



# Welcome to Wiggins

We are the home of the Tigers where our vision is “Positively impacting every student, every day.” We welcome all **of** our returning students to Wiggins.

An exciting school year has been planned, and we hope you will join us in making Wiggins a most awesome school for all students and staff.

The middle and high school years can be the most rewarding years of a student’s school experience. The contents of this Agenda will provide guidance and support for a safe learning environment. Students and their parents/guardians are encouraged to read the contents of this Agenda and discuss them for understanding and positive productive use throughout the year.

We are very proud of our challenging academic and enriching extracurricular programs, highly focused students and staff, and our involved school community.

This school year will offer quality programs, meaningful growth and development, safety and fairness in activities and loads of fun for all!

Respectfully,  
Wiggins Administration

## **WIGGINS School District**

201 Tiger Way  
Wiggins, CO 80654  
970-483-7763  
Fax 970-483-7796  
[www.wiggins50.k12.co.us](http://www.wiggins50.k12.co.us)

## **BOARD OF EDUCATION 2019-2020**

Kris Musgrave  
Jerry Wolfswinkel  
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Mike Miller  
Trent Kerr  
Michael Book  
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Secretary  
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Director  
Superintendent of Schools  
Secondary Principal  
Elementary Principal

In accordance with Federal law and the US Department of Education, this institution is prohibited for discrimination on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need from special education services. To file a complaint of discrimination, write to Superintendent, Wiggins School District RE-50J, and 320 Chapman Street, Wiggins, and CO 80654 (970) 483-7762. Wiggins School District RE-50J is an equal opportunity provider and employer.

File AC-E-1

## **Nondiscrimination/Equal Opportunity**

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, Wiggins School District RE-50J does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:

Superintendent of Schools  
Wiggins School District RE-50J  
404 Chapman St.  
Wiggins, Colorado 80654  
970-483-7762

The alternate compliance officer is:

High School Counselor  
Wiggins School District RE-50J  
201 Tiger Way  
Wiggins, Colorado 80654  
970-483-7762

### Outside Agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E 17<sup>th</sup> Ave., Suite 510, Denver, CO 80202 or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Revised: February 6, 2008

Revised: November 5, 2008

Revised: March 1, 2011

Revised: August 1, 2012

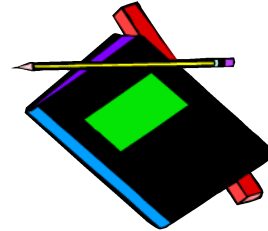
Revised: November 7, 2012

## General Information

### Academics

Materials expected EVERY day for success:

1. Chromebooks (charged and ready to go)
2. Pencils/Pens
3. Books



#### *How should notes be recorded?*

During class, record notes:

1. Record notes, skipping lines to separate information logically.
2. Don't force an outlining system, but do use any obvious numbering.
3. Strive to get main ideas down. Facts, details, and examples are important, but they're meaningful only with concepts.
4. Use abbreviations for extra writing and listening time.
5. Use graphic organizers or pictures when they are helpful.

#### *How should notes be reviewed?*

After class, review notes:

1. Write questions in the left about the information on the right.
2. Check or correct incomplete items
  - review dates, terms, names
  - notes that are too brief for recall months later
3. Read the notes and underline/highlight key words and phrases.
4. Read underlined words and write in recall cues in the left-hand column (Key words and very brief phrases that will trigger ideas/facts on the right). These are in addition to the questions.
5. Write a reflective paragraph about the notes.
6. If possible, compare the notes with a "study buddy."
7. Create icons or pictures that will help you remember the information.

#### *What are the ways to recite notes?*

Recite notes two ways:

1. Cover up right side of paper. Read the questions. Recite information as fully as possible. Uncover the sheet and verify information frequently (single, most powerful learning tool).
2. Reflect on your notes. Re-think about the focus. Remind yourself what the teacher emphasized. Stop and think how you feel about it.

#### *What are the five steps of this system?*

This system in brief:

1. Record lectures in the main column.
2. Refine lectures with questions, corrections, underlining, recall cues, graphics and pictures.
3. Recite by covering main column and expanding on recall cues – then verify.
4. Reflect on organization by studying all cues.
5. Review by repeating recite and reflect steps

### Academic Dishonesty (Cheating)

All students are expected to demonstrate academic honesty in all classes at all times. Academic honesty is performing and producing your own work on your own knowledge, talents, and efforts. Students at Wiggins Middle/High School can maintain academic honesty by:

- Keeping their eyes on their own test at all times.
- Keeping answers hidden during a test.
- Putting all notes, texts and extra papers away and beneath the desk before beginning a test.

- Never talking to anyone (except the teacher) about anything during a test.
- Telling the teacher if you think someone is trying to copy your answers or is asking you to do work for him/her.
- Using quotation marks, footnotes or end-notes and a bibliography when using any original work (including work taken from the internet).
- Not using anyone else's homework, notes, tests, or assignments that may have been previously assigned and/or graded.
- Not sharing assignments, tests, or any other work with other students unless told to do so by a teacher.
- Not making any marks or changes on a graded test or assignment if you think it was not graded correctly.
- **Reporting any violations or suspicions of violations to a teacher or administrator.**

Academic dishonesty (cheating), in any form, will not be tolerated at Wiggins Middle/ High School.

Some examples of academic dishonesty (cheating) are the following:

- Copying any material with or without the knowledge of another student during class or homework assignments.
- Taking a test for another student.
- Working in pairs or in a group on assignments designated as individual work.
- Giving or receiving answers using verbal or non-verbal means during a test.
- Plagiarizing any material from any source, including items taken off the internet or computer software programs (i.e., Encarta).
- Using notes or other materials (text books, dictionaries, etc.) during an exam unless cleared by the teacher.
- Talking to or collaborating with other students on assignments or tests when it is not allowed.
- Changing answers on graded work or tests and submitting it for a re-grade unless specified by the teacher.
- Stealing class assignments from other students (or out of a no-name box) and turning them in as your own.
- Destroying, damaging, stealing, or using the work of other students.
- Using your cell phone in any way during a test.
- Having parents/guardians, friends, siblings, or others complete assignments.

Consequences for academic dishonesty (cheating) will include actions based on School Board Policy JICDA Code of Conduct:

JIC -Class Three Offenses– Discipline is discretionary with building administrator based upon circumstances.

JICDA.16 Academic dishonesty, including cheating on tests, copying papers, forging the signatures of teachers and/or parents on any document, or illegally changing a grade.

Students should report any suspicious of academic dishonesty (cheating) to teachers or administrator.

## Academic Letters

To earn an academic letter a student must maintain a 3.5 grade point average for two consecutive semesters. The student's GPA will be calculated every semester and will not be cumulative. Transfer students must attend Wiggins High School for two semesters before being eligible. The award can be received by freshmen at the end of their freshman year.

## Academic Writing Standards

1. All students are expected to write legibly or type their written work.
2. Standard MLA or APA formats will be used by all students and staff.
3. Step-Up and Six Trait will be used across the curriculum, and all final draft papers will be error free.
4. Assignments will be written in blue or black ink or in pencil.
5. Papers removed from spiral notebooks need to have smooth edges.
6. Students are expected to create their own written work. Plagiarism is illegal and will be addressed by administration in accordance with the Academic Dishonesty Policy.



## Announcements

Announcements will be delivered via the message boards.

## Athletics/Activities

Athletics are part of a sound educational experience. Therefore, the philosophy of athletics in the Wiggins School District is to provide opportunity for participation of all students regardless of their skill level. Athletics should develop teamwork and discipline, build physical fitness, and more importantly, is "fun".

## Athletic / Activity Eligibility

To be eligible in athletics or extra-curricular activities a student must be doing passing work according to the Colorado High School

Activities Association. Eligibility will be taken every Monday morning and will be effective Tuesday through the following Monday. Wiggins Secondary schools will follow a FOUR POINT eligibility scale. If a student has FOUR POINTS, that student will be ineligible and will not be able to participate in any extra-curricular activities. (An F=2points, a D= 1point) Grades are cumulative throughout 1<sup>st</sup> and 2<sup>nd</sup> semester. If a student fails two or more classes in either semester, eligibility may be regained per CHSAA policy. A student may be declared ineligible because of discipline or other infractions of school rules subject to approval of the administration.

**A release form from a medical doctor that states a student is physically able to participate in a sport is required from each student before participation is allowed.**

Unexcused absences or trancies will result in forfeiting the right to participate in an activity that day or the following if games are scheduled for Saturday.

A student must be in school at least for four full class periods in order to participate in athletic practices/athletic contests or any extra/co-curricular activities. **Any student who leaves school after lunch due to illness will not be allowed to participate in extra-curricular activities.**

A student may attend summer school to regain eligibility for the fall sports if he fails two or more classes during the spring semester. The student must take the same class they failed during the year. This must be arranged through the Principal's office.

### **Athletic Fees High School/Insurance**

- ❖ One hundred dollar (\$100) for participation in any sport. An additional fifty dollars (\$50) is required for every sport participated in thereafter. There will be a three hundred dollar cap per family (\$300 max per family). Fee includes participation and free admission to ANY HOME athletic contest (excluding CHSAA sanctioned tournaments)
- ❖ All athletes must carry student insurance or be covered by their parent's insurance. Signed evidence will be required before a student can participate in any sport or sport's practice. Accident insurance is available to all students through the principal's office.

### **Athletic Fees Middle School/Insurance**

- ❖ Seventy-five dollar (\$75) for participation in any sport. An additional thirty dollars (\$30) is required for every sport participated in thereafter. There will be a three hundred dollar cap per family (\$300 max per family). Fee includes participation in up to four sports and free admission to ANY HOME athletic contest (excluding tournaments).
- ❖ All athletes must carry student insurance or be covered by their parent's insurance. Signed evidence will be required before a student can participate in any sport or sport's practice. Accident insurance is available to all students through the principal's office.

### **Athletic Passes**

- ❖ Non student athletes may purchase an athletic pass for \$50. This pass will admit the student into ANY HOME athletic contest at no charge. A savings of over \$50 if admission was paid at the gate.
- ❖ Families may purchase a year-long athletic pass for \$250. This pass will admit up to five (5) family members into ANY HOME athletic contest at no charge (excluding tournaments)

### **Student Absences and Excuses**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

### **Excused absences**

The following shall be considered excessive:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a

prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.

2. A student who is absent for an extended period due to physical, mental or emotional disability. (With appropriate documentation)
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

NOTE: While the definition of “student in out-of-home placement” in state law closely tracks the federal law’s definition of a student in foster care, the state law’s definition is slightly broader. Thus, the use of the term “student in out-of-home placement” is intentional in the following paragraph, as state law requires the district to excuse the absences of a student in an out-of-home placement due to court appearances and participation in court-related activities. C.R.S. 22-32-138 (6). If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138

(1)(h e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student’s assigned social worker shall verify the student’s absence was for a court appearance or court-ordered activity.

### **Unexcused absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student’s record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these procedures and shall implement research-based strategies to re-engage students with a high number of unexcused absences. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 20 days during any calendar year or school year.

### **Chronic absenteeism**

When a student has an excessive number of absences, these absences negatively impact the student’s academic success. For this reason, a student who has 20 total absences in a school year, whether the absences are excused or unexcused, may be identified as “chronically absent” by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as “chronically absent.”

NOTE: Research indicates that an absenteeism rate of 10 percent results in an increased likelihood that the student will struggle academically and potentially drop out of school. Accordingly, the board may choose to set the “chronic absenteeism” rate at 10 percent, or 16 days total (i.e. 10 percent of 160 days, per C.R.S. 22-32-109 (1)(n)(I)).

If a student is identified as “chronically absent,” the principal or designee shall develop a plan to improve the student’s attendance. The plan shall include best practices and research-based strategies to address the reasons for the student’s chronic absenteeism, including but not limited to [insert district’s strategies and interventions to address the student’s chronic absenteeism here.] When practicable, the student’s parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as “chronically absent” prior to declaring the student as a “habitual truant” and pursuing court proceedings against the student and his or her parents/guardians to compel the student’s attendance in accordance with state law.

## **Make-up work**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be (1) day allowed for make-up work for each day of absence. i.e. If you are gone from school on Monday and Tuesday, your work must be handed in at the beginning of the class period on Friday. Each additional day taken to make up assignments will be subject to each teachers grading policy. Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator. However, this work will be deducted by 10%. When the student has a test/assignment assigned by a teacher to be taken at a future date and the student is absent on the test/due date, the student is expected to take the assigned test/assignment on the first day he/she returns to school. This work will be subject to a 10% deduction. Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

## **Excessive Absences-Procedures**

To receive credit for a class, the student must have been in attendance 90 percent of the days the class is offered. Excused absences (Non-school related) do not count as a day of attendance toward earning course credit. Education Law does not distinguish between excused and unexcused absences; the student must be present for at least 90 percent of the class days in a semester to earn credit. Students must not be absent (excused or unexcused) more than 10 days per a semester class to receive credit.

After a student's fifth (5th) absence from one or more classes per semester, a letter from the building principal will be sent to the parent/guardian. This letter shall emphasize the importance of regular school attendance as well as explain the procedure followed by the district for excessive absences.

After the student's seventh (7th) absence from a class for the semester, the parent/guardian will be notified in writing that their student may receive a 10% reduction in that class (or classes) for excessive absences and asked to meet with the principal to devise a plan to improve attendance. After the ninth (9th) absence from a class for the semester, the parent/guardian will be notified in writing the student will be denied credit for that particular semester class should they reach 11 absences.

After the tenth (10th) absence from a class for the semester the parent/guardian and student will meet with the principal and superintendent to discuss possible loss of credit for particular semester class. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

## **APPEAL PROCESS**

In the event of a serious circumstance (ie. pro-longed illness, family emergency, etc.), a review committee consisting of the principal and superintendent may be petitioned by the student and his/her guardians for the purpose of reviewing all circumstances surrounding the absences and rendering a decision as to whether or not the grade consequences shall be waived. The review committee's decision will be binding and final.

## **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

## **Behavior Expectations**

In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, Wiggins Middle/High School will enforce District policies and procedures and school rules related to expected student behavior. Consequences will be administered by staff and administration in those circumstances where a student exhibits behavior contrary to these policies/rules. Each teacher may have classroom rules in addition to the school rules and District policies/procedures. Specifically, the Board of Education has determined that certain acts of conduct are disruptive. They are: being clearly dangerous to the welfare, safety, or morals of other students or being contrary to the authority of school personnel or both.

These infractions may constitute grounds for suspension or expulsion and include, but are not limited to the following:

1. Continued willful disobedience or disruption of school;
2. Persistent defiance of proper authority;
3. Theft or willful damage or destruction of school property;
4. Theft or willful damage or destruction of private property on school grounds or at a school activity or event;
5. Assault on a school employee while on school grounds or at a school event;
6. Physical abuse of a student or of persons not employed by the school when on the school grounds or at a school activity or event.
7. Repeated unexcused absences or truancy.
8. Obscene language or actions and possessing or distributing slanderous or libelous material on school property.
9. Possession of weapons or dangerous instrument or other dangerous objects of no reasonable use to the student at school.
10. Possession, transfer or use of narcotics, alcoholic beverages or stimulant drugs, except medication prescribed by a physician.
11. Smoking on school premises is prohibited. It is also illegal for students under the age of 18 to buy or possess cigarettes. Such items shall be taken away from students.
12. Fighting, rioting, or illegal or disruptive demonstrations on school grounds or at a school event.
13. Leaving school grounds for lunch purposes. We have a closed campus policy.

## **Inappropriate Display of Affection**

Any inappropriate display of affection (kissing or more physical contact than holding hands) by any student shall not be permitted. This rule includes inappropriate displays of affection in the hallways during the school day, on the bus, and any other time students are involved in school activities. Any offense will result in Detention.

## **No Roller Blades, Skate Boards, or Scooters are allowed on school grounds.**

### **Out of School Suspension Guidelines**

Suspended students will be denied admission to school for a specified number of days. During that time, the student should **not** be on school grounds, nor will the student be allowed to participate in any extracurricular activities. Any class work missed as the result of a suspension is the responsibility of the student. Consistent with Board Policy JKD/JKE-R.9

### **In-School Suspension Guidelines**

**Purpose:** In-School Suspensions are designed to separate students from the general student population and supervise them for a specific time due to behavioral issues rather than allowing them to be potentially unsupervised while serving an Out-Of-School Suspension.

**Duration:** Assigned by the principal.

**Location:** The In-School Suspensions will be in an available, isolated room.

**Staffing:** The Suspension Monitors will be assigned by or be the principal. Monitors may choose to offer small amounts of academic assistance if they are able to do so, but will not be required to do more than provide safe, responsible, adult supervision of suspended students.

**Communication:** The monitors may be provided a cell-phone to be used only for contact with appropriate school personnel and in emergencies, such as calling 911 if something life threatening occurs.

**Assignments:** Students, not teachers, will be responsible for getting all of their assignments for the appropriate number of days.

**Student Expectations:** Students will be expected to be in the designated area on time, work diligently and quietly on their assignments, and behave appropriately. During passing periods and lunch, students will be escorted and then return to the designated area. Upon successful completion of the suspension, students will be allowed to return to the regular classroom setting.



## **Books, Materials and Equipment**

All textbooks/Chromebooks are provided by the school. Lost or damaged books/Chromebooks must be paid for by the student before another book/Chromebook will be issued. If a lost book/Chromebook has been paid for and then found, the student will be given a refund if s/he can produce a receipt or a cancelled check.

School equipment damaged by the student because of carelessness will be paid for by the student at the time it occurs.

## **Bullying and Harassment**

Bullying or any type of harassment will not be tolerated at Wiggins Middle/High School! Students are encouraged to report any type of bullying to their teachers, office personnel, counselor, or Administration. All complaints of bullying and harassment will be investigated by administration. Students will receive consequences for any hazing or bullying done at Wiggins Middle/High School or any related activity that is in violation of the school district's policies on bullying.

### **Examples of Bullying or Harassment:**

- Name calling, taunting, demeaning comments
- Any sexual comments
- Pushing/shoving, kicking, book checking/ hitting, pinching, tripping.
- Holding someone against their will
- Spitting
- Written notes/ or graffiti in the building

## **Checking IN/OUT**

If your student comes to school late, or needs to leave early, they must sign in/out of the main office and must have parent/guardian permission. No student will be released to anyone NOT listed on their emergency contact list that you provided the school. They MUST be at least 18 years old and provide a valid photo ID at the time of checkout. It is our school policy to let the students remain in the classroom until the parent/guardian comes into the office for checkout, with NO EXCEPTIONS.

## **Continuation Requirements** (Middle School)

The Wiggins School District policy states that a student will be promoted from one grade to the next if he/she:

- Is enrolled on a full-time basis for each semester, unless the student's disability, medical condition, or other circumstance beyond the student's reasonable control is present and prevented the student's full-time attendance.
- Students enrolled in the sixth, seventh and eighth grade shall not have failed four semesters or more of academic core courses (math, science, social studies, or language arts)
- The principal, counselor, and junior high teachers in the academic areas will make the final determination.
- Parents of students being considered for retention will be notified by mail at the end of the first semester.
- Retention meetings will be held in May of each year.



## **Graduation Requirements** (High School)

Seniors are responsible for purchasing their caps and renting a gown for graduation!

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements:

### **Graduation Requirements for the class of 2020 and Beyond**

- **4 years of English** (Required English I, II, III, and English IV or College Comp)
- **4 years of Math** (Accounting, and consumer math would count as a math credit) (higher education (4 year) requires Algebra I, Geometry and Algebra II). If Algebra I is taken during grade 8 that class will count toward high school credit.
- **3 years of Science** ( a minimum of 4 years of Vo Ag counts as a science credit)
- **3 years Social Studies** (Required –Geography 9 , U.S. History, American Government)
- **1 semester Speech** (Ag may be substitute for Speech Class if student meets all the requirements given by Ag instructor.)
- **1 year of Foreign Language**
- **1 year of Financial Literacy** (may be filled by consumer math, accounting, business economics or financial literacy)

- **1 year Technology/Business**
  - **1 year Physical Education/Health** (Required for all Freshmen) (weight class, or ¼ credit for every sport played up to 1 credit)
- 8.5 credits** of electives

**27 total credits needed for graduation**

**Community Service Credits or extra credits may be earned in the following manner:**

- ◆ Learn and Serve - half a credit per semester up to one credit. Juniors and seniors only. Must be approved through the counseling office.
- ◆ Work Study - half a credit per semester up to one credit. Juniors and seniors only. Must be approved through the counseling office.
- ◆ Participation in each drama will be worth ¼ credit up to 1 credit. Participation in sports will be worth ¼ credit up to 1 credit

Volunteer Community Service credit will be awarded only after an application is complete and turned into the secondary office and approved by the principal.

**Class Rankings and Grade Point Averages**

Graduating seniors shall be ranked within the graduating class upon the basis of grade-point averages for the four-year program, excluding the last semester of the senior year.

Grades for regular classes will be given on a 4.0 scale. Grades for academic college classes and honors classes will be given on a 5.0 scale.

After a course has been passed, no future grade earned in the same course shall be used in determining class rank or grade point average.

Students who attain a 3.95 GPA or higher will be recognized as summa cum laude, those students who attain a 3.75 to 3.94 GPA will be recognized as magna cum laude, and those students who attain a 3.50 to 3.74 GPA will be recognized as cum laude. These GPAs will be figured on the weighted scale described above.

When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs will not have grades computed in GPA or class average.

MCC credits may be substituted for some classes with administrative approval. Students must maintain a 3.0 grade point average and all courses must be completed without failure.

**Morgan Community College DISTANCE LEARNING CLASSES** (Board Policy IHCDA)

The distance learning classes offered at WHS give students the ability to earn college credit while working on their high school diploma. The student is responsible for any books or fees associated with the classes. If a student receives a D or F in one of the MCC courses, withdraws from the class after the official MCC drop date, or is dropped from a class by the college due to failure to pay course fees, *the student/parent(s) must reimburse the school district for the cost of the course tuition.* **Students enrolled in MCC classes are expected to return from college on time and must report to the library before their next class. Failure to do so may result in the loss of the privilege to attend college classes.** Wiggins School District will only pay tuition for MCC classes. Students are limited to a total of 30 credit hours between their junior and senior years.

**Clubs and Organizations**

Clubs and organizations, sponsored by staff members before and/or after school, will be available to all students. Membership requirements in some clubs and organizations will be based on academic achievement, good citizenship, and personal qualities of leadership, service and character.

The following are co-curricular activities offered at Wiggins Middle and High School:

1. **National Honor Society** – An honor club where students are selected by the staff on the basis of scholarship, leadership, character and service – open to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students.
2. **FBLA** – Future Business Leaders of America – open to any student enrolled in a business program. The club develops vocational competencies, civic responsibility and leadership capabilities.
3. **FFA** – Open to all students in Agricultural Education. The organization is an extension of the classroom and promotes

- leadership development.
4. **Student Council** – Students in grades 9-12 must regularly attend weekly meetings to belong to Student Council. It is the students' government body and is responsible for many of the activities at the secondary level.
  5. **Drama** – Two plays are produced during the year, one in the fall and one in the spring. All high school students are encouraged to try out.
  6. **LULAC** – Open to students interested in broadening their cultural horizons.

## Counseling Department

Wiggins School District has a counselor that assists students with academic, career/college and social/emotional counseling. The district also has access to a psychologist. These valuable members of our team are here to discuss the children's social, emotional, and physical needs at all times. It is important that if family issue or a tragedy does occur, you contact the counselor as soon as possible.

## Chromebook Policy

- 1). Students will receive a Chromebook at the beginning of the year and will turn them back in at the final checkout at the end of the year.
- 2). The student will be responsible for all repairs and/or lost or stolen Chromebook. The prices are as follows:
  - Power cord replacement- \$40.00
  - Repair or replace screen- \$75.00
  - Repair or replace keys- \$15.00 per key
  - Replacement of a lost or stolen Chromebook- \$250.00
- 3). Every student will be responsible for signing a Chromebook use contract.

## Dances

1. Students must be academically eligible to attend dances; this includes Homecoming and Prom.
2. All guests must be approved by administration. No dates 21 or over may attend.
3. Students must register their guest three school days prior to the activity.
4. All school policies apply at dances and unruly behavior may result in suspension.
5. Students must arrive by 9:15 and submit to a Breathalyzer test.
6. Any student who leaves a dance will not be re-admitted.
7. No high school students are allowed at middle school socials and no middle school students are allowed at high school parties or dances.



## Detention

When a teacher or administrator assigns a detention, it is the student's responsibility to make appropriate arrangements within 24 hours. The assigner needs to notify the students' parents of the detention. Failure to attend detention will lead to a one day in-school suspension. Detention will be in the library or designated classroom from 3:30-4:00.

**-Detention will be served from 3:30-4:00 only. Students will be responsible for informing their coaches etc. they will be late in order to serve detention(s)**

## Dress Code

Generally, it has been observed that there is a positive relationship between the performance/behavior of a student and the type of her/his dress. Students are expected to use good taste and judgment in their dress. The State of Colorado requires that every school have a dress code. Teachers and administrators have the authority to ask students to change or cover their attire and/or take items to hold for parents to come get at a later time (i.e. hats). In order to promote a safe environment that focuses on education and minimizes distractions students are expected to abide by the following general guidelines:

- Shirts must go over the shoulders and be at least two fingers wide
- All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage
- Shorts and skirts must be fingertip length when arms are resting at sides
- Shoes/sandals must be worn at all times
- Ripped jeans must not expose undergarments

The following items or clothing are specifically prohibited:

- Spaghetti straps and halter tops without a cover shirt.
- Transparent/mesh clothing
- Make-up that makes a student unidentifiable
- Exposed undergarments
- Pajamas and house slippers
- Shirts with revealing necklines or arm holes
- Shirts hanging longer than the fingertips when arms are fully extended
- Sunglasses worn indoors
- Gloves worn indoors
- Caps, athletic headbands, armbands, bracelets or any other headwear deemed inappropriate (prohibited during the school day indoors except when the wearer is participating in a sporting event)
- Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message
- Clothing or accessories with sexually suggestive language or messages
- Clothing that promotes violence, criminal activity, intimidation or intolerance
- Clothing or accessories that could be used as a weapon or might injure the wearer, including items with spikes or loose hanging chains
- Attire, accessories or manners of grooming indicative of affiliation with a gang, secret society, or disruptive group as defined in Board Policy JICA.
- Items that threaten the safety or welfare of any person
- Attire that disrupts the teaching-learning process.

### **Electronic Communication Devices (Board Policy JICIJ)**

Students may carry electronic communication devices, but these devices must be turned off inside school classrooms. Within the classroom, electronic communication devices may be used only in emergencies. For the purposes of this policy, “emergency” shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage. Use of electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

Electronic communication devices may be used for coursework with teacher permission only.

It is the student’s responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy shall result in disciplinary measures and confiscation of the electronic communication device. Confiscated devices shall be returned to the parent or guardian after a consultation with the principal.

### **Hats/Cell Phones/Sunglasses/Hoodie/iPod, etc.**

Students will put object in locker or backpack at 1<sup>st</sup> bell. Object is not to be seen until after lunch bell. At lunch students may use object. Hats, hood, sunglasses then are to come back off and put in locker or backpack until the end of the school day, Phones must be put away, as per teacher instruction, and may only be used with teacher’s permission.

**1<sup>st</sup> time** caught, teacher takes and gives to principal, principal will give back to student at the end of the day. If student refuses to give the item up, he/she will be sent to principal and will receive a detention.

**2<sup>nd</sup> time** caught, teacher takes to principal and parent can get from principal at the end of the day. If student refuses to give the item up, he/she will be sent to principal and will receive a detention.

**3<sup>rd</sup> time** caught, student will be sent to principal, parents will be called and an action plan will be put into place. Parent must come get phone/hat/sunglasses from principal. If student refuses to give the item up, he/she will be sent to principal and will receive a detention.

### **Field Trips**

Occasionally students will be invited on school-sponsored field trips. Any student absent from regular classes will be responsible for any assignment due for the next regularly scheduled class. This would include tests, homework or other daily work assignments.

### **Fire, Lockdown and Tornado Drills**

1. Each room is equipped with instructions for evacuation during a fire drill. The students should acquaint themselves with these directions as soon as possible. The teacher is responsible for giving complete directions to be followed during the drill.
2. Tornado drills will be held in the fall and spring of each year. These drills must be taken seriously and all instruction carefully followed. If dangerous weather ever causes us to have to take cover, we would request the cooperation of the parent/guardian in such a situation. Any parent/guardian stopping at the school during that time must come to the main office, and we will make every effort to locate her/his student. We may be forced, however, to keep students for a period of time in order to maintain order and verify the whereabouts of all students.

Lockdown drills will be held at least once each semester. These drills must be taken seriously and all instruction of their teachers followed carefully. The safety of students and staff is foremost and can only be accomplished with everyone's full cooperation.

## **GRADING SYSTEM**

All teachers will use the following grading system. Teachers will attempt to conference with parents about failing grades; however, grades are posted regularly and it is ultimately the child and parent's responsibility to stay informed.

### **SENIOR HIGH**

**A+ = 98-100**

**A = 94-97**

**A- = 90-93**

**B+ = 87-89**

**B = 84-86**

**B- = 80-83**

**C+ = 77-79**

**C = 74-76**

**C- = 70-73**

**D+ = 67-69**

**D = 64-66**

**D- = 60-63**

**F = Below 60**

**I = Incomplete**

### **JUNIOR HIGH**

**A+ = 98-100**

**A = 94-97**

**A- = 90-93**

**B+ = 87-89**

**B = 84-86**

**B- = 80-83**

**C+ = 77-79**

**C = 74-76**

**C- = 70-73**

**D+ = 67-69**

**D = 64-66**

**D - = 60-63**

**F = Below 60**

**I =Incomplete**

An ***INCOMPLETE*** is given only in those cases where **illness, emergency, or by pre-arrangement the student has not been able to complete his assignments.** An incomplete on the report card becomes an "F" two weeks from the date it is issued. Make-up work is the complete responsibility of the student.

## **Grading Policy—Standards-Based**

Grading in a standards-based system is different than a traditional model. Standards-based instruction is focused on whether or not a student can attain proficiency in a given standard. A student's performance is measured through summative assessments; therefore, assessments in a standards-based model tend to impact a student's grade to a greater degree than the traditional classroom. Since often times a letter grade can be interpreted in a variety of manners, standards-based education provides a level of consistency for grading within a school.

## **Help!!!**

Students can seek out help from counselors, teachers, administration, and any staff member for help if they are having issue of any kind. For example: being abused in any way, having bullying or harassment issues, or other conflicts. **The Staff will keep your issues confidential,** and when students report an incident their names will be kept confidential.

## **Tutoring Help**

Teachers are available for tutoring either before or after school hours. It is strongly encouraged that students who have below a C average in a class make arrangements with their individual teachers to receive extra help.

## **Homework Expectations**

Homework is an expectation in the Wiggins Schools in all subject areas. Although homework may not be assigned in every subject

each day, students should expect to have homework on a regular basis, especially in mathematics. The following are the pillars of the work/homework policy:

- √ Purpose: To practice, elaborate, and/or enrich newly introduced material.
- √ Amount: Realistic and achievable.
- √ Relevancy: Meaningful and goal oriented.
- √ Feedback: Timely in nature.

## **Honor Roll**

Students may qualify for one of three honor rolls. Gold Honor Roll for students with a 4.00 GPA; Silver Honor Roll for students with a 3.5-3.99 GPA; Bronze Honor Roll for students with a 3.00-3.49 GPA. To be eligible for the honor roll, a student must be enrolled and have grades in at least five (5) classes. Honor Rolls will be based on SEMESTER grades only.

## **Internet Use**

Each student will have access to the Internet to supplement curriculum materials. Students will be asked to sign an **Internet User Agreement** jointly with her/his parent/guardian. Parents should discuss with their students the responsibilities, obligations, accountability, and commitment involved in signing the conditions of the Internet User Agreement and school's responsibility to enforce the agreement. Students will need their I.D. card to verify internet permission before working on the Web.

## **Library Media Center Services**

- The primary objective of the Library is to provide information literacy instruction and to assist in providing the appropriate materials that align with the curriculum framework. The library collection provides a variety of materials that present different points of view appropriate for a broad range of ability, interest and maturity levels. Students are allowed to have two items checked out for three weeks each. Materials may be renewed unless there is a "Hold" by another student.
- Overdue items will be charged 20 cents per item for every day after the due date, with a cap of \$10. Students with fines of one dollar or more will not be allowed to check out materials, unless special arrangements are made with the library staff.
- Students will be required to pay the replacement cost of any lost or damaged items. The cost is \$10 for replacement. (larger items may have an increased price) This must be paid before a student will be allowed to check out more books, unless special arrangements are made with the library staff. Money will be returned if the book or item is returned in good condition to the library.
  - Special Arrangements: A student may pay for a lost or damaged book and/or a library fine with cash, a check, Box Tops for Education or with 'time served' in the library. 'Time served' may be library duties, homework or time spent reading.
  - Minimum Wage will be used to determine the amount of time spent, at staff discretion.
- The Library has computers available for use in the library and also for check-out. Students must have a signed internet User Agreement on file to use the computers.
- Students may work in the library on a free hour or with a teacher's classroom pass. Students that create a disturbance will be asked to return to class or be given a detention, at the discretion of the library staff.
- Snacks and/or beverages are allowed with library staff permission, if the student cleans up his/her area, when finished. No meals will be allowed.
- [www.wiggins50.k12.co.us](http://www.wiggins50.k12.co.us). Click on "Library" under Quick Links to access research databases, recommended websites and other library resources.

## **Lockers**

Lockers are the property of the Wiggins School District and may be inspected by school officials. **Wiggins School District is not responsible for lost or stolen items.** Students will be assigned an individual hall locker. **Students are responsible for items in their lockers.** Students may not change lockers without permission from the Counseling Office or an administrator.

Students at WHS understand that:

- Lockers are loaned to students by Wiggins Schools.
- Parents or guardians and students must agree to school terms.
- The administration has the right to search lockers with "reasonable cause" at any time.
- Students are responsible for damage to lockers and will be fined for any damage to them.

- Students will only occupy the locker assigned to them.
- Lockers need to be clean and organized, particularly before checking out.
- Students should display only appropriate materials in or on the locker.
- Students may lose the privilege of their locker if food or drink is stored for an unsafe period of time.

## **Lunch and Lunchtime Procedures**

Wiggins Schools serve breakfast and hot lunches in the cafeteria daily. Main entrees are served, as well as fruit, vegetables, bread or milk. Checks to purchase lunch may be dropped in the office or cafeteria.

**CHARGES WILL NOT BE ALLOWED.** When the student's account will pay for five meals or less, the child will be verbally reminded they need money in their account. When the account reaches one meal, the student will be called to the office and asked to make a phone call to their parent notifying them they will either need lunch money or bring a sack lunch the next day.

If a student's account balance is zero and they do not bring a sack lunch, they may receive an alternative meal. Every attempt will be made by food service staff not to embarrass the student. The Principal will be notified if more than 2 alternative meals are taken and there are no attempts from parents to satisfy the balance.

**ALL FOOD IS TO BE EATEN IN THE CAFETERIA. (Students are not permitted in the halls to eat during the lunch period.)** Student behavior in the dining room should be based on mutual respect, courtesy and cleanliness.

Students may WALK to their **house by themselves for lunch if they have a signed note from their parent/guardian on file in the principal's office.** Students are not permitted to go to another student's house for lunch. Students are not allowed to charge meals in the lunch line.

Lunch is closed campus!!! Students may not leave campus for lunch except for the above stipulation.

During **lunch** high school students are to report to the **designated area** during inclement weather. Students are not to be in the academic wings during lunch time.

## **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, the following procedures must be followed:

1. Medication shall be in the original properly labeled container.
2. The school shall have received written permission from the doctor or dentist to administer the medication.

## **Grade Promotion/Retention**

**Students classified by credits completed. Not by age or grade they should be in.**

Here are the credits that should be earned in each grade level in order for a student to be on track to graduate in 4 years.

Freshman: 0-5 credits

Sophomore: 6-12 credits

Junior: 13-19 credits

Senior: 19+ credits

## **School Closings**

In rare instances, the Superintendent and/or Principal may need to close Wiggins Schools on an emergency basis for a variety of reasons, such as inclement weather and power failure. If an emergency occurs while school is in session, students are to remain with the teacher in the classroom until official dismissal has been given by one of the school administrators. No student will be allowed to go home without permission of both the parent/guardian and school administration. Parents who are seeking information regarding the possibility of emergency school closure are urged to listen to one of the following:

Radio: KFTM—1400, KSIR—1010

TV: KMGH – 7, KUSA – 9, KCNC – 4

Telephone: ALL CALL WILL BE SENT



## **School Spirit Standards**

At Wiggins School District the following standards will help promote good sportsmanship:

1. Stand or sit as appropriate to the venue and situation.
2. Please do not move in and out of the building/venue unnecessarily.
3. Being under the bleachers is off limits.
4. Stomping of feet on bleachers excessively and participating in negative organized cheers is prohibited.
5. Objects are not to be thrown on the gym floor.
6. Keep all language appropriate.
7. Refrain from any action which would distract or interfere with players, coaches or referees.
8. Be polite and helpful to all visitors.
9. Candy wrappers, soda bottles, etc., are to be properly discarded.
10. Remember to support your team and congratulate all participants.

These standards apply to all students, parents/guardians, visitors, staff, athletes, and coaches. Disregarding these standards may result in an administrator or other staff member escorting you out of the event.

## **Secondary Bell Schedule**

### **High School**

Period 1	7:50 AM – 8:45 AM	55 min
Period 2	8:49 AM – 9:44 AM	55 min
Period 3	9:48 AM – 10:43 AM	55 min
Period 4	10:47 AM- 11:42 AM	55 min
Essentials Period	11:46 AM- 12:13 PM	27 min
Lunch HS	12:13 PM - 12:40 PM	27 min
Period 5	12:40 PM - 1:34 PM	54 min
Period 6	1:38 PM- 2:32 PM	54 min
Period 7	2:34 PM - 3:30 PM	56 min

### **Middle School**

Period 1	7:50 AM – 8:45 AM	55 min
Period 2	8:49 AM – 9:44 AM	55 min
Period 3	9:48 AM – 10:43 AM	55 min
Period 4	10:47 AM- 11:42 AM	55 min
Lunch MS	11:46 AM- 12:13 PM	27 min
Essentials Period	12:13 PM - 12:40 PM	27 min
Period 5	12:40 PM - 1:34 PM	54 min
Period 6	1:38 PM- 2:32 PM	54 min
Period 7	2:34 PM - 3:30 PM	56 min

## **Semester Tests**

All students are required to take semester tests.

## **Sick Room**

The sick room is located at the main office for students who are ill and wish to lie down rather than sign out and go home. A pass from the high school office must be presented to the teacher a student has during the hour he/she requests to use the sick room.

## **Student Transportation**

Students who drive to school must park in the student parking lots which are located South of the Main Entry. **At no time during the day may a student go to their car or drive their car without permission from the principal's office.**

Note: Students who drive a vehicle to school are hereby notified that upon reasonable suspicion a student's vehicle may be subject to search by school officials. In such cases parents will be notified of the search and its results. If necessary, law enforcement will be notified.



## **Substitutes/Student Teachers**

Substitute Teachers and/or Student Teachers are to be given the same respect as regular teachers. Substitute reports are turned-in at the end of the school day. The behavior/cooperation and class work performed by each class period and/or specific names of students are provided in these reports. Substitute teachers are guests in the building. Students need to make sure they continue to follow classroom and core rules. The principal may double the consequences for misbehavior in a substitute's classroom.

## **Telephones**

The office telephone is for school business only. A telephone is provided for the students in the main office if they need to call home.

## **Transportation**

All transportation policies for route and activity busses can be found in Section E-Support Services on the School Policies page on the Wiggins RE50J website.

**Transportation Discipline Procedures:** Students receive 3 verbal warnings, with each warning being documented on the warning sheet on the bus.

Discipline procedures: Riding the bus is usually a good experience for all students. Obeying the rules helps ensure this being a positive beginning and end of the school day. Upon breaking the rules, the following procedure will be followed.

- First infraction: Warning, name is recorded along with date of occurrence.
- Second infraction: Warning, recorded, dated, and student moved to front of bus.
- Third infraction: Citation 1, parent notified and asked to remind student of the rules and consequences.
- Fourth infraction: Citation 2, a one day suspension from riding the bus, conference\* with parents.
- Fifth infraction: Citation 3, a five day suspension from riding the bus and conference\* with parents.

\*A conference with the parents is mandatory when a student has been suspended from riding the bus before the student will be allowed to ride the bus again.

Severe Clause: Student will not receive 1st and 2nd citation results. They will immediately receive citation 3 consequences. Severe clause can be damage to bus, fighting, possession of harmful objects, tobacco or drugs, etc.

If problems still occur with the student, riding privileges may be revoked.

## **Wiggins Standards-Based Grading Model**

Wiggins Middle/High School is a standards-based school. Standards-based education is teaching with the end in mind and ensuring that the district standards are the focal point of learning in every classroom.

### **1. State Standards and Wiggins Schools:**

Standards-based education identifies what students should know and be able to do in each content area at every grade level. The Wiggins School District standards are based on those developed by the state of Colorado.

### **2. End in Mind:**

- a. Using identified district standards, teachers design units and lessons with the "End in Mind." This means that teachers develop standards-based summative assessments before instruction begins.
- b. After the summative assessment is developed and prior to instruction, students are informed about what they will learn. Standards-based education ensures that students, parents, and teachers know what the student must do to attain proficiency. Summative assessments can take many forms such as tests, projects, papers, and speeches. In some circumstances, a rubric is developed in tandem with the assessment.
- c. A rubric is a scoring guide that measures levels of student progress against the standard. In traditional educational settings, students are often measured against each other, such as the bell curve model. In a standards-based model, the focus is on what each student can do in relation to the standard.
- d. Teachers will then plan daily instruction, which includes daily formative assessments, to track student progress on the standards. Formative assessments ensure that all students are progressing toward the summative assessment.

### **3. Standards-Based Grading:**

Grading in a standards-based system is different than a traditional model. Standards-based instruction is focused on whether or not a student can attain proficiency in a given standard. A student's performance is measured through summative assessments; therefore, assessments in a standards-based model tend to impact a student's grade to a greater degree than the traditional

classroom. Often times a letter grade can include a variety of both academic and non-academic factors, standards-based education provides a level of consistency for grading within a school. Wiggins middle school will use a 60/40 ratio model for grading purposes and the high school will use a 70/30 ratio. 60/70% of a student's grade will be derived from summative assessments and 40/30% will be derived from formative assessments.

### Guiding Principles:

1. Grades are intended to convey a student's level of achievement in a course.
2. Effort, participation, attitude, and other behaviors will not be included in grades unless they are a stated part of the standards.
3. All grading practices must be related to achievement of district and state standards.
4. A minimum of 70/60% of a student's grade must be derived from Summative Assessments.
5. A maximum of 30/40% of a student's grade may be derived from Formative Assessments.
6. Extra credit should NOT be given. If a student struggles, with an assignment or does not grasp the concept, the student and teacher will work together to determine if more time is needed or a different instructional method is appropriate in order for the student to gain the learning from their formative work. Extra credit becomes point chasing.

### Formative Assessments:

1. Formative assessments are assessments **FOR learning**. They are intended to measure student achievement during instruction to inform students, teachers, and parents about the progress a student is making. Formative assessments should be focused and reflective of the summative assessment, and must clearly indicate the student's progress toward the determined proficiency level. Research states that a teacher should have between 15-20 formatives prior to a summative assessment to ensure an accurate measurement of student learning.
  - a. Formative assessments will vary in structure depending on the content covered, but must be aligned to the standards being taught. Formative assessments may include informal observations, quizzes, teacher questions, worksheets, packets, homework, classroom discussions, Socratic seminars, and exit slips.
  - b. Formative assessments are practices that prepare students for the summative assessment.
  - c. Not all formative assessments need to be included in a student's grade; however, students and parents must have sufficient indicators (grades) on the progress report to indicate if the student is making adequate progress toward the standards.
  - d. Parents will be notified by email progress reports of their student's proficiency level each week.

### Summative Assessments:

1. Summative assessments are assessments **OF learning**. They are intended to measure student achievement at the end of a unit or period of instruction.
  - a. Every department will administer a minimum of 3 *summative assessments per semester* per school year. Individual teachers may also give additional summative assessments if they choose to, but these must meet the same requirements as the common summative assessments. **All summative assessments must be tied directly to the standards covered.** Summative Assessments may take the form of and/or be a combination of the following: short answer, fill in the blank, multiple choice, essays, constructed response, chapter tests, debates, oral presentations, projects created at school, or labs.
  - b. *Summative assessments* must be constructed to adequately measure each standard covered. An appropriate number of questions must measure each standard (generally from 5-8 questions minimum per standard).
  - c. For constructed response questions or performance tasks, well constructed rubrics that are consistent with the questions and can be used reliably in scoring must be created to assess student responses. Some examples of constructed response questions and performance tasks include interpretation of maps, charts, essays, debates, presentations, or projects.
  - d. Teachers may choose to give students the opportunity to **re-take** a *summative assessment* provided they have completed and turned in *all formative assessments* prior to each initial summative assessment. Students must participate in an extended learning opportunity to be eligible for a re-assessment. After the reassessment, the student will receive the most recent assessment grade.
  - e. Extended Learning Opportunities (ELOs) will be assigned by each teacher. ELOs can occur during class time, lunch time, before and after school, or through other means determined by the teacher.



CLASSES OF VIOLATIONS	POLICY JIC REFERENCE	INTERVENTIONS OR CONSEQUENCES
<p><b>Class One Violations</b> Policy JIC</p> <p>Violations at school, on school/district grounds, at a school activity, or in a school vehicle, which, if supported by a preponderance of evidence, shall result in a mandatory expulsion referral for the first offense.</p>	<p>As defined by law:</p> <p>JICI Carrying, bringing, using or possessing a dangerous weapon  JICH Sale of a drug or controlled substance, including alcohol  JICDA.3 Robbery  JICDD 1<sup>st</sup> or 2<sup>nd</sup> Degree Assault  JKD-JKE-E Habitually Disruptive – 3<sup>rd</sup> step</p>	<p>Required Actions for Class I Violations:</p> <p>Referral to Law Enforcement  Suspension Pending Expulsion Proceedings  Expulsion Proceedings</p>
<p><b>Class Two Violations</b> Policy JIC</p> <p>Violations and/or disruptive actions which, if supported by a preponderance of evidence, may result in corrective action up to suspension or expulsion for the first offense and are likely to be designated as a “disruptive act” toward declaration as a “habitually disruptive student”.</p>	<p>JICDA.8 Fighting  JICDA.13 Verbal ABUSE, taunts or challenges, ethnic or racial slurs  JICDA.1 &amp; 2 Vandalism or willful destruction of school or personal (employee or student) property  JICH Bringing, possessing, consuming, use, being under the influence, transfer or distribution (noted in section 2.14) of a drug or controlled substance or possessing drug or alcohol paraphernalia  JBB Intentional harassment, bullying, intimidation or physical or verbal abuse. Also includes repeated touching or following of a person, threatening, hazing or initiations  JICDA.10 Sexual harassment (See also Policy JBB)  JICDD.2 &amp; 3 Physical or verbal abuse, including use of lewd or obscene language or involvement in lewd or obscene conduct. Also includes ethnic or racial slurs, or derogatory statements. Also includes any intimidation based on race, disability, religion, national origin or gender  JICDA.17 Repeated or substantial disrespect to or defiance of authority  JICDA.19 Repeated interference with a school’s ability to provide educational opportunities to other students  JICF-R Gang-related activity  JICED.2 Rioting or illegal demonstrations</p>	<p>Discretionary Actions for Class II, III, IV Violations (Including Intervention and Disciplinary Measures) -</p> <p>As appropriate based on factors including but not limited to: Nature/Severity of Offense, History of Offenses, Campus/District Policies and Available Resources.</p> <p>Warn, counsel, teach appropriate behaviors  Verbal or written apology  “Time out” or “refocus” process  Student calling parent  School call to parent  Conference – parent, student and/or teacher  Counselor referral  Conference – administrator  Conference –Police  Contract: behavior, academic and/or attendance  Behavior intervention/support plan  Detention: lunch, before or after School  Loss of privileges or extra-curricular activities  Referral to intervention team  Referral to mentoring program  Referral to education/counseling program  Restitution (replacement, monetary, time, service)  Referral to law enforcement  Referral to truancy court  Parent “shadow” child at school  Development of a Remedial Discipline Plan  Out-of-school suspension  Referral to district expulsion hearing</p> <p>Expulsion from school</p>
<p><b>Class Three Violations and Discretionary Violations</b> Policy JIC</p> <p>Violations for which disciplinary action is discretionary, up to or including suspension or expulsion for the first offense, and may be designated as a “disruptive act” toward designation as a “habitually disruptive student”.</p>	<p>JICDA.1 Stealing or borrowing without authorization.  JICED.3 Profanity  JICDA.16 Academic dishonesty  JICDA.21 Indecent or improper dress  JS Violation of Internet / Technology Policy  JICDA.5 Unsafe operation of a motor vehicle on school property  JICDA.19 Violations of other district or campus policies not noted  JICDA.19 Any other behavior which interferes with or disrupts the educational process  JICDA.23 False accusations  JICED.2 Slanderous or libelous materials  ADC Tobacco violations</p>	<p>Expulsion from school</p>
<p><b>Class Four Offenses</b> Policy J</p> <p>Violations that occur off campus, but are likely to be detrimental to the welfare or safety of pupils or school personnel. Based upon circumstances, discipline is discretionary, up to and including suspension or expulsion, or denial of admission for the first offense.</p>	<p>JICDA.18 Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or others  JFBRR.e Having been expelled in any school district during the preceding 12 months  JFBRR.f Behavior in another school district in the preceding 12 months that is detrimental to welfare or safety of other pupils or school personnel</p>	

## Wiggins Middle/High School Student Discipline Matrix

*Policy references may include only summaries. Please refer to Superintendent Policy J - Student Conduct, Discipline and Due Process, for complete language.*

*Violations include offenses that occur on school grounds, in a school vehicle, or in connection with or at a school activity.*

*Off campus violations may also result in school disciplinary action as described in Class IV below. Appropriate consequences for*

*violations other than Class I violations shall be discretionary based upon the severity of the incident and the circumstance*