



West Middle School

2024 - 2025 STUDENT HANDBOOK

West Middle School
5151 South Holly Street
Greenwood Village, Colorado 80121
720-554-5180

Fax: 720-554-5181

Safe2Tell: 1-877-542-7233

Attendance Line: 720-554-5110 A – L
720-554-5111 M - Z

Website: <https://www.cherrycreekschools.org/west>

Ms. Mónica García, Principal

WMS Mission Statement:

“By design, we are Excellence and Opportunity, Support and Collaboration, Sincerity and Inspiration.”

English: Please contact (name of liaison) at (email) for support with this resource in your language.

Amharic:

እነዚህን መረጃዎችን በተመለከተ በቋንቋዎ ስገዛን ለማግኘት ከፈለጉ እባክዎን ተሊሌን በገዢ እሜይል ያግኙዋት
thirpa@cherrycreekschools.org

Arabic:

أو org.cherrycreekschools@jsebbahi (يرجى الاتصال بـ) جمعية صباحي أو جاودة العلمي (على
org.cherrycreekschools@jdajani.ami للحصول على الدعم مع هذا المورد باللغة العربية

Chinese: 如有需要, 请经由 ctaylor9@cherrycreekschools.org 与凯瑟琳•泰勒联系, 以您的语言获得此资源的支持。

Hindi:

अपनी भाषा में इस संसाधन के समर्थन के लिए कृपया जेम्स रसाइथी को jrasaily@cherrycreekschools.org पर संपर्क करें।

Korean:

귀하의 언어로 이 자원에 대한 지원을 원하시면 (리아 리) 에게 (llee6@cherrycreekschools.org) 로 문의하십시오.

Nepali:

कृपया जेम्स रसाइथीइथ jrasaily@cherrycreekschools.org मा तपाइथको भाषामा यो संसाधनको सहयोगको िगी सम्पर्कथ गननहथ ि।

Russian:

Пожалуйста, обращайтесь к Ларисе Бака по адресу: lbaca3@cherrycreekschools.org для получения поддержки с помощью этого ресурса на своём языке.

Somali:

Fadlan la xiriiir Omar Nur cinwaanka emaylka onur2@cherrycreekschools.org si aad u hesho macluumaad ku qoran luqadaada.

Spanish:

Si necesita ayuda con este recurso en su idioma, póngase en contacto con Ilse Chavez Maldonado en ichavezmaldonado@cherrycreekschools.org, Rosa Han en ghan4@cherrycreekschools.org, Helena Gognat en hgognat@cherrycreekschools.org o Monica Pantoja en mpantoja@cherrycreekschools.org

Vietnamese:

Vui lòng liên hệ với Thuý Ngọc tại Lchung2@cherrycreekschools.org để được hỗ trợ về tài nguyên này bằng tiếng Việt.

Thank you to the West PTCO for providing planners to all students at no charge. We believe this publication, which includes an assignment calendar and study tips, supports all students in their academic achievement.

Community Achievement Respect Equity

This agenda belongs to:

Name _____

Address _____

City/State/Zip _____

Phone # _____ ID # _____

WELCOME TO WEST

Welcome to West Middle School. We are happy to have you as a student and hope that this Student Handbook will be a tool that you will use to help make this a great year. West is home to over 1000 students and over 100 faculty and staff members. Our school, opened in 1966, is grounded in supporting student growth in Community, Achievement, Respect, and Equity.

As a student at this school, you will be expected to know and understand the information included in this handbook and to follow the rules that are established for the welfare and safety of the entire student body, staff, and community. Knowing and understanding the rules outlined in the handbook will help you be a

successful student and community member. Items in parenthesis indicate Cherry Creek School District Policy references.

The following sections of this handbook will give guidelines and expectations to ensure each student has an engaging, successful experience at West Middle School. Please read each of these items carefully. If you or your parents have any questions, please contact our main office at 720.554.5180.

COMMUNICATION

WMS publishes the *West Wildcat News* via email every two weeks, which contains critical information that you and your parents should read.

THE SCHOOL DAY

Our school day begins at 8:50 a.m. and ends at 3:45 p.m. The building opens at 8:00 a.m. for a supervised study hall. Students eating breakfast may enter the cafeteria at 8:35 a.m. Students may access lockers/hallways starting at 8:40 a.m. We are a closed campus. Each school day has 4 core classes, 2 elective classes, an ACCESS period to support student growth, and lunch. After school activities and sports are available each week on Monday, Tuesday, Wednesday and Thursday. An after school tutoring session for all grades will be available after school Monday-Thursday. Additional academic support will also be available each week through pre-scheduled times with teachers. If you are involved in any of these, you are expected to be at that activity with a school staff member by 3:55 pm. Late buses leave at 4:45 p.m.

All students must be picked up from campus by 4:45pm. Monday, Tuesday, Wednesday and Thursday as staff is not available to supervise students after that time. On Fridays, students must be picked up by 4:00pm. It is the parents' responsibility to make alternative arrangements for walking, riding the bus, etc. if they cannot pick up their student by the designated time. If you wish to ride the bus home with another student, please see the instructions on page 8.

ATTENDANCE

The Colorado School Attendance Law states that it is the obligation of every parent to ensure that a child under the parent's care and supervision receives adequate education. Attendance of students at school has a direct relationship to their performance in class. A student who accumulates four days of unexcused absences from public school in any one month, or ten days of unexcused absences from public school during any one year is defined in statute as "habitually truant," and therefore subject to sanctions under the law. These sanctions may be applied to the student and the parent(s)/guardian(s).

ATTENDANCE LINE

When you are absent from school, your parent/guardian should call the Attendance line at **720.554.5110 (last name begins with A-L) or 720.554.5111 (last name begins with M-Z)** to report the absence prior to 9:30 a.m. on the day of the absence. Parents should be prepared to give the following information: the date, the student's name, grade of student, your relationship to the student, and the reason for the absence or tardy, and the length of absence if known.

SCHOOL CLOSURE AND DELAYED SCHEDULE

The Cherry Creek School District administration will announce cancellation or delayed schedule of all schools over major local radio and television stations, the CCSD snow line at 720.554.4701, and the

district website at www.cherrycreekschools.org. School delays or cancellations will be announced as Cherry Creek District #5. When early morning conditions are not deemed serious enough to close school but are likely to cause delays, a Delayed Start may be announced. For middle schools, the starting time and bus pick-up will be delayed by 90 minutes. See the WMS website for the Delayed Start schedule for 24-25.

EXCUSED ABSENCE

Provisions of Colorado Law and School Board Policy permit excused absences. Should it be necessary for you to be absent from school for the following reasons, your absences will be excused, provided the parent/guardian has notified the school with the above referenced information. Ten or more excused absences may result in an attendance letter of concern being sent. Additional concerns may result in a doctor's note requirement for all absences.

Possible Excused Absence Reasons May Include

1. A temporary illness or injury
2. Absence for an extended period due to physical, mental or emotional disability
3. Observance of an established religious holiday
4. Death of an immediate family member
5. Absence while attending an approved school sponsored activity
6. Mandatory court appearance

PRE-APPROVED ABSENCES AND EXTENDED ABSENCES

If you plan to be absent for more than 2 days in a row due to a vacation, family activity, or other events, you must submit a Notification of Planned Absence form, located in the counseling office. Once the form is completed, it will be shared with appropriate staff to facilitate your absence and return to school. It is your responsibility to get the assignments and have them completed according to the Make-up Work guidelines, explained on page 9.

Colorado State Law requires that all students must attend school until the age of 17. The Cherry Creek District calendar provides four vacation periods: Fall break, Thanksgiving vacation, Winter break, and Spring break. We ask parents to please arrange their vacations to correspond with these times.

EARLY DISMISSAL

If you need to be dismissed early from school, you must bring a parent-signed note to the Security desk prior to the absence. The note must include your name, date, duration and reason for the absence. You will be issued a pass to leave class at the appropriate time to meet your parent at the front Security desk. A parent can also phone in a request for early pick up by contacting the Security office at 720.554.5174. **Anyone who picks up a student from school early must present a photo ID and must be listed on the student's PowerSchool emergency contacts.**

TARDIES

You are expected to arrive on time to each class and with all appropriate class materials. If you are not on time and prepared for class, you will receive a consequence from your teachers and/or the Dean's office.

Tardy Consequences - Per Quarter:

- **1st and 2nd Tardy - Teacher conversation with the student**
- **3rd Tardy - Parent notification from teacher**
- **4th Tardy - Referral to the Dean of Students**

UNEXCUSED ABSENCE/TRUANCY

All absences not described in the previous list are considered unexcused. Absences due to such occurrences as oversleeping or missing the bus will be unexcused. West Middle School Administration will make the final determination as to whether an absence is excused or unexcused.

If you are absent without parental consent, your absence is unexcused. Your Dean will meet with you and take appropriate actions including but not limited to detention, attendance contracts, and referral to the District Student Attendance Review Board or Truancy Court.

DRESS CODE

CCSD Middle Schools promote a positive dress code where students are encouraged to wear clothing that is comfortable and appropriate for an educational environment. A common dress code cultivates a safe and disciplined learning environment, which is essential to a quality educational program.

CCSD Policy JICAB on student attire is intended to help students concentrate on schoolwork, reduce discipline problems, and promote school order and safety. It is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Clothing, accessories, paraphernalia, or body adornments **may not**:

- Be profane, obscene, lewd, suggestive, libelous, or vulgar
- Denote gang involvement
- Promote the use of drugs, tobacco, alcohol, or weapons
- Intimidate or threaten any individual or group
- Expose certain body parts (i.e. genitals, buttocks, and breasts)
- Disrupt the learning environment
- Promote any activity prohibited by the student code of conduct

Additional Clothing Guidelines include:

- Clothing shall be sufficient to conceal all undergarments at all times (undergarments are any garments that are under the exterior layer of clothing).
- Shoes must be worn at all times.
- Accessories that could be considered dangerous or could be used as a weapon may not be worn at school.

If clothing or accessories are inappropriate, disruptive, or outside the expectations, students will be asked to change, parents will be contacted and/or other disciplinary consequences may take place.

LIBRARY

Many books are available for check out as audio books, as well as with Spanish translation. Library hours will be posted each week on the library doors.

Expectations:

- All students must have a student ID to borrow materials. Students may not use another student's ID to borrow materials.

- The loan period for materials is two weeks. You may renew items for an additional two weeks.
- Students may have up to three items checked out.
- Borrowing privileges are suspended if students have overdue materials or unpaid fees.
- There are no fines for overdue materials. Materials that are overdue at the end of each quarter will be marked as lost and students will be charged the replacement cost. Lost book fines will be placed in PowerSchool and notices will be sent home with students.
- Students will be charged the replacement cost for damage to materials beyond normal wear and tear.

Please visit the library website at www.ccwest library.com for information about digital devices available for checkout.

REPORT CARDS AND PROGRESS REPORTS

Our academic calendar is divided into 2 semesters of 18 weeks each, with each semester then divided into 2 quarters of 9 weeks each. At the end of each quarter, parents will receive email notification that final quarter grades are ready for viewing. All report cards, including the end of the year report card, will be shared with parents in this way. You and your parents may access your grades at any time through the PowerSchool system. Your PowerSchool username is your Cherry Creek username and the password is created by the student. Grades in PowerSchool are finalized on a quarterly basis. They are not averaged into semester grades.

POWERSCHOOL

PowerSchool is a web-based student information system that provides real-time information to school administrators, teachers, parents, and students. The information is encrypted for privacy. A grade history can be checked by logging into PowerSchool using a unique Parent/student user ID and password. Parents who already have logins from last year will continue to use the same login. Printed grade progress reports are available by request to parents and guardians without Internet access.

REPORT CARD SCHEDULE			
	Start Date	End Date	Report Cards for Viewing in P/S
Q1	Aug 12, 2024	Oct 11, 2024	Oct 25,, 2024
Q2	Oct 21, 2024	Dec 20, 2024	Jan 10, 2025
Q3	Jan 7, 2025	Mar 14, 2025	Mar 28, 2025
Q4	Mar 24, 2025	May 23, 2025	May 30, 2025

HONOR ROLL

Any student who earns a 3.75 or higher Grade Point Average at the end of the first, second, and/or third quarter will receive an Honor Roll certificate.

RECOGNITION NIGHT

Students who have excelled or made growth in our CARE motto areas throughout the year may be invited to Recognition Night in the spring. More information will be shared with those selected for these awards.

HOMEWORK

See [CCSD Board Policy IKB](#) for more information regarding homework.

MAKE-UP ASSIGNMENTS

For each absence, two days are given to complete missing work. If an assignment is due on a day on which you are absent, the assignment is due immediately upon your return to school. It is the student's responsibility to check in with teachers and collect missing work upon return from an absence.

MISSING ASSIGNMENTS

Check PowerSchool to verify each assignment has been graded and recorded. If an assignment is missing, check in with the teacher. Assignments turned in late will be graded and entered at the teacher's discretion, and per the class syllabus.

SCHOOLGY

Schoology is the Learning Management System (LMS) that the Cherry Creek School District uses to provide teachers a space to post Week at a Glance, homework, brief descriptions of units of study, instructional materials, and current assignments. Students and parents/guardians may log into the application through my.cherrycreekschools.org with their credentials.

SCHEDULE CHANGE PROCESS

Our course schedule is based on student enrollment choices and space available. Schedule changes are rare. Adjustments are done under specific conditions and generally occur at quarter or semester breaks. There is a process through our Counseling Office to initiate a conversation for a schedule change. We will not accommodate requests to change lunches (7th and 8th grade) based on preference. Each request is evaluated on a case by case basis.

Reasons to consider a schedule change include:

- If a student has a specialized plan and the interdisciplinary decision-making team determines the student would benefit from a class in one of those programs
- You have a medical issue that requires a schedule change
- There is a course change initiated by the school to reduce class size or to solve a schedule conflict
- There is a need to adjust academic level

CCSD ISSUED DEVICES

Students are assigned a CCSD device and charger and are responsible for bringing them to school each day and for keeping them in good working condition. The parent and student will be personally responsible for any intentional damage to or loss of the device - on or off school property. For more information visit [Student Device FAQ \(https://www.cherrycreekschools.org/Page/13750\)](https://www.cherrycreekschools.org/Page/13750) and [Technology Home Use Expectations \(https://www.cherrycreekschools.org/Page/13751\)](https://www.cherrycreekschools.org/Page/13751)

SCHOOL BUSES

All students are issued a Ride 360 RFID bus card to use for daily transportation, field trips, activities, and special events. The card is scanned any time a student gets on or off a bus. Students who have a walking distance beyond 1½ miles from home to school qualify for transportation. It is the responsibility of all students on the bus to help ensure each other's safety and compliance with the [rules](#) on the bus and at bus stops is expected. Infractions of the rules can result in disciplinary action, which may include

suspension of bus privileges. For more information visit [Ride 360](#) (<https://www.cherrycreekschools.org/Page/14451>) or call Transportation at 720-554-4650.

LATE BUSES

Late buses are provided for students who are eligible for transportation from the district, but stay after school for a club, sport, or an appointment with a teacher. Late buses leave the school promptly on Monday through Thursday at 4:45 p.m.

REQUESTS TO RIDE A DIFFERENT BUS

Students may only ride buses they are not assigned to in cases of emergency. Parents/Guardians must make a request in writing, and the request must be approved by the Campus Administrator or Dean and CCSD Transportation. If the request is approved, the student needs to show the form to the driver prior to departure.

STUDENT DROP OFF & PICK UP

Drop off and pick up lines are located on the east side of the building and the southeast parking lot. Entry in the bus loop and stopping for drop off or pick up on Holly Street, in either direction, is prohibited. Violators may be ticketed by local law enforcement.

BICYCLES, SCOOTERS, SKATEBOARDS, ROLLERBLADES, ROLLER SHOES AND SCOOTERS

Bikers and riders are encouraged to wear a helmet and to ride safely and in a courteous manner. Bicycles and scooters must be walked on school property and shall be locked in the bike rack area. The school assumes no responsibility for theft or damage to bicycles or scooters and does not provide locks to students. Bicycles and scooters are not allowed on school buses.

SKATEBOARDS, ROLLERBLADES AND ROLLER SHOES

Skateboards, roller blades and roller shoes may not be used on school property and must be left in your locker or the security area during the school day. The school assumes no responsibility for theft of, damage to, or injuries from skateboards, rollerblades or roller shoes. Skateboards, rollerblades and roller shoes are not allowed on school buses.

GENERAL SAFETY

Use caution when walking outside the school building. Utilize sidewalks and crosswalks. Drop-offs on Holly St. are not permitted, instead utilize a school drop-off loop or the parking lot east of Holly St.

CAFETERIA

The cafeteria opens at 8:35am for breakfast. Breakfast and lunch are free for students. Menus and payment options are found online at [LINQ Connect](#). For more information visit the [Food and Nutrition](#) page (<https://www.cherrycreekschools.org/Page/4035>)

WEATHER

Students will go outside after lunch if the temperature is above 20°F. If the temperature falls below 20°F, students will be allowed entry into the building prior to 8:50am. At lunch, students will remain in the cafeteria for the duration of the lunch period. Please dress accordingly for the weather.

ATHLETICS

West participates in the following sports: Coed Track, Boys' and Girls' Basketball, Coed Wrestling, and Girls' Volleyball. All athletes need to complete an Athletics Emergency Card, pay the athletic fee

associated with the sport*, and adhere to the athletic code of conduct. For more information about fees and schedules, please visit the [WMS Athletic Website \(https://www.cherrycreekschools.org/domain/5177\)](https://www.cherrycreekschools.org/domain/5177).

*Scholarships are available to families in need. Contact the Athletic Director for more information.

CLUBS AND ACTIVITIES

Clubs and afterschool activities are offered Monday through Friday from 3:40pm - 4:45pm. Late buses are available to students who are eligible for CCSD transportation. For more information on offerings and schedules, visit the [Clubs and Activities](https://www.cherrycreekschools.org/domain/5104) page (<https://www.cherrycreekschools.org/domain/5104>)

HEALTH AND SAFETY

ILLNESS AND ACCIDENTS

Our school is staffed with a registered nurse or delegated staff daily. Unless it is an emergency, students will need a pass from their teacher to visit the clinic. The school nurse/delegated personnel will evaluate the student and contact parents/guardians when necessary. When students are ill at school, they must go through the clinic to contact parents/guardians and go home. Parents/guardians are encouraged to follow the Colorado Department of Public Health and Environment *How Sick is Too Sick* guidelines.

IMMUNIZATIONS

Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent, unless a Certificate of Exemption is filed. Your child may be excluded if their school does not have an up-to-date Certificate of Immunization, Certificate of Exemption, or an in-process plan on file for your child. If someone is sick or there is an outbreak of a vaccine-preventable disease at your child's school, and your child has not received the vaccine for that disease, they may be excluded from school activities.

MEDICATION

Students are not allowed to carry any medication on their person at school, with the exception of a student with a self-carry agreement who is able to do so determined by the physician, parents/guardians, and school nurse. Students may receive over the counter (OTC) medication in the clinic as needed if their parent/guardian provided permission in PowerSchool parent forms. The approval must be completed online by the parent/guardian and renewed annually. OTC approval can be updated by clinic staff with written parent approval. Prescription medication (including epi pens and inhalers) may only be given at school if it is brought to the clinic in its original container, accompanied by a "Consent for Prescription/Homeopathic Medication at School" form or specific condition action plan. The required forms must be signed by both the student's physician and parent/guardian and are available online and in the clinic. Consent for prescription medication forms and action plans expire twelve months after the medical provider's date signed.

ALLERGIES

Some students at West may suffer from life-threatening food allergies. Cherry Creek is an allergy aware school district. Please be sensitive to these precautions when sending food to school and communicate any student needs with the clinic.

ENERGY DRINKS

The amount of sugar and caffeine in energy drinks can cause serious health problems for individuals. As a result, energy drinks are strictly prohibited at all times on school grounds.

MISCELLANEOUS INFORMATION

LOCKS AND LOCKERS (JIH)

Locker use is an option. You will be issued a locker and can use it, if needed, at specific times between classes. There will be no decorations on the exterior of the lockers. See [CCSD Board Policy JIH](#) for more information regarding locker expectations and searches.

West Middle School or Cherry Creek Schools are not responsible for any items lost or stolen from lockers.

STUDENT ID CARDS

You will be issued a student ID card. ID cards should be carried at all times. ID cards will be required for entry into school events, purchasing lunch, and checking out library books. If you lose your student ID, you may purchase another one for \$5.00 in the Main Office.

LOST AND FOUND

WMS is not liable for damage/theft/loss of personal property. Items picked up at the end of each day are brought to the Lost and Found area in the cafeteria. Electronic devices and/or money should be taken to the Deans' Office or Security. Unclaimed items are cleaned and donated at the end of each month.

VISITORS TO WEST

All parents/visitors will check-in at the front security desk with a valid Driver's license or other form of ID when arriving at West. Parents who would like to meet with teachers or visit classrooms should contact the classroom teacher and allow 24 hours for a response to then set up an appointment.

Visitation and "shadowing experiences" by young relatives, students from other schools, or friends are not allowed.

MESSAGE AND DELIVERIES

Only urgent messages will be delivered to students while in class. Messages about after school pick up, deliveries, and communication from parents will be kept at the security office.

FOOD DELIVERY SERVICES

There will be no outside entities delivering food to students during lunch time (Uber Eats, Door Dash, etc.). This is due to the safety concerns these deliveries cause, including having unknown adults on our campus for deliveries, students attempting to meet unknown adults for deliveries at unsupervised exits, as well as the unnecessary added strain this puts on our WMS Security staff. Parents and Guardians listed in PowerSchool can bring their child lunch during their assigned lunch period. Students will only be allowed to get food and drink drop offs during their assigned lunch period. WMS provides nutritious food choices for students for breakfast and lunch, as well as microwaves for students to warm their lunch from home.

USE OF VIDEO CAMERA TO MONITOR STUDENT BEHAVIOR

See [CCSD School Board Policy JICA](#) regarding information on guidelines and use of video cameras.

EMERGENCY PROCEDURES

West Middle School is required by law to conduct emergency drills. We work closely with district security leaders and the Greenwood Village Police Department. Scheduled practices allow us to develop an orderly process for our potential emergencies (Hold, Secure, Shelter, Lockdown, Evacuate). All drills are treated as if there were an actual emergency. West Middle School takes these opportunities seriously and all behavioral expectations must be met to ensure student and staff safety. Follow the instructions posted in each room or those given by teachers or emergency personnel.

POLICE CONTACT

West Middle School works closely with local authorities to maintain a safe and secure learning environment. The Greenwood Village Police Department regularly assigns a School Resource Officer (SRO) to assist the staff with legal issues, complaints, questions, and concerns. Our partnership expands to classroom presentations, traffic assistance, bike safety, emergency planning, and working with canines and canine handlers to promote a safe and drug-free environment. Students who violate local, state, or federal laws are subject to police contact. Instances where an officer needs to speak to a student will include guardian notification first.

CHERRY CREEK SCHOOL DISTRICT STUDENT CONDUCT POLICIES

STUDENT CONDUCT (JIC)

Students are expected to know and follow the conduct code of the Cherry Creek School District, which is supported by the state laws. Violation of these policies will lead to disciplinary action and consequences established by the Cherry Creek School District, state law, and building policy. All information contained here is a brief summary of district policy. Please refer to the [Student Conduct and Discipline, Rights and Responsibilities](#) handbook for a comprehensive description of each policy. <https://www.cherrycreekschools.org/Page/4104>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act, 20 USC 1232(g), ("FERPA") affords parents and students 18 years and older ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within three working days after the day the district receives a request for access.
2. The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Under FERPA, the school district may disclose directory information without the written consent of the parent/ guardian or eligible student. Directory information which may be released may include the

student's name, date, and place of birth; major field of study; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degree and awards received; and the most recent and previous education agency or institution attended by the student. Telephone numbers and addresses of current students will not be disclosed pursuant to Colorado law. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of information provided if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

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 is: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

District [Policy JRC](#), *Student Records/Release of Information on Students*, explains the rights and responsibilities pursuant to the release of student records. Copies of this policy are available at the individual schools, on the district website at <http://www.cherrycreekschools.org>, or at the Cherry Creek School District Educational Services Center, 4700 S. Yosemite St., Englewood, CO 80111.

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES (JICJ)

West Middle School recognizes that Electronic Communication Devices (ECDs) can be valuable instructional tools and enhance student learning. An ECD is any telecommunication device that can include cell phones, iPods/MP3 players, laptops, iPads (or other tablet devices), e-readers, or electronic games. Students are allowed to have ECDs during school for academic purposes only. Students are expected to use ECDs appropriately in the educational setting and in accordance with applicable Board Policies, including but not limited to [CCSD Board Policy JICJ](#) and [Board Policy JS](#). Students are allowed to access the wireless network at West Middle School with their personally owned ECDs.

APPROPRIATE USE OF ECDS

The only requirement for students to have an Electronic Communication Device (ECD) at school is their School District Issued Laptop and if families decide to send their student(s) to school with a personal device, they are expected to use ECDs responsibly and correctly at all times. Examples of responsible use may include but are not limited to the following:

- Reading, note-taking, research, calendar-entry
- Using a calculator feature when approved by the teacher
- Listening to music while working when approved by the teacher
- Using an instructionally appropriate application or feature
- Allowed in classrooms with teacher permission
- Texting a parent before school or after school
- Working on homework with teacher permission

Teachers will utilize signage to deliver expectations in each class (All devices allowed, computers only, or no devices). Failure to adhere to the policies and procedures regarding appropriate ECD use will result in disciplinary consequences. Disciplinary consequences are cumulative during the school year.

When in school, students should keep ECDs on silent mode and out of sight at all times unless specifically requested by a teacher.

COMMUNICATION WITH PARENTS

It is understood that many students come to school with cell phones and other ECDs. **Under normal circumstances, it is expected that students should only text parents and make calls before 8:50 am and after 3:45 pm.** We ask that students seek permission from a teacher in order to read a text, send a text, or make a call to parents during the school day. We appreciate your support in helping to eliminate distractions for students during school hours.

INAPPROPRIATE USE OF ECDS

Examples of inappropriate and non-academic ECD use may include but is not limited to the following:

- Accessing social media during school hours
- Sending or receiving texts during class
- Making or receiving phone calls during class
- Using cell phones in the hallways and cafeteria
- Taking pictures or using a camera-device during class when it is not part of a class assignment
- Taking pictures or using a camera-device during recess, in bathrooms, in hallways, and/or in the locker room.
- Checking the time during class (digital clocks are visible in all classrooms)
- Using an ECD to engage in scholastic dishonesty

As a safety precaution, students are **not** allowed to wear earbuds or earphones within the school unless approved by a teacher. In addition, earbuds or earphones must be kept out of sight in a locker, backpack or pocket.

MANAGEMENT AND SUPERVISION OF ECDS

- There will be **no** expectation that every student will have an ECD
- Safeguarding personal ECDs is the sole responsibility of the owner
- West Middle School is not responsible for damaged, misplaced, or stolen ECDs
- West Middle School does not provide ECD repair or technical support to devices that are not owned by CCSD
- Students will not be able to print directly from ECDs
- Any found ECD should be turned into the Dean's office immediately

Students should use district computer systems in a responsible, efficient and legal manner. No students shall access, create, transmit or forward inappropriate material or information. District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy once they have been authorized to connect to the district's electronic network.

VIOLENT AND AGGRESSIVE BEHAVIOR (JICDA, JICDB, ACC-R)

It shall be a violation of this policy for any student or staff member to inflict, threaten to inflict or attempt to inflict violence upon any other student or staff member while in the school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property. An act of violence and aggression is any expression, direct or indirect, verbal or behavior, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and probability of harm or injury. See CCSD School Board Policies [JICDA](#), [JICDB](#), and [ACC-R](#) for more information.

VERBAL OR PHYSICAL ABUSE OF ANOTHER PERSON (ACC-R)

Under no circumstances will a verbal or physical attack be tolerated. This includes racial/ethnic comments, harassment, or any form of intimidation. See [CCSD School Board Policy ACC-R](#) for more information.

CLASSROOM DISRUPTION (JIC, JICDA)

Students are expected to behave in such a way that their presence does not detract from their own education or the education of others. Students are expected to comply with all school and classroom rules.

BEHAVIOR OFF SCHOOL GROUNDS (JICDA)

Be aware that behavior students engage in off school property can lead to consequences at school.

See [CCSD School Board Policy JICDA](#) regarding what locations can lead to disciplinary action.

WEAPONS (JICI, JICDB)

Possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district. Possession is defined as having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on school grounds.

The carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property or during a school sponsored activity or event is prohibited.

See [CCSD School Board Policy JICI](#) for more information.

DRUGS, ALCOHOL, AND/OR TOBACCO POSSESSION/USE (JICH, JICHA, JICH-R)

It shall be a violation of Board policy for any student to use, possess, distribute, dispense, sell, procure, give or exchange or to be under the influence of alcohol, drugs or other controlled substances, or to have drug paraphernalia on Cherry Creek School District property.

See CCSD School Board Policy [JICH](#), [JICHA](#) and [JICH-R](#) for more information.

DRUG AND TOBACCO FREE SCHOOLS (CANINE SEARCH) (ADC)

Throughout the school year, in conjunction with the Arapahoe County Sheriff's Department, West Middle School Administration may conduct periodic hallway and locker searches using trained canines. Our proactive approach is a preventative measure that discourages possession, use, and distribution of controlled substances as defined by police and law.

See [CCSD School Board Policy ADC](#) for more information.

GANG/SECRET SOCIETY RELATED BEHAVIOR (JICF, JIC)

The presence of any apparel, jewelry, accessories, notebook, graffiti, language, hand signals or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute which denotes membership in gangs is strictly prohibited on Cherry Creek School District property or at school sanctioned events. Consequences may involve suspension, expulsion, and/or police contact.

HARASSMENT AND NON-DISCRIMINATION (AC)

The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, disability, or need for special education services.

SEXUAL HARASSMENT (AC-R-2)

It shall be considered a violation of policy for any staff member to harass students or for students to harass other students through conduct or communication of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development
- Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment

Please see [CCSD Board Policy AC-R-2](#) for the definition of Sexual Harassment. Violation of this policy may result in suspension, expulsion, and/or police contact. Students should report any incidents of harassment to the Dean's office.

NON-DISCRIMINATION ON THE BASIS OF ETHNICITY AND RACE (AC-R-6)

It shall be a violation of Board policy as well as state law for any staff member or student to harass or intimidate any other staff member or student because of that person's race, color, religion, ancestry, or national origin. Individuals or groups are in violation of this policy if, on school grounds, at school-sanctioned activities, or in vehicles dispatched by the District:

Please see [CCSD Board Policy AC-R-6](#) for definitions and examples of discrimination on the basis of ethnicity and race.

THEFT (JICDA)

No person may take or destroy personal or public property. Consequences will involve restitution and/or community service and may involve suspension and police contact. Students are advised not to bring valuables or large sums of money to school as we assume no liability for lost, stolen, or destroyed items. Please see [CCSD Board Policy JICDA](#) for more information.

VANDALISM (JICDA)

No form of vandalism will be permitted against school property or school personnel property. Consequences for any form of vandalism may involve restitution, community service, suspension, police contact, and/or expulsion. Please see [CCSD Board Policy JICDA](#) for more information.

USE OF THE INTERNET AND ELECTRONIC COMMUNICATION (JS)

Students should use district computer systems in a responsible, efficient, and legal manner. No students shall access, create, transmit, retransmit or forward inappropriate material or information. District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications.

SCHOLASTIC DISHONESTY (JICDA)

Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person or artificial intelligence (A.I.) in preparing written work, is not allowed at West Middle School. Violations may include an academic penalty, detention, conference with parents, and/or suspension.

DISCIPLINE AND CONSEQUENCES

If your behavior is contrary to school/district policy, you will be subject to disciplinary action. These disciplinary actions may include the loss of certain privileges, detention (after-school, lunch), out-of-school suspension, and expulsion. In situations where you face one of these disciplinary actions, you have a right to due process.

Due process means that each student has several rights when faced with disciplinary action. First of all, you have the right to make a written statement concerning an event that has taken place. This statement is most often written on a "Student Statement Form". Your side of any situation will be heard fairly by your Dean and any decisions reached may be appealed. Special Education students have additional rights as stipulated by their Individual Educational Plan.

DETENTIONS

A Dean may assign after school or lunch detention. **After School detention is held from 3:55 p.m. to 4:45 p.m.** Lunch detention is held during lunch and recess. If detention is not completed appropriately, additional consequences may be assigned.

SUSPENSION

Out of school suspension always requires parental notification, parent pick-up, and a re-entry conference with you, your parent or guardian, the Dean, and the Special Education case manager (if applicable). You may not be on any CCSD property or attend school sponsored events while suspended.

West Middle School administration reserves the right to add, delete, and or modify school rules and processes as needed throughout the year whether these are explicitly communicated in the handbook or not.

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