



## Walt Clark Middle School Student Handbook 2022-2023

### **Our Vision:**

As a STEM infused culture, Walt Clark Middle School will academically challenge and support each student to be a problem solver of the 21st century.

### **Walt Clark Middle School**

2605 Carlisle Dr.  
Loveland, CO 80537  
970) 613-5400

**Principal:** Mrs. Christine Smith  
**Assistant Principal:** Mr. Bill Spaedt  
**Dean of Students:** Ms. Samantha Cook  
**Counselors:** Mr. Doug Crumb and Ms. Emily Furtner  
**Athletic Director:** Mr. Jon Sharp and Mr. Paul Arrington  
**Grades:** 6-8  
**Enrollment:** 400  
**School colors:** Black and Gold  
**School mascot:** Cougars  
**Web site:** <https://www.thompsonschoools.org/WaltClark>



We look forward to another exciting school year. This daily student agenda is designed to assist parents/guardians and students in reaching high academic goals and provide useful information about our school, important systems, routine and procedures.

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Students and Families,

Please take the opportunity to read and discuss the information in the **WCMS Student Handbook, and the Thompson School District Code of Conduct**

<https://www.thompsonschoools.org/domain/1212>.

In order for us to know that you have had the opportunity to read the Code of Conduct and WCMS Student Handbook, please take a moment to complete the google form shared with you by your students's homeroom teacher. Teachers will be ensuring that the form is completed to verify that parents/guardians and students are aware of both documents.

### **Positive Behavior Intervention and Support (PBIS)**

As a member of the Walt Clark Cougar community, we encourage each student to live up to the character traits identified in our motto: We A.R.E Cougars! Our cougars believe we can Achieve, we must Respect, and we will Engage each day. At WCMS we want to create a climate where everyone feels safe and wants to reach their full academic potential. We ask that each student challenge themselves when things get difficult. Sometimes we all struggle; it is how you persevere through that builds lifelong skills. We have found that students, who are able to motivate themselves through tough times and good times, can accomplish whatever they want to. Now is the time to develop those habits to become successful in middle school and beyond.

*"You never fail, until you stop trying."* - Albert Einstein

Pride and self-discipline are basic in any educational program. Our students are expected to conduct themselves in a manner that will not be offensive to or constitute a physical hazard for any student, teacher, other school personnel, or visitor to our school. Each student is expected to follow the rules and regulations of the school as established in the TSD Code of Conduct (JIC) in order to ensure maximum educational benefits for all. Students have the right to a safe and orderly school environment, one that is conducive to learning. Students who infringe on others' rights to safety, or who disrupt the educational process will face appropriate interventions and consequences.

### **ATTENDANCE POLICIES**

We believe that regular and punctual attendance contributes strongly to student academic success and builds habits that are required in the world of work. Frequent tardiness or absence disrupts the continuity of learning; often the work missed cannot be made up adequately. No other single factor is as closely linked with failing grades and dropping out of school. ***Students with good attendance, generally achieve higher grades, enjoy school more, and are more employable after graduation.***

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## **Absences**

A student is considered to have an unexcused absence from school when he/she is not in class and has not been excused by a parent, guardian, or legal custodian. When this occurs, the school will communicate the situation to parents through the Parent Portal and/or phone call from school. Unexcused absences from school may be excused if a parent, guardian, or legal custodian communicates with the school within 48 hours of the absence. Please call 613-5490 / 613-5400 or provide a written excuse.

If unexcused absences accumulate, interventions will be put into place to help correct the situation. Interventions range from phone calls home, district letters, parent meetings, attendance contracts, and/or contact with the district truancy officer.

### **District Attendance Policy (JH/JHA/JHBA)**

#### **4 Days –Excused or Unexcused School –**

- Staff contact parent/guardian either via phone, email, or in person
- An attendance file (separate from cumulative file) will be started for the student with above documentation and any attendance documentation received to date (e.g. medical notes, etc). This file will be used to collect the attendance documentation if a student should continue through this process.

#### **7 Days – Excused or Unexcused (First District Issued Attendance Letter) School -**

- Attendance clerks will send the first formal letter to parent/guardian either electronically or hard copy.
- Any attendance documents received (e.g. notes, medical notes, etc.) will be collected in the attendance file started in the first step of the process.
- A meeting may be scheduled with potential invitees such as counselors, parents/guardians, students, district attendance liaison and administration to discuss the attendance concerns before the student reaches the next level of intervention.
  - Meeting notes should be placed in the student's attendance file started in the first step of the process.

#### **10 Days – Excused or Unexcused (District Issued Medical Letter) School - Medical Excuse Only**

- Attendance clerk will send Medical Letter home to parent/guardian either electronically or hard copy.
- The school will schedule a meeting with parent/guardian and other potential invitees such as administrators, student, counselor teachers, and truancy to develop an attendance contract.
  - Attendance contract and notes from the meeting should be placed in the student's attendance file.

#### **11+ Days and/or Attendance Contract Violated – Excused or Unexcused**

- The school will send the student's attendance file to the designated truancy officer once the student reaches this level.
- The truancy specialist will review the file to determine how best to move forward with how to compel the student's attendance in school. absences (excused or unexcused):

## **Make-Up Homework**

When a student is absent from school, it is his/her responsibility to make sure that all work missed is turned in to the teacher. Under normal circumstances, a student is allowed one school day for each day missed before the assignment is overdue; however, the student should talk to teachers of missed classes before or after school to set up a turn-in time. Work may be obtained by checking the teacher's google classroom or reaching out to another student in the class. If the student has missed school for an extended length of time, (3 days or more), the parent may call the office in the morning and make arrangements to pick up materials that may be needed by 4:00pm.

## **Prearranged Absences**

Occasionally students miss school because of family plans. On these rare occasions, we ask that students stop by the office with a note from their parents to request a prearranged absence form. In this way, learning can continue while the student is absent. Please note that pre-arranged absences DO count toward overall attendance numbers. See attendance policy above.

## **Tardy to School**

Tardiness is defined as a student interrupting the instructional process by entering a classroom late. The tardy bell rings @ 8:50am (M/T/TH/F) and 9:50am (W). Only valid phone calls/notes written by a parent/guardian will be accepted if a student is late to school. Valid excuses are traffic, illness, or car problems. **To prevent abuse of the system, no more than three parent excuses will be accepted during a semester.** Doctor or Dentist notes will not count against the three excused tardies.

\*Any student arriving after over 75% of their first class will be marked absent for the 1st period.

## **Tardy to Class**

Teachers will be understanding of students who arrive for their class after it has begun, and have a pass signed by a staff member who vouches for the tardy. Students must ask the teacher whose class they are departing from for a pass before leaving that classroom. Each team of teachers will share their expectations/consequences with the students regarding tardiness that takes place after the 1st hour.

## **Release of Students During School Hours**

When students need to leave campus for an appointment, etc., parents may send a note or call 613- 5400 to arrange for your student's dismissal. Parents/guardians must enter the front office to sign their student out. For security purposes, **please have an ID available to verify identification.** Upon returning, the student will need to check-in at the front office and receive a pass back to class.

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## **Bikes, Scooters, Skateboards, Etc.**

Bicycles, scooters, skateboards, etc., should not be ridden on school grounds since the sidewalks and other perimeter areas are often crowded with children. Bicycle privileges are accompanied by responsibility, including awareness of the rider's safety and the safety of others. School personnel cannot monitor bicycle safety to and from school. **It is the parents' responsibility to see that the student complies with basic safety rules and has chosen a safe route. Please encourage your student NOT to wear headphones when biking and to cross at designated crossing areas.** Bicycles should be parked in the designated bike parking area. Locks are strongly recommended to protect property throughout the day when unattended. The school district cannot be responsible for bicycles, scooters, or skateboards which students ride to school.

## **Student Lockers**

Lockers are issued for student convenience by the school district and they remain the property of the school while occupied by students. Only materials that pertain to school should be kept in lockers. The school maintains control over the use of lockers. If necessary, lockers can be opened for inspection by the principal or designee at any time. (JIH)

Each student is assigned a locker in which to store his/her possessions or school materials and are expected to use the assigned locker for the school year. Students needing to change their locker assignments need approval from school personnel. Lockers are school property and proper use is expected. Students are responsible for damage that may occur to a locker. We strongly encourage students not to store money or valuables in their lockers and not share their combination with friends.

Students are expected to attend each class with all necessary materials, including their AVID binder and school-issued Chromebook. Lockers are limited to use before and after school, as well as before and after lunch. This procedure eliminates distractions and helps all students arrive at each class on time. It is vital that students plan accordingly when at their lockers during these times.

## **Search and Seizure**

Students possess the right to privacy of person as well as freedom from unreasonable search and seizure as guaranteed by the 4<sup>th</sup> Amendment of the United States' Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all its students and staff. School employees (administration or designee) may conduct searches when they have reason to suspect that the health, safety, or welfare of students or staff might be in danger.

**Note:** *Lockers and student belongings may be searched at any time where a reasonable suspicion of a safety or school policy violation exists. (BOE Policy JIH)*

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## **Bully Prevention and Education (BOE Policy JICDE)**

Bullying is defined as the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through a written, verbal or electronically transmitted (cyberbullying) expression or by means of a physical act or gesture. Bullying is prohibited on district property, at district sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, off school property when such conduct has a nexus to school, or any district curricular or non-curricular activity or event.

Parents and students can access the policy on the Thompson School District Board of Education website at <https://www.thompsonschoools.org/page/964>.

Any person found to have engaged in bullying, retaliation against anyone participating in an investigation of alleged bullying or any related disciplinary proceeding, or reporting bullying in bad faith as further defined in Board policy JICDE, will be subject to disciplinary action.

Students (or any other person, including the parents/guardians on behalf of a target of bullying) may report matters of bullying orally, or in writing, to any teacher, counselor, or member of the school administration. (Optional: Insert Site-based *specific* procedures). These procedures will provide that any person, including the student targeted by the alleged bullying or the student's parents/guardians, may anonymously report acts of bullying or retaliation to teachers, counselors, and administrators. [JICDE-E-1](#), Bullying Report Form, is available to support reporting of incidents of alleged bullying. Reports of bullying may also be made through Safe2Tell.

### **Cell Phones, iPads, Tablets, Bluetooth Headphones, Etc. (Personal Electronic Devices)**

“Away for the Day”

Cell phones and/or any personal electronic devices (PEDs -- any device that can connect wirelessly to a network) may be brought to school, however, must remain off or silent and **completely out of view on campus** for the entire school day. This includes the period before school, lunch, hallways and other unstructured times. Having a cell phone or PED is a privilege, not a right as defined by school board policy. For the purposes of Walt Clark's policy and to ensure a distraction-free learning environment, this also **prohibits the personal use of bluetooth headphones**. (JS)

- A first offense of a cell phone or PED in view and on-site will result in the device being confiscated, logged and securely held until the end of school day, at which point it can be collected by the student.
- The second violation will result in the device being confiscated, logged and securely held until the end of the school day, at which point it can be collected by the student's parents/guardians.
- A third violation will result in loss of privileges wherein the student will not be allowed to have personal devices on campus for the remainder of the semester/school year.

Any further incidents will follow TSD Code of Conduct for insubordination and will result in detention to out of school suspension. \*\*Per district policy Thompson School District is not responsible for lost or stolen personal property and are brought at their own risk.\*\*

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## Student Chromebooks

Each student will be issued a chromebook for academic use. Students will be responsible for:

- Following the [District Student Acceptable Technology Agreement](#)
- Bringing their chromebook to and from school daily
- Maintaining the charge on their chromebook using the assigned charger
- Handling chromebooks with two hands
- Closing chromebooks and placing in their backpack for safe transport during transitions
- Handling, touching, and using ONLY their OWN machines
- Reporting any damage to school personnel promptly
- Checking in and returning chromebook and charger at the end of the school year

Chromebooks are to be used for school purposes only. Any misuse of district property may result in disciplinary action. Students and parents/guardians will be responsible for any damage to the district device as a result of student misuse or abuse.

## Telephone Calls

There is a phone available in the office for student use. We understand that it will occasionally be necessary for parents to get a message to a student. **We ask that parents contact their students through the front office phone.** Important messages will be delivered to the students in class. Unless it is an EMERGENCY, students will not be called from class to answer the phone, but messages will be delivered in a timely manner.

## Lost and Found

Students may check with the office and on the racks in the cafeteria for missing items. Parents may also check during Parent/Teacher Conferences. At the end of each semester, lost & found items will be donated.

## Student Dress Code (JICA)

A safe and disciplined learning environment is essential to a quality education program. District-wide standards on student attire are intended to ensure that all students are treated equitably and benefit from a safe learning environment. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance and the responsibility for the dress and appearance of students generally rests with the student and their guardians. However, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of an overall safe and equitable school environment for all students. Students are expected to dress appropriately for all school activities. The following general guidelines will be in effect: (JICA)

1. Shoes, sandals, or boots must be worn in the buildings in order to avoid injury and disease.
2. Students must wear tops (shirts) and bottoms (pants, sweat pants, shorts, skirts, dresses, leggings)
3. Traditionally known private parts of the body must be covered with non-transparent material.
4. Sunglasses, bandanas and/or hats may only be worn inside the building with permission from an administrator

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The following will not be allowed: Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisements, symbols, words, slogans, patches, or pictures that:

- a. refer to drugs, tobacco, alcohol, or weapons
- b. are of a sexual nature
- c. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
- d. are obscene, profane, vulgar, lewd, or legally libelous
- e. threaten the safety or welfare of any person
- f. promote any activity prohibited by the student code of conduct
- g. are racist in nature or include derogatory comments or slurs against groups of people
- h. otherwise disrupt the teaching-learning process

All middle and high school students are required to have in their possession an unaltered school issued photo identification card (ID) during school hours, or at such times, locations, and activities specifically identified by the building principal.

### **Guidance and Counseling**

School and community educators work cooperatively with the staff, the Director of Student Activities, and Student Health Services to enhance the educational process for students, parents, and staff. They work directly with students in facilitating small group sessions and some limited individual sessions. They also serve as a resource for parents when the service is requested. The school/district community supports students in all aspects of their personal and educational lives, in successful and positive transitions to middle school, and in conjunction with staff members should extraordinary or difficult situations arise for students.

### **Health Services**

A RN or health aide will be available in the health office for minor illnesses, health concerns, and emergency situations. Except in the case of an emergency, students must have a pass from a teacher before being allowed in the health office. An early dismissal slip must be obtained from the health office before a student with an illness or injury is allowed to leave the building.

**MEDICATIONS:** The health office cannot dispense medication of any kind without written physician and parent permission. In the case of prescription medications, the labeled prescription bottle indicates written physician permission. The medication must be in the prescription bottle and be accompanied by the district "[Permission for Medication](#)" form with the required physician and parent signatures.

### **Breakfast and Lunch**

Breakfast and hot lunches will be served daily and are free of charge for this school year. Students will enter their student ID number when picking up their lunch to assist nutritional services with lunch count for each day.

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## **Student Activities and Clubs**

Art Club	Chess Club
No Place for Hate	Cougar Homework Club
LUC	Student Council
Math Counts	Yearbook
Tutoring	Green Team
Select Choral and Band Groups	Green House
Give Next	Drama Club
WEB	Spelling Bee
	Lego Robotics

**Middle School Athletics** In addition to offering physical education classes to all students, we have a middle school athletic program available to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Students participating in middle school athletics are required to have a physical before they can take part in any supervised conditioning exercises or practice sessions. These physical forms are available on the [TSD Website](#) and [Walt Clark Website](#). Athletic fees set by the district are \$50.00 per interscholastic sport with a \$125.00 family maximum (this will be just Middle School; it will not include the High School costs this year). Sixth, Seventh, and Eighth grade intramural sports will be \$20.00 (this is volleyball and basketball).

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country Swimming / Diving Volleyball	Boys Basketball Girls Basketball Wrestling	Track

## **Communication**

Communication between home and school is important to a student's academic success. At WCMS we have several ways in which we communicate with parents; we utilize the Parent Portal and Parent Link email / voicemail system to announce special activities and reminders. The student agendas, phone calls, school website, and e-mails are ways in which communication between school and home can take place. If at any time you have questions, please feel free to call our main office at 613-5400.

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## **Weather-Related School Closures**

For information about school closings, please visit the Thompson School District website, listen to radio stations KOA (85AM); KLOV (1570AM); KCOL (1410AM); KTRR-TRI (102.5FM); KPAW (107.9FM), or television stations 4, 7, and 9. **The district information officer will also utilize the Parent Link System through text messages, voicemail and email.** If school closures take place during the school day please be aware that the school district will also send out a Parent Link announcement through text messages, voicemails and emails. The WCMS staff will execute an appropriate weather closure protocol to ensure students make it home safely.

## **Internet Access**

An Internet contract signed by a parent and student is required for student Internet use. These forms are given out at the beginning of 6th grade, and to all new students and are kept on file in the library media center. If a form is not on file, the student will not have internet privileges including iPad, IPod, cell phone, internet use) until the required paperwork is turned in.

## **ENSURING STUDENTS' SAFETY AND BELONGINGS AT WCMS** **School Lock Down/Out Procedure**

If, for any reason, it is decided that there is an unsafe situation inside or outside of our building, a "LOCK DOWN" or "SECURE THE PERIMETER" emergency will be declared. The principal will announce over the intercom that this situation is in effect. Multiple staff members are also in possession of radios that will assist in the emergency notification process. During a "LOCK DOWN" emergency an alert tone will sound throughout the school, and a scripted message will follow over the intercom. Teachers and staff will notify students of specific procedures to follow based on where students are located in the school. Walt Clark takes student safety seriously and has developed emergency protocols for students whether they are located in or outside of the classroom. Students will receive training from law enforcement and Thompson School District security each year to ensure our emergency response is detailed and effective. Practice situations and drills will occur during the school year multiple time. Students will be asked to treat drills as they would a real emergency. We look forward to working with your student to promote safety and security at Walt Clark Middle School.

## **Evacuation-Fire Drill Procedures**

Fire drills are held periodically under the supervision of the Fire Marshal or his Deputy. Each classroom or instructional area will have an exit designated for emergency use. Students should be sure to familiarize themselves with the emergency exit for each of their classes. When an alarm is sounded, proceed outside quietly and quickly. An all-clear signal will be given at the conclusion of the drill to call classes into the building. It is very important that students remain quiet so that emergency instructions may be heard if given.

Please refer to Behavioral Code of Conduct Board of Education Policies on the [Thompson School District website](#) for further details.

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We A.R.E. Cougars

	Learning Environment	Hallway	Restroom	Cafeteria	Outside
	We follow the Walt Clark schoolwide "Away for the Day" cell phone and Hoodie policy. AND *We will leave no trace in the space.				
<b>We Can ACHIEVE</b>	<ul style="list-style-type: none"> <li>Maximize our time in class</li> <li>Take pride in our work; follow timelines and due dates</li> </ul>	<ul style="list-style-type: none"> <li>Transition quickly to arrive to class on time</li> <li>Encourage others to arrive to class on time</li> <li>Be prepared for class</li> </ul>	<ul style="list-style-type: none"> <li>Return to class in a timely manner</li> <li>Practice appropriate hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Use the locker to store your belongings (chromebook, binder, etc)</li> <li>Bring lunch, coat, etc</li> </ul>	<ul style="list-style-type: none"> <li>Practice personal responsibility</li> <li>Demonstrate inclusion</li> </ul>
<b>We Must RESPECT</b>	<ul style="list-style-type: none"> <li>Respect the opinions and ideas of others</li> <li>Respect others with kindness and empathy</li> <li>Practice punctuality</li> <li>Respect materials and technology properly</li> </ul>	<ul style="list-style-type: none"> <li>Take pride in our school and keep hallways clean</li> <li>Use respectful language</li> <li>Greet and speak to staff and peers with respect</li> <li>Follow the flow of traffic and let others pass</li> </ul>	<ul style="list-style-type: none"> <li>Honor privacy</li> <li>Respect school facilities</li> </ul>	<ul style="list-style-type: none"> <li>Wait our turn in line</li> <li>Use our manners while eating</li> <li>Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>Maintain all outside equipment</li> <li>Use appropriate voice level when close to classroom windows</li> </ul>
<b>We Will ENGAGE</b>	<ul style="list-style-type: none"> <li>Use AVID binders/ daily and regularly</li> <li>Track others when they are speaking</li> <li>Collaborate effectively when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Are mindful of others when using drinking fountain</li> <li>Assist others in need</li> <li>Use Voice Level 1 or less</li> <li>Reserve locker use to before/after school &amp; lunch</li> </ul>	<ul style="list-style-type: none"> <li>Report problems/or needed supplies to appropriate staff members</li> </ul>	<ul style="list-style-type: none"> <li>Eat enough to fuel up for our learning</li> <li>Use the outside space to be active with peers</li> </ul>	<ul style="list-style-type: none"> <li>Engage in activities and include others</li> <li>Interact with others in a positive way</li> <li>Remain within the designated area</li> </ul>

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# PORTRAIT OF A TSD GRADUATE

We believe it is imperative that our students are well prepared to contribute in their community and compete in a global economy. The competencies in our Portrait of a TSD Graduate are embedded in the daily interactions between students and staff.



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