

Main Office 391-3295

Attendance Office 391-3300

# JANITELL JUNIOR HIGH SCHOOL

7635 Fountain Mesa Road  
Fountain, CO 80817

Sean McCune, Principal  
Josh Tutje, Assistant Principal  
Susan Mendonca, Dean of Students

## 2020-2021 School Year Student/Parent Handbook

This Organizer Belongs To:

Student Name \_\_\_\_\_

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Student Name \_\_\_\_\_

## 2020-2021 Janitell Hall Passes

### Quarter 1

	Pass 1	Pass 2	Pass 3	Pass 4
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				
Period 7				

### Quarter 2

	Pass 1	Pass 2	Pass 3	Pass 4
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				
Period 7				

### Quarter 3

	Pass 1	Pass 2	Pass 3	Pass 4
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				
Period 7				

### Quarter 4

	Pass 1	Pass 2	Pass 3	Pass 4
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				
Period 7				

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass in their possession. Each student is allowed four hall passes per class per quarter. They can be used for the bathroom, library, or going to their lockers.

## **WIDEFIELD SCHOOL DISTRICT 3**

### **Board of Education**

Mrs. Charron Schoenberger, President  
Mrs. Susan Graham, Vice President  
Mrs. Theresa Watson, Treasurer  
Mr. Neil Nelson, Member  
Mr. Carlos Gonzalez, Jr., Member

The Board meets on the third Thursday of each month at 7:00 p.m. in the Board Room of the District Administration Building, 1820 Main Street, Colorado Springs, Colorado 80911. The public is welcome to attend.

### **District Administrative Staff**

Mr. Scott Campbell, Superintendent of Schools  
Mr. Joe Garrett, Assistant Superintendent  
Mrs. Connie Florell, Assistant Superintendent  
Mr. Kirk Vsetecka, Executive Director of Human Resources  
Ms. Jennifer Sanchez-Mason, Assistant Director of Human Resources  
Mr. Paul MacRenato, Assistant Director of Literacy and Student Learning  
Mr. Terry Kimber, Director of Finance and Business Services  
Ms. Kirsten Toy, Executive Director of Assessments and Information  
Mr. Eric Hulen, Director of Community Education & Recreation Services  
Mr. Dennis Neal, Director of Facilities  
Ms. Lisa Humberd, Director of Special Education  
Mr. Carlos Lopez, Director of Technology/Information Systems  
Ms. Samantha Briggs, Public Information Officer  
Mr. Kevin Duren, Executive Director of Secondary Student Learning and Math Achievement

### **Equal Opportunity/Non-Discrimination**

Widefield School District #3 complies with all state and federal regulations prohibiting discrimination on the basis of race, color, national origin, creed, religion, age, sex, and handicap. Inquiries concerning the application of Title IX, section 504 or Title VI may be referred to Widefield School District's Affirmative Action Officer, 1820 Main Street, Colorado Springs, CO 80911 or to the Regional Director of Education, Office of Civil Rights, 1961 Stout Street, Denver, CO 80294. Widefield School District #3 is an Equal Opportunity Employer.

## **WIDEFIELD SCHOOL DISTRICT 3 MISSION STATEMENT**

**Work toward high standards of excellence**  
**Instill pride and self-esteem**  
**Develop responsible, productive citizens for tomorrow**  
**Enhance each student's unique potential**  
**Foster partnerships with parents and community**  
**Increase academic and interpersonal skills**  
**Encourage self-discipline**  
**Learn to appreciate differences among people and cultures**  
**Deliver high quality instructional programs**

## ACCIDENTS

The Widefield School District 3 Board of Education believes that the safety of all employees and students is of utmost importance. The prevention of injuries related to work and school is a primary goal of our district.

Safe practices are the responsibility of all employees and students at all times. Success in safety matters depends on everyone's cooperation. Everyone has the responsibility to report unsafe conditions.

**If a student is injured, it is his/her responsibility to inform a teacher or the office of the injury before the end of the day. In the event of a serious injury, all students should make it their responsibility to see that a staff member or the office is notified immediately.**

## AFTER SCHOOL ACTIVITIES

Students attending any after school activities are required to have a signed district permission slip on file. This includes homework support, school sponsored clubs, and intramurals.

## ASSEMBLIES

Students will be dismissed by each classroom teacher and brought to the assembly room in an orderly manner. After everyone is seated, students are asked to conduct themselves with respect for the performers or speakers. After the assembly, students are to remain seated until they are dismissed.

## ATHLETIC EVENTS (HOME GAMES)

Students are to sit on the north side of the bleachers. You will be expected to show good sportsmanship at all times. Students not paying attention to the game will be asked to leave. **If a student leaves the gym, they will not be readmitted to the game.** The administration of Janitell respectfully asks that family and friends refrain from bringing pets to school activities, including all outside events. **All school rules apply at athletic events.**

## ATTENDANCE

One criteria of a student's success in school is regular and punctual attendance. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's academic work, lack of social development, and academic failure. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school.

### Definition of Absence:

An absence results from non-attendance of one or more periods during the school day. The school administration will determine whether the absence is excused or unexcused. **If a student is sent to school late without a note or phone call they will be considered unexcused. It is not the responsibility of school staff to call parents to get students excused.**

**Procedure for Absence:**

Parents are to telephone the Attendance Office at 391-3300 to report a student's absence. Service is available 24 hours a day. Please call before the first day of absence. Without exception, any time a student's schedule differs from the regular bell schedule, the student **MUST SIGN OUT** and **SIGN IN** before going to class.

Upon returning to school after an absence of one day or more, the absence must be confirmed by a parent. Students must miss three days of school before homework may be requested from the attendance office.

**Procedure to Leave School:**

*The check out procedure is as follows:*

1. Parents must contact the attendance office by note or phone call.
2. The student is required to report to the office to sign out and, upon returning, sign in. Any student failing to follow the above procedures will be given an unexcused absence.

**An Excused Absence Is:**

1. A student who is temporarily ill or injured (this will include, but is not limited to physical, mental or emotional disability) or whose absence is approved by the school administrator on a prearranged basis.
2. A student who is attending any school sponsored activity with advance approval by Administration.
3. Extenuating circumstances as approved by school administration for reasons not defined above. Administration may require proof regarding absences, including written statements from suitable sources.

***Absences at the end of the semester and school year are not recommended.***

**Excused Absences:**

A student is allowed to make up all assignments if his absence is excused. After returning to school, the student is allowed two (2) school days per day missed to complete any missed assignments; **exception:**

- Work assigned prior to an absence must be completed upon returning to school.
- Any assignments not completed within the specified time will receive a grade of "F".
- Field trips are excused; however, the student is expected to get prior approval from his classroom teacher and to complete any missed assignments.
- A visit to the Counseling Center is considered excused if prior approval is obtained from the classroom teacher and that student has a pass.
- **Students may not attend activities on days they are absent from school.**
- It is not our policy to give homework in advance for students whose families choose to take vacations during the school year.

**The following are UNEXCUSED ABSENCES:**

- Car problems
- Missing the bus
- Oversleeping
- Skipping (Truancy)

- Fake notes/phone calls
- Parental failure to notify school of absence. (This must be done within 48 hours of absence.)
- Locker problems

**Consequences for Unexcused Absences:**

Conference between administrator and student. Parent/guardian notified by telephone or letter. One day of In-School Detention will be assigned. Teachers may lower the grade one letter grade for any make up work. An attendance plan may be implemented with excessive absences, either excused or unexcused, and may result in a referral to the district truancy officer.

**BACKPACKS**

Backpacks are only allowed to be carried to and from school. While at school, all backpacks must remain in your locker. You will be allowed to return to your locker at the end of each class period to pick up materials.

**BICYCLES, MOTORBIKES, AND SKATEBOARDS**

Students are required to park and lock their bicycles, skateboards, or scooters in the bicycle compound. Please do not ride bicycles, skateboards, or scooters on school property. Students are responsible for locking up their bicycles, skateboards, or scooters during the school day to ensure their safe keeping. Students are not allowed to ride motorized vehicles to school.

**BULLYING PREVENTION AND EDUCATION**

The Board of Education supports a secure school climate. The purpose of this policy is to create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical or electronic act or gesture, or a pattern thereof that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.

Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state laws (C.R.S. 22-32-109 (1)(II)(I)).

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying is subject to appropriate disciplinary action including (but not limited to) detention, loss of privilege, in-school detention, change in placement, out-of-school suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

The Superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying will not be tolerated.

2. To train staff and students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through interventions such as re-education regarding acceptable behavior, discussions, counseling, and appropriate consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

## **BUSES**

It is important that students be transported under safe conditions. **Willful violation of safety rules shall be sufficient cause for a student's privilege of being transported to and from school by school bus to be revoked. Bus transportation is not a required service by law and is provided as an option by the local school board.** Full cooperation is expected from those who benefit from this service.

### Bus Rider Rules and Regulations:

1. Only students who are assigned to a bus may ride that bus.
2. Students must be 5 minutes early at the designated school bus stop.
3. For safety reasons, students must stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner and should be respectful of private property while waiting for the bus.
4. Students should wait until the bus has come to a complete stop before approaching to load the bus. A safe distance would be to wait approximately six feet away from the side of the bus or on the curb.
5. Students must be careful when moving toward the bus. Pushing and shoving may lead to a serious accident.
6. Students may **NOT** transport pets or large objects on the bus.

### While on the Bus:

1. For safety reasons, students must keep their hands, arms, head, etc., inside the bus at all times after entering and until leaving the bus. Permission must be asked of the driver to open windows or doors.
2. No food or drink will be permitted on the bus.
3. Smoking is prohibited.
4. Students are expected to assist the driver with keeping the bus safe and sanitary.
5. Loud talking, laughing, or screaming causes confusion, diverts the driver's attention, and could result in a serious accident.
6. Students must treat the bus equipment as valuable furniture. Defacement of school district property will result in disciplinary action and notification of law enforcement authorities.
7. Bus riders should never tamper with the bus or any of its equipment.



8. Students must keep the bus aisle clear at all times. Everything brought on the bus should be kept on laps or under the seat.
9. For safety reasons, no animals, matches, weapons, tools, controlled substances, or hazardous materials, etc., will be permitted on the bus.
10. Drivers are not responsible for any articles left on the bus.
11. Students are expected to help look after the safety and comfort of fellow passengers, especially smaller children.
12. Wastebaskets are provided on each bus, so please do not throw away anything inside the bus or out of the bus window.
13. Students shall remain seated with backs against the seat. Standing is permitted only when loading or unloading at the student's designated bus stop. **The bus driver is permitted to assign seats.**
14. Horseplay is not permitted on or around the bus for safety reasons.
15. Bus riders should be courteous to the bus driver, assistant, and each other. Discourteous, disrespectful behavior will not be tolerated.
16. Riders are expected to be courteous to people outside of the bus. Obscene or antagonistic gesturing will not be tolerated.
17. Students must be quiet when approaching a railroad crossing.
18. In case of emergency, students should remain on the bus unless directed by the driver to evacuate. During evacuations, students must remain in the immediate area and comply with the directions of the bus driver. Drills are designed to ensure safety in the event of an emergency.
19. Use of any electronic device is not allowed on the bus.

#### After Leaving the Bus:

1. When leaving the bus to cross the street, students must pass only in front of the bus (**10 feet in front**). Students must be sure to look both ways and watch and listen for the driver to signal danger. **Students may never cross behind the bus.**
2. The driver will not willingly discharge riders at places other than the regular bus stop without authorization from the transportation supervisor.

#### Extracurricular Trips:

1. The above rules and regulations apply to day school-related trips.
2. Students shall respect the wishes of the chaperon.

### **CHILD ABUSE AND/OR NEGLECT**

A Colorado Statute (19-10-102 to 115) requires the reporting of these cases to the appropriate county department or local law enforcement agency. In the new child abuse bill enacted in the 1976 session, the "school official or school employee" is listed as one of the persons required to report abuse or neglect. **(Board Policy JLF)**

### **CLASS REQUIREMENTS**

All students are expected to come to class prepared and ready to work. While each class may have slightly different requirements, the students will normally be expected to bring paper, pencil or pen, Student Handbook/Assignment Notebook and his/her textbook. Failure to bring appropriate materials will result in disciplinary action to include parent contact, teacher detention, and administrative detention or in school detention.

## **CLOSED CAMPUS**

All school campuses in Widefield School District #3 are “closed campuses”. Students are restricted from leaving campus during the school day, including lunchtime, without permission of school authorities and parents/guardians.

All visitors are required to show ID sign in and receive a visitor’s pass at the main office. The procedure ensures the security and safety of students and staff.

## **CONDUCT/DISCIPLINE CODE**

*The following is a summary of the Widefield School District Student Conduct and Discipline Code. This code applies in all schools within our school district. It combines present school board policies on discipline with new discipline laws passed by the Legislature.*

**The following six areas should be included in information given to each student:**

- 1) General conduct and discipline code
- 2) Disruptive student policy
- 3) General procedures
- 4) Remedial discipline plan
- 5) Gang-related activities policy
- 6) Physical intervention policy.

***Each school may have additional building procedures beyond those listed in the Board of Education policies.***

## **SUMMARY STUDENT CONDUCT AND DISCIPLINE CODE FROM COLORADO SCHOOL LAW AND DISTRICT POLICY**

### **I. Philosophy**

In accordance with state law, the General Assembly finds and declares that every student in a public school in this state has the right to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption...and that every student is expected to follow accepted rules of conduct and to show respect for and to obey the persons in authority in the school...and that certain behavior, especially behavior that disrupts the classroom, is unacceptable from a student and may result in disciplinary action being taken against the student. **(Colorado Revised Statutes, C.R.S., 22-32-109.1)**

### **II. Student Conduct and Discipline Code**

While in school buildings, on school grounds, in school vehicles, during a school-sponsored activity, or whenever there is a direct or indirect effect on school programs or school personnel, and in certain cases when the behavior occurs off school property, the principal or designee may initiate disciplinary action, including but not limited to suspension or expulsion, against a student who improperly engages in one or more of the following activities:

1. Causing or attempting to cause damage to school property or attempting to steal school property.
2. Causing or attempting to cause damage to private property or attempting to steal private property.

3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs or derogatory statements addressed publicly to others that may precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of the district's policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of district policy or building regulations.
10. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
11. Violation of the district's alcohol/drug abuse policy.
12. Violation of the district's violent and aggressive behavior policy.
13. Violation of the district's tobacco-free schools policy.
14. Violation of the district's policy on sexual harassment.
15. Violation of the district's policy on non-discrimination.
16. Violation of the district's dress code policy.
17. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
18. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
19. Lying or giving false information, either verbally or in writing, to a school employee.
20. Scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
21. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
22. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
23. Repeated interference with the school's ability to provide educational opportunities to other students;
24. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff. **(Board Policy JICDA)**

Other factors may be considered in determining appropriate discipline when a student is harmed or injured. These factors may include, but shall not be limited to, the following: 1) victim less able to protect himself/herself; 2) victim less able to understand what was happening to him/her; 3) number of students involved with the victim; 4) victim less able to seek assistance because of surprise or location; or

5) other similar factors. All of the factors in this paragraph shall be grounds for a more severe disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

### **III. Student Discipline Procedures**

#### **A. Disciplinary Action**

Disciplinary action may result in but may not be limited to the following: 1) warning; 2) loss of privilege; 3) in-house suspension/detention; 4) detention; 5) suspension; 6) transfer to another school in district; 7) transfer to another class; 8) home instruction; 9) assistance from outside agency; 10) expulsion; 11) Remedial Discipline Plan; or 12) Alternative Education Program. The choice among the above disciplinary, preventive, and/or corrective measures in each case is discretionary with the school district and will be made by the appropriate school official based on the circumstances of a given situation. **(Board Procedure JK-R)**

#### **B. Remedial Discipline Plan**

The principal may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. To develop the plan, the principal will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan may include incentives and consequences, and may be written in the form of a contract which the student and the parent/guardian will sign and date. **(Board Procedure JK-R)**

#### **C. Habitually Disruptive Students**

A student will be declared "habitually disruptive" if suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds or at school activities or events. After appropriate notification of the student and the parent/guardian, district procedures for expulsion will be initiated when the student is suspended for the third time. **(Board Procedure JK-R)**

#### **D. Disciplinary Removal from the Classroom**

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the code of conduct and any other classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or other disciplinary action. **(Board Policy JKBA)**

#### **E. Student Dress Code**

District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Any student deemed in violation of the dress code shall be required to change into appropriate clothing and may also be subject to other disciplinary action as outlined in the school discipline code. Building principals may develop and adopt school-specific dress codes that are consistent with this policy. **(Board Policy JICA)**

#### **IV. Specific Policies on Gangs, Weapons, Alcohol, Drugs, and Tobacco**

##### **A. Gang Activity Policy**

It is the intention of the Board of Education to maintain a safe and productive school atmosphere that is free from the harmful influence of gang or gang-related activity. The Board specifically finds that any gang or gang-related activity, or the presence of any gang, in the schools disrupts and interferes with school programs and obstructs the lawful missions, processes, procedures or functions of the schools.

A gang is defined as any group of two or more persons which advocates or regularly engages in drug use, violence, illegal acts, disruptive behavior, or other similar acts and behaviors. Students will not engage in any actions that are intended to encourage or facilitate, or that have the effect of encouraging or facilitating, gang or gang-related activities or purposes.

Students or non-students may not: 1) recruit or aid in the recruitment of gang members; 2) wear or display any clothing, accessories, symbols or signs which indicate membership in or affiliation with any gang; 3) threaten or intimidate students, school personnel, or others lawfully on school premises or attending school functions, or engage in behavior intended to threaten or intimidate those individuals; or 4) engage in any actions that aid or further gang or gang-related activities or purposes. **(Board Policy JICF)**

##### **B. Dangerous Weapons**

The Board determines that possession and/or use of a dangerous weapon as defined in this policy is detrimental to the welfare and safety of students and school personnel. Carrying, bringing, using, or possessing any dangerous weapon or weapon facsimile, including air soft guns, in any school building, on school district grounds, in any school vehicle or at any school-sponsored activity is prohibited unless permission has been granted by the school administration. The student will be suspended from school and may be recommended for expulsion. **(Board Policy JICI)**

##### **C. Alcohol/Drug Abuse**

The Board is concerned about the problem of substance abuse and further recognizes that inappropriate possession and/or use of alcohol, narcotic drugs, depressants or other controlled substances constitutes a hazard to the positive development of students. Therefore, students are prohibited from using, possessing or distributing alcohol, substances which are represented to be illegal drugs, or illegal drugs on school property or in connection with any school activity. The student will be suspended from school and may be recommended for expulsion. Expulsion is mandatory for the sale of drugs or other controlled substances. **(Board Policy JICH)** Supplemental to **Board Policy JICH**, is the Student Drug Regulation which gives students an opportunity to avoid expulsion by completing and adhering to a drug contract with specific and stringent guidelines. The opportunity outlined in this Regulation will not apply to serious drug offenses, defined as manufacturing, distribution, and /or felony possession of a controlled substance on school premises or at a school sponsored activity. Any serious drug offense will be grounds for expulsion without the possibility of a contract in lieu of expulsion as provided in this regulation.

The intent of this regulation is fourfold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; (3) to curtail drug use by providing incentives for students who use drugs to participate in drug treatment and testing programs; and (4) to provide alternatives to expulsion.

#### **D. Tobacco-Free Policy**

In order to promote general health, welfare, and well-being of staff and students, smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all buildings, grounds and district vehicles. Students who violate this policy shall be subject to disciplinary action. **(Board Policy JICG)**

#### **V. Student Search and Seizure**

The district has a duty to maintain an orderly educational environment free of all acts, things, or substances which are dangerous to student welfare. Therefore, school district personnel shall have the authority to conduct lawful searches of students and their possessions, and to seize any materials not legally or rightfully possessed by the student, when school officials have a reasonable suspicion that a search is necessary.

The district will make lockers available to secondary students. However, the district shall have access to and may conduct a search and inspection of any student locker at any time. A student may not store any substances, thing, or material in his/her locker which is unsanitary or otherwise harmful to the health and welfare of others. **(Board Policies JIH and JIH-R)**

#### **VI. Use of Physical Intervention and Staff Immunity**

##### **A. Use of Physical Intervention**

In dealing with disruptive students, any person employed by the school district may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes: 1) to prevent a student from an act of wrong-doing; 2) to quell a disturbance threatening physical injury to others; 3) to obtain possession of weapons or other dangerous objects upon a student or within the control of a student; 4) for the purpose of self-defense; 5) for the protection of persons or property; and 6) to maintain discipline. Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. Corporal punishment shall not be administered to students by anyone in any district school. **(Board Policy JKA)**

##### **B. Immunity for Enforcement of Discipline Code**

An act of a teacher or other employee of the district shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures. Such person shall be immune from civil liability unless the person acted willfully or wantonly.

**NOTE:** Complete policies are available in the school office.

#### **DISCIPLINARY GUIDELINES** (This is not a comprehensive list)

##### **I. Academic Dishonesty**

- First Offense: Teacher discretion for credit, parent contact, one day of ISD
- Second Offense: 2 – 3 days ISD, no credit, parent contact
- Third Offense: 1 – 3 days OSS, no credit, parent contact

##### **II. Alcohol/Substances/Weapons**

We will follow the district adopted policies for infractions involving alcohol/substances/weapons at Janitell Junior High School. While not a comprehensive list, the following are items that are not allowed on school grounds: alcohol, brass knuckles, pepper spray, illicit substances, air soft guns, pocket knives, weapon

facsimiles, lighters, and any other materials deemed inappropriate by school administration. Consequences may include multiple days of ISD or OSS, depending on the severity of the situation.

### **III. Altercations**

Altercations include both verbal and physical altercations occurring on or off school property. Altercations will result in school consequences to be determined at the discretion of school administration. Consequences may include detentions, in school or out of school suspension, and possible referral to law enforcement.

## **FIGHTING HAS NO PLACE IN THE SCHOOL SETTING UNDER ANY CIRCUMSTANCES!**

### **IV. Electronic Equipment on Campus**

Electronic devices are not to be seen or heard during school hours. Personal technology that is used for academic purposes may be permitted with approval from administration and the classroom teacher.

- Any electronic device causing a disruption to the learning environment may be confiscated. In some cases parents will be required to come in to retrieve confiscated items.

### **V. Fake Note or Telephone Call**

- First Offense: In school detention 1 - 3 days.
- Second Offense: In school detention or out of school suspension 1 - 5 days and a student/parent conference.

### **VI. Inappropriate Behavior/Class Disruption**

- Report to the discipline office, students may receive some type of disciplinary action such as detention, loss of privileges, or suspension.

### **VII. Public Display of Affection**

- Personal display of affection, including, but not limited to, holding hands, walking arm-in-arm, embracing, and/or kissing, are not acceptable behavior on school grounds. Consequences for this behavior may result in verbal warnings, detention, ISD, or OSS.

### **VIII. Tobacco**

Students are not permitted to be in possession or use any form of tobacco products on any school district #3 buildings or grounds. **(Board Policy JIH and JIH-R)**

- Consequences may result in ISD or OSS depending on severity and situation.

### **VIII. Willful Disobedience or Open and Persistent Defiance**

- First Offense: In school detention 1 - 5 days.
- Second Offense: In school detention or out of school suspension 1 - 5 days and a student/parent conference.

## COUNSELING

The Guidance and Counseling Services will further help reach the needs of each individual student. The counselor will be a catalyst for the teacher/student/parent relationship. The three major functions of the counselor will be:

1. Counseling with students;
2. Consulting with faculty and parents; and
3. Coordination of the counseling and guidance program.

The goals and concerns of the guidance program are committed to the development of all children. The professional counselor will realize these goals through the combination of counseling, consulting, and coordinating the guidance activities in the counseling program--a program that should provide dynamic and worthwhile learning experiences for all children. The professional counselor does not supersede the home, but rather complements and implements, in terms of the objectives and goals of American education. The counselor is concerned with the developmental needs of children; the counselor provides opportunities for the child to deal with tasks of learning which are consistent with his/her needs and abilities.

## DRESS CODE

A safe and disciplined learning environment is essential to a quality education program. District-wide standards on student attire are intended to help students concentrate on school-work, reduce discipline problems, and improve school order and safety. Students are expected to wear appropriate clothing, including acceptable footwear, as outlined by our dress code guidelines.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. The student may also be subject to other disciplinary action as outlined in the school discipline code. **(Board Policy JICA)**

### Unacceptable Items

Janitell adheres to a conservative philosophy with regards to student attire. **Building administration will make the final determination if clothing/accessories are deemed disruptive or inappropriate to the learning environment.** Though not a comprehensive list, the following items are deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length. The general rule is that the article must extend below the student's "straight-arm" fingertips while standing. While not encouraged, any holes found in shorts or pants must also abide by the "straight arm" fingertip rule. **No skin shall be seen above the fingertips.**
2. Sunglasses and/or hats worn inside the building or during school hours;
3. Garments that expose the torso, including but not limited to, muscle shirts, tube tops, single shoulder tops, "spaghetti" straps, exposed midriffs (shirts must overlap the pants), low-cut clothing, halter tops, backless clothing, sheer, fishnet, mesh or see-through clothing, inappropriately tight clothing, undershirts worn as outer shirts,



that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and breasts.

4. Slippers/house shoes without a solid sole, pajama/lounge pants, gloves;
5. Masks, excessive markings on the face, or face paint;
6. Clothing shall be worn in an appropriate manner (i.e. both arms in armholes, pants not sagging, no belts dangling, etc.)
7. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, weapons or gambling;
  - Are of a sexual nature, including innuendos;
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior;
  - Are obscene, profane, vulgar, lewd, or legally libelous;
  - Threaten the safety or welfare of any person;
  - Promote any activity prohibited by the student code of conduct;
  - Otherwise disrupt the teaching-learning process.
8. Clothing with chains, including wallet chains;
9. Coats, unless given permission by a teacher or administrator. Hoodies are acceptable, but nothing thicker (i.e. quilted jackets).

Students, if you question whether or not your appearance or dress is acceptable, it is probably not in harmony with the intent of the JJHS dress expectations.

#### Exceptions:

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

#### **EXTRA HELP**

Students will be permitted to be in the building before or after school for study purposes, if permission has been obtained. Students will not be allowed to linger in the halls. Those in the building for extra help must be under the supervision of a teacher. The school will be open at 7:00 a.m. in the morning. Only students with pre-arranged passes may see teachers. The library will accept students with a pass until it is full.

#### **FIRE DRILLS AND TORNADO WARNINGS**

**Fire** drills are held from time to time without warning. When the alarm sounds, please follow these instructions:

1. Walk from the room in a single file.
2. Do not talk during passing.
3. Walk briskly, but do not run.
4. Leave the building by the routes indicated on the bulletin board in each room.

5. After leaving the building, continue single file directly away from the building until the last person is approximately 100 feet away from the building.
6. Remain in this line until the signal is given to re-enter the building in an orderly manner, under the direction of your teacher.

**Tornado Warning:**

**If you need to leave your room for a safer place:**

1. Walk from the room in a single file.
2. Do not talk during passing.
3. Walk briskly, but do not run.
4. Leave the classroom to the designated areas by the routine indicated on the bulletin board in each room.

**EMERGENCY PROCEDURE – LOCKDOWN/LOCKOUT**

Widefield School District #3 utilizes the Standard Response Protocol in emergency situations as outlined on the following page.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



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## **GRADING**

Janitell uses a standard grading system for scholastic work. The following grades are used:

A - Superior work

D – Below Average work

B - Above Average work

F - Failing

C - Average work

I - Incomplete work\*

***\*For incomplete grades, specified work must be made up one week after the end of the grading period, or the incomplete grade becomes an F grade.***

Mid-term grades will be issued after the fourth week of each quarter. Report cards will be issued the week following each nine-week quarter of school. These are sent home with students, except for the final fourth quarter grades will be mailed home.

The teachers, counselors, and the administration are readily available to help you in all aspects of your life at school. Either the student, parents or guardians, or the school may make arrangements through the counseling center for a conference if necessary.

## **HOMEWORK**

Homework is an important part of the educational program. Homework....

- Teaches students to work independently and to assume responsibility for completing assignments.
- Reinforces lessons by providing practice and repetition of skills and facts.
- Provides for remedial work needed because of absence or low achievement.
- Provides additional study for completing course requirements.
- Enriches school study units.
- Makes use of out-of-school resources.
- Enables a child to learn to organize time and materials.
- Consists of activities that are natural follow-ups to many in-school assignments. It grows out of daily school activities and lessons. Some assignments may be completed in a short time while others may be of longer duration (i.e. book reports, term papers, research, etc.)
- Afford parents another opportunity to participate in the educational process by allowing them to monitor accuracy, neatness, and application of study skills. Parents are encouraged to establish specific time each evening for students to study and complete assignments.

## **HOMEWORK REQUESTS**

If a student requires an extended excused absence from school, parents/guardians may request work from the student's teachers for up to one week at a time. Additional work will be collected and provided to the student once the previous week's work has been turned in to the school.

## **IMMUNIZATION**

By law (C.R.S. 25-4-900) all students are required to have a certificate showing completion of the immunization requirements or they will not be allowed to enroll in school.

The requirements call for three or four polio doses depending on the age of the child, and four or five diphtheria-petussis-tetanus (DPT) doses, plus 1 Tdap. Additionally, Colorado law requires all seventh graders to be immunized with two doses of MMR (measles, mumps and rubella) vaccine and three doses of Hepatitis B Vaccine. *These are the absolute minimums needed for protection as established by the Colorado Medical Society and the State Board of Health.* A child may be exempt from immunizations upon certification by a licensed physician that immunization would endanger the child's life or health, or upon submission of a signed statement from a parent/guardian objecting to the immunization based on religious grounds. For further information, contact the Attendance Office at 391-3300.

## **INSURANCE**

The school District will not assume responsibility for payment of doctor, hospital or ambulance costs resulting from injuries incurred on school property or at school functions during or after school hours.

Each year the Board of Education authorizes an insurance company to sell accidental health insurance for students. The purchase of insurance under this program is at the option of parents/guardians. Parents must register on-line to purchase the insurance for their student.

Janitell Junior High and Widefield District 3 encourage parents to provide some type of insurance coverage for their children.

## **INTRAMURALS**

Our intramural program is designed to provide more varied and special activities than are available through the phase of our interscholastic program. Intramural time is immediately after school, or at lunch. 6<sup>th</sup> grade competitive intramurals are limited to 3 hours per week after school during the season. The following Intramural sports are offered to 6<sup>th</sup> graders: Volleyball, Flag Football, Softball, and Basketball. A physical **is** required to participate in intramurals.

## **INTERSCHOLASTIC ATHLETICS**

Janitell Junior High School offers interscholastic competition to 6th, 7th and 8th grade girls in softball, volleyball, basketball, cross country, and track. 6th, 7th and 8th grade boys are eligible to compete in basketball, wrestling, cross country, and track. 7th and 8th grade boys are eligible to participate in football. Cheerleading is offered to all 6th, 7th and 8th grade students; tryouts are scheduled in the fall.

Janitell Junior High School follows the guidelines of the South Metro League. Any rules not specified by the League will follow Colorado High School Activities Association Rules and Regulations.

**\*A current Sports Physical is required for participation in all interscholastic athletics, including cheerleading.**

### **I. SUPERVISION AND CONDUCT**

All athletes traveling to an athletic contest must go and return under the supervision of a faculty sponsor, unless prior arrangement has been made with the sponsor and parent/guardian. All members on school trips are required to stay in a group under the supervision of the sponsors.

***Remember, you are representing Janitell Junior High School.***

## **II. DISMISSAL FROM A SPORT**

Any athlete demonstrating disrespect for other players, coaches, or school facilities at home or away, may be dismissed from participation in athletics. Training rules and moral conduct rules that are required by the coaches will be strictly enforced. Athletes may be dismissed due to poor academic performance, or any conduct deemed detrimental to the team or school.

## **III. OTHER**

Any student who wishes to resign from a sport or activity should first have a conference with the sponsor of that activity.

Any student checking out a uniform and/or equipment will take full responsibility for it.

## **IV. ELIGIBILITY**

Students who represent Janitell in athletics can take pride in their accomplishments. A student-athlete is a student first and an athlete second. The following policy should be read and understood by all student-athletes and their parents. It reflects a minimum requirement for all athletic programs. Individual coaches may develop additional expectations that will be clearly stated in writing at the beginning of each sport. To be eligible, a student-athlete must maintain good standing both socially and academically.

## **V. SOCIAL STANDING**

A student-athlete is required to display appropriate behavior toward all school personnel and students in and around Janitell Junior High School and at all related school activities. In upholding this commitment, they agree not to be involved in the possession, use, sale, or distribution of tobacco, alcohol, or drugs of any kind. Failure to do so may result in suspension from an athletic contest or dismissal from an athletic team. Students who are serving In-School-Detention will not participate in competitions on the days they are serving I.S.D.

## **VI. ACADEMIC STANDING**

- a. An athlete who is failing at least one class will be ineligible to compete in any athletic contest until the failing grade(s) become a passing grade.
- b. It is the responsibility of the student-athlete to seek extra help and take necessary steps to become eligible again.
- c. A passing grade is defined as a D grade or better, reflecting the cumulative effort for the current grading period.
- d. Grades will be monitored weekly during each athletic season with the first check occurring prior to the first athletic contest and will continue throughout the season.

## **LOCKERS**

Lockers are issued to all students at Janitell Junior High School. Students are assigned one locker and are urged to not give out the combination to any other students. Students may not change lockers or move into a friend's locker without prior consent. Individual student locks are not acceptable. Students are also urged to not keep valuable possessions or money in their lockers due to possible theft. Students are responsible for the condition of their lockers. **Janitell Junior High School is not responsible for lost, stolen, or damaged items taken from a locker.** School District officials shall have access to and may conduct a search and inspection of any student locker at any time, as lockers belong to the district and

are loaned to the student. Students may get materials from their lockers at designated passing periods. However, students should plan ahead and take materials for more than one class during these allotted times if tardiness becomes a problem. **Backpacks are only allowed to be carried to and from school.**

## **LOST AND FOUND**

Articles which have been lost can usually be found in the Lost and Found located near the front entrance. There is an additional lost and found in the gym area for items found in and around the locker rooms. Students should label all personal items. Unclaimed items will be donated to charity.

Items found such as purses, billfolds, glasses, etc. should be brought to the office as soon as possible. If a valuable item is lost, report it to the main office immediately.

## **LUNCHROOM PROCEDURES**

Children need healthy meals to learn. Widefield School District #3 offers healthy meals every school day. Janitell offers daily breakfast and a variety of lunch offerings for students. Your student may qualify for free meals or for reduced price meals. To apply for free or reduced price meals, use the Free and Reduced Price School Meals Application which is available at the front office.

- Students at Janitell have one lunch period of 30 minutes in length. During each lunch period, students are to line up, pick up their trays and follow the seating procedure inside the lunchroom. After eating, students are to place their trays and litter in the appropriate areas and go outside. Sack lunches may only be eaten in the lunchroom.
- During inclement weather, students will be allowed to stay inside the lunchroom or the open gym, refraining from all horseplay.
- Restroom use, as well as obtaining materials from lockers, must be done before and after the lunch period.
- Students may also purchase breakfast beginning at 7:00 am. They should enter the building through the main entrance doors and proceed directly to the kitchen to be served. Breakfast ends at 7:19 am.

❖ **It is the parent's responsibility to ensure that students have sufficient funds in their accounts.**

## **LUNCHROOM REGULATIONS**

- Students are not allowed to save places or cut into the lunch lines.
- Students are not allowed to exchange money in the lunch line.
- **NO FOOD OR DRINK** of any kind is allowed outside the lunchroom.
- Enter the lunchroom through any door, but only exit through the NORTHWEST door. (right hand side of the snack line.) *SEE MAP.*
- Clean up your area before you leave the lunchroom.
- Students will enter the building through their individual doors at the end of the lunch period.
- The above infractions could result in school consequences.

## **MEDIA CENTER**

The Media Center is the repository for a wide array of learning materials. Learning to make effective use of it is essential for any student wishing to get the most out of school. Students are urged to make the Media Center a place to study and learn, not a social center. The following rules and regulations governing the use of the Media Center are given for your guidance and use:

- 1) The Media Center will be open from 7:10 a.m. to 3:00 p.m. on school days.
- 2) Students wishing to use the media center in the morning must obtain a pass the day before.
- 3) Materials may be checked out as follows:
  - Fiction and non-fiction books may be checked out for two weeks.
  - Some reference books, encyclopedias, and dictionaries may be checked out overnight and renewed each day as necessary. The maximum checkout is two of each kind of library material.
- 4) The library is designated as a quiet place for students to work.
- 5) Lost materials or materials that show abuse must be paid for by the student to whom they were checked out. If material is paid for and then found and returned, the money paid will be refunded.
- 6) Students who demonstrate through their actions that they are incapable of proper use of the library may be denied its use.
- 7) Students must have their student I.D. when checking out library books.
- 8) Internet Use: Each student is required to have an internet permission form signed by a parent or guardian and kept on file at the student's school. The Internet has links to material which may not be considered appropriate for reading or viewing in a school setting. By logging onto the Internet at school, the student is agreeing not to vandalize any computer system or software that he/she may use. The student should realize that the software has the ability to track all "surfing" done on these computers. All access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken if the student does not use the Internet in a responsible manner. The parent or guardian will have the right to revoke Internet privileges at any time. The school administrators will also have the right to revoke Internet privileges at any time.

## **MEDICATION**

Parents are encouraged to administer medication to their children at home. Medication may be administered by school personnel under the appropriate administrative procedures. Whenever personnel are involved in administering medication to a student; the school nurse or the school nurse's designee may administer the medication in compliance with the following regulations:

### **Permission for Medication**

1. Written authorization and instructions signed by parent AND physician will be required and will include:
  - a. Name of Student
  - b. Name of Medication



- c. Purpose of Medication
  - d. Time to be administered
  - e. Dosage
  - f. Possible Side Effects and
  - g. Termination date of Administering Medication.
2. The school nurse or nurse's designee will keep a record of the administration of medication and keep the medication in a secure area.
  3. The student's parent/guardian will assume responsibility for informing the school of any changes in the child's health or change of medication.
  4. Medication will be administered only at the designated time. It is the responsibility of the student to come to the office to receive medication. Students will not be allowed in the health room without supervision.
  5. The appropriate permission form is available upon request in the main office.
  6. Students are not permitted to possess medication of ANY KIND (prescription or over the counter) on school grounds. School personnel are not permitted to issue or administer medication unless all of the necessary paperwork is on file.

**Note:** Widefield School District 3 retains the right to reject requests for the administration of medication.

## **MONEY/FEES**

Bring no more money to school than necessary. If you must bring a large sum of money, you may check it in at the main office for the day. Any monies owed to the school, such as library materials, athletic equipment, or lost or damaged books, must be paid before the end of the school year.

## **OFFICE**

The main office is the place where student business is transacted. Students go there to obtain permission to leave school, to make arrangements to withdraw from school, and to conduct other appropriate business. Office hours are 7:00 a.m. to 3:30p.m.

## **OPEN ENROLLMENT/INTRA-DISTRICT CHOICE**

A parent or guardian who would like his/her son or daughter to attend an elementary or secondary school other than the one to which he/she is assigned may complete an open enrollment request. The request (and accompanying paperwork) must be initiated at the sending school. Each request will be processed by the sending and receiving building principals, and factors such as space availability, staffing, instructional program, etc., will be considered. The students residing in the attendance area for a designated school will be given preference when enrolling in that school.

Note: Widefield School District 3 will not provide transportation for those students who attend a school which is different from their designated attendance area school.

## **P.R.I.D.E. – STUDENT RECOGNITION PROGRAM**

Recognizing and rewarding academic success is an important aspect of Janitell's P.R.I.D.E. program, a national Renaissance program. Through this program, we celebrate student achievement in the classroom. Upon completion of each quarter, students are awarded a Platinum, Gold, Purple, or White card contingent upon the following performances

in the classroom. These cards are a student's key to extra incentives. The following criteria is used for each level of P.R.I.D.E:

Platinum Card	4.0 G.P.A. No discipline referrals No more than 4 absences
Gold	3.8 - 3.9 G.P.A. No discipline referrals No more than 4 absences No grade below C
Purple	3.5 - 3.7 G.P.A. No discipline referrals No more than 4 absences No grade below C
White	3.0 - 3.4 G.P.A. No discipline referrals No more than 4 absences No grade below C

\*\* students earning at least 2 platinum/gold cards and at least one of any other color card will be invited to an evening of recognition called the Night of the Stars during the 4<sup>th</sup> quarter.

### **SCHOOL CLOSINGS AND CANCELLATIONS**

The Superintendent or, in his/her absence, his/her designee, will decide whether school will be closed due to inclement weather or other conditions. Information about closings and/or cancellations will be communicated through local radio and television stations.

#### **Two-Hour Late Start**

Widefield District No. 3 may use a two-hour late start as an option between closing schools or starting at the normal times. A two-hour late start may be used when a storm is passing or when additional time may be needed to prepare for students and staff arriving at their schools. Two-hour late starts will be announced by 5:30 a.m. through the same channels as school closure. These channels include television, radio, and the district website.

When district officials announce a two-hour late start, all start times, bus pickup times and other standard schedules will be moved forward by two hours. Morning kindergarten and morning pre-school classes will be cancelled for that day. Certified kindergarten and pre-school staff are to report with the rest of the instructional staff.

District maintenance staff will report as scheduled by the supervisor. Administrators, identified office staff, and 12-month employees are to report as soon as they can safely arrive at their responsibility centers. Instructional staff is to report as soon as it is safe to do so, but before students are to arrive at the conclusion of the delay.

## **SCHOOL PROPERTY**

Your junior high school is the finest building in the area. It is hoped that you will develop an appreciation for the building and the surroundings and help keep it in good condition.

Occasionally, unavoidable accidents will occur. Please report these to the main office or to the custodian immediately.

***Students damaging or defacing any desk, locker or other school property shall pay full replacement cost for same and may be subject to suspension.***

## **SECTION 504**

Section 504 is an act which prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working);
- Has a record of such impairment; or
- Is regarded as having such an impairment.

In order to fulfill obligations under Section 504, Widefield School District #3 has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

## **STUDENT COUNCIL**

The center of student government is the student council. It is comprised of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students.

1. To be eligible for student council, a student must have a "C" average, or above. The administration reserves the right to refuse student council membership to any student not displaying appropriate citizenship.
2. To be eligible for selection the student must meet the requirements of item #1 and submit an application to the student council sponsor.
3. If a member fails to uphold the requirements of the council after he or she has been selected, that member is subject to dismissal.

## **STUDENT DISCIPLINARY RECORDS**

Teachers or counselors may examine student disciplinary records maintained by the building administrator for students with whom they have direct contact. Parents and guardians may also examine student records as provided by board policy and acceptable law. Access shall be granted to the teacher, counselor, or parent within a reasonable period of time

following the request. Parents, guardians, and staff members shall be given written notice at the beginning of each school year regarding their opportunity to review student disciplinary records. Teachers and counselors shall not copy or take disciplinary records or information with them from the file and shall not disclose the information to any other person.

### **STUDENT DISCIPLINARY REMOVAL FROM THE CLASSROOM**

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from the class and/or disciplinary action. A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior: 1. violates the code of conduct adopted by the Board; 2. is dangerous, unruly, or disruptive; or 3. seriously interferes with the ability of the teacher to teach the class or other students to learn.

### **STUDENT DISCIPLINE AND CONSEQUENCES**

At Janitell we attempt to create the best climate possible for students to learn and achieve. As a result, our behavioral expectations for students are high. When a student is sent to the office for discipline reasons, we have developed a number of consequences to teach and refocus students. When dealing with students we attempt to go through a discipline progression to remediate student behavior. Below is listed the consequences used at Janitell with a brief description.

1. Verbal Reprimand - Draw the student's attention to minor misbehavior.
2. Detention (lunch) - Detention is conducted at lunch in the I.S.D. room. Students are expected to have work and remain quiet and busy for the full detention. Students who miss their assigned detention or are late may face a day of In-School Detention.
3. In-School-Detention (I.S.D.) (7:16 a.m. – 2:37 p.m.) - I.S.D. is a program designed to deal with substantial or repeated misbehavior by a student. Students placed in I.S.D. receive their normal daily assignments to work on so they do not fall behind academically. Students in I.S.D. have no social privileges and are expected to only do school work. Misbehavior in I.S.D. will result in an out-of-school suspension. Students in I.S.D. are not allowed to attend or participate in any extracurricular activities for the duration of their I.S.D. assignment.
4. OUT-OF-SCHOOL-SUSPENSION (O.S.S.) - O.S.S. is for significant and/or repeated misbehavior. Homework will be requested for students who receive O.S.S. for 3 days or more. Students who serve O.S.S will also be placed on a no activities list for 8 weeks.

This is a list and description of the major consequences for student discipline used at Janitell. It is the school administrator's decision to determine and assign appropriate consequences. Parents of students placed in I.S.D., O.S.S. or detention will be contacted by the assigning administrator.

If a student is suspended out of school then it is the parent's/guardian's responsibility to pick up any school work assigned during the suspension period.

### **STUDENT HANDBOOK/NOTEBOOK ASSIGNMENT**

All students will receive Student Handbooks/Assignment Notebooks. Students are required to write their name, grade and first block teacher on the front page as well as the outside cover. By using the Student Handbook, we hope to:

1. Develop organizational skills in students.
2. Increase student achievement.
3. Help students become more responsible for the completion of homework.
4. Provide parents with a positive tool to monitor the student's progress and homework.
5. Create an avenue for teachers to provide immediate feedback to parents.

Students are expected to have their Student Assignment Notebooks with them in **each** class every day to write down the homework assignment as given by the teacher. Students will then take the Student Handbook home every day with needed study materials, and bring it back to school the following day. Parents are encouraged to check the Student Handbook.

Student assignment books will be used to record assignments missed when a student is absent. They also will be used to monitor hall passes. If a student does not bring their assignment book to class they may not be issued a hall pass.

If a student loses their notebook, a new one may be purchased for a \$5.00 replacement charge through the counseling office.

***Student Handbook/Assignment books are mandatory for every class.***

### **STUDENT RECORDS/RELEASE OF INFORMATION OF STUDENTS**

The Family Educational Rights & Privacy Act (FERPA) and Colorado law afford parents/guardians and students over 18 years of age (eligible) certain rights with respect to the student's educational record as follows:

1. The right to inspect and review the student's record.
2. The right to request to amend the student's educational records.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except as authorized without consent.
4. The right to file a complaint with the U. S. Department of Education.
5. The right to refuse to permit the designation of any or all the categories of directory information.

The district is permitted by law to disclose information regarding students. Directory information may include the student's name, date and place of birth, major/minor fields of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, honors and awards received, the most recent and previous schools or institutions attended, and other similar information. The District may disclose "directory information" concerning students unless the child's parent has provided a written request to the building principal requesting that such information not be disclosed. Directory information includes the student's name, date and place of birth, participation in activities and sports, awards received, and similar information. The written notice to the principal must be received on or before September 20th of each year. **Student addresses and telephone numbers will not be disclosed to third parties pursuant to state law.**

Disclosure of personally identifiable information can be made without consent to the following:

1. School officials working in the school at which the student is enrolled who have specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment.
2. Officials of another school, school system or post secondary institution in which the student seeks to enroll.
3. Authorities named in FERPA including comptroller general of the United States, secretary of education, and state educational authorities.
4. Institutions connected in a student's application for a receipt of financial aid.
5. A criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district.
6. Educational testing and research organizations.
7. Accrediting agencies for the purpose of accreditation only.
8. Parents of students over 18 years of age who are dependent for financial income tax purposes.
9. Emergency situations.
10. Anyone if required by a court order or subpoena.
11. Parties to litigation or if the district initiates legal action against a parent or student.

## **STUDENT SEXUAL HARASSMENT**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any student to harass other students or staff through conduct or communications of a sexual nature. The school district refuses to tolerate offensive or inappropriate sexual behavior in the school, including:

1. Unwelcome sexual advances;
2. Requests for sexual acts or favors;
3. Verbal or nonverbal behavior, including "kidding," which is demeaning or abusive;
4. The use of vulgarity by anyone when addressing another, either orally or in writing;
5. Hazing of any form;
6. Other verbal or physical contact of a harassing nature.

*Any student who has a complaint of sexual harassment at school shall report the incident immediately to an administrator or school counselor.*

Students have a right to a school environment free of sexual harassment. Widefield School District Policy states, "Sexual harassment is recognized as a form of sexual discrimination and thus a violation of the laws which prohibit sex discrimination. It shall be a violation of policy for any student to harass other students or staff through conduct or communication of a sexual nature. The school district refuses to tolerate offensive or inappropriate sexual behavior. (See policy JBB)

## **STUDENT/STAFF COMMUNICATION**

We strongly believe in positive, appropriate, and professional relationships between students and staff. Any communication between staff and students should be professional at

all times. Anytime a staff member needs to contact a student outside of the school day, it must be directly related to the instruction of, or content of, a specific class, club, sport, or school related activity. These forms of communication include telephone, cell phone, text messaging, e-mail, district web sites, online communication, written correspondence, and/or other communication means.

A staff member, who receives an inappropriate communication from a student at any time, should save the communication and promptly provide a copy of the communication to the Principal and inform the Principal of any circumstances or information.

## **SUBSTITUTE TEACHERS**

Our school is fortunate to have qualified people to help us whenever our regular teachers are ill or out of school. A substitute teacher is an important visitor whose impressions of our school will be carried to other schools and into the community. Be certain that these are good impressions by being polite, helpful, cooperative, and considerate as you would be to your regular teacher or guest in your own home. Students are expected to behave appropriately toward guests in our school. Any student removed from a substitute teachers classroom will be subject to disciplinary action.

## **TARDY PROCEDURE**

### ***Unexcused Tardy Procedure for Each Semester***

*A student is tardy if not in his or her assigned place when the bell rings to begin class.*

#### **1. FIRST THROUGH THIRD TARDIES:**

- The student will report directly to the classroom teacher.
- The tardy will be handled by the classroom teacher.
- Detention or other appropriate consequence may take place.

#### **2. FOURTH TARDY:**

- The student will report directly to the classroom teacher.
- The student is referred to the discipline office by the teacher.
- Parent contact by school administration.
- Two (2) detentions will take place.

#### **3. FIFTH TARDY:**

- The student will report directly to the classroom teacher.
- The student is referred to the discipline office by the teacher.
- Parent contact by school administration (parent/guardian conference).
- One (1) day In or Out of School suspension will take place.

#### **4. CONTINUED TARDINESS:**

- The student will report directly to the classroom teacher.
- The student is referred to the discipline office by the teacher.
- Additional days of In or Out of-school suspension will take place.
- A conference will be held with the parent/guardian.
- Alternative disciplinary action including out-of-school suspension and/or expulsion may be explored.

***Students who are late coming to school in the morning  
must sign in through the attendance office.***

## STATE TESTING

Partnership for Assessment of Readiness for College and Careers (PARCC) and the Colorado Measures of Academic Success (CMAS) are state assessments that evaluate each student's mastery of the state content standards. The state legislature requires that all children in grades 3-11 take the PARCC and CMAS each year. The PARCC test measures mastery in reading and writing, and the CMAS test measures mastery of Science and Social Studies. Because all students are required to make up missed tests, it is important that students attend school during testing. Results will be posted on the student's permanent record.

## TELEPHONES / CELL PHONES

The phones in the main office are for business purposes only. The phone located by the sick room may be used by students with permission of a staff member for emergencies only, i.e. permission to go home ill.

Although we understand that cell phones are useful tools for parent/student communication, we must maintain an academic environment within the building. School District Policy JICJ states that students may carry electronic communication devices, but these must be turned off inside school buildings, on school buses, at school sponsored activities and on field trips. Electronic communication devices with cameras or any other recording device are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. **It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times.** Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. Violation of this policy relative to invasion of another person's privacy may result in disciplinary action up to and including expulsion. The building principal or designee may also refer the matter to law enforcement, as appropriate. Students causing a disruption within the classroom with a cell phone will be given consequences applicable to a disruptive student. Cell phones should not be used during concerts, drama productions or indoor sporting events unless they are being used outside of that event.

**The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.**

## WIDEFIELD SCHOOL DISTRICT POLICIES AND PROCEDURES

### District Code:

IHAM-R	Health Education Exemption Procedure
IHAMB-R	Family Life/Sex Education Exemption Procedure
IHAMC-R	HIV/AIDS, Hepatitis Education Exemption Procedure
IKE-RB	Retention of Students
JB	EQUAL EDUCATIONAL OPPORTUNITY
JBA and JBA-E	Nondiscrimination on Basis of Sex (Compliance with Title IX)
JBB	Student Sexual Harassment
JH	Student Absences and Excuses
JHB	Truancy



JICDD	Violent and Aggressive Behavior
JICDA	Student Conduct and Discipline Code
JICDE	Bullying Prevention and Education
JICEA	School-Related Student Publications
JICEC	Student Distribution of Noncurricular Materials
JICED	Student Expression Rights
JICF	Secret Societies/Gang Activity
JICG-R	Use of Tobacco by Students
JICH	Alcohol/Drug Abuse by Students
JICH-R	Alcohol/Substances/Weapons Procedures
JICI	Student Discipline Procedures
JJA-1 or JJA-2	Student Organizations (Limited Forum or Open Forum)
JK-2	Discipline of Students with Disabilities
JKA	Corporal Punishment/Physical Intervention
JKBA	Disciplinary Removal from Classroom
JKD/JKE	Suspension, Expulsion, and Denial of Admission
JKD/JKE-R	Grounds for Suspension, Expulsion, and Denial of Admission
JLDAC	Screening and Testing of Students (And Treatment of Mental Disorders)
JQ	Student Fees, Fines and Charges
JRCA	Sharing of Student Records/Information between School District and State Agencies

**Note:** Complete Widefield School District #3 policies are available on the district website.

### **WITHDRAWAL FROM SCHOOL**

In order to officially withdraw from school, it is necessary that a parent/guardian contact the Attendance Office authorizing the withdrawal. This letter of authorization must include the date of withdrawal, the reason, and if the student is to attend another school, it's name and address. The student will receive a withdrawal slip that must be signed by the following people and then returned to the Attendance Office.

- |              |                     |
|--------------|---------------------|
| 1. Teachers  | 4. Coaches          |
| 2. Librarian | 5. Lunch Cashier    |
| 3. Counselor | 6. Attendance Clerk |

Textbooks and library books will be returned at this time. Lost or damaged items that belong to the school must be paid for prior to issuance of an official transfer sheet.

### **K-9 UNIT SWEEPS**

#### **Search and Seizure K-9 Unit Sweeps of Widefield School District Buildings/Property**

In our continuing efforts to ensure that our schools are safe and free of illegal drugs, Widefield School District will initiate a building program of random drug detection sweeps by utilizing trained, certified drug detection dogs and their police handlers.

Students, parents, and staff of each participating building will be informed of the district's intent to conduct drug dog sweeps prior to the initiation of this program. School assemblies and question/answer forums will be held in each affected school.

At unannounced times, under the direction of the building administration, a sweep of student lockers and or all parking lots will be conducted with the assistance of the El Paso County Sheriff's Department Canine Units. The sweep may occur during school hours or after hours. The police and dogs will in no way interact with students nor interfere with the normal building activities other than when sweeping school during school hours. Students may be instructed to not be in the halls for a short period of time.

In the event that a dog indicates on a locker or vehicle, the building or district administrator (or designee, such as a campus supervisor) will conduct a search of the locker or vehicle. If illegal substances are determined to exist, such evidence shall be transmitted to the police for possible prosecution. Parents of involved students will be notified of the investigation. The assigned school resource officer will be notified if any evidence of illegal substance is found and such evidence shall be tendered to the officer. In addition to implementation of applicable Widefield School District disciplinary actions, the identification of illegal substances could result in criminal prosecution.

Law enforcement officials may request a court issued search warrant authorizing law enforcement officials to search a vehicle parked on Widefield School District property, a locker or other physical location within a Widefield School District facility or a student allegedly in possession of illegal substances. If a search warrant is issued, the law enforcement officer executing the warrant shall notify the building administrator of the issuance of a warrant. Law enforcement officers will conduct any search pursuant to the search warrant. If illegal substances are discovered as a result of the warrant search, the law enforcement officers may arrest the alleged offender or issue a citation. Widefield School District will also implement applicable disciplinary actions, which may include parent/guardian contact, mandated suspension expulsion, and referral to counseling.

In the event a search warrant is issued, the property that is the subject of the search warrant is subject to the control of the law enforcement agency. In the event the search warrant is obtained for a locker, no one is permitted access to the locker and no contents may be removed until the law enforcement search has been completed. In the event the search warrant applies to an automobile parked on Widefield School District property, no one may enter the vehicle or otherwise remove any contents until the search has been completed.

If contraband other than illegal substances is found in the locker or vehicle, district procedures will be followed.

Again, we look forward to working with parents, students, staff, and local law enforcement agencies to do everything possible to assure a safe and drug-free educational environment.

## Learner Keys to Success

**Reflect and Act** -Ask key questions AND take purposeful steps based on answers:  
Where am I going? How will I get there? How will I know I'm there? Where to next?

3	2	1	0
I am always driven and know where I am going in my learning and how I am going to get there. I know what I need to do next to achieve my goals.	I am mostly driven and know where I am going in my learning. I might need help in getting there. I am aware of what I need to do next to achieve	I am sometimes driven. I need help knowing where I am going in my learning. I will need help from teachers or friends in getting there. I need directions of what I need to do next to achieve.	I am NOT driven. I have no interest in knowing where I am going in my learning. I want others to show me where I am going. I have no interest in goal setting or reflecting.

**Wonder** -Use your own curiosity to ask thought provoking questions and explore how the results would change if another detail was changed.

3	2	1	0
I always think and speculate about my learning. I'm curious to know what type of learner I am and how to use it.	I am curious about my learning. I might want to know what type of learner I am.	I want to know about my learning. I have difficulty in learning, but I am a good student.	I am NOT curious about my learning. I do not want to know about what type of learner I am. I'm a poor student.

**Persevere** -Stick with it through challenges, take risks, and use mistakes to improve.

3	2	1	0
I am always persistent in anything I undertake and maintain a purpose in spite of difficulty, obstacles, or discouragement. I never give up!	I am mostly persistent in anything and might need redirecting to maintain a purpose in spite of difficulty, obstacles, or discouragement.	It is hard for me to be persistent in most things. I have to be redirected to maintain a purpose. Difficult tasks are discouraging.	I am scared of difficult tasks. If I make a mistake I am unsure of the next step to fix it. I get discouraged easily. I often just give up.

**Collaborate** -Work together to build strengths, offer support, and build consensus.

3	2	1	0
During appropriate times, I always work with my classmates. I ask questions, listen to answers, and listen to questions. I help solve problems and find answers.	During appropriate times, I usually work with my classmates. I ask questions, listen to answers, and listen to questions. I try to help solve problems and find answers.	During appropriate times, I work with my classmates. I ask questions, listen to answers, and listen to questions.	When asked to work with my classmates, I do not talk with them, or when I do it is about things that are off-topic.

## Learner Keys to Success cont.

**Interact with Feedback**- Use feedback from yourself, peers, and teachers to take effective next steps; provide it to all three groups based on criteria.

3	2	1	0
When my teacher gives me feedback, I always read it or listen to it. I ask any questions I have, make any changes I need to, and inform my teacher. I apply my changes to future work.	When my teacher gives me feedback, I always read it or listen to it. I ask any questions I have, make any changes I need to, and learn from the corrections.	When my teacher gives me feedback, I read it or listen to it. I ask any questions I have and attempt to make any changes.	When my teacher gives me feedback, I don't read it or listen to it. I do not try to make my assignments any better and accept my grade for what it is.

**Connect** -Apply skills and knowledge to new situations and connect to other content areas, yourself, and how you see the world.

3	2	1	0
When I am learning something new, I always think of ways I can use my learning in other areas of my life. When I learn something new, I use my knowledge and skills every way I can.	When I am learning something new, I can usually think of ways I can use my learning in other areas of my life. When I learn something new, I use my knowledge and skills every way I can.	When I am learning something new, I sometimes think of how to use that knowledge or skill in another class.	When I am learning something new, I don't think of ways to use it. I simply nod my head and follow-along. I don't think about how I can use this skill in other classes.

### QUESTIONS TO ASK AS A LEARNER (THINK)

#### **Think about objective and tools**

- What do I need to do? What do I need to do it with?
- Where can I get help?

#### **Have the end goal in mind**

- What do I need to be as successful as possible?
- How will I deal with the hard parts?

#### **Inspect the evidence**

- How will I know I'm making progress? How good is my work?
- What would someone who doesn't like me say about my work? Someone who does?

#### **Notice others**

- What could I learn and use from other people?

#### **Know the results before you get them**

- How does my idea of "good work" match the criteria?
- Does it match my teacher's view of "excellent"?
- Other students' view of "good work"

## TIPS FOR LEARNING BASED ON YOUR STYLE

Visual	Kinesthetic	Auditory
<ul style="list-style-type: none"> <li>• Take notes, make pictures, graphs, and charts. Use flashcards and highlight key details</li> <li>• Sit close to the teacher so that you can watch his/her face and gestures.</li> <li>• Take notes or make lists as you listen to directions.</li> <li>• Carefully check instructions written on the chalkboard and on handouts.</li> <li>• As the teacher lectures, pay attention to visual aids such as the following: Drawing, maps, graphs, charts; transparencies, posters, films, books</li> <li>• Imagine pictures of the information you are suppose to remember.</li> <li>• Use color-coding as cues to important information.</li> <li>• When possible , read assignments silently.</li> <li>• Maintain class notes and outlines of important information to study.</li> <li>• Try to read and study in well-lit, quiet place.</li> <li>• Record homework assignments in a date book, on a notepad, or specially designed assignment sheet.</li> <li>• Keep a notepad with you at all times. Write out everything for frequent review</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your desk clear of distracting objects.</li> <li>• Cover the page you're not reading</li> <li>• If you are distracted by noise, turn off the radio; wear earplugs or wear an earphone in the learning center to block out the noise. If you want sound, listen to soft music.</li> <li>• Divide your work into short study sessions. Get a timer. After 20 minutes or when a task is completed, give yourself a reward, a cookie, a walk around the block, listen to one song, etc.</li> <li>• Sit as close to the teacher as possible, or sit in the center of the room by quiet students.</li> <li>• When studying, use a multi-sensory approach (hearing, seeing, touching and doing) as much as possible.</li> <li>• Get plenty of sleep.</li> <li>• Eat a nutritious breakfast and lunch. Snack on fruit or nutritional food if you need extra energy.</li> <li>• Study in a carrel or in an office where there is a desk for your textbooks and notebook.</li> <li>• Use models, real objects, and materials that can be touched and moved. For example, learn geography through handling and studying a globe.</li> <li>• When possible draw what you are learning.</li> <li>• Trace spelling words as you practice them.</li> <li>• Record in writing information learned. Keep a supply of paper on hand.</li> <li>• When possible, role play, type, take notes, or construct models to learn the information</li> </ul>	<ul style="list-style-type: none"> <li>• Say aloud the information to be learned/have someone read the information to you/read it into a tape recorder and replay it.</li> <li>• Read your work out loud. Summarize what you have read on tape.</li> <li>• Say words inside your head silently.</li> <li>• Brainstorm ideas with others. Form study groups.</li> <li>• When possible, learn information through tapes, television, oral reports, rhymes and songs, radio, lectures, book reviews, panel/group discussions, guest lectures, and oral questions and answers</li> <li>• Use a straight-edge marker or guide to assist you in keeping your place while you are reading or working with printed materials.</li> <li>• Tape class lectures (Ask instructor for permission).</li> <li>• Meet with classmates before and/or after class to discuss material.</li> </ul>

<p>Instead of these Questions:</p> <ul style="list-style-type: none"> <li>● What should we study?</li> <li>● What is the main idea?</li> <li>● What's the answer?</li> <li>● When did it happen?</li> <li>● Who is involved?</li> </ul>	<p>Try these Questions:</p> <ul style="list-style-type: none"> <li>● How does this relate to me?</li> <li>● What does this say about the world they/we live in?</li> <li>● What would it be like if ____ changed?</li> <li>● What would change if this happened today?</li> <li>● Defend who is right. Who should care most?</li> </ul>
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## USE HIGHER LEVEL QUESTIONS TO LEARN AND PUSH YOUR LIMITS

### LEVEL THREE:

**Apply:** to use in different ways; to give something a new purpose.  
**Evaluate:** to decide what something is worth based on evidence.  
**Hypothesize:** to predict the future using proof, research, and observation.  
**Imagine:** to make assumptions by combining multiple ideas and using evidence to describe how assumptions fit.  
**Judge:** to determine somethings worth based on your own opinion and evidence used to prove it.  
**Predict:** to forecast the future based on the past, especially in terms of cause and effect.  
**Speculate:** to propose a complex theory, explain reasons, and prove it using multiple types of evidence.

### LEVEL TWO:

**Analyze:** examine details and structure to prove your interpretation.  
**Compare:** determine/describe similarities.  
**Contrast:** determine/describe differences.  
**Group:** determine shared qualities and organize.  
**Infer:** draw your own conclusion using evidence and explaining logic.  
**Sequence:** arrange in a particular order; must state the criteria used (Often Chronological)  
**Synthesize:** combine parts, processes, elements, or ideas to create something new.

### LEVEL ONE:

**Describe:** give an account in words of (someone or something), including all the relevant characteristics, qualities, or events.  
**Define:** describe exactly the nature, scope, or meaning of.  
**Name:** a word or set of words by which a person, animal, place, or thing is known.  
**Recite:** repeat aloud.  
**Identify:** establish or indicate who or what (someone or something) is.  
**List:** a number of connected items or names written or printed consecutively.  
**Observe:** make a comment regarding a perception.  
**Scan:** look at all parts of (something) carefully in order to detect some feature.

## LEARNER GOAL SETTING QUESTIONNAIRE

**As a learner, my greatest strength so far is: (please circle)**

Reflect+ Act   Wonder                      Persevere      Collaborate      Interact with Feedback      Connect

**The area that needs the most work is: (please circle)**

Reflect + Act   Wonder                      Persevere      Collaborate      Interact with Feedback      Connect

**The key I will focus on this year is (either to build on strengths or address needs):**

Reflect+ Act   Wonder                      Persevere      Collaborate      Interact with Feedback      Connect

**By the end of the year I want to** \_\_\_\_\_

**and I'll know I've achieved it if** \_\_\_\_\_

**Three actions I will take to improve are**

\_\_\_\_\_ because it will help me improve by \_\_\_\_\_

\_\_\_\_\_ because it will help me improve by \_\_\_\_\_

\_\_\_\_\_ because it will help me improve by \_\_\_\_\_

Some questions I will start to ask are. . .Some people who might be able to help me are. . .Other places I could go for help are. . .Other resources I have to use are. . .