedures and school rules related to expected student behavior. Consequences will be administered by staff and administration in those circumstances where a student exhibits behavior contrary to these policies/rules. Each teacher/staff member will have a set of specific guidelines of acceptable behavior, in addition to the school rules and District policies/procedures.

Specifically, the Board of Education has determined that certain acts of conduct are disruptive. They are: being clearly dangerous to the welfare, safety, or morals of other students or being contrary to the authority of school personnel or both. These may constitute grounds for suspension or expulsion. These acts include, but are not limited to the following:

- Continued willful disobedience or disruption of school;
- Persistent defiance of proper authority;
- Theft or willful damage or destruction of school property;
- Theft or willful damage or destruction of private property on school grounds or at a school activity or event;
- Assault on a school employee while on school grounds or at a school event;
- Physical abuse of a student or of persons not employed by the school when on the school grounds or at a school activity or event;
- Repeated unexcused absences or truancy;
- Obscene language or actions and possessing or distributing slanderous or libelous material on school property;
- Possession of weapons or dangerous instruments or other dangerous objects of no reasonable use to the student at school;
- Possession, transfer or use of narcotics, alcoholic beverages or stimulant drugs, except medication prescribed by a licensed physician;
- Smoking on school premises is prohibited. It is also illegal for students under the age of 18 to buy or possess cigarettes. Such items shall be taken away from students and will be referred to Law Enforcement;
- Fighting, rioting, or illegal or disruptive demonstrations on school grounds or at a school event.

The effect of a suspension is that the student will be denied admission to school for a specified number of days. During that time, the student should not be on

school grounds, nor will the student be allowed to participate in any extracurricular activities. Out-of-school suspension will be considered completed by the closing of the regular school day.

Any class work missed as the result of a suspension is the responsibility of the student. Absences due to suspension will be considered excused. Consistent with Superintendent Policy 6281, the student has the opportunity to make-up work during the period of suspension within the above stated policy.

Bicycles/Skateboards/Scooters

All bikes ridden to school should be locked in the racks on the west side of the school grounds. Bikes should not be locked to trees on or near Westlake property. Scooters and skateboards may be stored in the foyer in the designated location. Due to safety concerns, bicycle/scooter riding and skateboarding will be prohibited on school property. Bikes should be registered with the Broomfield Police Department, but this is a decision of the student and his/her family. **The school does not assume liability for bicycles, skateboards or scooters.**

Books, Materials and Equipment

All textbooks are provided by the school. Lost or damaged books must be paid for by the student before another book will be issued. If a lost book has been paid for and then found, the student will be given a refund. School equipment damaged by a student because of carelessness will be paid for at the time it occurs. Replacement planners are \$5.00.

Bullying Policy

WLMS has a Safe-to-Tell link on the WLMS web page where students can report bullying without his/her identity being known.

Superintendent Policy 5110 addresses the negative impact that bullying has on student health, welfare and safety and on the learning environment. Bullying, any written or verbal expression or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional distress. Bullying is prohibited and is grounds for disciplinary consequences.

Bullying that is directed at a student's race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment.

Harassment is specifically prohibited by Superintendent Policy 8400 (Nondiscrimination).

All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and/or address bullying.

- Students who believe they have been victims of bullying should immediately report it to an administrator or teacher.
- Students who witness bullying should seek the help of a school employee, when possible under the circumstances.
- School staff who witness bullying shall immediately act to stop the bullying, as prescribed by the District and building principal, and shall promptly report the bullying or harassment to the principal or principal's designee for appropriate action.
- School administrators shall ensure that reports of student bullying are promptly and thoroughly investigated and addressed.

Students who bully others will be subject to disciplinary action as described in Superintendent Policy 5000, Student Code of Conduct and Due Process. In addition to discipline sanctions, schools may implement intervention strategies including:

- Education and training;
- Peer mediation, conflict resolution or peer counseling programs;
- Parent conferences;
- Separating or excluding students;
- Loss of privileges (e.g. recess, field trips, participation in extra-curricular activities, District-provided transportation).

Canine Searches

In an effort to discourage the use of drugs and alcohol, we may use periodic surprise canine searches. If a dog stops at a locker, automobile, or storage object, school personnel will conduct a search of that item. If any illegal substances are found, normal discipline procedures will be followed. Westlake Middle School continues to take a strong stand against the use of drugs and alcohol. Canine searches are intended primarily to help identify problems so that we can help students find solutions.

Cell Phones/Electronic Devices

Superintendent Policy 5030 states:

In academic settings (classroom, library, labs, etc.) such devices must be in the "off" or "silent" position

and stored out of sight except as permitted by the instructor or the building administrator. Violations shall be addressed as follows:

1st offense: The device shall be confiscated, secured and transferred to the appropriate school administrator. The device may be released to the student upon review of this policy with the student.

2nd offense: The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon the review of this policy with the parent/guardian.

3rd offense: Third offense shall be considered disruptive behavior and defiance of authority, and may result in a minimum of one day of suspension to be served in or out of school at the discretion of school administration. Subsequent violations may result in increasing suspensions of up to three (3) days. The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian. At the discretion of school administration, this may also result in the student losing the privilege of bringing the phone to school.

Depending on the nature and the severity of the violation, as determined by school administration, any violation of the "Student Use of Cell Phones and Other Personal Electronic Devices" policy may result in disciplinary sanctions up to and including expulsion from school.

Electronic Devices: IPODS, IPHONES, MP3 Players, etc., can be used at teacher's discretion in a way that supports the educational environment.

WLMS and its staff will not be held responsible for lost or stolen electronic devices or cell phones or the cost incurred as a result of using them and is not responsible for any costs incurred while utilizing such electronic devices.

Closed Campus

Westlake Middle School is a closed campus; therefore, no student may leave campus at any time after the school day has begun unless he/she has been checked out of the main office by a parent, guardian, or emergency contact. Students who leave campus without permission will be subject to disciplinary measures.

Commitments

Students: Students' conduct, character and achievement reflect the effectiveness of the school. Westlake Middle School ("WLMS") students commit to:

- Accepting responsibility for their learning, decisions and actions by following the PRIDE Guidelines.

- Making Positive Choices
- Having Respect for all people
- Demonstrating Integrity in all aspects of school life
- Having the Determination to achieve and excel
- Expecting Excellence

Parents and Guardians: WLMS recognizes the importance of establishing effective partnerships with parents and community members. Parents commit to:

- Participate and take an active interest in student's academic and social success;
- Communicate with the school and teams of teachers on a consistent and respectful basis;
- Support student's extended learning by:
 - Establishing a consistent schedule for completing work;
 - Setting up a consistent, organized place for work to be completed;
 - Encouraging, motivating and prompting their student to complete his or her work on time;
 - Help prioritize and monitor student's activities and provide appropriate focus on school work.

Counseling

Your counselors are interested in helping you any way they can. They will listen to your concerns and guide you in making decisions regarding school, classes, home or relationships involving other students. If you are having a problem with another student, your counselor encourages you to come to their office to discuss and seek resolution of the problem. Students must have written permission, signed in advance by the counselor, to be out of class or students need to have completed a counselor contact form. Students reporting to a counselor must check in with the registrar.

Detention

Detention is time outside the regular school day assigned by teachers or administrators as a consequence for rule infractions. Detention time will be assigned by an administrator. Students assigned detention will be given one school day to make arrangements as deemed necessary. Transportation will be the responsibility of the student's family. Failure to satisfy assigned detentions may result in more severe consequences.

Discipline Action

It is the expectation of WLMS students that their behavior be outstanding. When it is not, consequences will be enforced in a fair and consistent manner. All school rules apply at any time a student is on District grounds and at all school-sponsored functions. Any infraction will result in disciplinary action.

If you feel that you have not been heard or that you have been treated unfairly, or if you disagree with a rule or request made of you, you have the right to present your case in an appropriate manner. This does not guarantee that you will get your way, but it does guarantee that you will be heard. Follow these steps in this order:

- Talk with the teacher or individual involved, before or after class or school;
- Make an appointment and talk with a counselor;
- Talk with your parents and make an appointment with the teacher;
- Make an appointment and talk with an administrator;
- Talk with your parents and make an appointment for a conference with the teacher and an administrator.

Display of Affection

Students are not allowed to express affection through holding hands, kissing, inappropriate embracing or walking in the halls with arms around each other's waist or shoulders.

Dress Code

In order to promote a safe environment that focuses on education and minimizes distractions, students are expected to abide by the following general guidelines as identified in Superintendent Policy 5060.

- Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in;
- Shirts must cover the shoulders;

- All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage;
- Shorts and skirts must be fingertip length when arms are resting at sides;
- Shoes/sandals must be worn at all times.

Restrictions upon freedom of student dress will be imposed, at the discretion of school administration, whenever the mode of dress in question is potentially unsafe for the student or others, or is likely to be disruptive, distracting or cause interference with the educational environment of the school. The following items or clothing are specifically prohibited except as provided in sections 3.1 - 3.20:

- Spaghetti straps, tank tops and halter tops;
- Transparent/mesh clothing;
- Garments, make-up or hair worn in a manner that makes a student's face unidentifiable;
- Exposed undergarments;
- Pajamas and house slippers;
- Shirts with revealing necklines or armholes;
- Shirts hanging longer than the fingertips when arms are fully extended;
- Hats, caps or sunglasses worn indoors;
- Gloves worn indoors;
- Hairnets, bandanas and doo-rags;
- Caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
- Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
- Clothing or accessories with sexually suggestive language or messages;
- Clothing or accessories that have pictures of guns or other weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);
- Attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in Superintendent Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings, and jewelry;
- Trench coats and other like jackets capable of concealing weapons;
- Clothing or accessories affiliated with Insane Clown Posse, including all items related to the band's record label "Psychopathic Records" and other groups it sponsors in addition to Insane Clown Posse, including

but not limited to Twiztid, Blaze, Boondox, Psychopathic Rydaz, and Dark Lotus;

- Hair restraints, gloves, goggles or other protective attire necessary for safe participation in vocational programs are permissible as approved by the staff.

Dress guidelines for special events or school-sponsored purposes, including, but not limited to, dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.

Except when other contributing policy violations or safety concerns exist, the typical progression of intervention for violation of this policy:

1st offense – warning and education about the policy and the student being provided an opportunity to correct the violation.

2nd offense – sanctions up to one (1) day out-of-school suspension and requirement that parent and student review and sign a statement indicating their understanding of the “Student Dress Code” policy.

3rd offense – sanctions up to three (3) days out-of-school suspension and required parent meeting as a condition of re-entry for the purpose of review the “Student Dress Code” policy and discussing the consequences of future violations.

4th or Subsequent offenses – sanctions up to a 10-day out-of-school suspension for each repeat violation.

Extra-Curricular Activities

Every year WLMS offers a variety of student activities outside the regular school program. Students are encouraged to become involved in such activities. Involvement fosters school pride and better appreciation of the total school program. Clubs at WLMS are designed based upon student interest. Some clubs offered are:

- | | |
|----------------------|----------------------|
| Art | Disc Golf |
| Guitar | Honor Society |
| Intramurals | Jazz Band |
| Journalism | MESA |
| Photography | Running |
| Sign Language | Spelling Bee |
| Technology | WEB |
| Yearbook | Yoga |

A student must attend at least four full classes during the school day in order to take part in extra-curricular activities. Any student with an unexcused absence will not be permitted to appear at or in a school activity of any type. A suspended student may not attend or participate in any activities during the period of his/her suspension.

Hall Passes

If a teacher feels that it is necessary for a student to leave class, the student must have the teacher sign the pass section of their planner. Students in the halls during class time without a pass will be sent back to the classroom. Students must make visits to the restrooms and drinking fountains during the passing periods and not expect to use class time for these purposes.

Homework Policy

Homework should be used for practicing of skills learned in class only, not of teaching of new material or as motivation. Therefore, while homework is not calculated in the final grade, it is critical in helping teachers drive their instruction and identify student weaknesses. This could be compared to sports in that practice (homework) prepares the athlete for the game, but does not count toward the final outcome of the game. Homework is any assignment given by the teacher that is required to be completed outside of class. Homework is not an assignment that is done in the classroom. Homework is in addition to class work.

Types of homework:

- Practice – The goal is to master a skill, not to acquire new information;
- Preparation – The goal is to access prior knowledge about a new topic;
- Elaboration – The goal is to require students to engage in activities that extend their knowledge.

Infinite Campus

WLMS is happy to provide parents and students with up-to-date access to class marks, attendance and fees through the Infinite Campus Parent Portal. You may access the logon by going to www.westlake.adams12.org, select “Useful Links”, then select “Infinite Campus Student and Parent Portal”. Please contact the registrar with any questions or concerns.

In-School Suspension

For certain infractions, a student may be assigned to in-school suspension (ISS) instead of being assigned out-of-school suspension. In this case, the student will be expected to complete all assignments that are provided by teachers. Students assigned to ISS may not attend nor take part in any extracurricular or after school activities on days of suspension, unless the student has completed the entire assignment to ISS by the end of the regular school day.

Internet Use

Each student will have access to the Internet to supplement curriculum materials. Students will be asked to sign an **Internet User Agreement** jointly with her/his parent/guardian. Parents/Guardians should discuss with their students the responsibilities, obligations, accountability, and commitment involved in signing the conditions of the Internet User Agreement and school's responsibility to enforce the Agreement. Students will need their school-issued I.D. card to verify internet permission before working on the internet.

Late/Missing Work/Retakes

Whenever possible/practical, students should be given multiple opportunities to demonstrate their current level of understanding and mastery of standards. Multiple opportunities may mean the retaking of a summative assessment on which the student has not demonstrated proficiency. However, it may also mean that a particular concept can be reassessed later in the unit or another unit as part of a spiraling learning process without the actual retaking of an assessment.

Students are eligible for a retake on most assessments,*provided they meet the following:

1. The student participates in a form of relearning decided upon by the teacher. Additional learning may be required of the student, as well as possible additional instruction from the teacher.
2. The student has completed all required and associated formative course work.
3. The student has not demonstrated understanding at a proficient level (3 or higher).

*Students will not be allowed to "redo" or "retake" a summative assessment such as products, projects, extended writing assessments, etc. that have periodic

formative checkpoints leading to the summative assessment.

TIMELINE FOR RETAKE

Students must complete retakes no later than two weeks following the receipt of summative assessment results and/or within two weeks of unit completion.

REPLACEMENT OF SCORE/MARK

The score on a retake will not replace the original score; however, it will be used as another piece of data when analyzing the body of evidence before assigning an overall mark on the report card.

Library Media Center

The primary objective of the Library Media Center is to provide information literacy instruction, to integrate appropriate materials that align with the curriculum and to encourage reading. The library collection provides a wide variety of materials that present different points of view appropriate for a broad range of ability and maturity levels.

Students are welcome to use the Library Media Center for research purposes, computer work or quiet reading. Library expectations are that students should be at a working voice level and be respectful of other students, staff and school property. The Library Media Center does not allow backpacks, food, beverages, headphones, etc., because these items can cause disruptions to the learning environment and damage expensive furniture and equipment.

Student ID cards must be presented at the circulation desk to check out materials from the WLMS library. Students are allowed to have two library items checked out. Materials may be renewed one time.

District library policy requires that all books that are 30 days overdue in the system be added as a fine to each student's account. When the books are returned, the fine is removed automatically. If the books are not returned, students will be required to pay the replacement cost of all items. Any items returned with damage may be assessed partial fines for the damage or charged the complete cost of replacing the materials.

Lunch and Lunch Time Procedures

Money can be deposited into lunch accounts in the cafeteria or lunches may be purchased via the internet at www.payforit.net. The kitchen manager must approve all free/reduced lunches. WLMS offers a breakfast program from 8:00 a.m. – 8:20 a.m. Assorted ala carte items are also available during lunch time. There are certain basic rules that students will be expected to follow when they are in the lunchroom.

- You must put your books away in your locker and get your jacket before you come to lunch. You will not be permitted to be in the halls or go to your locker until the lunch period is over.
- All food must be eaten in the lunchroom unless otherwise approved.
- When you are finished eating, you are expected to leave the table and surrounding area clean for the next person. This includes the floor and table. When you leave, take your tray to the return counter and exit the lunchroom through the assigned doors.
- Should a student cause a disturbance in the cafeteria or be found in the halls without a required pass, he/she may be put on a clean-up work crew or some other similar activity. Constant misconduct may result in loss of the privilege of using the cafeteria.
- After you have finished eating, you should go to the assigned area outside.
- Remember that others are in class. Please stay away from the building and classroom windows.
- If you have been assigned lunch detention by a teacher, you must have a pass from the teacher to leave the lunchroom.

Lockers

Lockers are the property of the District. The school may search student lockers on a periodic basis to protect the health, safety, and welfare of all students. Lockers are supplied to you free of charge to store books, coats, backpacks/bags, school supplies and school related items. Students are free to decorate their lockers with appropriate pictures, mirrors, shelves, magnets, etc., as long as such items can be easily removed without permanent damage to the locker. Writing in or on the locker is not permitted. All pictures and posters hung in lockers must meet District standards. Students having troubles with lockers should report problems to the registrar in the counseling office before or after school.

It is suggested that you do not keep valuable items in your locker. **Your combination should not be shared and should remain private.** Moving to another locker without permission of the registrar is prohibited and will result in assignment of consequences. Private locks are prohibited, unless approval is given by administration, and will be cut off the locker. The school is not responsible for items contained in lockers. Items found in lockers not assigned to students will be discarded.

Make-Up Work and Tests

It is the student's responsibility to contact the teacher to receive missed work in accordance with Superintendent Policy 6281:

1.1 Make-up work will be provided upon request for a student who has an excused absence. It is the responsibility of the student or parent to request and arrange to obtain make-up work no later than the second school day after returning to class or school from an extended absence.

1.2 Students shall be given at least the same number of days they were absent plus one additional day to make up assignments. The make-up period begins on the next school day following the absence(s).

1.3 Students are eligible to receive full credit for make-up work completed and submitted by dates and times established in this policy or as may otherwise be arranged with the teacher and/or administrator.

1.4 Credit may be denied for make-up work completed after the designated deadline. Credit may be reduced for in-class or group activities missed, such as labs, presentations, or assessments which are not readily able to be completed with comparable make-up assignments and/or without the validity of the assignment being compromised.

**Refer to Late/Missing work section*

Physical Education Dress, Make-Up and Excuse Policy

Students are required to dress out for P.E. and wear black athletic, knee length shorts and a plain red, white, or blue colored t-shirt with their name on it in 2" lettering. Appropriate gym shoes must be worn.

(no slip-ons). Students are required to use a loaner uniform if they forget their uniform. Refusal to use a loaner is insubordination, which will result in disciplinary action. Loaners are laundered on a daily basis. There are no consequences for the use of a loaner, unless it exceeds three times per semester.

No tennis shoes results in a "no dress."

Make-up Policy: Absences may be made up by mutual agreement between teacher and student. An individual physical education program will be established for students with long-term physical injuries. A doctor's written consultation is required.

- The only excuse from P.E. is a doctor's excuse; otherwise, all students are expected to dress out and participate to the best of their ability.

Retention Requirements

Please refer to Superintendent Policy 6320 to view the retention policy in its entirety.

Safety: Fire/Lock Down/Tornado Drills

Each room is equipped with instructions for evacuation during a fire drill. The students should acquaint themselves with these directions as soon as possible. The teacher is responsible for giving complete directions to be followed during the drill. These drills must be taken seriously and all instructions of teachers must be followed carefully. The safety of students and staff is foremost and can only be accomplished with everyone's full cooperation.

Fire drills will be held at least eight times per year.

Lockdown drills will be held at least twice each year.

Tornado drills will be held in the fall and spring of each year. If dangerous weather ever causes us to have to take cover, we would request the cooperation of the parent/guardian in such a situation. Any parent/guardian stopping at the school during such situation will report to the Main Office and we will make every effort to locate the student. We may be forced, however, to keep students for a period of time in order to maintain order and verify the whereabouts of all students.

Saturday School

The format of Saturday School/Service is work detail. Saturday School takes place from 8:00 a.m. to 11:00 a.m. at WLMS. The student's attendance is mandatory for the entire three hours; **late arrivals** will be sent home and an automatic suspension given. All school rules will be strictly enforced. Any violation will result in immediate dismissal from Saturday School and a suspension given the Monday of the upcoming week.

The student will be given two 5-minute bathroom/drink breaks. There will be no cell phones, iPods, MP3 players, or radios, food or drink, sleeping, talking, games or drawing (unless the student is working on an assignment that includes art).

Students must follow the District and school dress codes and all District policies and procedures.

School and Personal Property

We are proud of our school and show our pride by taking care of our building. You can add to our pride by keeping classrooms, lockers, halls and restrooms clean. You can help make WLMS a pleasant place to be by respecting student's and staff's personal property. A real WARRIOR is a person who honors and respects other people's belongings even more than he does his own. Large amounts of money, expensive jewelry or watches and other valuable possessions should not be brought to school. At no time will the school assume responsibility for valuables. All lost and found items (other than clothing) are to be turned in to the school office. Clothing items should be placed in the box in the cafeteria and any unclaimed items will be donated to a local charity.

School Closing

In rare instances, the District will need to close WLMS on an emergency basis for a variety of reasons, such as inclement weather or power failure. If an emergency occurs while school is in session, students are to remain with the teacher in the classroom until official dismissal has been given by one of the school administrators. No student will be allowed to go home without permission of both the parent/guardian and school administration. Parents who are seeking information regarding the possibility of emergency school closure are urged to listen to a local media outlet or check the Adams 12 or Westlake Middle School website.

School Hours

Students may be dropped off at Westlake as early as 7:45 a.m. At that time, students are allowed to be in the cafeteria where supervision is provided. They may also be outside; however, there is no supervision until 8:05 a.m. As the weather gets colder, students are allowed to stand inside the main entrance and remain in the foyer until the bell rings. Students may also be

in a classroom as of 7:45 a.m. or earlier if they have made arrangements with a teacher.

School Resource Officer

Through a partnership with the City of Broomfield, our school is very fortunate to have the services of a Broomfield Police Officer on staff as a School Resource Officer.

The SRO serves many roles at the school including, but not limited to:

- ✓ Instructor of Law Related Education (LRE)
- ✓ Community support and communication
- ✓ Student and staff liaison
- ✓ The SRO has full authority and responsibility as a law enforcement officer.

Smoking/Tobacco

Smoking is strictly prohibited in all buildings and on all grounds including parking lots and all bus stops. Additional information may be found in Superintendent Policy 5050.

Standards-Based Education

What is standards-based grading?

WLMS is a standard-based school. Standards-based education is teaching with the end in mind and ensuring that the District standards are the focal point of learning in every classroom. In a standards-based system, teachers report what students know and are able to do in relationship to the Colorado and District Standards in each content/subject area. (Adams 12 Five School District standards are based on those developed by the State of Colorado). This allows for teachers, students, and parents to better isolate in what areas each student is having difficulty and in which areas students are doing well.

Traditional grading systems that utilize the A, B, C, D, and F communicate or summarize a student's achievement in a subject. Standards-based grading sums up a student's level of achievement on individual, specific standards:

- does not meet the standard
- approaching the standard
- meets the standard
- advanced understanding of the standard

Standards-based grading better isolates areas in which students are making progress and, more importantly, helps teachers and students to target

areas in which students need further support and assistance.

What is the purpose of standard-based grading?

The purpose of standards-based grading is to raise student achievement by clearly communicating students' progress towards learning outcomes (standards) in a timely, accurate, fair, and specific manner. SBG accurately communicates student achievement to students, parents, and educators. There is a heightened "specificity" in standards-based grading that wasn't necessarily present in the "old" grading system. In SBG, work habits, attendance, responsibility, etc. are NOT incorporated into a student's grade as these elements are not part of Colorado or district standards. Thus, the grade a student receives represents a student's demonstrated level of learning in relationship to the specific standards and nothing else.

Obviously, work habits do influence a student's ability to learn and achieve and therefore, they are not simply dismissed nor are they irrelevant in terms of the learning process. A student who does not have good work habits is not likely to learn the material as well as someone who does exhibit good work habits and, as a result, might show lower achievement on an assessment.

At the end of each semester, students will receive marks in each of the five scholarly habits:

- Excellence
- Perseverance
- Risk Taking
- Preparation
- Respect

Student Fees

Families may now pay most student fees online using the online tool PayForIt. Debit and credit cards (Visa, MasterCard and Discover) will be accepted. The district is providing this benefit free of any transaction fees.

To make an online payment, simply go to www.Adams12.org/pay_student_fees. There you'll find information on the various student fees, as well as instructions on how to sign up, set up student accounts and pay fees.

Student ID's

All WLMS students are required to wear their school-issued ID on a lanyard around their neck and visible to school personnel at all times while on school property. Refusal to wear their ID will result in consequences as outlined in the District discipline matrix. Students who fail to wear their ID's will be required to come to the office for a temporary ID. A replacement ID will be issued after three temporary ID's were issued in one school year. Replacement ID's are \$5.00.

Substance Abuse

Any suspected use, possession or distribution of alcohol, tobacco or controlled substances by students is strictly prohibited and will be dealt with in accordance with Superintendent Policy 5040. In addition to school consequences, all violations of this nature will be reported to the SRO and/or local police.

Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. Superintendent Policy 5520 addresses suicide assessments as a priority to protect all students.

Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow Superintendent Policy and respond accordingly.

The following steps have been taken to help protect all students:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. When a student is identified as being at risk, he or she will be assessed by a District mental health professional that will work with the student and help connect the student to appropriate local resources.
3. Students will have access to national resources which they can contact for additional support, such as:

The National Suicide Prevention Lifeline – 1.800.273.8255(TALK),
www.suicidepreventionlifeline.org

- **The Trevor Lifeline – 1.866.488.7386**
www.thetrevorproject.org

4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.

5. Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for students in crisis.

6. For a more detailed review of District processes, please see the District's full suicide prevention guidelines document.

Suspension

Specifically, the Board of Education has determined that certain acts or conduct are disruptive, being clearly dangerous to the welfare, safety, or morals of other students, or are contrary to the authority of school personnel, or both, and may constitute grounds for suspension or expulsion. The effect of a suspension is that the student will be denied admission to school for a specified number of days. During that time, the student will not be on the school grounds, nor will the student be allowed to participate in any extracurricular activities. Students on school grounds during a suspension are subject to being cited for trespassing. Any class work missed as the result of a suspension is the responsibility of the student in accordance with Superintendent Policy 6281.

V-Soft

In the interest of keeping our school safe and secure, WLMS is equipped with Raptor Technologies V-Soft visitor tracking system. This equipment scans a visitor's state driver's license/identification card and compares it to a law enforcement database that consists of registered sex offenders from 48 states including Colorado. Should a visitor be identified from the database, school personnel and security will be immediately notified. When entering WLMS, all visitors will be asked to present a state issued ID which will be scanned into the Raptor system. The ID is scanned for visitor's name, date of birth, and photo comparison with the law enforcement database. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. The school will then print a name/visitor badge to be worn while visiting in the school.

Visitors

All visitors are required to check-in at the main office with a government issued identification card.

Writing Expectations

WLMS has a school-wide expectation on the format of student writing, it is as follows:

Format Matters

As a WLMS student, I will do the following when writing in any class:

- Include a topic sentence.
- Indent Paragraphs.
- Include supporting details.
 - Support claims with evidence.
 - When applicable, make real-world connections.
- Use complete, accurate, and correct sentences.
- Use correct capitalization and punctuation.
- Use a formal tone.
 - Avoid words like *thing* and *stuff*.
- Use content-specific vocabulary when appropriate.
- End with a conclusion.

**Adams 12
Five Star Schools
LEGAL NOTIFICATIONS**

Notice of Non-Discrimination Under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the American with Disabilities Act (Supt. Policies 4140, 8400)

Adams 12 Five Star Schools does not discriminate on the basis of race, color, sex, age, religion, creed, national origin, marital status, sexual orientation and disability in its programs, activities, operations and employment decisions and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

General Counsel
Adams 12 Five Star Schools
1500 East 128th Avenue
Thornton, CO 80241
720-972-4004

Homeless Students Notification (Supt. Policy 5270)

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students refer to Superintendent Policy 5270 or contact the Homeless/Migrant Education Liaison at 720 972-4144.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) & Colorado Open Records Act (CORA) (Supt. Policy 5300)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records, that the parent or eligible

student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-after-school program personnel); a member of the school board; a person, agency or company with whom the District has contracted, or otherwise arranged to perform a specific task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another "school official" in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the

requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Additionally, the Colorado Open Records Act generally requires education records to be furnished within 3 days of the day the School receives a request for access.

FERPA Notice for Directory Information (Supt. Policy 5300)

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without

your prior written consent, you must notify the District Records Custodian, 1500 East 128th Avenue, Thornton, CO 80241 in writing by October 1 of the current school year. The District has designated the following information as directory information:

- Student's name
- Student's Grade
- Photograph
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors, and awards received
- Date and place of birth
- The most recent previous educational agency or institution attended

Student Sex Offenders (Supt. Policy 5900)

Colorado Revised Statute 22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following:

http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf

OR

http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf

Superintendent Policy 5900 provides more information about this topic. For additional information parents may also contact the District's Manager of Security Services at 720-972-4256.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) (Supt. Policy 6510)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution

purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the District has Asbestos Management Plans available for review at each school and the Educational Support Center, 1500 E. 128th Avenue in Thornton, CO 80241. Contact the Environmental Health and Safety Specialist, with any questions. Telephone: 720-972-4236.