



**West Campus
Student & Family
Handbook**

2025-2026

(Updated 05/20/2025)

TABLE OF CONTENTS

	Page
Leadership, School and Office Hours	2
Visitors, Contact info, Closed campus, Counselors, Cell Phones	3-4
Dress Code and Transportation	5
Inclement weather, Field Trips, Medication at School	6
Attendance	7
Absences and Truancies, make-up work, tardies, academic expectations	8-10
Before and after school expectations	11
Hallway and lunch time conduct	12
Bathroom conduct and locker rules	13-14
Things to know to stay out of trouble, levels of discipline	15-20
Athletics	21-22
Student & Family handbook acknowledgment signing page	23

Students and Parents: It is your responsibility to have read and to know the information within this handbook. As you read the Student Handbook, please remember that you are required to sign the West Student Handbook Acknowledgment Form (p.28) that will be kept on file in the front office.

Leadership at West Campus 2025-2026

Principal

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West Campus

Vision: We are a dynamic, collaborative community of energized educators, engaged students and supportive partners with a passion for continuous learning.

Mission: Empowering learners through positive relationships, strong community partnerships, and a commitment to real-world learning where every student makes a lasting impact.

SCHOOL AND OFFICE HOURS

Teachers, counselors, and administrators will be available at school from approximately 7:40 AM until 3:20 PM M-F or by pre-arranged request. Please call the individual teacher or counselor to make arrangements if you wish to meet before or after school. The Main Office will be open from 7:30 AM to 3:30 PM. Setting an appointment is highly recommended to ensure the person you'd like to meet with is available. If you're not able to reach a staff member, you can call the main office to leave a message: (719) 328-3900

VISITORS

If an adult guest visits the school, the guest must report to the front office (Pikes Peak and 19th) and provide ID. We will supply a visitor's pass. *Parents/Guardians are always welcome. Visitation by other students, including friends and other relatives, is not permitted* without an adult guest and prior school permission. We ask that if a parent/guardian wishes to visit a classroom, arrangements be made through an administrator at least 24 hours in advance. Standards for visitation at West Campus are for the safety and welfare of all students and staff.

CHANGE OF PARENT CONTACT INFORMATION

It is the responsibility of the parent/guardian of a student to notify the School Registrar as soon as possible of any change in address or telephone number. If there is a change in custody or parental rights pertaining to a child, legal documentation will be required.

CLOSED CAMPUS

West is a **closed campus**. This means that once students arrive on school grounds, they are required to stay on **school** grounds until dismissal time unless signed out by a parent/guardian. Students who leave school during the day must be signed out at the attendance office and must sign in upon returning. Students may not leave campus for lunch. **Students leaving campus during the school day without permission will be assigned disciplinary consequences.**

COUNSELING SERVICES

Counseling services are available for each student at West Campus. Our counselors serve as "student advocates," assisting students with their educational, social, and personal needs. Some of the services provided by the counseling department include: teaching coping strategies, problem solving and conflict resolution skills, decision making skills, goal setting, career exploration, restorative dialogue, and helping students to identify positive peer relationships and effective social skills.

Three of the primary goals of our counseling program for each grade level are the following: facilitating academic achievement, developing self-understanding, and developing self-direction. West Counseling does not provide therapeutic services.

Counselors meet regularly with their grade-level teaching teams (MTSS) to discuss student behavior, concerns, and academic progress. Students may make appointments to see their grade level counselor by filling out an appointment request slip with the counseling secretary or requesting a meeting via the counseling page on the school's website.

Counselors are happy to meet with parents, but please schedule an appointment in advance to assure that you will not have to wait for a counselor to become available.

SMALL PERSONAL DEVICES/YONDR EXPECTATIONS-[District 11 mandate](#):

- Upon arrival to school grounds, students grades 6-8 will place all silenced cell phones, smart watches, and wireless ear buds into their assigned Yondr pouch and lock it. Phones or watches that are not silenced and make noises from the pouch will count as a violation of the policy. Students with cell phones in K-5 are expected to keep their phones on silent or off and in their backpacks.

- Students who may have forgotten their Yondr pouch at home or lost it, must turn in any cell phones, smart watches, and wireless ear buds to the school office for the duration of the school day. Students must turn in these small personal devices immediately upon entry in order to avoid disciplinary measures for the items being outside of a pouch. Any items turned into the office may be picked up after the dismissal bell at the end of the day without consequence.
- Students may keep their locked Yondr pouches with them or secured in their locker. Like all personal belongings, students are responsible for making sure that their Yondr pouch is not left accessible or unsupervised where theft or other damage could occur.
- At the end of the school day, students may access the Yondr pouch unlocking station located by the front door. Once unlocked, students may use their small personal devices while waiting for their ride/bus or leaving campus.

During the school day, parents who need to have an urgent message delivered to their student, may contact the school office at 719-328-3910, and the message will be relayed immediately. All other messages may be texted to the student's phone for them to see at the end of the school day.

VIOLATIONS AND PROGRESSIVE DISCIPLINE

- **1st Offense** – Student's small personal device(s) or damaged pouch stays in the office. The student can pick up their items(s) in the office after school.
- **2nd Offense** – Student small personal device(s) or damaged pouch stays in office. Student can pick up their item(s) in the office after school, and parent notification is made.
- **3rd Offense** – The Student's small personal device(s) or damaged pouch stays in the office. The parent must pick up the item(s) in the office.
- **4th Offense** – In-school suspension (1 day) for repeated disobedience. The parent must pick up the small personal device(s) or damaged pouch in the office.
- **5th Offense** – In-school suspension (2 days) for repeated disobedience. The parent must pick up the small personal device(s) or damaged pouch in the office.
- **6th Offense** – Out-of-school suspension (2-day minimum) for repeated policy infractions. The parent must pick up the small personal device(s) or damaged pouch in the office.

*Students who don't cooperate with confiscation by Administration or security may face an additional referral for defiance.

West Campus and the District are not liable for lost, damaged or stolen personal electronic devices. Students and parents assume all responsibility for the cost of a lost or stolen phone or device. It is advised that insurance be purchased for these items if they are being brought to school.

A student's cell phone may be searched by Administration for a specific item related to an ongoing investigation if they become suspect. It is expected that the student cooperate with Administration in looking for the specific information.

West Campus Dress Code

Students are expected to dress in a manner that fosters a respectful, positive and academically focused environment. Students should exercise good judgment and be appropriately attired for the classroom. Any clothing accessories or body adornments that may interfere with or disrupt the educational environment are unacceptable. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Students may express themselves through their choice in dress code as long as it is within the following guidelines:

1. Clothing should be worn as designed and should cover private parts of the body. Clothing that inappropriately bares or exposes private parts of a body, including but not limited to the stomach, areas above mid-thigh, buttocks, back and breasts is unacceptable school attire.
2. Clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that are sexually suggestive; gang-, drug-, or alcohol related; obscene, profane, promote hate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire. Wigs and costumes (clothing, accessories, face paint, animal ears/tails, and/or unnatural makeup) are not acceptable school attire (unless permitted by and at the discretion of Administration for costume/dress-up spirit days).
3. Clothing must cover undergarments. Clothing that is worn in such a manner as to expose undergarments (i.e. boxer shorts, bras, underwear, etc.) is unacceptable for school.
4. Cut-off t-shirts, half shirts, midribs, tops with spaghetti straps, tube tops, see through or revealing tops are unacceptable school attire.
5. Pants or shorts that are in the mid-thigh range or longer where the waistband rises to at least the hips are acceptable school attire.
6. Acceptable footwear is required to be worn at all times. Bedroom slippers are considered unacceptable school attire.
7. Sunglasses and head-wear (hats, durags/do-rags, headbands with ears) are unacceptable school attire, unless being worn for protection from sun and approved by a teacher or administrator to be worn during and outside school activity. Tails are not permitted, and if a student is wearing a hoodie, the hood must remain down while in the building so that staff can quickly identify all faces.

The Administration may establish additional guidelines and reserves the right to exclude other types of clothing or accessories during the school year if deemed necessary.

A student who is not following the dress code will be given the opportunity to solve the violation (change, borrow, call home) before continuing with their day.

Students who are uncooperative or have repeated violations will receive a documented office referral.

SCHOOL TRANSPORTATION (Bus) -click [here](#) for website

Many West Campus students have the privilege of utilizing the bus service of District 11. The following guidelines apply:

1. Place of residence determines a student's eligibility for bus transportation.

2. Established rules for bus passengers will be given to the student and their parents. Parents are asked to sign the statement, which assures that both parents and students know these rules. Rules are posted on each bus.
3. A student may lose his/her privilege to ride a bus for violation of these rules.

District Transportation Services may be contacted at 719-520-2940 with questions or concerns about bus expectations or concerns.

INCLEMENT WEATHER PROCEDURE

Parents and Students are expected to stay current on information of school delays or closures by accessing the internet, having signed up for Blackboard Loop notifications, or listening to/watching the news broadcasts on inclement condition mornings.

In the event school start time is **DELAYED** for safety reasons, District 11 will:

- Decide to delay school by **2 HOURS** and announce the decision as early as possible
- Run buses on the same routes as normal but **2 HOURS** later
- Begin school for all students **2 HOURS** later than each school's normal time
- Dismiss schools at the normal dismissal times and run after-school buses on the same routes and at the same times as normal

In the event schools are **CANCELED** for the day District 11 will:

- Make the decision to close as early as possible and they will post the closing on the district website, through the Loop texting system, District 11 social media (i.e. Facebook,) and on local news stations. *Parents must sign up for the Blackboard Loop notifications
- If school is canceled, all after-school and evening meetings, activities and community classes will also be canceled.

FIELD TRIPS

Students are expected to display appropriate behavior on all field trips, as they are representatives of West Campus. **All school rules apply on field trips.** All students must turn in a signed permission form and fees by the designated due date before departure on a field trip. **A phone call, email, or text message is not acceptable forms of parental consent. District 11 permission slips are the only legal form of permission, due to potential emergencies and liabilities.** Depending on the trip and situation, student misbehavior on a trip may require a parent picking up the student from the trip.

MEDICATION AT SCHOOL—must go through the nurse

Medication cannot be administered by any school personnel, including the nurse, except on the written orders of a physician. No medication, prescription or over-the-counter, may be possessed by students while on school grounds, at school activities, on school buses, or at the school bus stop.

If your student must receive medication while at school, you will need to obtain a Student Medication Form from the office. This form will need to be filled out by the parent/guardian and the prescribing physician and returned to the office with the medication. Medications must be brought to the school by the parent and in the original, properly labeled container-- either the prescription bottle with all information on the label; or, for over-the-counter medication, in the original, unopened container. Medications sent in baggies or unlabeled or containers will not be accepted.

1. All medications must be ordered by healthcare providers with prescriptive authority.
2. All medication forms must be renewed each school year.
3. All medications require written permission by parent/guardian and physician in all cases.
4. Medications must be in the original, properly labeled container. Medications sent in baggies or unlabeled containers will not be given.
5. All medications must be kept in the health room, except for students whose doctors require them to carry medications on their person as per school policy (for example, EpiPen, inhalers, etc).

STUDENT ATTENDANCE

ATTENDANCE POLICY

The Colorado School Attendance Law is compulsory. Students over the age of 7 are required by law to be in attendance for a minimum of 1056 hours per school year. Students are expected to be in attendance unless they are ill or have family emergencies. Pre-arranged absences for essential appointments or family concerns are possible, but parents are encouraged to schedule all appointments and trips outside of school hours. Students are responsible for attending and participating in the instructional program. If the parents and/or students fail to follow through on their responsibilities, written notification from the district administrative staff will be given with referral to the juvenile court system for civil action.

For academic success, every student is encouraged to have regular attendance at West Middle School. **We consider an attendance rate of 93% to be the minimum for adequate, regular attendance.** Absence for any reason affects both individual student progress and instruction of the class as a whole. Therefore, absences should be kept to a minimum. As required by the Board of Education, we will follow D11's policies regarding make-up work for absences.

ATTENDANCE PROCEDURES

Parents should **call the school at 719-328-3900** on or before the day their child is to be absent stating the reason their student is not attending school that day. The school's voice mail will take calls when the school office is not open. Parents may also send a note for the office with their child when they return to school. If the student is not in attendance and the school's attendance secretary has not received a call or a note, either she or the attendance machine will call the parents. It is very important that absences are defined appropriately. If the reason for the absence is not in accordance with state policy, the absence will be defined as unexcused.

ATTENDANCE TYPES

West Campus shall keep a record of absences based upon the following classifications:

Unexcused Absences... Any unexcused absence shall be considered as "truant." Truancies will be counted toward a student's declaration as "habitually truant," as defined in BOE file JH & JH-R.

Excused Absences... Any absence that is excused by a parent or guardian within 48 hour of an absence. Some absences may require specified documentation to be excused, especially if the student has had numerous absences from school.

Prearranged Absence... Any time a student is knowingly going to be absent for 3 days or more parents must contact the attendance office and prearrange the absence. This should be done at

least several days prior to the start of the absence, if possible. Administration may or may not excuse the absence based on circumstances.

School Related Absences...Absences related to school activities (i.e. field trips, athletic and musical events, etc.) may be classified as fully excused or excused with reservation on a case-by-case basis.

Weather related Absence...Absences due to severe weather conditions may be excused on a case-by-case basis, at the Administrator's discretion, depending on the student's attendance record. Parents/guardians may exercise their best judgment to keep their child home from school due to severe weather conditions. Please remember to call in these absences.

EXCESSIVE ABSENCES

Students who miss excessive amounts (attending less than 93%) of school may be contacted by one of the Assistant Principals or other school personnel to ascertain if there is a concern in which the school may be of help. Parents may receive a truancy warning letter when the number of absences approaches **4 unexcused absences per month or 10 per year**, or when excused absences become excessive. Students may be deemed as Habitually Truant or Chronically Absent and will be required to provide a doctor's excuses in order to have additional absences excused. Students may be placed on attendance contracts and/or behavior plans or be taken to attendance hearings. We know you realize that regular attendance is a very important factor in academic success and that you will encourage your child to attend school regularly.

TRUANCY

Students who choose to not attend school, skip class, or do not have absences excused will be considered truant. Students who are found to be skipping classes/school will receive discipline.

Students who accrue 4 days of unexcused absences in a month or 10 days in a year will be identified as **Habitually Truant**.

GRANTING EXCUSED ABSENCE FROM PHYSICAL EDUCATION

Long-term excused absence from physical education may be granted upon written request of a licensed medical practitioner. Such requests must state that participation in the physical education program would be detrimental to the student's physical health.

LATE ARRIVAL OR EARLY DISMISSAL

If it is essential that a student leave school during school hours, parents should call or send a note to the attendance secretary. Alternatively, a parent may sign out the student from the attendance office upon picking up their student. Likewise, if a student arrives to school late due to an appointment or family emergency, they **need to check in with the attendance secretary** to receive a slip to be taken to their class. The parent/guardian will need to sign students in and out with the attendance office if arriving late, being dismissed early, or checked in or out during a school day. **Please use the main entrance on 1920 Pikes Peak for early arrival or late dismissal and to sign your child in or out.**

ATTENDANCE AND MAKEUP WORK

Classroom attendance is directly related to learning and overall educational success. To reinforce the importance of consistent attendance the following regulations for makeup work are in effect:

A student will be given the opportunity to makeup work missed for full credit, whether the absence is excused, unexcused, or due to suspension. It is the responsibility of the student and/or parent/guardian to request, access and/or obtain make-up work assignments. Makeup work assignments must be returned in a timely manner to receive full credit (1 day for every day missed.) Many assignments may be available on Schoology, and students are encouraged to begin completing missed assignments during the absence when possible to reduce the amount of work after the absence.

ILLNESS DURING THE DAY

If a student becomes ill at school, he or she should report immediately to the office. A staff member will contact the parent/guardian, if needed. **Students should not call a parent about illness without permission from the office. This way, the office will know whether to expect a parent, should a parent need to come pick up their child due to illness.** A student will be allowed to spend up to 15 minutes in the infirmary and a parent may be contacted. After this time the student may be sent back to class. The student is NOT ALLOWED TO LEAVE UNTIL THE PARENT OR GUARDIAN COMES TO THE ATTENDANCE OFFICE AND SIGNS THE STUDENT OUT. This is for the student's protection. Should a student feel too ill to come to the office, they may send someone to the office to get help. Students will not be excused for illness if they stay in the restroom for an extended period of time or the entire period. It will be considered truancy if this is done.

TARDINESS TO CLASS

A tardy is defined as not being in the classroom and prepared for class at the appropriate time. Tardiness is considered a disruption and will be documented by the classroom teacher.

* Tardies are assessed per class and on a quarterly basis

Disciplinary consequences may be assigned beginning with the 5th tardy to any class per quarter; and they may also be assigned for overall excessive tardiness to all classes. These will count as office referrals.

The 6th-8th grade tardy policy is as follows:

5 tardies	Lunch detention
10 tardies	Additional lunch detention
15 tardies	1 day ISS
20 tardies	Additional day ISS
25 tardies	Out of school suspension

Students who are exceptionally late to class, without a valid excuse, will receive an office referral for skipping class.

ACADEMICS

PARENT'S/GUARDIAN'S ROLE IN SUPPORTING ACADEMICS

- Set up a proper study area
- Establish daily homework time

- ☐ Check student's Schoology (parent account is also available through the media center)
- ☐ Use PowerSchool to track assignments
- ☐ Communicate with teachers if there are concerns
- ☐ Hold the child accountable for turning in assignments and studying for and taking tests

During the designated homework time, the child should first do any assigned homework for that night before doing late work. To maintain good study habits, parents are encouraged to provide a consistent study atmosphere. A minimum of fifteen minutes a night should be devoted to recreational reading.

ACADEMIC REPORTING-this applies to grade 6-8

REPORT CARDS

At the end of each quarter, as well as at mid-quarter, student report cards will be available on Power School and/or Schoology. As a parent/guardian, you are your student's number one teammate. Check Powerschools regularly to stay up to date on their progress.

QUARTERLY INCENTIVES

At the end of each quarter students may earn admission to a Quarterly Incentive. This could be a field trip, a party, or another student-selected PBIS reward. Qualifying characteristics of students who earn these incentives are:

Grade 6-8

- Punctuality (no more than 10 tardies/quarter)
- No F's
- No suspensions, ISS or OSS

K-5

- Tier cards-earned throughout the quarter-[example](#):

STUDENT BEHAVIOR AND EXPECTATIONS

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

We promote and endorse a safe and secure learning environment for all students through the implementation Dojo for K-5 and Kickboard for 6-8. These are online platforms provided by District 11. Dojo and Kickboard are proactive approaches to discipline that creates a climate where students are encouraged and recognized for meeting expectations as outlined below. Students earn "dollars" where they can buy items from the "store". Students may also "purchase" field trips if that is an incentive reward.

BEST at West

B- e respectful. This includes no swearing, thinking of others first, listening to the teacher, and doing what is expected in class

E-everyone matters. Every person at West is important no matter how they believe, look, or present themselves.

S-afety first. Walking in the halls and hands to self.

T-ake responsibility. Be accountable and tell the truth. Own what you do and accept a consequence if it is warranted. Get to class on time and do your BEST in class.

VOICE LEVELS

Students may be asked to follow voice level expectations during the school day.

0 - Silent (with attention on the adult)

1 - Small Group (voice should not carry beyond the group)

2 - Large group (voice should be loud enough that the entire class can hear)

BEFORE SCHOOL EXPECTATIONS

- 6-8th grade students dropped off or arriving before 8:00 AM are expected to report to the front door/stairs area. Students in grade K-5 will enter through the door on 20th street starting at 7:40 for breakfast in the cafeteria.
- Once inside, students are to put any personal electronic devices and wearable electronics (cell phones, smart watches, wireless earbuds, etc.) into their Yonder pouch and lock it for the day. (see the Cell Phones and Other Electronic Devices section)
- Once on campus, students are not allowed to leave the front of the school, this includes walking around the building or walking off campus.
- At 7:50 AM, students grade 6-8 students will be let in to get a bagged breakfast, and will head straight to class

During times of inclement weather (major storms) or temperatures below 17 degrees, students may wait in the auditorium beginning at 7:30 AM.

Students may not be in a classroom without adult supervision at any time.

AFTER SCHOOL EXPECTATIONS

Grades K-5

- Kindergarteners will go out of the multi-purpose room for pick up
- 1-5th graders will line up on colored dots arranged by grade level.

Grades 6-8

- Students may unlock their Yonder phone/electronics pouch upon exiting the building. Stations will be set up in the main courtyard area.
- Bus riders will wait in front of the school for their specific route. Non-bus riders are to exit through the front double doors and wait for their ride on Pikes Peak Avenue. Those who walk need to start walking home immediately after school.
- Please ensure non-bus riding students are to be picked up or have left campus (walk/bike/etc.) by 3:20 unless in a supervised activity. West Campus cannot guarantee general supervision for non-bus riders after 3:20 pm.
- If students are in a supervised activity, they are to stay with that staff member the entire duration of the activity. It is expected that students are picked up promptly after practice/rehearsal.
- Students who are participating in activities that begin later in the evening are to be with a supervising adult or go home after school and return at the start of the activity.
- Students who are loitering on campus may face disciplinary consequences.

HALLWAY CONDUCT

Hallways are for moving from one location to the next while conducting school/educational business. Students are expected to travel from one class to the next in a direct path. The only

acceptable detours are to go to their own locker, use the restroom, get a drink of water, or report to a staff member for school business. Expectations for the hallway are as follows:

- Keep voice levels at a 1 or below.
- Food should only be eaten in the cafeteria. No eating in the halls.
- There will be no games played while in the halls (tag, chase, trip, hit, touch, etc.)
- Walking is the only acceptable mode of movement.
- Please walk on the right side of the hall

Grade 6-8 only

- There will be no loitering or congregating at others' lockers during passing periods.
- Please keep the halls clear and moving, do not stand and talk in the middle of the hall or in groups.
- E-Hall passes are required for students in the hall during class time.
- E-Hall passes are not available during the first or last 10 minutes of any class period.
- Using the E-Hall pass system, the number of students allowed out of class on a pass will be limited to ensure safety and adherence to legitimate purposes (for example, bathroom, nurse, counselor, etc.)
- Failure to meet hallway expectations may result in loss of individual passes or passes at all.

LUNCH CONDUCT

- Get to the cafeteria as soon as possible; do not loiter in the halls.
- Students who eat lunch in a class with a teacher may only do so if the teacher is present and has given prior approval and a written pass for the student to display to the cafeteria supervision staff. Students must not wander halls or go to any other classroom than the one on their pass.
- Keep voice levels at a 1 or below while in the cafeteria.
- Go directly to a table if lunch is brought from home.
- Join the end of a line if you get a school lunch. If you are not getting lunch, do not stand in line to socialize with a friend. Line cutting and saving spaces in line is not permitted.
- Once seated, remain at one location (no socializing from table to table) and raise hand to get up for any reason (bathroom, trash, napkin, utensils, condiments, etc.)
- Clean the area including crumbs and put trash in the trash can before leaving.
- Students may not go to their lockers during lunch/courtyard time without permission.
- Students may not have food delivered to school (DoorDash, Uber Eats, Jimmy Johns, pizza, etc.)

LUNCHTIME COURTYARD CONDUCT

- Stay within the designated areas and in plain sight.
- No open food or drinks outside, unless it is a water bottle.

- Students who choose to bring equipment for courtyard time may not play with the equipment while in the cafeteria or hallways. Additionally, such equipment may not be used in the courtyard other than lunch courtyard time or teacher specified time.
- Physical activity must be kept safe and respectful. Equipment must be used properly. Let an adult know if equipment needs maintenance or has gotten stuck on the roof or in a tree.
- Keep off the trees, off the fences, and out of the bushes. Use tables properly.
- Avoid ice and snowy areas when possible. Students should not touch or play with ice or snow.
- When the whistle blows, promptly stop what you are doing and walk to line up. Bring your voice level to a zero. Students are to line up quickly.
- When released, keep your volume at a voice level 0-1 as you enter the building.

BATHROOM CONDUCT

The bathroom facilities are intended only for bathroom necessities: going to the bathroom, washing hands, or brushing teeth. Due to a reduced ability for adults to fully supervise all areas of the bathroom, students must follow expectations to ensure bathrooms are kept safe and available for necessary usage. Expectations are as follows:

- Visit the bathroom only for its intended purposes.
- Please wash your hands with soap after going to the bathroom.
- Leave promptly when finished with bathroom necessities so others may use the facilities.
- The bathroom area is not a meeting place to visit with friends, nor a place for horseplay. If you are having conflict, please report to an adult to seek help with problem-solving. There are to be no confrontations or fights in the bathroom areas (or anywhere, for that matter.)
- There shall be no food or open drinks in the bathroom areas.
- Please respect the privacy of others. Do not bang on the doors or harass those who are in the stalls.
- All trash must be placed in the trashcan.
- Report to the office any vandalism, maintenance issue, cleaning need, or if paper products/soap need to be restocked.
- The bathroom area is not a place to go for a break from class or to avoid class. Students should report to the counselor's office if they need this type of assistance.
- Students shall report to the nurse's office if they are feeling ill.

LOCKER USE CONDUCT, grades 6-8

Students who are assigned lockers are expected to keep lockers clean at all times. If security or administration notices a disorderly locker they may have you clean it and take away your locker privileges if the disorder continues.

The following are expectations for lockers use:

- **Purses, bags and backpacks must be kept in students' lockers at all times.**
- Cell phones must be kept in Yondr pouches, even if in lockers (turned off).
- Never kick or slam lockers in an attempt to shut or open a locker.
- No stickers or tape may be used on the inside of the locker to decorate—use magnets only.
- Decorating the outside of lockers is not permitted. Lockers may not be decorated for birthdays.
- Only notices placed by a staff member may be on the outside of the locker (Student Council, athletics, etc.).
- It is the responsibility of the locker owner to keep the outside of their locker clean of any tape or pencil/ pen marks (ask for help if needed).
- Spin your lock each time you close your locker to reset your lock.
- Never share your combination with another student.
- Locker combinations are for the protection of your belongings. Do not share your combination with others—it allows them to access your belongings even after you may no longer be friends!
- No changing lockers without administrator approval.
- Additional locks may not be placed on lockers.
- Students experiencing difficulties with lockers should report it to a staff member for assistance.

Opening another student's locker or attempting to open another student's locker for any reason is absolutely forbidden and will result in an office referral.

GUEST INSTRUCTOR (Substitute Teacher) CONDUCT

- Students will show respect to and follow directions from guest instructors. Disrespect or class disruptions are not acceptable and will result in disciplinary procedures.
- Students are expected to behave as well as, or better than, they do for their normal teacher.
- Students who are causing a disruption to the learning environment may be sent to the office or reported to the teacher or Administration for disciplinary action.

THINGS TO KNOW (to avoid disciplinary situations)

1. Students must remain in supervised or assigned areas on campus at all times.
2. No food or drinks with the exception of water in the hallway.
3. In the classroom candy, food and drinks other than water are not permitted.
4. Energy drinks are prohibited on campus (Monster, RedBull, Rockstar, Bang, etc).
5. Students should leave items not used for school purposes at home. This includes toys and stuffed animals. The administration reserves the right to ban any item at school which may be a distraction to the learning environment.

6. Skateboards and scooters shall not be ridden on campus and must be stored in the designated school area. Skateboards shall be carried; and scooters and bikes must be walked.
7. Students are requested to keep heavy coats and other winter/rain gear in their lockers throughout the academic day except when going to lunch.
8. Students are expected to act in a manner that supports learning and teaching in classrooms, halls or during any school-sponsored activities.
9. Students will use speech and written communication free of abusive, derogatory, or profane language.
10. Students will refrain from any “games” disruptive to the learning environment during the school day, particularly touching, hitting, de-pantsing, horseplay, or “roasting” games.
11. Students are expected to refrain from fighting or instigating, promoting, or recording a fight anywhere on or off school grounds, school buses, at the bus stop or with another D11 student. Please report any fights or rumors of fights immediately.
12. Students will refrain from any situation that could be considered disorderly conduct, harassment, assault, or knowingly making a false allegation of child abuse or alleged criminal offense directed toward a teacher or school employee.
13. Playing with snow or ice in any manner before, during or after school, or at the bus stop is not permitted. Throwing snow or snowballs is never allowed. Leave the snow and ice alone, or you may end up having to help shovel it or with consequences for unsafe behavior.
14. **Laser pointers are classified as “standard weapons.”** Per BOE policy, they will be confiscated and may result in suspension.
15. Students will not use or possess tobacco, cigarettes, e-cigarettes, vape devices, nicotine delivery devices, dab pens, lighters, or alcohol while on school grounds, school buses, or at the school bus stops.
16. Students will not possess, use, sell or buy marijuana products, drug paraphernalia, Schedule 1-3 drugs, or any substance represented as a drug on school grounds, school buses, or at the school bus stop. Students are not to possess any kind of prescription or over-the-counter medications unless they have permission through the nurse’s office.
17. Students will not tamper with the fire alarms or fire alarm covers unless there is an actual fire.
18. Defacing of school property, graffiti, or writing on the building or any other school property is not allowed and must be reported if it is seen.
19. Students will refrain from public displays of affection (PDA) including holding hands, hugging, kissing, walking with arms around shoulders, sitting in laps, etc.
20. Students are not allowed to use the elevator to get from one floor to the other. The only exception is if they are with a staff member or have a physical need and are not able to use the stairs.

WEAPONS IN SCHOOL -[School Safety](#)

School District 11 Board of Education and West Middle School prohibit weapons in or on school property. The Board also prohibits weapons off school grounds where the carrying, bringing, using, or possessing of a weapon creates a threat of physical harm to or physically harms a

student or school personnel, is detrimental to the welfare or safety of a student or school personnel, adversely affects the discipline in any school, or adversely affects the educational program in any school. A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Weapons include but are not limited to any firearm, gun (to include pellet, paint ball, and airsoft), or any facsimile thereof; brass knuckles or any facsimile thereof; bows and arrows; tasers or stun guns; any knife or any facsimile thereof or sharpened instrument; Mace, sprays, or other dangerous chemicals or substances; firecrackers or fireworks; any instrument or item altered or modified to represent any of the aforementioned weapons. **Laser pointers are classified as standard weapons per BOE policy.**

STUDENT SEARCH

At times it may become necessary for Administration to search a student or their belongings. A search will be done if there is suspicion of a discipline infraction that has occurred and the student or their belongings has become suspect.

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and searches pursuant to this policy.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration.

Students shall be responsible for whatever is contained in desks, computers, and lockers assigned to them by the school.

A student's cell phone may be searched for a specific item related to an ongoing investigation if they become suspect. It is expected that the student cooperates with administration in looking for the desired information.

OFF-CAMPUS BEHAVIOR

According to H.B. 93-1093, behavior, which takes place off school grounds, may properly be subject to suspension or expulsion where the behavior is detrimental to the safety or welfare of persons at the school. This may also include electronic communications. If your interactions online, through text, through social media, is illegal, etc. or causes a substantial disruption to the learning environment the school will become involved. Discipline may be issued and the school and may involve CSPD or other necessary agency.

CONFLICT RESOLUTION

Students grade 6-8 are strongly encouraged to request an appointment with their counselor or Administrator for a "Problem Solving Meeting" if experiencing conflict with others. Appointment requests may be filled out on the counseling webpage or in the main office. Students may also email their counselor or administrator to request assistance. These staff members are available to listen, suggest ideas, support during mediation/restorative justice meeting, or arrange another resolution. K-5 students should tell their homeroom teacher should they need some peer mediation so that the teacher can reach out to the elementary counselor.

Appointments for conflict resolution may be kept confidential upon request. Students utilizing the "Problem Solving Meeting" before the conflict escalates will have a greater likelihood of preventing the necessity of discipline.

BULLYING AND HARASSMENT

West Campus does not condone or tolerate bullying or harassment of any kind. We encourage students to be an upstander to bullying and harassment rather than just being a bystander. To promote a positive culture, West Campus uses a variety of mediums to develop and maintain a

caring community. Through lessons and activities, our students improve social skills such as considering another's perspective, being an ally and/or upstander for another, using calming techniques, action steps for solving problems, and resisting peer pressure.

Bullying is defined in **(BOE Policy JICDE)** as any written or verbal expression, or 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 often repeated or habitual. It is intentional. One essential prerequisite is the perception of an imbalance of physical or social power. This imbalance distinguishes bullying from conflict.

Bullying is not...

- single episodes of social rejection or dislike
- single episode acts of meanness, rudeness, or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements, conflict, or fights

Bullying is determined on the definition, including the reasonable perception of the intended target. The excuse of "I was just playing around, joking, or messing around" does not excuse bullying or harassing behavior, and corrective actions will be taken by administration to address the behavior.

How can you help make West bully-free/ mean-free?

West Campus wants to be Bully-Free/ Mean-free. It takes your involvement to notify staff and administration for us to be able to address the issue. If we do not know about the bullying/harassment, it is difficult for us to address.

How can YOU help?

Students– if you see bullying or mean behavior occur take ACTION and be an UPSTANDER. Go to an adult to get support for yourself or others. If you talked to an adult and the problem has continued, tell that adult and/or other adults.

Parents– If it comes to your attention and you don't think the school knows about it please notify the school to look into the situation. Assistant Principals: Lindsey.Murphy@D11.org or Dietrich.Ramos@D11.org

Staff– If a student brings it to your attention, address it with documentation and/or pass the information on to a counselor or an administrator. If you see bullying or mean behavior occur be an upstander.

Be an Upstander

What behaviors would make someone an upstander? Examples of upstander behavior include: stepping in, standing next to a victim, telling the bully to stop, empathizing with the victim, not passing rumors along, walking the victim away from the situation, taking the victim them to an adult, getting help from an adult, and reporting the situation.

SEXUAL HARASSMENT (BOE Policy JBB)

This policy applies to individuals and activities on 1) all district property, including but not limited to school buses and electronic communication and access resources; 2) any non-district property on which a district- or school-sponsored activity or event occurs; and 3) any other non-district property or location where the behavior engaged in may have a direct impact on school discipline or be detrimental to the welfare or safety of students or staff.

The following are examples of conduct and communication that, regardless of the manner or means by which they occur, may constitute sexual harassment:

1. Sexually oriented "kidding" or inappropriate references to sexual matters

2. Continued or repeated offensive sexual flirtations, advances or proposals
3. Continued or repeated verbal remarks about a person's body
4. Making sexual or lewd gestures
5. Displaying sexual material, such as cartoons, photos of nudes or pornography, or placing such material in someone's locker or desk
6. Pressure to engage in sexual activity
7. Unwelcome sexual touching, such as offensive brushing against a person, patting or pinching in a sexual manner
8. "Rating" students on the basis of physical characteristics
9. Conduct or communications, which, while not overtly sexual, would not have occurred except for the student's gender (e.g., vandalizing the property of a female student)
10. Verbal abuse of a sexual nature or using sexually degrading words to describe a person;
11. Sending sexual material, such as cartoons, photos of nudes or pornography
12. Sexually violent behavior involving a physical act perpetrated against a person's will or where a person is incapable of giving consent

Whether or not conduct constitutes sexual harassment will be determined on a case-by-case basis, depending on the totality of the circumstances. In the event it is determined that a student has been sexually harassed, the District will address the situation as it deems appropriate in the circumstances. This may include corrective measures, including but not limited to disciplinary action or other consequences.

RACIAL HARASSMENT (BOE Policy JBB)

Racial harassment is generally defined as verbal, written, graphic or physical conduct relating to the race, color, or national origin of another, that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a racially hostile, abusive, or offensive educational environment. Racial harassment generally includes behavior that would not have occurred but for the student's race. One incident may, under some circumstances, be sufficiently severe to constitute racial harassment. The harasser may be the same race as the student who has been harassed.

The following are examples of conduct and communication that, regardless of the manner or means by which they occur, may constitute racial harassment:

1. Displaying racially derogatory written or pictorial or electronic communications (e.g., letters, notes, jokes, posters, photos, cartoons);
2. Distributing racially derogatory written or pictorial or electronic communications (e.g., letters, notes, jokes, posters, photos, cartoons).
3. Racially derogatory verbal comments (epithets, jokes or slurs);
4. Threats of force or violence against a person's body, possessions or residence on account of that person's race, color, or national origin; and,
5. Physical conduct (provocative gestures, restricting freedom of action or movement, violence, defacing or destruction of property) on account of an individual's race, color or national origin.

Whether or not conduct constitutes racial harassment will be determined on a case by case basis, depending on the totality of the circumstances. In the event it is determined that a student has been racially harassed, the District will address the situation as it deems appropriate in the circumstances. This may include corrective measures, including but not limited to disciplinary action or other consequences.

DUE PROCESS

No student shall be suspended, expelled, or otherwise disciplined without an appropriate level of due process.

LEVELS OF DISCIPLINARY ACTIONS

Classroom Infractions: are those infractions that are to be addressed by any staff member or guest teacher present when the infraction occurs and are handled by that staff member. Documentation will be made by the teacher or staff member. Consequences may include, but need not be limited to, one or more of the following:

- Verbal warning and re-teaching by a staff member or an administrator
- Restorative practices
- Parental contact
- Lunch detention with the teacher

Office Referrals: are those infractions that are to be addressed by the principal or assistant principals, and for which documentation in the student's file shall occur and disciplinary action may follow. Consequences may include but need not be limited to one or more of the following:

- Restorative practices
- Time out in the office
- Parental contact
- Lunch detention
- In-school detention
- Development of a Student Behavior Contract
- Suspension out of school
- Referral to the District for a Student Discipline Hearing for expulsion up to a calendar year

Material and Substantial: Infractions are those infractions that are to be addressed by the principal or assistant principal and for which suspension shall be mandatory and further disciplinary action, including a hearing with Student Discipline services, may be necessary.

Material and Substantial infractions shall include a suspension and may include, but need not be limited to, the following:

- Suspension from school (up to 10 days)
- Charges filed with civil authorities
- Administrator/parent/student conference
- Development of a Remedial Discipline Plan
- Referral to the district level for a student discipline hearing
- Expulsion, transfer of schools, or other alternative placement
- If three or more Material and Substantial infractions occur during a school year, the student may be recommended to the district for a student discipline hearing to determine possible expulsion.

Disruptive Behavior in School

State measures provide that students who cause a disruption in the classroom, on school grounds, on school vehicles, or at school activities or events will be subject to disciplinary action.

Habitually Disruptive

A Habitually Disruptive Student is defined as a student who repeatedly causes disruption in the classroom, on school grounds, on school vehicles, or at school activities and events during the school year because of behavior that is initiated, willful and overt, and which requires the attention of school personnel to deal with the disruption. Students who are Habitually Disruptive will receive (Material and Substantial) discipline.

Alternative to Suspension

As an alternative to suspension for some Office Referral infractions, the Principal (or designee) may permit the student to remain in class with consent of teachers if the parent attends classes with the student for a period of time specified by the Principal. If the Principal or designee determines that the student's presence in school, even if accompanied by a parent, would be disruptive to the operations of the school or be detrimental to the learning environment, then this alternative to suspension shall not apply. **If parents are visiting under an alternative to suspension, they must meet with an administrator and sign an agreement prior to visitation.**

USE OF TECHNOLOGY

(Colorado Springs School District 11 Board of Education Policy JS, Technology Resources and Internet Safety Responsible Use for Students)



Colorado Springs School District 11 Board of Education Policy JS-E-1, Appropriate Use of District Technology Resources and Internet Safety Responsible Use by Students Revised May 29, 2019

APPROPRIATE USE OF DISTRICT TECHNOLOGY RESOURCES AND INTERNET SAFETY RESPONSIBLE USE BY STUDENTS

The Internet and electronic communications have vast potential to support curriculum and learning. A variety of accounts are provided to improve learning through interpersonal communication, access to information, research, and collaboration. Student access to the Internet and electronic resources in the District as an educational resource is automatic unless a parent or guardian notifies the school in writing as required by Colorado Springs School District 11 Board of Education Policy IMBB, Exemptions from Required Instruction. User accounts are to be used mainly for identified educational purposes. Limited personal use is permitted if the use imposes no tangible cost on the District, does not unduly burden the District's computer or network resources, and has no adverse effect on a student's academic performance. Students shall use District devices and resources in a responsible, efficient, ethical and legal manner. Users will be held responsible at all times for the proper use of accounts, and may not record or post instruction or interactions or any other situations with students and/or staff without consent of the person or persons being recorded.

The District adopts the approach of helping students become responsible users of digital media. All users of District devices, electronic resources and networks are expected to abide by all District policies.

Appropriate use of technology, Internet and electronic resources includes:

- Abiding by all Internet filtering applications designed to protect from harmful material and information.
- Access only my authorized accounts and therefore not allowing others access to my passwords, etc.
- Keeping all personal information about myself and other confidential.
- Protecting District devices and systems from vandalism, damage, and viruses designed to hinder performance. Ensuring all copyrighted information has proper permission granted before use including software.
- Protecting the destruction of property and life against violence.
- Respecting school and District resources ensuring device and systems are used for instructional purposes.
- Utilizing only permissioned access to information and systems.
- Obtaining express permission from the Director of Technical Services or designee to move technology equipment to another building.
- Accessing and using only provided instructional systems, wireless and wired networks, peripherals and other devices such as printers and hosted servers.
- Keeping device(s) intact.

Inappropriate use includes but is not limited to:

- Posting, sending, accessing, or displaying, transmitting, retransmitting or forwarding information electronic mail, chat rooms and other forms of direct electronic communication that are abusive, obscene, sexually oriented, threatening, harassing, cyber bullying, or other illegal activity.
 - Recording instruction or interactions or any other situation with students and/or staff without consent of the person or persons being recorded. Students may not post any sort of recordings without consent to social media or anywhere else, as such an action may subject the student to disciplinary action by the District and/or criminal action by law enforcement.
 - Conducting business activities for personal gain using District resources and devices.
- I agree to abide by the provisions listed above and understand that consequences for inappropriate use include suspension of access to the system and revocation of the computer system account and/or other disciplinary or legal action in accordance with the Student Conduct, Discipline and Attendance Handbook and applicable laws.

ATHLETIC PROGRAMS

ATHLETIC ELIGIBILITY

Eligibility will be determined as follows:

- Each athlete must have a current physical/yellow card and emergency blue card on file before the season begins in order to try out or participate.
- To compete, each athlete must pay the sports fee and must meet the school eligibility requirements.
- Eligibility requires grades above an F. One F can still play, but the athlete must bring it up before the next game.
- Grade reports are pulled each Friday and ineligible students are reported to the coach(es). Coach(es) will communicate ineligibility to the student. By Tuesday morning, if the student has not brought up the ineligible grade, he/she will remain ineligible for the remainder of the week.
- If a student is suspended from school on the day of an event, they may not participate in that event. If they are suspended on Friday, they may not participate in the weekend events.
- If an athlete is deemed ineligible from grade reports, they will be ineligible the following week (Tuesday through Saturday).
- If an athlete is ineligible, they are still expected to practice with the team and to support the team at games/meets while out of uniform.
- Students must be at school 4 of the 7 periods on the day of an event.

INTERSCHOLASTIC AND HYBRID ATHLETIC SCHEDULE

2025 –2026 Sports Seasons

Season 1	August 11 – September 26	Football, Cross Country (XC), Girls Volleyball
Season 2	October 6 – November 21	Girls Soccer, Wrestling
Season 3	November 30 – January 30	Boys Basketball
Season 4	February 2 – March 20	Girls Basketball

Starting in 2025/26, District 11 will be partnering with other school districts in proximity and ability levels to better provide matched competition. This will be the pilot year to see if this is a good change.

Purpose of creating one league

- Competitive equity within the leagues- this will allow schools to have more competitions at their level.
- Opportunity to compete with other schools outside the current leagues.

Sub-League #1	
West	D11
Panorama	D2
Fox Meadow	D2
Carmel	D2
Galileo	D11

Spectator Expectations

Students, parents and guests are expected to display appropriate behavior while attending any sport associated with West Middle School. **All school rules and expectations apply at sporting activities.** The following are expected by all who attend a West athletic event.

- Middle School Sports is a learning experience which encourages participation by all players in a positive atmosphere.
- Your actions, words, or behavior should not have a negative impact on players, coaches, officials or fellow spectators.
- If you do not abide by the expectations, you may be asked to leave. If you are removed from a game or event, you may not attend any other athletic events for up to 365 calendar days.
- Clean up any trash in the athletic area.
- Concerns about an event should be brought to the attention of an administrator on duty. Concerns can also be brought to the attention of the coaches or Athletic Director the following day.
- Spectators who do not follow expectations may be barred from future events for up to 365 calendar days.

West Campus

Student & Family Handbook Acknowledgement

Parents and students, please make sure that you have read the West Campus Student & Family Handbook on the West web site or ask to read a hard copy before completing this form. All students and parents are required to sign this form acknowledging that they have read and understand the contents of the West Campus Student & Family Handbook and items within. Signing this form does not imply that you agree with the expectations, simply that you have read them and understand.

Please initial next to each section that you have read.

Student initials	Parent initials	
		General Information
		Student Attendance
		Academics
		End-of-the-Year Events
		Student Behavior and Expectations
		BEST, Voice levels & Area Conduct
		Cell Phones and Other Electronic Devices
		West Campus Dress Code
		Things to Know & Conflict Resolution
		Bullying/ Harassment
		Student Discipline
		Athletic/Intramural Participation
		Use of Technology
		Appropriate Use Agreement for Students

Signing this form indicates that you are aware of all the items that are located in the West Student & Family Handbook.

Student's Name Printed: _____

Student's Signature: _____ Date: _____

Parent (Guardian) Name Printed: _____

Parent (Guardian) Signature: _____ Date: _____

Please return this to the office staff