

Procedures

STUDENT HANDBOOK

Every student at Watson will be given a Student handbook. 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 bring the Student Handbook to every class, every day and 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. A student who loses his/her Student Handbook must pay for a new one - \$5.00 per book.

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 more with a student's academic success, and social development than poor attendance. In most situations the work missed cannot be made up adequately. Students who have good attendance generally achieve high grades, enjoy school more, and are more employable after leaving school. For these reasons the Board of Education believes that a student must satisfy two basic requirements to earn full class credit: 1) satisfy all academic requirements, and 2) exhibit good attendance. **Good attendance is essential for success!**

Definition of Absence:

An absence results from nonattendance of one or more periods during the school day. The school administration will determine whether the absence is excused or unexcused. Without exception, anytime a student's schedule deviates from the regular bell schedule, the student must **sign out** and **sign in** before returning to class. All students arriving to school late must **sign in** at the front office and obtain a pass to class.

Procedure for Absence:

Parents/guardians are to telephone the attendance office at **391-3256** to report a student's absence. The office must receive either a phone call or written note from a parent/guardian stating the date of absence and reason for absence. If no notice is given within two weeks of the absence, the absence will be unexcused and the student may receive consequences per the Watson Discipline Guidelines. **Cooperation of parents/guardians in contacting the office by 10:00 AM on the day of a student's absence is essential.** If the parent/guardian notifies the school by phone, a written excuse will not be necessary when the student returns to school.

Returning After Absence:

Students returning to school following an absence are to report directly to their class.

Procedure to Leave School:

The checkout procedure is as follows:

1. Parent contacts 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.

Once a student is on school grounds he/she may not leave school grounds without permission.

Prearranged Absence:

A student needing to be absent from school for a known period of time of one day or more shall:

1. Present a written parental request to the administration.
2. Present the prearranged absence form from the office to the teachers for assignments that will be missed.

It is recommended that all class work be completed prior to missing school. Otherwise, all work must be turned in upon the student's return.

Prearranged absences at the end of a semester and at the end of the school year are not recommended.

Excused Absence:

A student's absence will be considered excused if:

- the student is temporarily ill or injured (this will include, but not be limited to, physical, mental, or emotional disability) or whose absence is approved by the school administration on a prearranged basis.
- the student is pursuing a work study program under the supervision of the school.
- the student is attending a school sponsored activity with approval by the administration.
- the student has extenuating circumstances as approved by the school administration, reasons not defined above.

Only the WJHS administration can excuse absences. Administration may require proof regarding absences, including written statements from suitable sources.

Excused Absence Work Make Up:

A student is required to make up all assignments even if the absence is excused. The student is allowed two (2) school days for each missed day to complete any missed assignments.

- work assigned prior to an absence must be completed upon returning to school.
- any assignments not complete 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/her classroom teachers and to complete any missed assignments.
- a visit to the Counseling Center is considered excused **if prior approval** is obtained from a teacher and the student has a pass.

Note: STUDENTS MAY NOT ATTEND AFTER SCHOOL ACTIVITIES ON DAYS THEY ARE ABSENT FROM SCHOOL.

Unexcused Absence

An unexcused absence is defined as an absence that is not covered by one of the above listed excused absences (full period absence or a partial period absence of more than ½ the class).

Unexcused absences include, but are not limited to the following:

- missing the bus
- over sleeping
- truancy (skipping class)
- expulsion
- fake notes/telephone calls
- parental failure to notify school of absence upon student's return
- locker problems within a student's control

The parent/guardian of the student receiving an unexcused absence shall be notified by phone, email or in writing by the school.

PERMISSION TO LEAVE SCHOOL

Students who become ill and wish to go home shall report their condition to the main office (391-3255). Students will be sent or taken home only after parents/guardians or other responsible persons have been notified. Parents/guardians are asked to provide the school with the name of someone who can help should it be impossible to contact them. Please be sure that the emergency information on the student information form is accurate so that we will always be able to reach a responsible adult when the need arises. If, for any reason other than illness, a pupil wishes to leave school, he/she must have a parent/guardian call or write a request stating:

1. The exact time that student is to be dismissed and
2. The necessity for this absence.

Students who leave school without checking out through the attendance office will be considered truant from class. Once on campus, students must stay on campus unless checked out through the office.

OPEN BOUNDARIES

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 boundaries 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: WSD 3 will not provide transportation for those students who attend a school that is different from their designated attendance area school. In addition, students who are admitted to Watson Junior High School on an open boundary basis will be required to sign an attendance and behavior agreement. Violation of this contract may result in the open boundary privilege being revoked.

DUE PROCESS

The determination of valid and rational rules and regulations for the operation of a school district rests primarily with the Board of Education. The guidelines, procedures, and policies for balancing individual interests when constitutional rights are involved are available to all persons in the public school community, regardless of status. Students and parents are encouraged to consult with their school principal if there are any questions regarding due process in: 1. Special Education, School Board Policy JIA; 2. Suspension, Expulsion, Denial of Admission, School Board Policy JKD/JKE-R; 3. Student Records, School Board Policy JRD; 4. Nondiscrimination/Equal Educational Opportunity, Board Policy JB.

Discipline Policies & Procedures

DISCIPLINE GUIDELINES

The following is a summary of the Widefield School District Student Code of Conduct. 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 and
6. physical intervention policy.

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

SUMMARY OF 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 a learning 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., 23-32-110**)

II. CODE OF CONDUCT

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of public property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.

5. 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.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
7. 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.
8. Violation of the district's policy on bullying prevention and education.
9. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
10. Violation of district policy or building regulations.
11. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
12. Violation of the district's alcohol use/drug abuse policy.
13. Violation of the district's violent and aggressive behavior policy.
14. Violation of the district's tobacco-free schools policy.
15. Violation of the district's policy on sexual harassment.
16. Violation of the district's policy on nondiscrimination.
17. Violation of the district's dress code policy.
18. Violation of the board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
21. Lying or giving false information, either verbally or in writing, to a school employee.
22. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
25. Repeated interference with the school's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

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-school 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. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school. 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. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to establish goals, objectives and timelines to modify such behavior. 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 will include incentives for good behavior and consequences if the student violates the plan. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file. **(Board Procedure JK-R)**

C. Habitually Disruptive Students

A student will be declared "habitually disruptive" if three times during the course of the school year the student causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The principal will inform the superintendent or designee when a student causes a second material and substantial disruption. The student and the parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."

A student who has been declared habitually disruptive may be suspended or expelled in accordance with Board policy JKD/JKE. **(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 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 class and/or disciplinary action. **(Board Policy JKBA)**

E. Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have the right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. 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)**

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.

1. 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.
2. 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.
3. Non-students shall be prohibited from being on school premises or at any school activity or proceeding if their presence or actions are intended to encourage or facilitate, or have the effect of encouraging or facilitating, gang or gang-related activities or purposes.
 4. Without limiting the generality of the provisions of 2.0 and 3.0, students or non-students may not:
 - a. recruit or aid in the recruitment of gang members;
 - b. wear or display any clothing, accessories, symbols or signs which indicate membership in or affiliation with any gang;
 - c. 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; and
 - d. engage in any actions that aid or further gang or gang-related activities or purposes.
 5. Displaying any of the above behavior or otherwise attempting to disrupt school operations will result in disciplinary action and/ or other preventive or corrective measures in accordance with school policy. **(Board Policy JICF)**

B. Dangerous Weapons

Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms. The principal may initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. In accordance with federal law, expulsion shall be mandatory for one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing. **(Board Policy JICI)**

C. Alcohol/Drug Abuse

Widefield School District 3 shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

Student's violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medications to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

(Board Policy JICH)

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 Interrogations, Searches, and Arrests

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Interviews by school administrators

When a violation of Board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

Interrogations by school administrators

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

Searches conducted by school personnel

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search.

Search of school property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

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 and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers. **(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.

SUSPENSION, EXPULSION, AND DENIAL OF ADMISSION

Delegation of Authority:

A. The Board of Education hereby delegates to each principal of the School District and the certificated staff person designated in writing by each principal, the authority to suspend a student for not more than five school days on the grounds stated in 1976 C.R. S. Sec. 22-33-106*.

B. The Board of Education hereby delegates to its chief executive officer (which term, for purposes of this policy, includes the Superintendent of schools or any individual temporarily serving in that capacity) the authority to suspend, in accordance with 1976 C.R.S. Sec. 22-33-105*, a student for 10 school days in addition to any suspension imposed by a principal or his designee plus up to and including the additional 10 school days as necessary in order to present the matter to the Board of Education.

C. The Board of Education hereby delegates to its chief executive officer (which term, for purposes of this policy, includes the Superintendent of schools or any individual temporarily serving in this capacity) the authority, in accordance with 1976* C.R.S. Sec. 22-33-105, to deny admission or to expel for any period not extending beyond the end of the school year any child whom the executive officer, in accordance with the limitations imposed by Article 33, Title 22,*C.R.S. 1976, shall determine does not qualify for admission to or continued attendance at the public schools of the District.

***Colorado Revised Statutes**

ACCESS TO 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 applicable law. Access shall be granted to the teacher, counselor, or parent within a reasonable period of time following the request. 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.

Widefield School District #3

Student Policies and Procedures

District Code:

IKE-RB	Retention of Students
JBB	Student Sexual Harassment
JHB	Truancy
JICDA	Student Code of Conduct
JICDD	Violent and Aggressive Behavior
JICDE	Bullying Prevention and Education
JICF	Gang Activity
JICG-R	Use of Tobacco by Students
JICH	Alcohol/Drug Abuse by Students
JICH-R	Drug and Alcohol Use by Students Procedures
JICI	Weapons in the School
JK-R	Student Discipline Procedures
JKA	Use of Physical Intervention and Restraint
JKD/JKE	Suspension/Expulsion of Students
JKD/JKE-R	Suspension/Expulsion of Students Procedures

Note: Complete Widefield District Three policies are available online at <http://www.wsd3.org/domain/1169>

STUDENT DISCIPLINE AND CONSEQUENCES

At Watson Junior High School we attempt to create the best climate possible for students to learn and achieve. As a result, we have high behavioral expectations for students. When a student is sent to the office for discipline reasons, we attempt to go through a discipline progression to remediate student behavior. Below is a list of consequences utilized:

1. Verbal Reprimand - Draw the student's attention to minor misbehavior.
2. Detention (lunch) - Detention is conducted during lunch. **Students must bring something to work on or read.**
3. Period In-School Detention – Detention is conducted during a specific class period during the school day.
4. In-School Detention (I.S.D.) (7:19 a.m. – 2:44 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.
5. 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. Students will receive full credit for work completed upon return. Work not completed within the given timeframe will receive no credit.

It is the school administrator's decision to determine and assign appropriate consequences. Parents of students assigned to detention, I.S.D., or O.S.S. will be contacted (via written notification or telephone call) by the assigning administrator. Arrangements will be made when possible to accommodate bus students.

STUDENT DRESS

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

Any students 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. Students who are in violation of dress will be assigned ISD until the violation can be corrected. Students may also be subject to other disciplinary action as outlined in the school discipline code.

Dress Code Violation: Students are expected to observe a mode of dress and appearance that is appropriate. District policy states, “Student dress and grooming shall conform to reasonable standards of neatness, cleanliness, and modesty.” Student attire and styles must not be disruptive to the learning environment and educational process or be detrimental to the welfare of others by violating reasonable standards of safety, health, hygiene, or morals.

Specifically, the following clothing/accessories will not be permitted:

ANY MANNER OF APPEARANCE DEEMED BY THE ADMINISTRATION AS DISRUPTIVE OR INAPPROPRIATE TO THE LEARNING ENVIRONMENT.

- head-wear worn within the building
 - sunglasses/dark glasses worn within the building
 - garments that expose the torso including, but not limited to, muscle shirts, tube tops, single shoulder tops, “spaghetti” straps, exposed midribs (shirts must overlap the pants), low-cut clothing, backless clothing, sheer, fishnet, mesh, or see-through clothing, inappropriately tight clothing, undershirts worn as outer shirts.
 - straps/sleeves should be at least 2 fingers in width.
 - shorts, dresses, skirts or other similar clothing that bare or expose traditionally private parts of the body (general expectation: shorts/dress/skirts should be at mid-thigh or below the students fingertips when in the standing position this includes any holes in the clothing).
 - billfold chains or any chains draped from clothing, etc.
 - masks, excessive markings on the face, or face paint
 - no slippers/house shoes, or shoes without a solid sole
 - clothing shall be worn in an appropriate manner (e.g. both arms in armholes, pants not sagging, etc.)
 - items traditionally worn as undergarments shall not be visible (e.g. bras, underpants, etc.)
- A. any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
1. promote drugs, alcohol, weapons, or gambling;
 2. are of a sexual nature, including innuendos;
 3. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior;
 4. are obscene, profane, vulgar, lewd, or legally libelous;
 5. threaten the safety or welfare of any person;
 6. promote any activity prohibited by the student code of conduct;
 7. otherwise disrupt the teaching-learning process.

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

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular 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. **(Board Policy JICA)**

BULLYING PREVENTION AND EDUCATION

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is 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 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 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 pro-active 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 re-education on acceptable behavior, discussions, counseling, and appropriate negative 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. **(Board Policy JICDE)**

MANDATORY REPORTING OF CHILD ABUSE

Because of their sustained contact with school aged children, school employees, certified and classified, are in an excellent position to identify abused or neglected children and to refer them for treatment and protection. In addition, Colorado statutes require every school official or employee and every registered nurse or licensed practical nurse to report known or suspected child abuse or neglect; the statutes further prescribe the information to be reported. Certain civil and criminal penalties for failure to make such reports and immunity from any liability, civil or criminal for those reporting, are provided for by the statutes. In accordance with the preceding, it is the policy of the Board of Education that the School District and its officials and employees shall establish and pursue procedures that will effectuate the statutes.

Procedures for reporting abuse

When any school official or employee or any registered nurse or licensed practical nurse dealing with children in school programs is required to report known or suspected child abuse or neglect, the following procedures shall be utilized:

- (1) Known or suspected child abuse or neglect shall be reported to the principal or assistant principal of the school where the affected child attends.

(2) The individual initiating the report shall orally report the known or suspected abuse or neglect to the County Department of Social Services or to the local law enforcement agency.

(3) Following the oral report, a written report will be sent to the agency that received the oral report. Individuals suspecting child abuse or neglect will complete the district Report of Suspected Child Abuse/Neglect (DSA-49).

(4) After the suspected Child Abuse/Neglect Report has been sent to the appropriate agency, i.e., Department of Social Services or local law enforcement agency, one copy of the report containing information regarding the outcome of the investigation will be forwarded to the Special Education Director/designee.

(Board Policy JLF)

Positive Behavior Intervention Support (PBIS)

WE ARE WATSON is Watson's school-wide PBIS program. PBIS promotes positive behavior and recognizes students who are meeting or exceeding behavior expectations. Students will be recognized through a variety of programs during the school year.

WE ARE WATSON promotes:

- Being Responsible
- Being Involved
- Being Respectful
- Being Kind
- Being Hard Working
- Being Talented

Watson's Best

- Students are nominated by a staff member to help promote positive student behaviors. Rewards for these actions are given monthly in the following areas:
 - Caught Being Kind
 - Wolverine Scholar
 - We are Watson

WATSON DISCIPLINE GUIDELINES

The following disciplinary guidelines will be used by Administration in determining consequences for students referred to the office. These are only guidelines and may be altered depending on the circumstances and severity of a given situation. These are examples, not an exhaustive list, of unacceptable conduct:

Description	Consequences
Academic Dishonesty: Including, but not limited to; plagiarism, cheating, and copying, or the use of any electronic devices when not permitted for the assignment or assessment. Plagiarism means “to present as one’s own an idea or product derived from an existing source.” (Webster’s Dictionary) *Note: Any offense may jeopardize students standing in academic affiliation/clubs.	Multiple days I.S.D. or O.S.S. depending on the circumstances and credit to be determined by teacher policy.
Alcohol Related: Students are prohibited from using, possessing or distributing alcohol on school property or in connection with any school activity.	3-5 days O.S.S. depending on severity of the offense
Bullying: Bullying is defined 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 in the school building, on school grounds, in school vehicles, at school bus stops or at school activities or sanctioned events.	Administrative action and consequence depending on the circumstances and severity of the offense
Bus Related: It is a privilege, not a right to ride school district buses. Students are expected to behave appropriately and follow all bus rules while on the bus and while leaving or waiting for the bus.	Administrative action and consequence depending on the circumstances and severity of the offense
Criminal Law Violation: Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.	2-5 days O.S.S. depending on circumstances and severity of the offense
Damage to School/Private Property/vandalism: Causing or attempting to cause damage to school/private property or stealing or attempting to steal school/private property.	Restitution of damages, I.S.D. or O.S.S. depending on severity of offense
Detrimental Behavior: Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.	2-5 days O.S.S.
Disruptive to Learning Environment: 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.	1 st offense: 2 lunch detentions 2 nd offense: 4 lunch detentions 3 rd offense: 2 days I.S.D. 4 th offense: 4 days I.S.D. Subsequent: 3 to 5 days O.S.S.
Disrespectful: Behavior that shows a lack of respect to others.	Administrative consequence depending on the circumstances and severity of the offense

Dress Code Violation: Students are expected to observe a mode of dress and appearance that is appropriate. District policy states, "Student dress and grooming shall conform to reasonable standards of neatness, cleanliness, and modesty." Student attire and styles must not be disruptive to the learning environment and educational process or be detrimental to the welfare of others by violating reasonable standards of safety, health, hygiene, or morals.

Specifically, the following clothing/accessories will not be permitted:

ANY MANNER OF APPEARANCE DEEMED BY THE ADMINISTRATION AS DISRUPTIVE OR INAPPROPRIATE TO THE LEARNING ENVIRONMENT.

- head-wear worn within the building
 - sunglasses/dark glasses worn within the building
 - 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, backless clothing, sheer, fishnet, mesh, or see-through clothing, inappropriately tight clothing, undershirts worn as outer shirts.
 - shorts, dresses, skirts or other similar clothing that bare or expose traditionally private parts of the body (general expectation: shorts/dress/skirts should be at mid-thigh or below the students fingertips when in the standing position this includes any holes in the clothing).
 - billfold chains or any chains draped from clothing, etc.
 - masks, excessive markings on the face, or face paint
 - no slippers/house shoes, or shoes without a solid sole
 - clothing shall be worn in an appropriate manner (e.g. both arms in armholes, pants not sagging, etc.)
 - items traditionally worn as undergarments shall not be visible (e.g. bras, underpants, etc.)
- B. any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
1. promote drugs, alcohol, weapons, or gambling;
 2. are of a sexual nature, including innuendos;
 3. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior;
 4. are obscene, profane, vulgar, lewd, or legally libelous;
 5. threaten the safety or welfare of any person;
 6. promote any activity prohibited by the student code of conduct;
 7. otherwise disrupt the teaching-learning process.

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

1st offense: Change of clothing and review of policy
 2nd offense: Change of clothing and 2 lunch detentions
 3rd offense: Change of clothing and 4 lunch detentions.
 4th offense: 2 days ISD
 Subsequent: Continued disregard will be considered open and persistent defiance and will be dealt with accordingly

<p>Drug Related: The Board of Education has determined that the use of illegal drugs by students in the Widefield School District No. 3 is a significant threat to the health, safety and welfare of students and the school community, and that the incidence of drug use is increasing. This regulation is supplemental to District Policy JICH (alcohol abuse and drug use by students), and the Board of Education finds that this Regulation is necessary and appropriate for the implementation of said Policy JICH.</p> <p>Under this regulation a student in possession of any amount of an illegal substance as defined by the Uniform Controlled Substances Act of 1992 as set forth in Colorado Revised Statutes, Section 18-18-101 et. Seq., will be recommended for expulsion. Students may have 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 possible 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.</p>	<p>Multiple days I.S.D. or O.S.S. depending on severity of offense, possible notification of law enforcement, possible drug contract, and possible recommendation for expulsion</p>
<p>Electronic Equipment/Devices (Cell phones, music players, pagers, cameras, video equipment, personal computing devices etc.):</p> <p>*Note: Confiscated items will only be released to Parent(s)/Guardians(s).</p> <p><u>Electronic Equipment</u></p> <p>The following electronic equipment and devices are not permitted on WJHS school grounds, at any school-related activities or functions, or other District #3 sites and schools with prior permission:</p> <ul style="list-style-type: none"> • Music Players, cameras, video equipment, and personal computing devices • Cellular phones or pagers: Although we understand that cell phones are useful tools for parent/student communication, <u>we must maintain an academic environment</u> within the building. <u>Cell phones are not to be seen or heard in the building once the school day start and remain off until the school day ends.</u> Students using cell phones are only permitted to use them before or after school. Cell phones that are seen or heard within the building during the school day will be confiscated and appropriate consequences will apply. Students causing a disruption within the classroom with a cell phone will be given consequences applicable to a disruptive student. 	<p>1st offense: Two week confiscation 2nd offense: Two week confiscation and 2 lunch detentions 3rd offense: Two week confiscation and 4 lunch detentions 4th offense: Two week confiscation and 2 days I.S.D. Subsequent: 3-5 days O.S.S.</p>

<p>Cell phones should not be used during concerts, drama productions, unless they are being used outside of the building.</p> <ul style="list-style-type: none"> • Laser pointers Note: Reports indicate that these devices may cause eye damage when improperly used. • Watson shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property. <p>Such devices cause disturbances, thereby interfering with the educational process. These items will be confiscated, and students will be subject to disciplinary action. Personal technology used for academic purposes may be allowed pending approval by administration and individual classroom teacher(s).</p>	
<p>Extra-Curricular Events Violation: Attendance at events is a privilege. School policies apply. No re-entry.</p>	<p>Administrative consequence and possible revocation of privileges</p>
<p>Failure to Comply: Students are expected to comply with expectations provided to them by staff at all times.</p>	<p>Administrative consequence depending on the circumstances and severity of the offense</p>
<p>Failure to Report to Main Office: Students are expected to report directly to the discipline office when given a referral or sent out of class</p>	<p>1st offense: 2 or more days I.S.D. Subsequent: 3 or more days O.S.S.</p>
<p>Failure to Sign In/Out of Attendance Office: students are required to report to the attendance office to sign out and upon returning to sign in. Note: Students will only be released from school with parent or guardian (or emergency contact) notification or permission.</p>	<p>1st offense: Warning and review of policy. 2nd offense: 2 lunch detentions 3rd offense: 4 detentions and unexcused absence Subsequent: I.S.D. or O.S.S. and unexcused absence</p>
<p>Failure to Serve Administrative Detention: Students that are assigned detention are expected to report on to the correct location on time.</p>	<p>1st offense: More detention added 2nd offense: 2 days I.S.D. Subsequent: 2 or more days O.S.S.</p>
<p>Failure to Report to In School Detention: Students that are assigned I.S.D. are expected to report to the main office by the entry bell.</p>	<p>2 or more days O.S.S.</p>
<p>Fake Note, Forgery, or Telephone Call: A parent or guardian is the only person that can excuse a student.</p>	<p>1st offense: 2 or more days I.S.D. and unexcused absence 2nd offense: 3 days O.S.S.</p>
<p>Fire Alarm: Intentionally or unintentionally triggering a false alarm.</p>	<p>I.S.D. or O.S.S. depending on severity and situation</p>
<p>Food & Drink: Food and drink is only allowed in designated areas. WJHS is a NO GUM school. Rules regarding the consumption of candy, and clear water bottles in the classroom will be determined by teachers. All other types of food and drink is not permitted in the classrooms.</p>	<p>1st offense: Review of Policy 2nd offense: 2 lunch detentions 3rd offense: 4 lunch detentions or 2 PM detentions 4th offense: 4 PM detentions or 2 days of ISD. Subsequent: 3 days O.S.S.</p>

Gambling: Students are not allowed to play games of chance or gain.	1 st offense: 2 or more days O.S.S. 2 nd offense: 3 or more days O.S.S. and parent conference
Gang Related Behavior: (See Gang-Related Activity Policy) Including, but not limited to: symbols, signs, pictures, gestures, on or in lockers, books, notebooks, clothing and jewelry.	1 st offense: Multiple days I.S.D. or O.S.S. depending on severity of circumstances Subsequent: Multiple days O.S.S. and possible recommendation for expulsion
Hall Pass Violation: Students given passes are expected to complete their business expediently, and return to class immediately. Students given passes to the library are expected to work quietly and according to teacher instruction. Passes are to be used only for the purpose intended.	Administrative consequence and possible revocation of privileges
Harassment, Threats, and/or Intimidation: Behavior that communicates unwelcome verbal or physical gestures/actions that is demeaning or abusive.	Administrative action and consequence depending on the circumstances and severity of the offense
Hazing Activities: Includes any willful or reckless act done by a student or group of students for the purpose of subjecting the other student(s) to indignity, humiliation, intimidation, physical harm or threats of harm, social or other ostracism, shame, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any person in hazing.	Administrative consequence and possible notification of law enforcement
Habitually Disruptive: 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 to the classroom, on school grounds or at school activities or events.	Remediation contract(s) and/or recommendation for expulsion
Horseplay: Excessive physical, foolish behavior	Multiple days lunch detention or I.S.D. depending on circumstances and severity
Inappropriate Behavior: Behavior that is not appropriate for school.	Administrative consequence depending on the circumstances and severity of the offense
Inappropriate language/Gestures: (lewd, obscene, profane) Non Directed: Using inappropriate language, profanity, vulgar language or obscene gestures.	Multiple days lunch detention or I.S.D. depending on circumstances and severity
Inappropriate language/Gestures: (lewd, obscene, profane) Directed: Using inappropriate language, profanity, vulgar language or obscene gestures.	1 st offense: 2 days I.S.D. 2 nd offense: 2 or more days O.S.S.
Inappropriate Writings or Drawings: Writing or drawings that are not appropriate for school	Administrative consequence depending on the circumstances and severity of the offense

Instigating Fights/Conflicts: Instigating is the act of spreading rumors that someone wants to fight another person and/or actually encouraging a student(s) to fight.	Administrative consequence depending on the circumstances and severity of the offense
Lying / Untruth: Lying or giving false information either verbally or in writing to a school employee	I.S.D. or O.S.S. depending on the circumstances and severity of the offense
Misconduct In I.S.D.: Inappropriate behavior in I.S.D. is not tolerated.	Multiple days of O.S.S.
Leaving class without permission: Students must have permission from their teacher to leave the classroom, or area in which their class is being held (i.e. the library, etc.).	1 st offense: 2 lunch detentions and unexcused absence 2 nd offense: 2 or more days I.S.D. and unexcused absence 3 rd offense: 2 or more days O.S.S.
Physical Altercation/Fighting: Involving physical contact (i.e. pushing, shoving, hitting, kicking, etc.) FIGHTING HAS NO PLACE IN THE SCHOOL SETTING UNDER ANY CIRCUMSTANCES!	1 st offense: 1-3 days ISD or possible OSS. 2 nd offense: Minimum 3 days O.S.S. and referred to police department If previous conference held to avoid physical confrontation, 3-5 days O.S.S. Failure to respond to school officials may result in extended suspensions and/or recommendation for expulsion
Public display of affection (PDA): Excessive physical display of affection – (including, but not limited to, holding hands, embracing, and/or kissing)	1 st offense: Warning and review of policy 2 nd offense: 2 or more lunch detentions Subsequent: Continued disregard will be considered open and persistent defiance and will be dealt with accordingly
Refusal to Participate in Class/Sleeping: Sleeping in class or refusing to participate in class.	1 st offense: 2 lunch detentions 2 nd offense: 4 lunch detentions 3 rd offense: 4 PM detentions or 2 days I.S.D. Subsequent: O.S.S.
Safety Issue: Any inappropriate behavior or actions that causes or potentially could cause injury to others.	Administrative consequence depending on the circumstances and severity of the offense
Skipped Teacher Detention: Students who do not serve their teacher's discipline assignment will face disciplinary action.	1 st offense: 2 or more lunch detentions 2 nd offense: Multiple lunch detentions

	<p>3rd offense: 2 or more days I.S.D. Subsequent: O.S.S.</p>
<p>Smoking/Possession of Tobacco Products: (As governed by Widefield School District #3 policy). State law prohibits all tobacco use on school property.</p>	<p>1st offense: 1 lunch detention 2nd offense: 1 day I.S.D. 3rd offense: 3 days O.S.S. and parent conference 4th offense: 4 days O.S.S. and recommendation for student to attend smoking clinic at own expense 5th offense: Recommendation for expulsion</p>
<p>Student Conflict: Any disagreement or failure to get along appropriately with others that becomes disruptive or potentially disruptive to the school environment.</p>	<p>Administrative consequence depending on the circumstances and severity of the offense</p>
<p>Tardies: Tardiness occurs when a student is not in his or her assigned place when a class begins. Because of the disruptive nature of tardiness, the detrimental effect upon tardy students, and the rights of non-tardy students to uninterrupted learning; penalties will be imposed for excessive tardiness. Tardiness exceeding ½ the class period will be considered an absence.</p> <p>Excessive tardies: Multiple 4th and 5th tardies may result in more restrictive disciplinary actions.</p> <p>Unexcused Tardies include (but are not limited to) the following:</p> <ul style="list-style-type: none"> • car problems • missing the bus • needed at home • loitering between classes • oversleeping 	<p>1st-3rd offense: handled by classroom teacher 4th offense: 2 lunch detentions 5th offense: 4 lunch detentions 6th offense: 1-3 days I.S.D. 7th offense: 4-5 days ISD</p>
<p>Theft/Possession of Stolen Property: Stealing or possession of stolen property.</p>	<p>Administrative consequence depending on the circumstances and severity of the offense</p>
<p>Unauthorized Entry and Computer Access and/or Use: Access privileges may be revoked and school disciplinary action may be taken if Internet and Computer Access privileges are abused.</p>	<p>Administrative consequence depending on the circumstances and severity of the offense and possible loss of privileges</p>
<p>Unexcused Absences: Include (but are not limited to):</p> <ul style="list-style-type: none"> •Car problems •Missing the bus •Truancy •Suspension •Fake notes/calls days •“Skip” •Parental failure to notify within 48 hours •Leaving class early •Babysitting/Childcare <p>A “habitual truant” is a student who has four unexcused absences from school in any one month or 10 unexcused absences during the school year.</p>	<p>1st offense: Review Policy 2nd offense: 2 lunch detentions 3rd offense: 4 lunch detentions 4th offense: 1-2 days ISD. Subsequent: attendance contract, recommendation to an alternative school, and/or withdrawal from school</p>

<p>Unprepared for Class Student are expected to be prepared for class; Infractions include, but are not limited to failing to bring materials to class.</p>	<p>Will be handled by the classroom teacher. Parent contact.</p>
<p>Verbal Altercation: 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.</p>	<p>1st offense: Conference with Administrator and possible ISD. 2nd offense: 2 or more days I.S.D. 3rd offense: 2 or more days O.S.S.</p>
<p>Weapons Related: Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.</p>	<p>3 to 5 days O.S.S., notification of law enforcement and/or recommendation for expulsion</p>
<p>Willful Disobedience or Open and Persistent Defiance: Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.</p>	<p>Administrative consequence depending on the circumstances and severity of the offense</p>
<p>OTHER ACTS OR ITEMS THAT ARE DISRUPTIVE TO THE EDUCATIONAL PROCESS AND MAY RESULT IN DISCIPLINARY ACTION AND/OR TEMPORARY CONFISCATION ARE:</p> <ul style="list-style-type: none"> ➤ Large sums of money - If it is necessary to bring a large sum of money to school, the student must check it in at the main office for the day. ➤ Matches, lighters, and other potentially dangerous items ➤ Backpacks and duffel bags are not to be taken into the classroom. They are to be left in lockers. ➤ Voluntary surrender of prohibited items (excluding guns) will not result in disciplinary action provided they are turned in to school administration at start of day. Parents will be notified before item is returned to student. 	

Counseling Center Information

COUNSELING CENTER

Watson Junior High has counselors to assist you in developing your academic program, meeting your educational goals, or in dealing with problems you may have. See them before the problem becomes major. You are assigned to counselors by grade. Information available includes: *academic counseling, personal counseling, educational planning and scheduling, parent-teacher conferences, weekly progress reports, achievement testing, special services and programs, and conflict resolution.*

Counselors:

Ms. Nora Andrews	(A-L)	391-3276
Ms. Lindsay Jones	(M-Z)	391-3277
Ms. Bonnie Shartzler	Educational Assistant	391-3278

PARENT CONFERENCES

Parents/guardians may request a conference from the counseling center at any time. The purpose of these conferences is generally to review their child's academic progress and behavior. If a parent/guardian feels that a conference will be necessary and/or beneficial, they should contact the counseling center to schedule an appointment before or after school.

PROMOTION/RETENTION

A teacher, counselor, or parent/guardian may make a recommendation to the principal for promotion or retention after considering factors that contribute to the benefit of the student. Some factors to be considered include the following: academic achievement, attendance rate, maturity, past retention, and social, emotional, physical, and intellectual development.

Retention Eligibility

1. Failure of two or more academic classes during the school year. Note: Failure is defined as receiving a failing grade in two or more quarters.
2. Parental concern, lack of social and/or physical maturity, poor attendance, or other specified reasons.

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 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 SEXUAL HARASSMENT

Students have a right to a school environment free of sexual harassment. Widefield District 3 policy states, "Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that 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 the following:

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 verbally 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 his/her counselor or building administrator.

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. Additionally, Colorado law requires all **sixth graders** to be immunized with **two** doses of MMR (measles, mumps, and rubella) vaccine, **three** doses of Hepatitis B vaccine, and 1 dose each of the Tdap and Varicella vaccines. *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 Main Office at 391-3255.**

CHANGE OF ADDRESS

The current addresses of all students are necessary for proper accounting procedures. If, at any time, a student’s place of residence or telephone number changes during the school year, he/she must report the new address and/or telephone number to the office.

INFINITE CAMPUS

The district student information system, Infinite Campus, allows parental access to student grades. In order to have access, you must have a username and password. This information is distributed by the district Technology Department. If you have not received this information or have questions, please contact the Technology Department at 391-3023. The “Parent Portal” is located at <https://campus-wsd3.org/campus/portal/widefield.jsp>

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

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

1. the right to inspect and review the student’s records
2. the right to request to amend the student’s educational records and
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 of the categories of directory information
6. the right to request that information not be provided to military recruiters.

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 members of athletic teams, dates of attendance, honors and awards received, the most recent and previous schools or institutions attended, and other similar information. The parent or guardian, however, has the right to refuse to permit the disclosure of any or all directory information and may submit an objection in writing to the building principal. 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 a 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 with a student's application for or 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. Officials of the USDA Food and Nutrition Service for purposes of program monitoring and evaluation
12. Agency caseworkers or representative of state or local child welfare agencies or tribal organization who are responsible for the care and protection of the student.
13. parties to litigation or if the district initiates legal action against a parent or student. **(Board Policy JRA)**

Curriculum-Related Information

CURRICULUM

Our school year is set up on quarters for 6th, 7th and 8th grade students. Report cards are issued four (4) times per year (every nine weeks). In an attempt to keep our students and parents informed, Watson issues mid-term/progress reports during the fourth week of each quarter.

GRADING

Watson uses a standard grading system for scholastic performance. The following grading marks are used:

- A - Superior work
- B - Above Average work
- C - Average work
- D - Below Average work
- F - Failing work
- I - Incomplete work
- NM – No mark

Certain work must be made up one week after the end of the grading period, or the incomplete grade will become a grade of F.

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.

The teachers, counselors, and administrators are readily available to help students in all aspects of their lives at school. Students, parents, guardians, or the school may make arrangements for a conference whenever it is necessary to help the student.

HONOR ROLL

At the end of each semester, the honor roll will be announced. Students who are eligible for the honor roll must have achieved a "B" or above average in all courses. Students achieving all "A's" for any nine week period will be placed on a 4.0 GPA honor roll.

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.).
- affords 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 a specific time each evening for students to study and complete assignments.

CMAS TESTING

The Colorado Measures of Academic Success (CMAS) is the state assessment that evaluates each student's mastery of the state content standards. The state legislature requires that all children in grades 6-8 take the CMAS each year. Students are tested in reading, writing, and math in each grade level and are tested in science for grade 8. Results will be posted on the student's permanent record and are also used to place students academically in order to help them continue to make progress.

TEXTBOOKS

The textbooks used by students are supplied by the Board of Education and are the property of the school. Each student should take very good care of the books issued to him/her. Students are responsible for the textbooks and other school-issued materials at all times and must pay for lost or damaged items. Students questioning the condition of a textbook at the time of issue should consult the issuing teacher. Book covers are recommended.

PHYSICAL EDUCATION

A student may be excused from three consecutive physical education classes by a written excuse from a parent/guardian. A medical excuse will be required when it is necessary for a longer period of time. Each student will furnish his/her own clothing for physical education classes. P.E. dress must be different from what was worn to school that day -- e.g. gym clothes. Students have separate P.E. lockers and are encouraged to keep an extra pair of clothes. Parents/guardians are requested to notify the school of any physical condition that would limit the student's participation in physical education.

Athletics and Intramurals

INTERSCHOLASTIC ATHLETICS

Watson Junior High offers interscholastic competition to 6th, 7th, and 8th grade girls and boys. Girls are eligible to participate in cross-country, football (7th/8th grade only), softball, volleyball, wrestling, basketball, and track and field. Boys are eligible to compete in cross-country, basketball, football (7th/8th grade only), wrestling, and track and field. Boys and girls are eligible to participate in cheerleading, but do not compete against other schools at away events.

ATHLETIC HANDBOOK

Student-athletes should receive a copy of the Watson Athletic Handbook prior to participation in any sport. This handbook clarifies philosophy, procedures and athletic policies. In order for a student to participate in athletics, a signed parent/student acknowledgement from the handbook must be on file with the school.

INSURANCE, WAIVERS, PHYSICALS AND PARENT PERMISSION

Each athlete must have a Widefield School District Three permission form signed by the parent/guardian authorizing athletic participation. Each participant must have a statement signed by his/her parent/guardian and a practicing physician certifying that he/she has passed an adequate physical examination within the current school year before participating in any interscholastic sport. Securing the physical is the responsibility of each individual student. A parent/guardian of each athlete is to complete the emergency information card.

Student insurance (available for purchase in the main office) will cover athletic participation in all sport activities during the present school year. However, a student insurance waiver must be completed before a student may participate or practice in any sport.

INTRAMURALS

Watson will be offering intramural activities this year specifically designed for 6th grade students. The intramural program is designed to provide more varied and special activities than are available through the interscholastic program. All students are highly encouraged to participate in some phase of the intramural program. Intramural time is the first 30-60 minutes immediately after school and there are no try outs, physical exams, or other paperwork necessary for participation.

ATHLETIC EVENTS (Home Games)

Students are to sit on the left side of the bleachers. Students will be expected to show good sportsmanship at all times. Students not acting appropriately may be asked to leave the event by an administrator and required to call home. Students who leave the gym will not be readmitted to the game. School rules regarding dress apply at all events. Students are not allowed to stomp on the bleachers because of safety issues. Students are expected to leave campus immediately after the event by walking or by a pre-arranged ride. **Students who do not leave within 15 minutes of the conclusion of the contest will not be allowed to attend the next event.**

STUDENT GOVERNMENT

The center of student government is the Skills in Leadership (S.I.L.) class. It is comprised of 6th, 7th and 8th grade students. The selection of representatives will be coordinated by the sponsoring teacher. The selection will be made through the following application process:

1. To be eligible, a student must have “C” average or above in scholarship and no D’s or F’s during the previous semester. The administration reserves the right to refuse S.I.L. membership to any student not displaying appropriate citizenship.
2. If a member fails to uphold the requirements of the council after he or she has been selected, that member is subject to dismissal, and a replacement may be considered.
3. Applications will be available the first week of school, and selections will be made the middle of September.
4. Approximately twenty members will be chosen to serve on S.I.L for the entire academic year.

Renaissance Program

Watson celebrates student achievement! Watson students can earn Renaissance cards based on attendance, grades and attitude. Each card comes with a variety of privileges that can be redeemed throughout the quarter. Questions? Check out the requirements and privileges below!

Requirements for all cards:

- fewer than three absences (more than three absences will result in a card level drop. Students that have exceeded three absences and have a 3.0-3.49 GPA will not receive a card.)
- no behavior office referrals

Red – 4.0 GPA

- free entry to dances
- coupon for candy at school store
- move to front of lunch line every day
- 20% off at Gameworld

Black – 3.5-3.99 GPA

- \$2 off dances
- move to front of lunch line on Fridays
- 15% off at Gameworld

White – 3.0-3.49 GPA

- \$1 off dance
- move to the front of the lunch line once per quarter
- 10% off at Gameworld

General Building Procedures

BUILDING ACCOUNTABILITY COMMITTEE

Watson Junior High encourages parent involvement in school through a quarterly meeting of the Building Accountability Advisory Committee. The advisory committee gets involved in the life of the school and provides input to the building administration. This is a good way to have a voice in matters directly affecting students. Meetings are held once a quarter and are posted on the school website. Persons interested in serving on the BAAC are asked to contact the principal.

BUILDING/GROUNDS ENTRY & EXIT

Students are required to go to their specified entry doors for admittance at 7:19 a.m.

Exceptions: late arrivals (to the office through the front doors). **Note: Students should not arrive at Watson any earlier than 7:10 a.m.**

When students are dismissed at the end of the day, they are allowed to exit through any door except the front doors. **EXITING THROUGH THE FRONT DOORS IS NOT PERMITTED FOR SAFETY REASONS.** Students who walk home **MAY NOT** leave school grounds by way of the west parking lot. Students going to the west of Watson and staying on the Watson side of Fontaine must exit through the Northwest gate, and students who cross Fontaine **MUST USE THE STOPLIGHT AT DARTMOUTH.**

CLOSED CAMPUS

All school campuses in WSD3 are closed. Students are restricted from leaving campus during the school day, including lunch time, without permission of school authorities and parents/guardians.

CELL PHONES

Although we understand that cell phones are useful tools for parent/student communication, we must maintain an academic environment within the building. **It is our strong recommendation that students keep their cell phones in their lockers during the school day. Cell phones should not be heard or seen in the building during the school day.** Students using cell phones are only permitted to use them before and after school. Cell phones that are seen or heard within the building during the academic day will be confiscated and appropriate consequences will apply. 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 or drama productions unless being used outside of the building. Watson shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a written hall pass in their possession (one student per pass).

ID CARDS (Student Identification Cards)

Students will be issued ID cards at the beginning of the school year. ID cards are used to access a student's hot lunch account and for checking out library materials. Students without an ID card must go to the end of the hot lunch line and will not be eligible for activity discounts. A lost ID card may be replaced through the library for a \$4.00 fee.

Media Center Information

LIBRARY MEDIA CENTER

The library is open from 7:19-3:10 every day. Students can come into the library during lunch, or stay after school to finish projects and to check out books.

Students can have up to three books checked out for two weeks. If students have overdue materials, they cannot check out additional books until overdue books are returned. Students must present their ID card to be scanned to check out books. If any ID card has been damaged and the picture and/or barcode cannot be clearly identified, students will not be allowed to check out books.

Watson's library contains a variety of books to meet the interests and needs of all of our students. Not every book is for every student. During library orientation, the librarian will present information concerning the books in the library and encourage students to make good choices.

Young Adult books are clearly labeled in our library. **YA** (Young Adult) books are like PG-13 movies and only our 8th graders can check out those titles. We recommend these books for our 8th graders. They could include mature language, mature themes, and/or may contain situations that could be thought of as violent. Students need to make good choices when they check out books.

To use computers at school, students must adhere to the Widefield District 3 Acceptable Use Policy. Before students may access the Internet, a Terms and Conditions Release form must be signed by the parent/guardian and student. These forms are included in the student registration packet and are available in the Watson library.

To use the computers, students must adhere to the following **Acceptable Use Policy:**

The Internet has links to material which may not be considered appropriate for reading or viewing in a school setting. When using Watson's computers, students must avoid these areas. They must also agree not to vandalize any computer system or software. Students must understand that the software they use while on the Internet tracks all "surfing" conducted on these computers.

Students must also understand that computer access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken if they do not use the Internet in a responsible manner. Students must stay on task and topic, which will avoid wasting valuable on-line time.

In accordance with Widefield School District #3 policy, before students may access the internet a **Terms and Conditions Release form** must be signed by the parent/guardian and student. These forms are included in the student registration packet and are also available in the library.

LOCKERS

Lockers are issued to all students at Watson Junior High School. Students are assigned one locker and are urged to not share the combination with any other student. Students may not change lockers or move into a friend's locker. Students are also urged to not keep valuable possessions or money in their lockers because of possible theft. Students are responsible for the condition of their lockers and are expected to keep their lockers neat and clean at all times. Messy or overloaded lockers will cause the locker to jam closed. Note: Backpacks and duffel bags are not to be taken into the classroom. These items are to be left in lockers.

Watson Junior High School is not responsible for lost, stolen, or damaged items taken from a locker. School officials shall have access to and may conduct a search and inspection of any student locker at any time since lockers are the property of the school district

LOST AND FOUND

Articles which have been lost can usually be found in the lost and found area maintained in the Main Office. There is an additional lost and found in the gym for items found in and around the locker rooms. Students should label all personal items. Unclaimed items will be donated to charity.

Found items such as purses, billfolds, glasses, money, etc. should be brought to the office as soon as possible. If a valuable item is lost, students must report it to the Main Office immediately.

LUNCHROOM PROCEDURES

Students at Watson have a lunch period of 30 minutes in length. 6th grade students will have a separate lunch time than 7th and 8th graders. During lunch 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.

- Restroom use, as well as obtaining materials from lockers, must be taken care of before and after the lunch period. Once you have gone outside, you are not permitted to enter the building again until the lunch period ends.
- Students may go home for lunch if they have written permission on file from their parents, possess a lunch pass, and live within one block of school.
- Students may also purchase breakfast beginning at 7:00 a.m. They should enter the building through the quad door and go directly to the lunchroom to be served. Students must be in line by 7:15 a.m. to be served.

Lunch Expectations

- Students must walk at all times.
- Students are not allowed to save places or cut into the lunch lines, nor are they allowed to exchange money in the lunch line.
- **NO FOOD OR DRINK** is allowed to be consumed or eaten outside the lunchroom.
- Students are expected to clean up their area before leaving the lunchroom.
- Students eating hot lunch, bringing a cold lunch or purchasing from the snack line should enter through the courtyard door or hallway entry of the cafeteria. **Students who are not buying food and have not brought a lunch may not enter the lunchroom.**
- On inclement weather days, students will be admitted to the big gym.

- After eating lunch, students will go outside to the courtyard, to the football/softball field or to the big gym for open gym. Students should remember to take appropriate outerwear as needed since they will not be allowed back into the building once they have gone outside.
- Once students have gone to the football/softball field, they are to remain there until the adult supervisors signal to enter the building. After the lunch period, students will enter through either the northwest doors for 6th graders, West courtyard doors for 7th graders and the cafeteria door for 8th graders.

Courtyard Expectations

- Students are expected to be calm and socialize in a quiet, controlled manner. Students are not allowed on the grass or rocks. RUNNING or HORSEPLAY of any kind is NOT ACCEPTABLE.

FREE/REDUCED MEALS

Eligible students may receive meals free or at a reduced price. **For further information, contact the Main Office at 391-3255.** The reduced/free prices do not go into effect until the application has been approved by the district Nutrition Services office.

MEDICATIONS

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 health tech 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	e. time to be administered
b. name of medication	f. dosage
c. purpose of medication	g. possible side effects
d. termination date for administering medication	
2. The school nurse or health tech 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.
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: WSD 3 retains the right to reject requests for the administration of medication.

MONEY

Bring no more money to school than is necessary. If a student must bring a large sum of money, he/she must check it in at the Main Office for the day.

MONIES OWED

Any monies owed to the school for library materials, athletic equipment, lost or damaged books, fees, etc. must be paid before students receive quarter or end-of-the-year report cards.

OFFICE

The Main Office is the place where student business is transacted. Students report there to obtain permission to leave school, to make arrangements to withdraw from school, to take medication, and to conduct other appropriate business. Office hours are 7:00 a.m. to 3:30 p.m. **The office phone is for emergency use only!**

PERSONAL TECHNOLOGY

Personal technology that is used for academic purposes will only be permitted with the prior approval of building administration.

STAFF/STUDENT 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.

TELEPHONE

The phone in the Main Office is for business purposes only. The phone located in the office may be used by students with permission of a staff member for emergencies only -- e.g. permission to go home ill.

There is not a phone in the Watson gym available for student use. Rides after events held in the gym should be prearranged. Parents/guardians who wish to contact a child who is participating in an after school club may call 719-391-3269.

THEFTS

Watson Junior High is not responsible for lost or stolen items. Students losing property should notify their teacher or the administration as soon as the loss is discovered. Every effort will be made to recover the stolen article. Students are encouraged not to bring valuable items or large amounts of money to school. All items brought to school should be marked for easy identification. *Locker combinations should not become common knowledge.*

VISITORS

Parents/guardians are welcome to visit Watson with 24 hour prior notice to school administration. All visitors must CHECK IN with the main office and will be issued a visitor pass which should be displayed while in the building. Students will not be allowed to bring their brothers, sisters, relatives, or friends to school as visitors or to baby-sit. Student visitors are not permitted at Watson. Older friends who are meeting Watson students after school should wait off school grounds whether in cars or on foot.

WITHDRAWAL FROM SCHOOL

In order to officially withdraw from school, it is necessary that the student bring a signed statement from the parent/guardian to the Main 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, its name and address. The student will receive a withdrawal slip that must be signed by the following people and then returned to the Main 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.

In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter

Lockout! Secure the Perimeter.

Students

Return inside
Business as usual

Teachers

Bring students into the building
Increase situational awareness
Take roll
Business as usual

Lockdown! Locks, Lights, Out of Sight.

Students

Move away from sight
Maintain silence

Teachers

Lock classroom door
Turn out the lights
Move away from sight
Maintain silence
Wait for responder to open door
Take roll

Evacuate! (Directions to Follow.)

Students

Leave your stuff behind
Form a line
Hand in hand

Teachers

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

Shelter! (Directions to Follow.)

Students

Shelter types:
1. For tornado
2. For bomb
3. For hazmat
Shelter methods:
1. Drop, cover and hold
2. And seal
3. In silence

Teachers

Shelter type
Shelter method
Take roll



FIRE DRILLS

Fire drills are held from time to time without warning. When the alarm sounds, please follow all staff instructions including:

1. Leave the room in single file.
2. Do not talk during passing.
3. Walk briskly, but do not run.
4. Leave the building by the routes posted in each room.
5. After leaving the building, continue single file directly away from the building until the last person is approximately 300 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 a staff member.

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.

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 school hours.

Each year the Board of Education authorizes an insurance company to sell life, accident, and dental insurance to provide for student coverage at very low rates. The information concerning this insurance is available in the front office. The purchase of insurance under this program is at the option of parents/guardians and becomes effective upon completing the application and payment of the premium. Participation in this program is strongly encouraged.

Watson Junior High and Widefield District Three encourages parents to provide some type of insurance coverage for their children.

BICYCLES, MOTORBIKES, AND SKATEBOARDS

Students are required to park and lock their bicycles in the bicycle compound. Bikes must be walked on and off school property. We require that students lock their bikes to ensure safety during the school day. Students will not be allowed to ride motorized vehicles to school.

Skateboards and roller blades may be used as a means of transportation only and shall not be used on school grounds. **Watson Junior High is not responsible for lost or stolen bicycles, skateboards, or roller blades.**

HALL TRAFFIC

Students moving through the halls should do so in a quiet, orderly manner at all times (e.g. **no running**). Walking in large groups or stopping in the halls creates traffic jams. Students need to keep moving and stay to the RIGHT at all times. Students must help keep the halls and grounds clean by placing all waste paper and trash in the wastebaskets.

Other Important Information

EMERGENCY SCHOOL CLOSING

The primary method to notify all district employees, parents, and students of school closing is by radio and television. Listen to local stations for information.

WSD 3 will...

- make inclement weather decision(s) based on students' safety.
- make the decision as to whether school will be open and announce no later than 6:30 a.m. by calling radio stations and TV stations.
- not penalize students if parents keep them home or pick them up from school on questionable days.

In the event the decision made earlier is to open schools and the storm worsens unexpectedly, WSD 3 will...

- inform the same media, as stated above, that schools will dismiss students early.
- keep buildings open as long as necessary to evacuate all students safely.

Parents are expected to ...

- be responsible for custody of children.
- decide whether or not to send children to school on threatening, stormy days.
- listen for an early dismissal announcement.
- make sure children know what to do and where to go if dismissed early.
- know that students may be dismissed earlier than normal.
- not rely on telephones to make last minute arrangements for their children. (*Lines tend malfunction during storms.*)

LATE START POLICY

If an emergency closing is declared by the superintendent for part of the day only, a two-hour late start may be used. Whenever feasible, a two-hour late start will be announced by 5:30 a.m. through the same channels as a school closure. These channels include television, radio, and the district's website.

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