

2022 - 2023

JEFFERSON JUNIOR HIGH



PARENT/STUDENT HANDBOOK

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WELCOME!!!

Jefferson Junior High School offers the opportunity for a “fresh start” in making positive changes in order to prepare for a successful future!

Our goal is that each student will find a way to “connect” with at least one staff member who will serve as a listener, helper, and positive role model. By having a mentor and positive school culture we expect students to commit themselves to making positive changes by taking advantage of this unique opportunity and take control of their future.

JJHS staff looks forward to working with students and their families throughout the school year. Please contact us if we can be of any assistance!

Trish Baran, Principal

Kory Atkinson, Assistant Principal

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Vision and Mission of JJHS

Our Vision

A blended learning environment for students to reach their academic and affective potential.

Our Mission

To provide a positive and safe school culture where students reconnect to their education, achieve their goals, and develop skills to be productive members of society.

Our Values - Discovery

Prompt

Polite

Produce

Participate

Prepared

Positive Mental Attitude (PMA)

Our Core Strategies

7 Mindsets (D6 SEL Curriculum)

Smaller Class Sizes

Blended Learning

Academic Labs

Exploratory/Study Hall

Standards Based Curriculum

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Critical Dates

1ST QUARTER

August 11, 2022.....1st Day Last Name A-L

August 12, 2022.....1st Day Last Name M-Z

August 15, 2022.....ALL STUDENTS START!

September 5, 2022 No School-District Closed

September 14, 2022.....1st Qtr. Parent Teacher Conferences 4:00-6:30 pm

September 26, 2022.....No School

2ND QUARTER

October 10, 2022..... No School

October 11, 2022.....No School

October 12, 2022.....2nd Quarter Begins

November 9, 20222nd Qtr. Parent Teacher Conferences 4:00-6:30 pm

November 21-25, 2022.....Thanksgiving Break—No School

December 16, 2022.....End of 2nd Quarter

December 19, 2022-January 2, 2023.....Winter Break—No School

3RD QUARTER

January 3, 2023.....3rd Quarter Begins

January 16, 2023No School - District Closed

February 6, 20233rd Qtr. Parent Teacher Conferences 2:30-5:00 pm

February 20, 2023.....No School-District Closed

March 10, 2023.....Last Day of 3rd Quarter

March 13 – March 17, 2023..... Spring Break—No School

4TH QUARTER

March 20, 2023...4th Quarter Begins

March 27, 2023..... No School

April 19, 20234th Qtr. Parent Teacher Conferences 4:00-6:30 pm

April 24, 2023.....No School

May 18, 2023Last Day of School

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JJHS BELL SCHEDULE

Monday			Tuesday-Friday			Inclement Weather		
Late Start			Regular Schedule			2 Hour Late Start		
Class Period	Start	End	Class Period	Start	End	Class Period	Start	End
1st	9:30	10:00	1st	8:30	9:00	2nd	10:30	11:20
2nd	10:00	10:45	2nd	9:00	10:05	3rd	11:20	12:10
3rd	10:40	11:40	3rd	10:05	11:15	4th	12:10	1:00
4th	11:40	12:35	4th	11:15	12:25	5th	1:00	1:50
5th	12:35	1:30	5th	12:25	1:30	Lunch	1:50	2:20
Lunch	1:30	2:00	Lunch	1:30	2:00	6th	2:20	3:20
6th	2:00	3:10	6th	2:00	3:10	7th	3:20	4:00
7th	3:10	4:00	7th	3:10	4:00			

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Discovery Program

The Discovery Program is a concrete, skills-based curriculum that has the power to create positive change in students. Through Discovery, students learn and master the positive social skills necessary to be successful in school and in life. The Discovery Program was designed in 1990 by Eric Larsen, an alternative high school teacher in Poudre School District in Ft. Collins. The program teaches positive social skills to students struggling with academic, attendance, and behavioral problems.

The objective of the program is as follows:

- To reinforce the culture of the classrooms/school and ensure that all students realize what is expected of them and what they can expect from the staff.
- All Jefferson students are expected to follow the 6 P's while enrolled in JJHS. The 6 P's are designed to help students recognize appropriate behavior in all aspects of their lives.
 - Prompt - Early is on time!
 - Prepare - Mentally, emotionally, and physically to learn and participate
 - Polite - Treat everyone with dignity and courtesy
 - Positive Mental Attitude (PMA) - Use your words. Manage your anger and problem solve
 - Participate - Your education is YOUR responsibility. Own it!
 - Produce - like Nike - Just do it!

How does JJHS use Discovery?

Since Discovery is a socio-emotional program that teaches positive social skills to students struggling with academic, attendance, and behaviors/choices; we have threaded Discovery throughout the school. All staff have been trained in Discovery and if students “act out,” we re-direct them and reinforce positive behavioral expectations/choices



Redirects and the Refocus Room

Behavior/Choices:

Regarding behavior/choices in the classroom, the disciplinary policy at JJHS consists of redirects, hallway conversations, and the Refocus Room.

- Redirect - The “redirects” are quick and fast. “Jose, Eyes on board...” “Emily, Seat.”

If student behavior/choices continue they will have a supportive hallway conversation.

- Hallway Conversation - The supportive hallway conversation gives the student an opportunity to discuss issues that are causing the negative behavior/choices. There are four possible outcomes from the conversation:
 - Student can go back into class and be successful.
 - Student takes a 1-2 minute break then returns to class and be successful.
 - Student may ask, or teacher may recommend speaking with one of our support professionals.
 - Student chooses to continue their negative behavior/choices when they go back into class, or behavior continues during the hallway conversation and the student will be sent to the Refocus Room.

Refocus Room:

The Refocus Room is an area where the escalated student fills out a Refocus Form, gets support, de-escalates from whatever caused their behavior in class. When the student is finished with their form the student meets with the Behavior Specialist and goes over their form. Together they will problem solve, role play, and make sure the student is set up for success when re-entering the classroom.

When a student is sent to the Refocus Room for the second time in one day, the Behavior Specialist and student will call parent/guardian and together explain the behavior and possible consequences.

If a student is sent to the Refocus Room for a third time for any reason in one day, the student is suspended for the remainder of the day and possibly more days.

Counseling and Student Supports

Student Supports

Along with our Discovery program and Refocus Room, we have other supports for our students!

- Behavior Specialist
- 2 Counselors
- Northrange Behavioral Health Therapist

Counseling

We are lucky to have two counselors and a Northrange Behavioral Health Therapist on staff. They will listen to your concerns and guide you in making decisions regarding school, classes, home, or relationships involving other students.

If a student has a problem with another student please talk with our counselors or administration so that we can assist in resolving the conflict.

Students in need of help!

By Colorado state law, school staff are considered “mandatory reporters.” As a mandatory reporter, school staff must report any incidents of abuse.



See it.

Report it.

Stop it.

Anonymously Report Concerns 24/7:

safe²tell Colorado

1-877-542-7233

safe2tellco.org

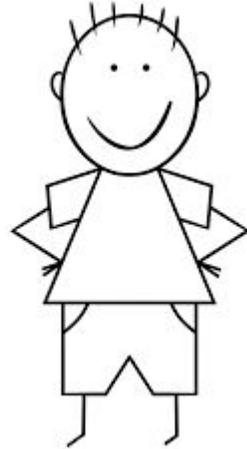
Apple Store & Google Play



Our Support Staff



Angelina Romero
Counselor



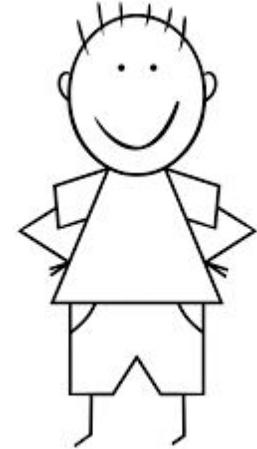
Zachary Guillaume
Counselor



Samantha Sanchez
Behavior
Interventionist



TBD
Northange
Counselor



Mark Romero
Youth Facilitator

Attendance

CALL 970-348-1000

Regular attendance at JJHS is critical to academic success. Students who are not in class will not succeed. JJHS defines excessive unexcused and excused absences as follows:

- If a student reaches **2** absences, excused or unexcused, in a month, the student is given a warning.
 - Students will be considered absent if they are late to class over 10 minutes.
 - Excused absences are those verified by a doctor's note, health clerk sent home, funeral notice, court appearance, suspensions, and administration verified extenuating circumstances.
 - Parents are encouraged to use the Infinite Campus Parent Portal to keep track of their student's absences.
- Once a student reaches **5 unexcused** or **7 TOTAL** excused/unexcused absences, he/she will be placed on an Attendance Contract. This contract is crafted with the family and school to see what supports are needed to get the student to school.
- If a student violates the Attendance Contract, JJHS will refer the student/family to District Truancy Court.
- It is the **student's responsibility** to contact the teacher to receive missing work.

Attendance (Cont.)

Infinite Campus - Parent Portal

Click on the graphic and it will take you to the D6 Infinite Campus Parent Portal.

This allows parents real-time access to their student's grades, attendance, assignments and more!

Parents can update household information such as phone numbers, email addresses, and non-household emergency contact information.



Report Cards/Progress Reports

Students and parents are given notification of academic progress four times per year. With the Parent Portal, you can check your student's grades for current progress daily. Students will be regularly checking their progress during Academic Lab. Their teacher will sit down with each student stressing the necessity of being aware of their academic progress, attendance, and missing assignments.

Technology

Phones

Phones are not allowed. Cell phones are a major distraction to learning. We will collect phones at the beginning of class and lock them up in the administration office. If a student arrives late, we will put the phone in the “bucket” and lock it up with the others. If a student needs to use their phone or a parent/guardian needs to talk with them, call the office (970-348-1000) and we will bring the student to the office, hand them their phone, and you may speak with them.

Electronic Media (Snapchat, Instagram, FB and other platforms) Safety

- Do not share your password with anyone else (except your parents/guardians)
- Never give out personal information about yourself (including but not limited to - your name, address, phone number, age, name of your school, names of family members, and any other identifying information). This includes - pictures!!!
- Adjust your privacy settings so only your “friends/family” see your information.
- Do not exchange texts, emails, instant messages, or become “friends” with ANYONE you don’t know.
- Do not share or post times when you are home alone or on vacation.
- Do not allow anyone to use your phone and/or school computer without you supervising everything they are doing - remember your name/number is associated with what they are posting!!
- Remember that once something is posted into cyberspace, it cannot be erased or permanently deleted... Someone can always find it and recover it. Texts, pictures, emails, chats, blogs, and instant messages can all be forwarded and printed out. Be very careful what you type or send to someone else!!
- Tell a trusted adult if you are being cyberbullied, stalked, or feel “targeted.”

Technology (Cont.)

What is cyberbullying?

Cyberbullying is when someone uses a computer, internet, cell phone, or other electronic media to torment, harass, intimidate, humiliate, frighten, bully, or otherwise target another person or group of people. This includes, but is not limited to - sending texts, pictures, writing on blogs, posting on social networking sites, creating web pages, chatting in chat rooms, and sending instant messages.

What is sexting?

Sexting is the act of sending sexually explicit messages or photographs electronically.

GoGuardian

D6 has purchased a program to track students on school computers and control what sites they can visit during school hours. This includes when students are at home! To learn more about this program [click this link.](#)

Computer Violations

Misuse of equipment or inappropriate/unauthorized access of computer websites or programs will result in loss of privileges and necessary disciplinary action.

D6 EMAIL POLICIES

Greeley-Evans School District 6 will provide a free email account for every student unless parents complete an opt-out form. Electronic communication using school district systems is considered public information and can be subpoenaed. Acceptable use of email falls under the policy governing student use of the Internet and electronic communications. Policy JS states that no student shall access, create, transmit, retransmit, or forward material or information:

1. That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
2. That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion.
3. That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies.
4. That uses inappropriate or profane language likely to be offensive to others in the school community.
5. That is knowingly false or could be construed as intending to purposely damage another person's reputation.
6. That contains personal information about themselves or others, including information protected by confidentiality laws.
7. Using another individual's Internet or electronic communications account without written permission from that individual.
8. That impersonates another or transmits through an anonymous remailer proxy.

STUDENT CODE OF CONDUCT

District 6 expects all students to behave appropriately for an educational environment and follow school rules. All schools are expected to establish behavior guidelines as defined in the school's positive behavior intervention and support (PBIS) plan. Any behavior which disrupts the learning environment, and/or is detrimental to the safety and welfare of other students or staff is subject to disciplinary action. The principal or designee may apply disciplinary consequences including suspension or a recommendation for expulsion for any student who engages in one or more of the following activities: gang activity, drugs, weapons, Title IX violations, and etc. 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 reasonable connection to school or any district curricular or non-curricular event.

Consequences for inappropriate behavior are contained in this chart ([Click Here to View](#)) which is used in all schools. The school's responses to inappropriate behaviors are subject to change by the direction of Weld County District 6 Board of Education.

STUDENT CODE OF CONDUCT

Classroom Managed Behavior

These actions do not require administrative involvement, do not significantly violate the rights of others, do not put others at risk or harm, and are not habitual. They are managed by the classroom teacher unless the behavior becomes habitual, at which time we would ask the teacher to make an office referral. (This is only a partial list.)

- Minor inappropriate language
- Unprepared for instruction
- Insubordination
- Disruptive
- Late to class
- Inappropriate use of electronics, gum, hats, etc.

Office Managed Behavior

These behaviors require administrative involvement, significantly violate the rights of others, put others at risk or harm, or are chronic. Possible consequences include restorative justice, detention, in-school-suspension, Saturday School, out-of-school-suspension, or expulsion.

- Physical aggression, harassment
- Stealing
- Habitual minor violations
- Drug or alcohol violations
- Weapons

PBIS

PBIS

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. Positive Behavior and Interventions System (PBIS) is used in all D6 schools to reward positive choices in the school setting. The Positive Behavior & Intervention Systems (PBIS) at Jefferson Junior High create teaching and learning environments that are:

- Less reactive, aversive, dangerous, and exclusionary
- More engaging, responsive, preventive, and productive

At JJHS we reward students by giving them “purple” tickets that they can use in our student store.

Student Store

JJHS’ student store is the highlight of the week for every student! Students save their purple tickets to purchase items at the student store. Many items are food, but we also have School SWAG, beauty products, slippers, shoes, and other family friendly items!

POLICY TO PROHIBIT GANG-RELATED ACTIVITIES

Jefferson acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. “Gang” as used in this policy shall mean two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the District’s rules and regulations.

NO STUDENT

- Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation with any gang.
- Shall use hand signs or whistle.
- Shall draw gang graffiti or distribute gang-related literature.
- Shall use any speech or act in furtherance of gang activity.
- Shall solicit others for membership in any gang.
- Shall request any person to pay protection or otherwise act to extort any person.
- Shall commit any other illegal act or other violation of school district policies.
- Shall incite other persons to act with physical violence upon any other person.
- Shall attend any activity that could be interpreted as relating to gangs or gang activity.

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Any student who violates this policy will be placed on a “gang contract” prohibiting future gang-related activities. Any further violations of the WCSD6 policies related to gangs/gang-related activities escalate up the D6 Disciplinary Matrix. All gang-related paraphernalia or materials will be confiscated.

BULLYING PREVENTION AND EDUCATION

Bullying behavior can have a negative effect on the school climate and can lead to more serious behaviors affecting the health, safety, and welfare of students. The Board 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. [Board Policy JICDE](#)

A Few Examples:

- Name calling, taunting, demeaning comments
- Pushing, shoving, kicking, book checking, hitting, pinching, tripping
- Holding someone against their will
- Spitting (also form of assault)
- Written notes or graffiti in building about an individual

Students who continue to bully will receive Jefferson and/or District consequences and the issue will be turned over to the Greeley Police Department.

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 encourage school pride and unity, and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a 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, to the educational process, to the environment or to the maintenance of a safe and orderly school, that presents health or safety concerns, drug or gang related, or that contains lettering or symbols that are obscene or profane. Any student deemed in violation of the student dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. This dress code has been reviewed by and is supported by the Council of Student Representatives.

Dress Code Expectations Specific to Jefferson Junior High School

Students are not permitted to wear over 50% red or blue on one article of clothing, or any item gang related.

Students will be given an opportunity to change.

If the student refuses to change, then parents will be notified and the student will be sent home.

District 6 Non-Negotiable Universal Student Dress Code

- 1) Any clothing item or accessory that causes a disruption to school safety, personal safety and/or the learning environment may result in discretionary intervention by school administrators
- 2) Tattoos, clothing or accessories that display drugs, including any marijuana reference, sexual innuendos, inappropriate language, alcohol, tobacco products, violence, weapons or gang connotations are not permitted. Tattoos displaying any of these must be covered at all times
- 3) No hats permitted inside of the school building during the school day. If “hoodies” are worn, the hood may not be worn inside of the school. (Religious headwear exceptions)
- 4) Sunglasses or dark glasses, absent a verified medical condition, are not to be worn or displayed inside of the school building
- 5) Trench coats are not permitted anywhere on school property
- 6) Soled shoes or sandals must be worn at all times (For example, no “bedroom” slippers or similar footwear)
- 7) No exposed undergarments, inappropriately sheer, tight or low cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts or cleavage is not permitted
- 8) No shaved or notched eyebrows (Absent a verified medical condition)
- 9) No red or blue unnatural hair color, belts or shoelaces
- 10) No clothing or belt buckles that display the numbers 13, 14, 18, 31, 41 or 81
- 11) No solid red or solid blue shirts (Other than designated school uniforms)
- 12) No red or blue “Dickies” or “Southpole” brand pants, shorts or shirts
- 13) No red or blue bandana or any color bandana that is draped on clothing or hanging out of a pocket

2022-2023 School Meal Prices, Meal Benefits Application and Meal Charge Policy

Pandemic related waivers, to provide free meals to all students, have

EXPIRED!

It is vital that parents/guardians fill out the meal benefits application (link below) or you will be accruing meal debt!

[Meal Benefits Application](#)

School Meal Prices:

- Student Breakfast - \$2.00
- Student Lunch - \$3.75
- Adult Breakfast - \$2.60
- Adult Lunch - \$4.00

[2022-2023 Meal Charge Policy](#)

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STUDENT ID CARDS

Students will be provided with an ID card that must be kept in their possession at all times during the school day. **The student ID is also recognized by Greeley Evans Transit as the pass for students on the city buses.** All District 6 students receive free-rides year round on the “GET” Buses. The student ID will also serve as your lunch account card.

If a student’s ID card is lost or destroyed, he or she will be **required to purchase a replacement for \$5.**

Student ID cards are required for:

- Riding the school bus,
- School field trips
- Swiping for breakfast and lunch (students will not be allowed to input numbers on a key pad)

INCLEMENT WEATHER/SCHOOL CLOSURES

In the event of bad weather or to check if school has been cancelled students are encouraged to check:

- Greeley Evans School District 6 Facebook Page
- the District 6 website www.greeleyschools.org,
- listen to radio stations K99, Tri102, or KFKA-1310 am
- Watch Channel 9 News.

TOBACCO FREE CAMPUS

As per Colorado Revised Statutes, District 6 prohibits the use of tobacco products on all school property including athletic fields, playgrounds, and parking areas. For the purposes of this policy, all tobacco, tobacco products, and tobacco-like products that are suitable for chewing or smoking are prohibited at all times. Students in possession are subject to disciplinary consequences.

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VISITOR/GUEST/VOLUNTEER POLICIES

Visitors, volunteers, guest speakers, and former students distract from the learning environment and are not allowed during school hours without administrative approval at least 48 hours in advance. All visitors must check in at the office and pick up a Visitor Pass. Small children and pets are not permitted to attend classes or be on campus without prior authorization by an administrator.

If you have an appointment with staff or administration, all visitors must check in at the main office and sign into our Raptor System.

- Visitors must bring a current driver's license with them to the office.
- At the end of the visit, visitors must sign out in the office.

HEALTH CLINIC/MEDICATION POLICIES

Students must **obtain permission from their teacher** prior to coming to the clinic during class unless there is an emergency.

All students who become ill or injured at school and may need to go home must **first go to the clinic**. A staff member will assist the student in contacting parents or guardians. Students should not call from a cell phone and are required to report to the clinic.

School District 6 personnel encourage medications to be taken at home if at all possible. Many medicines may be taken before school hours and/or after school. If school personnel are asked to assist the student in taking medication:

- It must be sent to school in a **properly labeled bottle**.
- Written directions for giving the medication **signed by a physician**
- Written permission from a parent before the medication will be administered.

Students are not to give other students any kind of drugs or medication.

NON-DISCRIMINATION/TITLE IX STATEMENT

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Weld County School District 6, Greeley, Colorado, does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public. The following person has been identified as the compliance officer and Title IX Coordinator for the district.

Assistant Superintendent of Human Resources, Annette Overton

1025 Ninth Avenue, Greeley, CO 80631

Phone: 970-348-6074

Email address: joverton@greeleyschools.org

[TITLE IX STATEMENT](#)

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