



Welcoming Exceptional Students To Gifted And Talented Education

Westgate Community School FAQs

What are Westgate's school hours and office hours?

School hours: 8:00 am - 3:30 pm.

Half-Day Kinder hours: 8:00 am - 11:45 am.

Office hours: 7:50 am - 3:45 pm.

*On half days, all students are released at 11:30.

How do I report that my student will be absent?

There is an absence notification option on the left-hand side of the 'Parent Page' on the website and under 'Academics'. You can also call the school. Letting a teacher know your student will be absent, does not suffice for them to be excused for the day. All attendance policies are located on the website under 'Parents' and located on the left-hand side.

Where can I find the school calendar so I know when my student has days off?

The master calendar is located on the bottom left of the website, under 'Parents.' This calendar gives you all the breaks and days off, along with conference days. You can also view the month-to-month calendar towards the bottom of the main page on website. Please select 'Show All' to find out more details and dates with events.

Do I need an ID when I come to the school to volunteer or pick up my child?

Yes, any visitor needs an ID each time they come into Westgate, for any reason. Our Raptor system will scan the ID and print off a name tag. This shows a visitor has been signed in at the front office. We will keep all ID's until a visitor leaves and then it will be returned. Please make sure anyone that is authorized to pick up your student, even a parent/guardian brings an ID, otherwise they will not be released.

How do I authorize someone else to pick up my student from school?

If someone other than the parent/guardian listed in IC is going to be picking up your student, you will have to provide the office something in writing stating who it is that will be picking up your student, the date and if it will be an early pick-up. If you wish to have this person listed as someone who can pick up your student at any time you authorize them to, you can fill out a Student Pick-Up Authorization form. These forms can be picked up at the front office. If you do not provide something in writing, your student will not be released to the specific person. **Please remember:** you must let office staff know any time someone other than a guardian will be

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picking up your student – even if they are on the authorized pick-up list. Adding them to the list just means you do not have to provide this in writing each time, but can instead call the school.

Can I volunteer or observe a classroom my student is in?

Yes, we welcome all parents/guardians who would like to volunteer in the classroom to do so. Unfortunately, we do not allow any parents, friends, etc. to visit or observe a classroom during the day, as it is a distraction to the learning environment. If you would like to volunteer in a classroom, you will need to contact the teacher directly and set something set up. In order to volunteer, you must have a volunteer agreement signed, pass a background check and bring your ID to the school.

If my student needs medication at school, what procedures do I need to follow?

No students should ever be sent to school with medication and if a teacher sees that they have this medication, it will be taken and given to the Health Aide until a parent can come pick it up. ALL medication given to a student requires us to have medical forms filled out by a doctor. If your student has allergies, needs an inhaler, or needs medication for any reason, please contact our Health Aide, Rochelle Goforth, at rochelle.goforth@westgateschool.org

Can I bring lunch and eat with my child at school?

Yes, we allow parents to come have lunch with their children during their scheduled lunch time and you can bring outside lunch for your student, but you may not share or bring food for a student that is not yours. You do need to pass a background check in order to be up in the pods and be around the other children during lunch time. Fill out the background check and turn in the payment a few days before you plan on visiting your student for lunch. Once lunch time is over, parents leave as the school day will continue.

Can I bring birthday treats for my student?

Yes, you can arrange with the teacher when you would like to bring in birthday treats for your student. All treats must be store bought with the ingredients listed for the students that have allergies. All birthday treats will be given out towards the end of the school day.

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How do I stay up-to-date with what my student is doing in class?

All teachers have their classroom pages on our website. You can go under 'Academics' and then 'Classroom Pages'. You will have to subscribe to each page in order to receive updates from that teacher. If you have questions about classroom activities, field trips, grades, etc. please always be in contact with the specific teacher through email.

How do I find out general information about what is going on school wide?

Our website is a great resource to find what you need. Please make sure to play around on it so you are able to see the different areas you can find information. We also have a newsletter that gets sent out to parents, we send emails from the administration email to keep you updated with information and we have our very own Westgate App that you can download on your phone where we post information. It is important you are always keeping your information up-to-date since we do use email for communication home. Board meetings are also a great resource to get updates about the school. These meetings and times are located on the calendar.

What is Infinite Campus and how does it work?

Infinite Campus is our database where we keep track of student's household information, attendance and grades. Each guardian can have access in IC by making an account. To be able to create an account or login, please go to <https://ic.adams12.org/campus/portal/adams12.jsp>. If you need your student's ID number or have other questions regarding IC, please contact rochelle.goforth@westgateschool.org.

If I can't make conferences, can I schedule another conference time outside of that to meet with my student's teachers?

We have 4 conference times per year – two each semester. Two conference times are parent-teacher and two conference times are student-led. Because there are so many conference times throughout the year, if you are unable to make one of them, we ask that you be in contact with the teacher through email with any questions or concerns about your student and not to set up an additional meeting time when they are getting ready for others. Of course, if a teacher ever feels like there is a need for a meeting, they will set this up, but we respect all the hours they already put into the conference days throughout the year.

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