



Welcoming Exceptional Students To Gifted And Talented Education

18-19 Westgate Registration Instructions

In this packet, you will find important information, policies and agreements for the 18-19 school year. It is your responsibility to read and understand Westgate's policies and agreements, as information can be updated year-to-year.

*Please do not print out this packet, as it is for your reference and **you will sign off on the policies and agreements through the form that was emailed to you and that can also be found with this packet on the website.** If it is necessary for you to print off information to return, please print off the specific page(s) only. Please note, some items are grade specific and are labeled as such.*

Registration Dates and Times:

Tuesday, July 24th - 8:30 am – 11:30 am & 12:30 pm – 3:00pm

Wednesday, July 25th – 12:00 pm – 6:00 pm

****Please come at whatever time works for your family***

If you have questions regarding registration, please email Amanda Novak at amanda.novak@westgateschool.org



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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 picking up your student – even if they are on the authorized pick-up list. Adding them to the list just*



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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.

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.

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.



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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. Quarters 1, 2, and 3 Conferences are parent-teacher and Quarter 4 Conferences 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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Westgate Community School Attendance Policies

****All student attendance can be reviewed in Infinite Campus (<https://ic.adams12.org/campus/portal/adams12.jsp>) where all guardians can register for an account. Please make sure you are keeping track of your student's attendance.***

School Hours:

School starts at 8:00 AM

Supervision begins at 7:45 AM

Doors open at 7:50 AM

School ends at 3:30 PM

The office is open 7:50-3:45

How to Report an Absence:

A listed parent/guardian in Infinite Campus (IC) must notify the school for each day a student will be absent. Only listed guardians can excuse a student (no step-parents or grandparents, unless they are listed as a guardian in IC). Please give the reason a student will be absent so this can be recorded in IC. It is preferred that notification of the absence happens before the school day begins. If notification of a student's absence is not received within 48 hours, the absence will remain unexcused. All reasons for absences are up to the school for review of whether it will be considered excused or unexcused.

You may notify the school in the following ways:

- Fill out the absence form on the parent page of the website– www.westgateschool.org or fill out the form through the Westgate App.*
- Call the office at 303.452.0967, feel free to leave a message with the date & reason for the absence.*
- Telling/emailing a teacher does not suffice for an excused absence.*
- For extended absences (a week or longer), an extended absence form must be filled out and approved at least 2 weeks in advance. The form can be found on the parent page under 'Attendance Policies & Procedures.'*



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How Many Absences a Student Can Have Throughout the Year:

Parents may excuse up to 5 absences per semester, without documentation. Absences beyond 5 will be considered unexcused unless proper documentation is provided. A student coming in more than 10 minutes late will have a partial absence recorded in IC and these marks will count towards the 5 absences. The documentation that will be accepted needs to come from an authorized official and not from a parent. Even though the absences will be unexcused without proper documentation, you will still need to follow the appropriate procedures to report an absence.

***High School Parents:** High School students are never authorized to leave during the day, without a phone call or absence form filled out by a guardian, even if they are 18. If they are scheduled to be in class, we are still responsible for their supervision. High School students are also not excused to take their friends home during the day. If your student chooses to leave without permission, they will be unexcused for the remainder of the day and you will receive a phone call from the office.

Tardies:

School starts promptly at 8:00 AM. Any student that comes in within the first 10 minutes of a class period is considered tardy. Any tardy marks in IC, during the school day, will be logged as an unexcused tardy. If your student comes in more than 10 minutes late, it is considered a partial absence. All students (K-8) coming in after 8:00 **MUST** be signed in by a parent to have the tardy be excused. If a student is not signed in, it will be considered unexcused. High School students may sign themselves in. After 5 tardies for the semester, all tardies after that point will be considered unexcused.

Excused & Unexcused Absences:

For an absence to be excused, an attendance form, phone call or documentation (doctor's note, legal document, etc.) must be submitted within two school days of the absence. In the case of multiple consecutive absences, the excuse must be submitted within 48 hours of the last school day absent. No absence will be excused without following the proper procedures. After a student has accumulated 5 absences throughout the semester, they will be unexcused for any other absences that are not followed with proper documentation.



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Excused absences: *Excused absences are defined as absences caused and excused due to one or more of the following reasons:*

- *A verified illness, injury or physical, mental and/or emotional disability.*
- *A religious observance generally recognized by an established and bona fide religious organization.*
- *Absence required by a legal body (court, juvenile authorities or police).*
- *A family emergency such as a serious illness or death of an immediate family member.*

Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Please check the calendar on the website for a list of our breaks and days off. Requests for absences to be excused due to vacation or for other non-emergency reasons will be reviewed on a case-by-case basis. For extended absences (a week or longer), an extended absence form must be filled out and approved at least 2 weeks in advance. This form can be found on the parent page under 'Attendance Policies & Procedures'.

Unexcused absences: *Unexcused absences accumulate when the proper procedures have not been followed to report a student absent, if they have not been signed in/out or if they were marked absent by a teacher during the day, without explanation of why. All absences will be unexcused unless a listed parent/guardian in IC has notified the school. Grandparents, step parents, etc. that are not listed as a guardian are not able to call in for a student.*

***Please note:** *students on attendance contracts or who have exceeded 5 absences per semester will need documentation to excuse all instruction time missed, for any reason.*

***ANY STUDENT THAT CHOOSES TO CALL A PARENT TO GET PICKED UP, WITHOUT AUTHORIZATION FROM OFFICE STAFF, WILL BE AUTOMATICALLY UNEXCUSED FOR THE REMAINDER OF THE DAY.**



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Out of Building Activities:

Out of building activities consist of district sponsored or chaperoned events. Students are able to join their district schools for sports or other school related events. These activities are not considered absences from school, but documentation is requested.

Club sports are not sponsored or chaperoned by any district school, so these activities will count towards a student's absences.

Dropping off/Picking Up High School Students from FRCC:

*Parents must inform the front office staff via email or phone, **before** picking up their student at Front Range for it to be excused. If a student needs to adjust their schedule for the day (i.e.: a lab is scheduled, meeting with a professor, etc.) a Student Permission Form for Irregular FRCC Day must be completed 24 hours in advance and be signed by parents, teachers and the counselor in order for the student to be excused. These forms can be found outside of the counselor's office. If a student chooses not to fill out the form, the absence will be considered unexcused.*

Authorized Pick-Up:

*Students are able to be signed out by anyone authorized to pick them up. Every student has emergency contacts listed in Infinite Campus for this purpose. If someone other than a parent/guardian listed in IC is picking up your student, written authorization is **required from a legal guardian**, before that student is allowed to leave the building with them. Identification will also be required from the person authorized to pick up your student.*

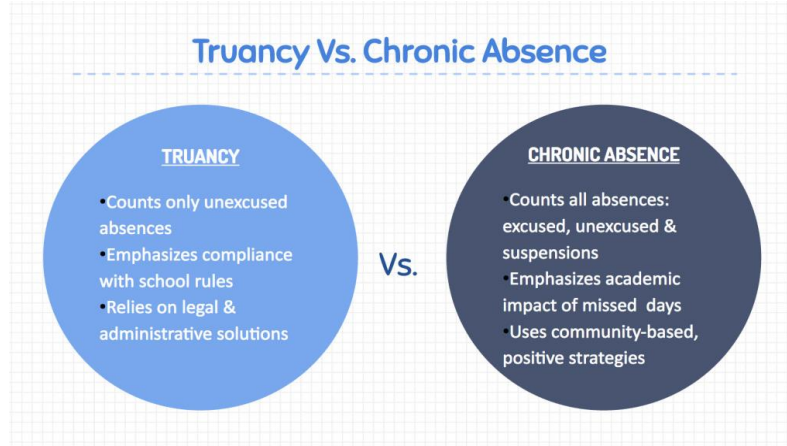
Attendance Letters – Truancy Vs. Chronic Absences:

Attendance letters are sent out to families, through mail or email, to keep them informed of where their student stands with attendance for each semester. The Colorado School Attendance Law of 1963 (CRS 22-33-101, et. Seq.) requires every child between the ages of six (6) and seventeen (17) to attend public school or an otherwise approved educational program. A student that has four (4) unexcused absences in any one month or (10) unexcused absences in any school year is considered "habitually truant." The School District has a statutory obligation to refer cases of habitual truancy to the Juvenile Court of the 17th Judicial District.



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The difference between Truancy and Chronic Absences are detailed below:



If you have a question about why your student was marked absent or tardy during the school day, please be in contact with the specific teacher that entered the attendance and the attendance mark can be changed if necessary.



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Below is a list of examples to keep your sick child home:

1. *The child is unable to participate in daily activities.*
2. *The child doesn't feel well enough to take part in normal activities.*
3. *The child needs more care than staff can give, and still care for the other children.*
4. *The illness is on this list and staying home is recommended.*

And remember, the best way to prevent the spread of infection is through good handwashing.

Children with the following symptoms or illness should be kept home (excluded) from school:

Westgate Community School has the authority to change guidelines as the Tri-County Health Department guides them to do so during times of outbreak, epidemics, etc.

SYMPTOMS	CHILD MUST BE AT HOME?
DIARRHEA: <i>Frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine.</i>	YES: <i>If child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the toilet or pants. 24 hours until symptom free without the help of medication. If Noravirus is suspected, 48 hours.</i>
VOMITING: <i>Throwing up one or more times in the past 24 hours.</i>	YES: <i>24 hours until symptom free without the help of medication. If Noravirus is suspected, stay home 48 hours until symptom free. If the child has a recent head injury watch for other signs of illness and for dehydration.</i>
FEVER: <i>Higher than 99.5 degrees with behavior change or other illness.</i>	YES: <i>For at least 24 hours after the fever is gone, without the help of medication.</i>
"FLU-LIKE" SYMPTOMS: <i>Fever over 99.5 degrees with a cough or sore throat. Other symptoms can include tiredness, body aches, vomiting and diarrhea.</i>	YES: <i>For at least 24 hours after the fever is gone, without the help of medication.</i>
COUGHING: <i>Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment.</i>	YES: <i>If severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary. Due to pertussis issues in our area, cough lasting for over 2 weeks needs a physician's written note that pertussis was ruled out.</i>



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<p>MILD RESPIRATORY OR COLD SYMPTOMS: Stuffy nose with clear drainage, sneezing, mild cough, sore throat.</p>	<p>NO: May attend if able to take part in school activities. Keep home if symptoms are severe. This includes fever and the child is not acting normal and/or has trouble breathing.</p>
<p>RASH WITH FEVER: Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor.</p>	<p>YES: Call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated.</p>
<p>HEAD LICE: Children with nits (eggs) and/or live lice.</p>	<p>YES: After repeated issues with lice, Westgate has decided to have a NO nit policy. The NO nit policy has decreased in the spreading of lice. Stay home for at least 24 hours after the first treatment and re-treat in 7-10 days.</p>

****There will be times that a Physician states that a child is cleared to be at school, however Westgate Community School follows Colorado Department of Public Health and Environment (CDPHE) guidelines and has the right to tighten their guidelines as best fits the safety and well-being of our community. Therefore, some children will not be allowed to attend school even with a Physician's written ok.****

If you have questions about when your child should stay home, please contact our Health Aide by calling the school.



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Westgate Community School - Adams 12 Five Star Schools Electronic Use Agreement for Network, Internet, Email

1. Access provided to school electronic communications resources, including district electronic networks, are to be used only for educational research, educational communications, or instructional purposes. These resources shall not be used for any unauthorized purpose, including, but not limited to, commercial purposes, access to remote computers, without express permission from the building's technology coordinator, non-school related activities, or in any manner which violates Board or Superintendent policy/procedure.

Translation: Your school Office 365 account (email, Word, PowerPoint, etc.) account is only for school work. It should only be used to communicate with other students, teachers, and parents about school-related work.

2. All electronic accounts assigned to a user must not be used by any other individual. Users are responsible for appropriate and authorized use of their accounts, including password protection and appropriate use of the school electronic communications resources. Obtaining another user's password; allowing friends, family, co-workers, or any other individual use of your or another user's accounts; or other unauthorized use of an access account, is a serious violation of this policy and will subject the account holder and/or other users to consequences.

Translation: You are responsible for your own computer account and the equipment checked-out/assigned to you. Do not let anyone else (except for your teacher or your parent) EVER use your account and DO NOT SHARE your password with other people. You are not allowed to use any other student's account or use their password either. Like a library book, if a piece of equipment is checked out to you, you are responsible for it until it is turned back in. Do not loan equipment to other people if it is checked out to you. You will still be responsible for it!

3. Users shall not create, display, transmit, or make threatening, racist, sexist, obscene, profane or harassing language in email messages or attachments including broadcasting unsolicited messages, sending unwanted emails, or impersonating other users. Communications which disrupt or interfere with the educational process or school operations are prohibited.

Translation: THINK before you type. You cannot use school computers or software to view, make, write, or share anything that would be considered inappropriate, including



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words or pictures that could hurt other people.

4. Users shall not download programs from any source without permission.

Computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the school/district electronic network and communications resources.

Translation: You cannot download games, music, movies, programs, or applications from the Internet or any other source onto school equipment. You are not allowed to install programs on school computers. Only a member of the IT department can install approved, school related programs. You must observe all the laws about using only software that we own. You cannot make illegal copies of software or use pirated software on school computers.

5. Users shall not engage in activities to damage or disrupt the hardware or software associated with the school/district network and electronic communications resources, such as:

- Virus creation and propagation
- Wasting system resources – including streaming audio or video files
- Storing non-school related files such as executables, music, video, etc. (exe, dll, mp3, mp4, m3u, zip, avi, mpeg, mov, etc.)
- **Tampering with any software protections or restrictions placed on computers and/or computer networks**
- Distribution of advertising
- Use of the network to make unauthorized entry into other computational, communications, or information devices or resources (e.g. modifying or attempting to modify any student data).

Translation: Do not watch videos or listen to music online, change computer settings, store private stuff, or try to get around the filter.

6. Users shall not damage any physical or electronic property of the school or third parties such as school records, or use the school/district electronic communications resources for illegal activities.

Translation: Be very careful with all school technology. It belongs to all of us! Use only the software and hardware assigned to you and use it correctly. Do not modify



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hardware or software that does not belong to you or that you have not been given permission and/or training to use properly.

7. Users who suspect the misuse of the school's electronic communications resources or violations of this Electronic Use Agreement shall notify a school faculty member or administrator immediately.

Translation: *If you know that someone has misused the school's property, tell a teacher or other grown-up so that we can help!*

8. Printing privileges: *Students are asked to limit their printing to conserve resources. Whenever possible, documents should be stored and shared electronically. Necessary printing should be limited to a **total of 10-20 pages per week**. Exceptions to this limit must be approved by a staff member.*

Translation: *If you want to print a school related document, ask a teacher. Most of your work will not need to be printed. We all need to be careful to not waste paper and other school resources. Save a tree by printing only what is necessary.*

9. Student email is provided by the school. *Use or access of outside email (hotmail, yahoo mail, gmail, aol, etc.), chat services or bulletin boards (e.g. Facebook.com) during school hours and/or using school equipment is against school policy and will result in revocation of computer privileges at school and/or further disciplinary consequences.*

Translation: *You can only use school approved software while you are at school. Do not go to outside sites like Facebook or use private email while you are at school or on school computers.*

10. The use of the school/district network and electronic communications is a privilege, not a right, and inappropriate use will result in cancellation of those privileges in addition to other disciplinary responses. Student communications and activities on the school/district electronic communications system are not private and may be reviewed, audited, intercepted, accessed or disclosed by the school or District staff at any time, for any reason and without notice to the student. These actions may be taken concerning any activity completed on the system including, but not limited to, electronic mail messages received, sent or created for any purpose on the system.

Translation: *Using school computers, software, and other technology is a privilege, which means you are lucky to have them and get to use them. You do not have a RIGHT*



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to use them and if you make bad choices you will not be able to use them. Nothing you do at school is PRIVATE. School staff can see your computer at any time, so do not make or do anything you would not want your teachers and parents to know about.

11. You are a student, and school is your business – conduct yourself electronically as it is appropriate in every workplace. *These are school computers, school networks and school provided email. You must use them for school and educational purposes only. Unapproved, videos, personal communication and entertainment are NOT to be done at school, or on school computers or school networks.*

Translation: *All computer use at school, must be school related. Also, any communication through chat or email must be school related. If you are unsure if something is okay, please ask a teacher.*

12. Violators of this policy may be subject to disciplinary actions from suspension of privileges up to and including suspension or expulsion, restitution or payment of other damages and may constitute a criminal offense.

Translation: *You can get in big trouble by misusing school electronics. In very serious cases, students can get sent home or kicked out of school for breaking the rules.*

I UNDERSTAND THAT AS THE STUDENT AND/OR THE PARENT, I AM RESPONSIBLE FOR REIMBURSING WESTGATE COMMUNITY SCHOOL FOR ANY DAMAGES THAT OCCUR TO THE COMPUTER OR OTHER PHYSICAL OR ELECTRONIC PROPERTY OF THE SCHOOL

Tips for saving computer work, efficient repair, and avoiding computer damage and possible fees:

K-8:

- *File a ticket anytime your computer isn't functioning properly. The teacher will fill out a tech ticket or instruct you to fill it out yourself.*
- *If you do fill out a tech ticket by yourself, be sure to use and check your Westgate email. They're usually replied to within an hour, with a question about the issue.*
- *If a key comes off the keyboard – tell a teacher and give them the key and any other parts that fall off. The teacher will turn the parts in for you. They can usually be put back on in a few minutes and not be an issue, and no keyboard replacement is needed.*
- *If you lose your computer, tell a teacher right away.*
- *Leave all stickers on the machine.*



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- *Unplug the charger or anything else plugged into the computer before transporting it.*
- *Don't pull on charging cords while they are plugged into the computer.*
- *Keep any card blanks in place. They keep things from falling into the computer and causing electrical shorts*
- *Don't pull out the DVD drive. They get lost and broken easily, and have to be replaced. (\$50 a loss)*
- *Get in the habit of saving all of your work on OneDrive, which is an online cloud storage for your files. You will be able to access these files from anywhere when you login in to Office 365 online.*

HIGH SCHOOL:

- *File a ticket anytime your computer isn't functioning properly. Be sure to use and check your Westgate email. They're usually replied to within an hour, with a question about the issue or instructions on where to leave the computer for a repair.*
- *If a key comes off the keyboard – file a ticket about it and keep the key and any other parts that fall off, and turn them in with the computer. They can usually be put back on in a few minutes and not be an issue, and no keyboard replacement is needed.*
- *If you lose your computer, file a tech ticket as soon as possible – the next school day is fine. If it happens on a weekend, be sure to check and see if it was left at school. If it wasn't, file a ticket as soon as possible on Monday. Tracking software will get turned on and we can find out where it was last online.*
- *Leave all stickers on the machine.*
- *Unplug the charger or anything else plugged into the computer before putting it into a bag or transporting it.*
- *Don't pull the computer around by anything plugged into to computer. This damages ports and plugs and is not considered accidental when broken.*
- *When storing your charger, **loosely wrap** the wires around the charger. Wrapping the cord too tightly around the charger can break the outer shielding.*
- *Keep any card blanks in place. They keep things from falling into the computer and causing electrical shorts*
- *Don't pull out the DVD drive. They get lost and broken easily, and have to be replaced. (\$50 a loss)*
- *Be sure to save a copy of your documents for classes your OneDrive – if your hard drive dies and your documents aren't backed up or available online, we usually cannot recover them. If you are unsure how to use OneDrive, file a tech ticket.*



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Westgate Community School Materials/Resources Agreement

Our school has so many wonderful books, resources and other materials, which makes responsible care an important part of our program. Please read and discuss the expectations below, with your child.

Books, Resources and Materials Care Rules:

- *Keep items clean; wash hands before touching.*
- *Keep items in a safe place, away from anything that can damage them.*
- *Do not write or draw in/on any item that belongs to WCS.*
- *When you are not using items, keep them in a safe place – like your classroom.*

Damaged or Lost Materials:

Any item that a student damages or loses will be looked at by the business office and the amount to replace it will be determined by them and an invoice will be sent to you.

As a student, I will return books, materials and resources. If I am responsible for a damaged or lost item, I understand that I and my family will have to pay the school to fix or replace the item.

As a parent, I have read and understand the responsibilities of my child. I will make certain that my child cares for and returns any books or materials that they bring home. I also understand that we are responsible to pay for lost or damaged items that were in my child's use or possession.



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***Superintendent Policy Code: 5030 STUDENT USE OF CELL PHONES
AND OTHER PERSONAL ELECTRONIC DEVICES***

1.0 Cell phones and electronic devices, whether for personal, recreational, communication or instructional purposes, are permitted as follows:

1.1. In academic settings (classroom, library, labs, etc) such devices must be in the “off” or “silent” position and stored out of sight except as permitted by the instructor or the building administrator.

1.1.1. Examples of devices which may be permitted for instructional purposes under staff supervision include but are not limited to calculators, tablets, laptop computers, voice recording devices and cell phones.

1.2 In non-academic settings, including at school activities or on school transportation, such devices may be used in “silent mode” provided the use of such device, as determined by the supervising staff member or bus driver, in no way disrupts, poses a safety concern or otherwise violates the District’s Code of Conduct for students.

2.0 Cell phones and electronic devices may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the District’s Code of Conduct for students. Prohibited uses include but are not limited to:

2.1 Using the device to create video or audio recordings of students and/or staff, without permission of the student and/or staff member;

2.2 Using the device to take photographs of students and/or staff, without permission of the student and/or staff member;

2.3 Using the device for academic dishonesty or cheating;

2.4 Using the device in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions;

2.5 Using the device to send, receive or possess text or e-mail messages reasonably interpreted as indecent or sexually suggestive while at school, on school transportation, or at a school-related function;



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2.6 Using the device to threaten, harass, intimidate, or bully; or

2.7 Departing a class to activate or operate such devices.

3.0 Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Adams 12 Five Star Schools shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents.

4.0 If unique circumstances exist warranting the need for a student to use a cell phone or personal electronic device, on a temporary basis, outside the guidelines noted in this policy, such requests shall be submitted to the Principal in writing. The Principal's decision shall be final in responding to such requests.

5.0 A building administrator may, at his or her discretion, impose further restrictions upon student use of personal electronic devices, including but not limited to rules prohibiting the possession of personal electronic devices in classrooms, hallways, and other locations on school property. A teacher may, upon mutual agreement with the Principal, impose further restrictions upon classroom use of personal electronic devices than have been imposed by the building administrator.

6.0 Typical progression of interventions for violations of this policy, except as otherwise noted in Superintendent Policy shall be addressed as follows:

1st offense: *The device shall be confiscated, secured and transferred to the appropriate school administrator. Parent/guardian shall be notified and the device may be released to the student upon review of this policy with the student.*

2nd offense: *The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian.*

3rd offense: *Third offense shall be considered disruptive behavior and defiance of authority, and may result in a minimum of one day of suspension to be served in or out of school at the discretion of school administration. Subsequent violations may result in increasing suspensions of up to three (3) days. The device shall be confiscated, secured and transferred to the appropriate school administrator. The*



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parent shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian. At the discretion of school administration, this may also result in the student losing the privilege of bringing the phone to school.

7.0 Additional factors as identified in Policy 5010 may also be considered in determining appropriate sanctions and interventions for violations of this policy.

8.0 Depending upon the nature and the severity of the violation, as determined by school administration, any violation of the "Student Use of Cell Phones and Other Personal Electronic Devices" policy may result in disciplinary sanctions up to and including expulsion from school.

LEGAL REFERENCE:

22-33-106 C.R.S.

CROSS REFERENCE:

Policy 3500

Policy 5000

Adams 12 Five Star Schools Most Recent Adoption April 26, 2013



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Westgate Community School Volunteer Agreement

Responsibilities – Guidelines and Expectations for WCS Volunteers:

- *Volunteers are required to provide their ID to the main office of the school for entry anywhere in the building.*
- *Volunteers are required to wear a name badge at all times while in the school building.*
- *Please make sure you dress appropriately. Revealing clothing or clothing that contains inappropriate words or messages is not allowed.*
- *Cell phones are to be kept on “silent” and you should not be accepting phone calls or texting during volunteer time if you are working with students. In volunteer capacities outside the classroom, phones should still be turned to silent and you should refrain from private communications on electronic devices.*
- *Your commitment is valued! Please be reliable and on time. If you are unable to volunteer on your scheduled day, please contact the cooperating staff member.*
- ***VOLUNTEERS ARE NOT ALLOWED TO BE ALONE WITH STUDENTS.***
- *Refrain from being in the staff lounge and/or lunch room, unless directed there by the staff.*
- *Faculty and staff will handle all behavior or discipline with the children. A volunteer must never reprimand or get involved in disciplining students outside of reporting directly observed behaviors to teachers.*
- *Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and teaching of new concepts.*
- *A volunteer should perform no duties other than those expressly assigned to him/her. Roaming halls, visiting your child’s classroom, and/or attempting to conference with teachers is not permitted. Volunteers are expected to report directly to the location where they are volunteering and refrain from participating in other business or activities in the building unless specifically asked to do so.*
- *A volunteer should follow the specific directions given by the cooperating staff member. Please try to follow them as closely as possible and ask if you have any questions.*
- *If we find that your child has a hard time working with you in the classroom, we might need to adjust the time and place that you do your volunteer work at school.*
- *Notify a staff member immediately if a student confides in you about an abusive situation. Staff will do the necessary follow-up.*



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- *Younger siblings are to be left in the care of others when you are volunteering at the school.*

As a volunteer assisting within Westgate Community School, I understand that I have been authorized to work within the school subject to the direction and control of the school administrator and teachers.

- *I know that when I am in the school, I may extract information about students' behavioral, academic, or personal matters.*
- *No matter what, I will not divulge any information about any child based on my classroom or school volunteer time.*
- *If parents ask me questions about their child or any other student, I will refer them to school personnel.*
- *Under no circumstances will I share information about any children with other parents.*

Therefore, when signing the Volunteer Agreement, you understand and agree:

1. *That you have read and understand the Code of Ethics and Rights and Responsibilities sections of this document.*
2. *That by providing the information requested, you consent to the school conducting a background check.*
3. *That failure to maintain the confidentiality of all student education records and information to which you are given access, may disqualify you from further service as a volunteer in the school.*
4. *That the school reserves the right to decline the volunteer service of anyone.*
5. *That the Executive Director will periodically check in with staff to help monitor volunteers. Cooperating staff and the Executive Director will contact a volunteer if there is a concern regarding that volunteer.*



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Westgate Community School 2018-2019 Fee Schedule

Full-Day Kindergarten

Registration Fee, non-refundable \$50.00

Installment due by the 15th \$350.00

Late Fee if installment received after the 20th \$25.00

*Registration fee and deposit for first installment is due by 8/15/18.
Remaining installments are due 9/15/18, 10/15/2018, 11/15/2018,
1/15/2019, 2/15/19,
3/15/19, 4/15/19, 5/15/19.*

Total full-day kindergarten fee for the school year is \$3,200.00.

Lunches

Lunches ordered \$4.00

Emergency lunches requested \$4.00

Milk Card (10 milk punches) TBD

Student Fees

Student Supply Fees - Grades K-8 \$275.00

Due by August 31, 2018. Payment plans can be arranged with the business office.

Student Supply Fees - High School \$300.00

Due by August 15, 2017 - must be paid to be eligible for concurrent enrollment courses.

High School Laptop Insurance Coverage \$20.00

Must be paid in order to be issued a school laptop.

Damaged Property

Fees for property damaged by students will be the full replacement cost plus all shipping, labor and materials associated with the repair or replacement.



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Lost or Damaged Books

Fees for books lost or damaged by students will be the full replacement cost including shipping fees.

Returned Check Fee – subject to change based on the fee charged by the bank

Returned Check Fee **\$15.00**



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Westgate Community School K-8 Student Supply Fee Policy

2018-2019

The Per Student Supply Fee for the 2018-2019 school year is \$275 for a student in grades K-8. This fee covers all school supplies for the entire school year, technology, licensing and software, as well as most of the school year's activities and guest speakers. This fee does not cover some special activities, such as outdoor education and the Civil War reenactment. All student fees must be paid in full in order for students to be able to participate in any additional programming, including, but not limited to, outdoor education and the Civil War reenactment.

*Student Supply Fees are due by **August 31, 2018**. Payment plans can be arranged by contacting the business office and signing a payment plan agreement. All payment plans must be paid in full by **December 31, 2018**.*

Families who have applied for and qualified for the Free and Reduced Lunch Program are exempt from paying Student Supply Fees.

Due to the nature of the expense to Westgate for the items that the Student Supply Fee covers, no refunds will be given after the Friday of the first week of school, which is August 10, 2018.



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Westgate Community School High School Student Supply Fee Policy 2018-2019

*The Per Student Supply Fee for the 2017-2018 school year is **\$300** for high school students. This fee covers all school supplies for the entire school year, technology, licensing and software, as well as most of the school year's activities and guest speakers. This fee also helps offset the costs of Front Range planning, counseling, and transportation to and from Front Range Community College. Parents of high school students are also responsible for any fees and textbooks associated with the Front Range courses (Westgate pays 100% of the tuition). This fee does not cover some special activities such as high school service trips and prom.*

*High School Student Supply Fees are due by **August 15, 2018**. If payment is not received by August 15, the student may not be eligible for Front Range Community College courses.*

Families who have applied for and qualified for the Free and Reduced Lunch Program are exempt from paying Student Supply Fees.

All high school students wishing to receive a school issued laptop must also purchase laptop insurance for \$20.

Due to the nature of the expense to Westgate for the items that the Student Supply Fee covers, no refunds will be given after the Friday of the first week of school, which is August 10, 2018.



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K-8 ONLY - Please print a copy to return at registration if you choose to do a payment plan. All High School fees have to be paid in full by August 15th

2018-2019 Student Supply Fees Payment Plan Agreement

Although student fees are due in full at time of registration, we understand that in certain circumstances full and immediate payment of these fees may place a financial burden on some families. If you are not eligible for Free and Reduced Lunch and are unable to remit full payment, please fill out this Payment Plan Agreement Form and return it to Westgate. Please complete one form per family.

AGREEMENT: I agree to make payments to Westgate in the timeframe selected below until the student fees for the current school year are paid in full. I understand that fees for tangible items, such as yearbooks, are not eligible for a payment plan and must be paid in full before receiving the item. I understand student accounts must be paid in full by December 31, 2018. Payment plan agreements must be received by Westgate no later than August 31, 2018.

K-8 Student Supply Fees-\$275 per student (Please check ONE)

___ 5 Monthly Installments (August-December) of \$55 each

___ 2 Quarterly Installments (September and December) \$137.50 each

Please note that payment reminders will not be sent.

All high school student supply fees are due in full by August 15, 2018 or student may not be eligible for FRCC courses.

Student Name: _____ Student Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Parent/Guardian Signature: _____ Date: _____



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KINDER FULL DAY ONLY- Please print a copy to return at registration

Full Day Kindergarten Tuition Agreement

There are fees associated with the optional full-day kindergarten program at Westgate. There is a one-time registration fee of \$50 and 9 installments of \$350 each, for a total throughout the 2018-2019 school year of \$3,200.

An invoice will be emailed to the address on file approximately the first of each month, with the exception of the month of December.

Payment due dates are as follows:

-- A deposit consisting of the first installment of \$350 plus a non-refundable registration fee of \$50 is due by August 15, 2018.

-- The balance is due in 8 installments of \$350 each as follows:

September 15, October 15, November 15, January 15, February 15, March 15, April 15, and May 15

If payment is not received by the 20th, the account is subject to a \$25 late fee. If payment is over 30 days past due, the student will be moved to the free half-day kindergarten program. Unpaid balances may be turned over to a collections company.

I agree to make payments to Westgate Community School for the full-day kindergarten program as detailed above, and I understand that I am committing to a total of \$3,200.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Address: _____

City: _____ *State:* _____ *Zip:* _____

Phone Number: _____ *Email:* _____

Parent/Guardian Signature: _____ *Date:* _____



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Westgate Community School Lunch Account Payment Policy

The cost per lunch for the 2018-2019 school year is \$4.00, whether the lunch is pre-ordered or is an emergency lunch. Payment for lunches is due at the time the lunches are ordered or the emergency lunch is requested. Payment can be made by mailing a check to Westgate, dropping a check off in the payment box in the Westgate lobby, or online through the Westgate School Store.

Lunch accounts with a past-due balance of \$25.00 or more or with a balance extending past 30 days will be disabled and may be turned over to a collection agency. A new account can be established once the balance is paid in full.



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Westgate Community School Unpaid Balances Policy

Westgate is contracting with a collections company to help with past due account balances. Any outstanding balances that are over \$25 and/or 30 days past due may be turned over to the collections company. Other unpaid balances may be sent to the collections company at the discretion of the administration.

Types of balances that may be turned over to the collections company include, but are not limited to, Full-day Kindergarten, broken and lost computers, damaged school property, lunch accounts, and FRCC tuition reimbursement charges.



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HIGH SCHOOL ONLY - Please print a copy to return at registration

High School Parking Permit Application

Below are the rules and regulations for students to park at Westgate Community School. Failure to follow these rules and regulations may result in your vehicle being ticketed or towed and the loss of parking privileges.

- 1) Parking permit must be purchased for \$30 for a full school year*
- 2) All vehicles must be registered and the permit clearly displayed*
- 3) Speed limit is 10 mph*
- 4) Parking permits are valid from 8/6/2018 to 6/5/2019*
- 5) Students are allowed to park in the south parking lot on the far south side of the lot, in the spots designated for students*
- 6) No loitering in parking lots or vehicles before, during, or after school hours*
- 7) Students are not allowed to take up more than one space*
- 8) No reckless driving is allowed (stay in driving lanes)*
- 9) Students may lose their parking privileges if there are truancy, disciplinary problems or academic issues*
- 10) It is the student's responsibility to notify the front desk of any changes in the vehicle driven to school*

Please sign the following form to acknowledge that you and your student have received, read and understand the expectations of parking at Westgate Community School.

Student Name:_____ Grade:_____

Phone No.:_____ Cell No.:_____

Vehicle Insurance Provider:_____ Policy No.:_____

Vehicle License Plate No.:_____

Make:_____ Model:_____ Color:_____ Year:_____

Parent Contact:_____ Phone No.:_____



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Required Documentation (Photocopies):

- 1) *Student driver's license*
- 2) *Current vehicle registration*
- 3) *Current insurance policy verification*

As a student, I understand that my privilege to drive and park at Westgate Community School will be revoked if I fail to follow these regulations.

Student Signature

Date

As a parent, I understand that my student's privilege to drive and park at Westgate Community School will be revoked if he/she fails to follow these regulations.

Parent Signature

Date

Official Use Only:

Fee Amount: _____ *Date Paid:* _____ *Permit Issued By:* _____ *Permit #* _____



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For 3rd – 12th Grade Only: Please print a copy to return at registration

Please note: If this was already filled out for 17-18, you do not need to fill it out again

**Bullying Prevention and Education Grant
Tetra Analytix Peer Relations Survey for 3rd-12th grade
Informed Consent**

Purpose: Westgate has been selected by CDE to receive a grant to prevent bullying and educate students and parents about our efforts. As part of this opportunity, students will be given the chance to complete a brief survey about their experiences at school. The questions on the survey relate to peer relationships, how safe students feel at school, and the quality of student-teacher relationships. All data will be compiled to provide averages.

Time Required: The survey will take two minutes.

Who is paying for the study: The Colorado Department of Education through the Bullying Prevention and Education Grant.

Risks: There is minimal risk in participating in the survey; however, some students may feel uncomfortable answering questions about peer and teacher relationships. To minimize this discomfort, the survey is completely anonymous and all questions are voluntary.

Benefits: Participation in the survey will help inform an effective bullying prevention program and thus improve Westgate.

Confidentiality: No personally identifiable information will be collected. This means that no answers provided by a specific student will be able to be accessed.

Voluntary Participation: Your child's participation in this survey is voluntary and will not affect his/her grades. Your child may stop taking the survey at any time, and does not have to answer any questions he/she does not want to answer.

Informed Consent: If you have understood the information above and agree to allow your child to take the survey, please sign below.



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YES my child can take the survey *NO I do not want my child to take the survey*

Name of Student (printed) _____ *Grade* _____

Name of Parent (printed) _____

Signature of Parent _____ *Date* _____



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For 6th-8th Grade Only: Please print a copy to return at registration

Please note: If this was already filled out for 17-18, you do not need to fill it out again

**University of Colorado's Center for the Study and Prevention of
Violence
SAFE COMMUNITIES SAFE SCHOOLS ONLINE SCHOOL CLIMATE
SURVEY
Informed Consent**

Your child is being asked to take part in an online survey at his or her school. If you have questions about this study, please contact Dr. Allison Dymnicki, Principal Investigator, American Institutes for Research (adymnicki@air.org, (270) 768-7063) or Dr. Sabrina Arredondo Mattson, Research Director, Safe Communities Safe Schools (sabrina.mattson@colorado.edu, (303) 994-3120).

Purpose: *We are doing a study to learn more about how to create a safer school environment for kids and how to help prevent school violence. As part of this study, we will ask students how they feel about their school and how they behave at school. This survey will be done in the fall or spring and may also be done again each year (for the next 3 years).*

Time Required: *The survey will take one hour or less.*

What the survey will ask about: *The survey will ask students about bullying and violence at school; how well students get along with one another and with school staff; whether the school building is clean and well kept; and any student drug, alcohol or cigarette use. You can see a copy of the survey here: www.safe-schools.org/school-climate/survey.pdf*

Who is paying for the study: *The National Institute of Justice*

Risks: *There are no known risks to having your child take part in this survey.*

Benefits: *This project will help us learn more about how to make schools safer for all children.*



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Confidentiality: *Your child's answers will be anonymous. This means that your child's name can never be connected to his/her answers. Your child's answers will be kept private on a secure website found at the University of Colorado-Boulder and later kept at the National Archive of Criminal Justice Data. Your child's name will not appear anywhere in these records. No one looking at these records will be able to find your child's answers. Only members of the research team will have access to the secure website.*

Voluntary Participation: *Your child's participation in this survey is voluntary and will not affect his/her grades. Your child may stop taking the survey at any time, and does not have to answer any questions he/she does not want to answer. Your child will not receive any money or a gift for taking the survey.*

Informed Consent: *If you have understood the information above and agree to allow your child to take the survey, please sign below.*

YES my child can take the survey
survey

NO I do not want my child to take the
survey

Name of Student (printed) _____

Name of Parent (printed) _____

Signature of Parent _____

Date _____