



Home of the Eagles!

10200 W. 100th Ave.
Westminster, CO 80021

Telephone: 303-982-9070
Attendance: 303-982-9250
Fax: 303-982-9071

Principal: Mr. Singh
Assistant Principal: Ms. Carlson
Ms. Soeldner

2019 – 2020 Student Handbook & Planner

THIS STUDENT PLANNER BELONGS TO:

NAME _____ **GRADE** _____

ADDRESS _____

CITY _____ **ZIP** _____

PHONE _____

School Hours: 8:25 - 3:21 Office Hours: 7:30 - 4:00

Min	6th Grade	Min	7th Grade	Min	8th Grade
25	Access 8:25-8:50	25	Access 8:25-8:50	25	Access 8:25-8:50
47	1st 8:54-9:41	47	1st 8:54-9:41	47	1st 8:54-9:41
47	2nd 9:45-10:32	47	2nd 9:45-10:32	47	2nd 9:45-10:32
47	3rd 10:36-11:23	47	3rd 10:36-11:23	47	3rd 10:36-11:23
30	Lunch 11:27-11:57	47	4th 11:27-12:14	47	4th 11:27-12:14
47	4th 12:01 -12:48	30	Lunch 12:18-12:48	47	5th 12:18-1:05
47	5th 12:52 - 1:39	47	5th 12:52 - 1:39	30	Lunch 1:09-1:39
47	6th 1:43- 2:30	47	6th 1:43- 2:30	47	6th 1:43- 2:30
47	7th 2:34 -3:21	47	7th 2:34 -3:21	47	7th 2:34 -3:21

Attendance Policy.....2	Electronic Devices (Cell phones)5	Passing Periods7
Backpacks, Bookbags, Purses.....3	Fines5	Schedule Changes7
Bicycles/Skateboards/Skates...3	Grading5	School Closure7
Breakfast3	Hall Passes5	School Day7
Building and Grounds3	Honor Roll5	Student Behavior Guidelines7
Bus Transportation3	Identification Cards5	Student Dress Code9
Clinic4	Lockers5	Technology10
Counseling Services4	Lost and Found6	Telephone10
Emergency Information4	Lunchtime and Cafeteria6	Valuables10
	Night Activities6	Visitors10

Attendance Policy—Attendance is the responsibility of the students, the parents and the school. Good attendance is closely related to student achievement. Students are expected to attend school each day school is in session. Though make-up work is provided following all absences, it is never the same as the direct instruction provided by the teacher in the classroom. It is the student’s responsibility to ask teachers for make-up work. ***We ask families to limit vacations, appointments and special events on days that school is in session.***

Excused absence—The attendance line should be called no later than 9:30 a.m. the day of the absence, or prior notice should be given to the attendance office. The attendance line, 303-982-9250, is available 24 hours a day. Absences may be excused for the following reasons:

- Illness, Religious holidays, Family emergency / business (three or more consecutive days need prior notification to the attendance secretary—completion of ***Pre-Approved Absence*** form)

*Parents are encouraged to submit notes from physicians when excusing for such appointments.

Unexcused Absence—Absences are considered unexcused when a parent fails to contact the attendance line by the start of the following school day, or when there is evidence that the student missed class(es) without prior awareness by a parent. **Excessive unexcused absences can result in referral to Truancy Court.**

Tardies—Students are expected to arrive to class on time, prepared to remain in class the entire period. This means that students should use passing periods to get all materials for classes and to take care of restroom and other personal needs. Teachers and administration can assign consequences for unexcused tardies to their class. Students are expected to arrive in the morning early enough to make it to their Access class before the 8:25 bell rings.

Backpacks, Bookbags, Purses—Students who bring backpacks, book bags or fanny packs must leave them in their lockers during the school day. Students can carry small purses for personal hygiene items.



Bicycles/Skateboards/Skates— Students who ride, board or skate to school need to do so safely.

This includes crossing only at the cross walks. We have a “Wheels Up” policy on campus, and that policy is in effect one hour before and after all school days. Students may not ride, board or skate in the driveway, and once students have reached the driveway, they must carry their skateboards, take off skates or walk their bikes. The bike cage is located on the west side of the building, and students are expected to lock their bikes in the cage as soon as they arrive on campus. A skateboard rack is located near the gym, and students are allowed to enter the building to use that rack. **Wayne Carle Middle School and Jefferson County Schools are not responsible for lost, damaged or stolen bikes, skateboards or skates.**



Breakfast – Breakfast is served in the cafeteria every morning. Students may enter the building at 8:05, and only students who buy something from the serving line are allowed in the cafeteria at that time. See “**Lunch Time and Cafeteria**” for behavior expectations during breakfast.

Building and Grounds—We are so proud of the building and grounds of Wayne Carle Middle School. Please help us keep Wayne Carle Middle School attractive and clean by using courtesy and common sense. Please be especially aware of any messes you might make and be certain to clean up any such messes.



Bus Transportation—It is a privilege to ride a Jefferson County school bus. It is the responsibility of both the driver and students to do everything possible to make it a safe ride. The right for a student to ride a school bus is contingent upon continuous observation of safety rules and acceptable behavior. All school rules and the Jefferson County Student Conduct Policy apply to the bus and bus stops. If students are unable to follow bus rules, it is possible for them to be suspended from the bus or to lose the privilege for the remainder of the school-year.

All questions or concerns regarding school bus policies, including pickup and/or drop-off sites and bus stops must be directed to North Area Transportation at 303-982-1998. It is important for students to be at their stop at least five minutes before pick up time in the morning. Busses will leave Wayne Carle Middle School after school promptly at 3:30 p.m.

NOTE: Parents who would like to make special arrangements for their child to ride a bus in order to go home with a regular bus-riding student must make these arrangements with North Area Transportation. Wayne Carle does not provide permission for this bus riding exception.

Bus Safety Regulations—

1. The driver is in full charge of the bus and students. The driver has the right to assign seats to meet the needs of the majority of passengers. Students are responsible for the area in which they sit.
2. Unnecessary conversation with the driver is prohibited. Classroom noise level and behavior is the acceptable behavioral standard on a bus.
3. To prevent injury to students and others, do not stick or throw objects out of the bus windows.

4. Students are expected to be absolutely quiet at all railroad crossings to allow the driver full concentration to comply with this mandatory safety regulation.
5. Students must have written permission from their guardian to use a bus stop other than their own.
6. Students must sit facing forward in their seat.
7. Students must not block the aisles or stairwells; they need to be clear in case of an emergency. To prevent possible injury, students are not allowed to move around while the bus is in motion.
8. Video cameras may be in use on buses at any time.
9. Smoking or chewing tobacco and possession of alcohol or illegal drugs while on the bus is illegal.
10. Students must use only the front door to enter and exit the bus. Tampering with the emergency door and equipment is prohibited.
11. Aggressive behavior towards the driver or other passengers is unsafe and prohibited.
12. Possession of weapons such as knives, guns, chains, or any other dangerous items that could inflict injury are strictly prohibited and illegal.
13. Throwing, spitting, kicking or shooting items inside the bus or out the windows is hazardous and therefore prohibited.
14. Use of any flame or spark producing device including, but not limited to matches, lighters, etc. is prohibited.
15. Any damage inflicted to the bus will be paid for by the student responsible.
16. Students are expected to refrain from inappropriate name calling or other bullying/harassing behaviors.
17. Violations of bus regulations that might also be in violation of Westminster city ordinance can result in referral to Westminster Police.



Clinic—The clinic is located in the main office and is staffed seven hours each day by a clinic aide. If a student is too ill or injured to continue attending classes, it is important that students **contact parents through the clinic** rather than their cell phones so we can provide appropriate care prior to the parent being notified to have the student taken home.

PLEASE NOTE: The Wayne Carle clinic is able to handle only illnesses/injuries that occur at school. Questions and treatment regarding injuries that occur outside school hours need to be handled at home or with the student’s professional health care provider.

Medication Procedures—For the safety and protection of your child(ren), medication policies must be followed by school personnel when dispensing medication to any student. The school does not furnish Tylenol or aspirin. If parents foresee a need to have Tylenol or Advil, please bring Tylenol or Advil **in the original container, labeled with the student’s name, along with a Medication Release Form, signed by the student’s parent or guardian.** A note is **not** sufficient. Medication Release Forms are available in the main office.

Prescription Medication—It is often necessary for students to take prescription medication at school. However, in order for it to be given in a safe manner, certain guidelines must be followed. Please see the clinic aide for a list of guidelines if you will be taking medication at school.

Counseling and Guidance Services

School counselors assist students with personal and social development, career exploration, and academic progress. They work with students individually, in small group settings, and in classrooms. Counselors help to facilitate the educational process by working closely with grade level academic teams. Counselors are also resource people and consultants for parents, administrators and teachers. If a student wants to speak to their counselor, they should come to the student services office and fill out a request form. The counselor will call for

the student as soon as possible. Information for parents about community resources and services is available through the counseling department. Contact your child's grade level counselor if you need more information. Counselors are always available to talk with parents. Please feel free to call or make an appointment to meet with us.

Emergency Information—Every year emergencies arise that result in an urgent need to contact parents or guardians. Therefore, parents/guardians need to keep the emergency information current in the Jeffco Connect system. In case you do not have a telephone or are gone during the school day, please indicate an alternate number(s) which may be called when a need arises. *We may experience problems when calling numbers that do not accept blocked phone numbers. Please consider unblocking your phones during the day.* Log on to Jeffco Connect to update emergency information. Call the front office if you have forgotten your Jeffco Connect login.

Electronic Devices (cell phones):

Students are allowed to bring cellphones to school, and students are expected to abide by the rules that each classroom teacher has regarding phone use.

Students should not be using their phones (texting, calling, accessing the internet/social media, listening to music, taking pictures or video, etc.) while traveling from one location to another. **Earbuds should be out of ears in common areas and in classrooms unless given special permission by an adult.**

Students are expected to lock their phones in their lockers during lunch, unless permission has been given to have the phone in the lunchroom.

If a student ignores a reasonable request regarding their cell phone or ear buds, the staff reserves the right to confiscate the cell phone from the student. Phones will be taken to the office for the remainder of the day. If phones are repeatedly confiscated, a parent may be required to pick up the phone at the end of the day and have a short conference with an administrator.

Parents needing to get in contact with their student during the school day should call the main office at 303-982-9070. *Parents are asked to play a role in our cell phone policy by avoiding calls or texts to students during the school day.*

Fines—During the school year, students often incur fines. These may consist of overdue library books, broken glassware, book damage, lost or damaged textbooks or unpaid fees. Students who have fines will receive a fine letter at various times throughout the year. This fine is expected to be paid as soon as possible after receiving the letter. Parents or students with questions about fines should contact the Financial Secretary.

Grading—Each teacher will communicate his/her grading expectations in writing at the beginning of the school year. Gradebooks are visible in Jeffco Connect. Please check frequently to help your child be successful with their academics. Parents are encouraged to have open communication with their child's teachers via email or phone with any questions. At the end of each grading quarter, final grades are posted online for viewing. Paper reports cards are only printed upon request.

Hall Passes— Students are expected to have a hall pass with them when they are in the hallways during the school day and when they are going to the clinic.

Honor Roll— Fall and Spring semester honor rolls are based on students earning an average of a 3.5 - 4.0 GPA for both quarters of the semester. Students are awarded for attaining honor roll in the fall and the spring of each year.

Identification Cards—All students and staff will be issued an I.D. card at the beginning of the school year. Visitors must check in at the main office. Visitors who need to leave the main office after checking in will be required to wear a Visitor’s I.D. tag.

Lockers—

- Lockers will be assigned at registration.
- Students and parents will be required to sign a “Locker Agreement” in order to use a Wayne Carle locker. Each student will be assigned his or her own locker.
- ***Students are not to switch lockers, nor are they to use lockers that are not their own. Combinations are not to be given to other students for any reason.***
- ***Personal property which you bring to school is done so at your own risk.*** The school is not liable for your property and does not carry insurance on such items.
- Lockers are to be kept clean and there is to be no writing or graffiti on the lockers. Many students show pride in their locker by decorating them on the inside with pictures or other items. These items should be attached only with “stick tack” or “poster putty” and must be in good taste and removed by the end of the year without damage to the locker.
- Lockers can be inspected or searched without notice throughout the school year, and students may be charged a fine if damage has occurred.
- Students should not kick or slam lockers to prevent damage from occurring. Students will be allowed to go to their lockers before and after school and during each passing period.
- Band and Orchestra students are expected to take instruments to the Music Room before 8:25 a.m.. Instruments are not to be stored in pod lockers or left lying out in a pod.
- Frequency of locker usage will be communicated to students at the beginning of the school year.
- ***Final note: School administration reserves the right to change a student’s locker or to remove locker privileges for a student.***



Lost and Found—There are two lost-and-found areas in the building. One is in the main office and holds money, purses, eyeglasses and jewelry. The other lost-and-found is maintained in the cafeteria. Students are urged to check both areas for lost articles. It is advisable to mark your items such as clothes, boots, gloves, etc. The school district does not carry insurance to cover lost or stolen items. Students are discouraged from bringing valuable items to school, as the school is not liable for lost or stolen articles.

Lunch Time and Cafeteria—Students are expected to maintain a safe and orderly environment in the cafeteria, outside after eating, on their way to the cafeteria, and on their way to their class after lunch. More specifically, students are expected to:

- Arrive on time in the cafeteria and have a seat immediately after entering the cafeteria. No more than 14 students are to be seated at a table, and students cannot move from one table to another.
- Students with passes to see teachers during lunch should show the pass to one of the lunch supervisors before getting into the serving line.
- Remain seated until a cafeteria supervisor tells all students at the table to get in the serving line.
- Students not purchasing their own food should remain seated. Students cannot accompany other students to the line without purchasing their own food.
- Make sure that no more than four students are in the serving area at a time.
- Clean all messes. Rags are provided to clean the tables. Rags are to be used only for cleaning. If a mess on a table after all students have left the table, one or more of those students will be called back to clean it, even if that student is not the one who made the mess.
- Eat your food or throw it away. Do not play with your food!
- Wait for a lunch supervisor to dismiss the table outside.
- All students will be expected to go outside during the final minutes of lunch (except during bad weather).
- Walk to the lower outside area by way of the sidewalk and stairs, not the garden area.

- Walk promptly to the entry door when told by a lunch supervisor to come back in for class.
- Equipment such as basketballs, footballs and Frisbees are available to take outside. Please use them responsibly and as intended and bring them back inside when the whistle is blown to come in.
- Students are expected to remain safe while outside after lunch. Football games are touch only, and all other activities must be done in a way that keeps all students safe.

Night Activities--School-sponsored activities at Wayne Carle are occasionally held after school or during the evening. All school rules, including dress code expectations, apply; and courteous and attentive behavior is required. Students who are suspended are not allowed to attend evening or after school activities unless permission is given by the principal or assistant principal.

Passing Periods--- *Students are expected to take the most direct route from one class/destination to another, and students are expected to stay out of pod areas unless their class is in that pod or unless their locker is in that pod.* Passing periods are also a time for students to get a drink of water, use the restroom, or take care of other personal needs. At lunch time, students are expected to arrive in the cafeteria within the four minutes that we provide for a typical passing period. Students should walk while in hallways and keep hands to themselves.

Planner Use—Students purchase a planner when they pay their fees at the beginning of the school year. Its main purpose is to help students organize their work and daily life, and it has proven to be invaluable to many students in the past. You will find space for students to record all of their assignments, grades, comments from teachers or from parents, and daily activities. The planner also gives students and parents helpful information about Wayne Carle policies and procedures. It is provided to help students and parents, but your student may need some coaching in how to best use it. Parents should take time with your children to check their planner on a regular basis, as this is the best communication tool between school and home. Lost planners can be replaced through the financial office for \$5.00.



Schedule Changes—Schedule changes are handled through the counseling center and require completion of a Schedule Change Request form that includes signatures from the student, parent, counselor, teachers and final approval from the principal.

School Closure—There may be days when school will be cancelled because of severe weather conditions or other concerns. When this happens, families will be contacted by phone, email and/or text through the School Messenger and Jeffco Connect systems. This is another very important reason that parents should make sure that all contact information in Jeffco Connect is accurate and up to date.

*Jeffco now has a **2-hour late start** schedule. Please see the Wayne Carle website for details on class times if there is a delayed start.

School Day—The school day begins at 8:25 a.m. and ends at 3:21 p.m. Students are to be in their first class by 8:25 a.m. Students are to remain outside in the morning until the doors open at 8:17 a.m. Students needing extra help from a teacher before school must get a pass from the teacher the day before. Students will be allowed inside via east or west doors at administrator’s discretion depending on weather. Breakfast begins at 8:05 for students purchasing breakfast. Please enter through the west doors for breakfast. After school, students are expected to leave the building by 3:30 p.m. unless staying with a teacher or for a school-sponsored activity. Students whose rides have not arrived by 3:30 will be expected to wait outside near the east concrete bench. Appropriate behavior is expected while waiting. Teacher supervision ends at 3:35.

Student Behavior Guidelines— Wayne Carle staff and students will strive to maintain a safe environment at all times, which will provide an educational setting for students to learn. Students and their parents are responsible for knowing and understanding the following behavioral guidelines, as well as the policies written in the Jeffco Public Schools Student and Family Handbook (County Conduct Code).

Students are expected to know and abide by the following policies:

1. Treating everyone with respect at Wayne Carle is an expectation of all students and staff. This statement serves as the foundation for all school policies related to student relationships and student interactions. Students should be certain that their words and actions cannot be understood as harmful, harassing or threatening. Students and parents are also reminded that potential violations of the law will be referred to Westminster Police and/or to other law enforcement agencies.
2. Students are to stay on school grounds once they have arrived at school. This includes students waiting at their bus stop. Students may leave school grounds only with a parent or authorized adult.
3. Public displays of affection are not appropriate at school. No kissing of any kind is permitted, and hugs should be brief and appropriate.
4. Students have ample time to pass from one class to another, go to their locker and use the restroom facilities. Students should be prepared for class when the tardy bell rings.
5. Student possession or use of alcohol, illegal drugs, vape devices, narcotics or tobacco (including chewing tobacco) on the school grounds or at any school-sponsored activity is strictly forbidden. Violation may result in suspension and/or expulsion per District policy. A law enforcement agency will be contacted in each case.
6. Students in possession of a weapon, exploding device, or facsimile of a weapon considered to be dangerous or disruptive to the educational process may result in suspension or expulsion from the school district. Criminal charges may be filed with the Westminster Police Department.
7. Students are allowed to bring cellphones to school. Please review “Electronic Devices” above for details on cell phone expectations.
8. Students assigned to the office during the day for either a short time or an extended time will be expected to be respectful to adults.
9. Laser pens are strictly prohibited.
10. Aerosol and glass containers are not permitted at school. Pump sprays only may be used in restrooms and locker rooms.
11. Lighters, matches or any other incendiary devices are not allowed at school.
12. Students riding bikes to school are encouraged to wear helmets to and from school and lock their bikes in the bike storage cage. The school is not responsible for any lost or stolen items.
13. Cheating and/or academic dishonesty may be a suspendable offense. Students need to take pride in their own accomplishments as well as accepting consequences of lower grades when an assignment or test has not been completed as accurately as it should have been. Students who knowingly copy or use the academic work of another and present it as his or hers without proper attribution or students sharing their work with others will receive consequences.



14. Food that students bring for lunch is to be kept in a lunch box/bag or in a grocery bag in their locker until lunch time. Students are allowed to eat an individual snack during 3rd period (7th and 8th grade only) and during 6th period (6th grade only). Any snack that is carried in the common areas (pods or hallways) must be unopened or it may be confiscated.
15. Water is the only drink that students can carry into the building, and it must be carried in a bottle with a sealable lid. Students can bring drinks other than water to enjoy, but those drinks must be opened and fully consumed in the lunchroom. Open drinks and food outside of the lunchroom (with the exception of snacks in class) may be confiscated and discarded by staff.
16. Students are allowed to chew gum. Classroom teachers may disallow gum chewing for safety and other concerns. In general, students should make sure their gum chewing is neither seen nor heard.
Important Note: *Gum chewing may be completely restricted if gum is too often found on furniture, carpets/floors, etc.*
17. Students are expected to use appropriate language any time they are at Wayne Carle.
18. Permanent markers may be allowed in classrooms with teacher permission.
19. Consequences for behavior violations include but are not limited to: Expulsion, Suspension, In School Suspension, Lunch Detention, Before or After School Detention, Conference with Parent, Mediation.

Student Dress and Appearance—Students are to dress in a manner that reflects a respectful attitude toward learning. The guidelines in this section are not intended to be inclusive and may be periodically revised. General appearance should be neat and clean and allow a student to remain in consistent compliance with the dress code (that is, while sitting, standing, walking, etc.)



School administration will make final determinations as to whether clothing is or is not in compliance with the dress code.

1. **Caps, hats, bandanas, or sunglasses:** Sunglasses and hats can be worn to school but are to be kept in lockers during the day. Students can have sunglasses and hats outside at lunch, but after lunch, they are to be returned to lockers.
2. **Gang-related apparel:** Colors, signs, graffiti and any other gang-related items, such as bandanas, pocket-wallet chains, and belts that hang. The School Resource Officer will be consulted regarding gang-related determinations.
3. **Holes or tears:** Holes or tears in clothes cannot be excessively large or in inappropriate locations as determined by school administration
4. **Offensive or obscene clothing:** Clothing that promotes death, suicide, murder, destruction, hate, or prejudice, conveys a double meaning, or promotes drugs, alcohol or illegal activities is prohibited.
5. **Sagging Pants:** Pants need to cover undergarments.
6. **See-through clothing:** See-through clothing is not permitted.
7. **Shirts:** Shirts/tops that show excessive skin or undergarments will be addressed by administration.

8. **Shoes:** Must be worn at all times.
9. **Shorts/Skirts:** Shorts, skirts, skorts or dresses must be of an acceptable and appropriate length. Buttocks must be fully covered.
10. **Undergarments:** Undergarments should not be visible.
11. **Winter coats or overcoats (except for recess):** Coats must be stored in the locker during the school day.
12. **Writing on body:** Students are not allowed to have writing or marking on any exposed parts of their bodies.

If inappropriate clothing is worn to school, the student will be expected to change. We provide gym uniforms if the student does not have alternate clothing. Students who decline to wear the clothing provided by the school will be expected to wait in the office until a parent can be contacted. Students who are often in violation of the dress code will be expected to meet with parents and an administrator to create a plan that will allow the student to attend school while in compliance with the dress code.

Technology—Student use of computers and other technology at Wayne Carle Middle School is for educational purposes. Misuse of school equipment can result in referrals, detention, and suspension depending on the severity of the event. The computers belong to the school, and are for use by everyone in the school. Technology violations could include (but are not limited to):

- Changing control panel settings (such as background pictures, screensavers, mice pointers, etc.)
- Interfering with other students using the equipment
- Playing games online without teacher permission
- Checking personal email without teacher permission
- Vandalizing or damaging equipment
- School-related technology violations committed off school grounds will be responded to in the same way that on site violations are addressed.

Telephone— *Parents are asked to play a role in our cell phone policy by avoiding calls or texts to students during the school day.* Should a parent need to contact their child, please call the main office. If a student needs to call their parent, they should ask permission from an adult.



Valuables—Students should bring only necessary items to school. ***The school is not responsible for lost, stolen, or misplaced articles. Students are expected to safeguard their own possessions, primarily by not bringing them to school or by keeping them locked in their lockers during the school day.***

Visitors—Student visitors are not allowed during the school day at Wayne Carle Middle School. Wayne Carle students may not bring non-Wayne Carle students to school for any reason. Parents or other visiting adults are asked to check in at the main office and obtain a “visitor” pass.