

Westgate Community School



High School Parent-Student Handbook 2017-2018

Important Notice

This high school handbook works in tandem with the student/community handbook which is designed to introduce you to Westgate Community School (WCS) and provide you with information about your school. This handbook is not all inclusive, but is intended to provide you with a summary of some of the school's guidelines, policies, and expectations.

WCS was approved and is authorized by the Adams 12 Board of Education. In addition to significant elements in our original application that we must honor, we are subject to requirements defined in our contract with Adams 12. While we operate with much fiscal, administrative, and curricular autonomy, there are district, state, and federal policies and laws that we are required to follow.

No handbook can anticipate every circumstance or question. If you have questions after reading the handbook, please follow the communications pathway to guide you to the best person to answer your questions.

The complete set of Adams 12 School Board policies and Superintendent Policies are available on the district website (www.adams12.org).

Table of Contents

Table of Contents	3
Part 1 – The Big Picture	4
Part 2 – Calendars and Schedules	4
Part 3 – The School Day	4
Part 4 – After School	7
Part 5 – Policies and Procedures	8
Part 6 – Communication	16
Part 7 – Safety & Emergencies	20
Part 8 – Miscellaneous Information and FAQs	20
Part 9 – Important Links	23
Appendix A: Adams 12 Five Star School’s Legal Notifications	24
Appendix B: Course Descriptions	35
Index	41

Part 1 – The Big Picture

Westgate Community Charter School Mission

Westgate Community School is a small school of innovation that seeks to serve gifted students who would benefit from a creative, collaborative and less traditional educational environment.

Westgate Community Charter School Vision

At Westgate Community School, gifted learners will explore their passions and develop their knowledge and skills, achieving success by focusing on individualized goals in a community centered on academic, personal, social, and technological excellence.

Part 2 – Calendars and Schedules

[2017-2018 Westgate School Year Calendar](#)

[2017-2018 Westgate Events & Activities Calendar](#)

[2017-2018 Front Range Community College Calendar](#)

Part 3 – The School Day

School Hours

School starts promptly 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**

OneNote

High School students primarily do their WCS work on Microsoft OneNote. To view your student's OneNote Classroom Notebooks, you will need your student's login to access their Office 365 account. Go to the [Parent & Student Resources](#) page for information on how to login. If your student cannot remember their password, please email the student's advocacy teacher.

Westgate Community School Courses

[See Appendix B](#)

Bus to FRCC

Parking

Students who wish to drive and park on Westgate Community School's property must follow the 10 mph speed limit and park on the far south side of the south parking lot. A parking permit may be purchased at the front desk for \$30 for a full year.

Westgate assumes no responsibility for damage to vehicles or theft from vehicles that are on Westgate's property. Westgate reserves the right to revoke parking privileges for students who do not follow Westgate's regulations. If a student is found in violation of the parking permit or speed limit, the student will be fined \$25 for the 1st offense and \$50 for any additional offenses.

Rules and regulations:

- 1) All vehicles must be registered and the permit clearly displayed
- 2) Speed limit is 10 mph
- 3) Parking permits are valid from 8/10/2017 to 6/3/2018
- 4) No loitering in parking lots or vehicles before, during, or after school hours

Any fines that are imposed must be paid within 30 days of date of ticket. A student has 5 school days to contest the fine from date of ticket.

Westgate Community School reserves the right to have any car towed from the property if it is violation of our parking policies. The cost of the tow will be the responsibility of the student and/or their family.

Service Learning

Service Learning is a foundational component of Westgate Community School's High School programming. All students must successfully participate in Service Learning each year as a requirement for graduation.

Senior Internships

Seniors at Westgate Community High School will participate in unpaid internships on Friday mornings, 8:00 a.m. – noon. Successful completion of an internship is an expectation for graduation.

Concurrent Enrollment

Westgate Community School gives our students the great opportunity to take college courses starting their freshman year. Westgate has partnered with Front Range Community College for all college courses. Westgate has agreed to pay tuition for all classes that will further the student's credits for high school graduation and for the student's Associates Degree. Parents are responsible for any FRCC fees that are associated with the courses and school along with any course materials needed (i.e. books).

Students with an outstanding Westgate Fee balance are not eligible for concurrent enrollment. Westgate student fees must be paid each year by Fall semester drop date.

Every semester a packet of paper will be coming home for parents and students to sign and return to the Guidance and Counseling Department. If the school fails to receive all paper work by the deadline set out in the forms, the school reserves the right to refuse registration for Front Range Community College courses. If a student fails (receives a D or an F) the parent(s) and student are responsible for full reimbursement of the course to Westgate. In addition, if all student fees (including unpaid balances for failed courses) are not paid in full by the beginning of the school year/semester, Westgate reserves the right to withdraw the student from any future classes.

In order to graduate from Westgate, every student starting in 9th grade must take a least on college course per semester. Westgate offers full academic curriculum through 10th grade, beyond that much of the course work is expected to be completed through Front Range Community College. Freshman are allowed to take 1 course each semester, Sophomores are allowed to take 2 courses each semester, Juniors are allowed to take 3 courses each semester and Seniors are allowed to take 4 courses each semester.

Seniors are expected the be enrolled in at least 3 courses each semester.

Please contact our school counselor for further information.

Suspensions

Westgate Community School strives to have a safe environment for every student. The most important factor for the school to consider is if the behavior a student is exhibiting is a disruption to the learning environment or is offensive to staff members/students. There are three main areas looked at when consequences are needed:

1. The severity of the action.
2. The circumstances of the incident and if there have been any previous offenses.
3. Adams Twelve Five Star School District Policy and legal requirements.

In-school Suspension/Out-of-school Suspension

Westgate Community School offers in-school suspensions at Westgate Community School's small conference room. Please see the Discipline section for what infractions constitute an in-school suspension. The purpose of the in-school/out-of-school suspension is to limit the amount of school missed for the student. Any work that is completed during an in-school/out-of-school suspension will be counted towards the student's grade.

Field Trips

Field trips are scheduled in advanced by a teacher or counselor. A permission form will be sent home prior to the field trip. All students must behave themselves in accordance with school rules. If a student is not able to follow the policies and producers set out for the field trip, a parent will be called to come pick the child up. If a student is not able to come to the field trip, the student is expected to still report to school and complete any work left for them by teachers.

Food and Drink Policy

In order to maintain a clean school, food and drinks other than water shall not be consumed outside of the designated lunch time or for documented medical reasons. If a student is found in violation, the item will be confiscated. If a student is found in repeated violation, further consequences will result.

Lunch

Off-Campus

As adopted by the High School Leadership Committee:

Freshmen do not leave campus 1st quarter. All other students have off campus privileges. Off-Campus Lunch is a privilege and not a right. This privilege may be taken away for disciplinary reasons.

On-Campus

Students eat lunch in the High School community space. All students are expected to clean up after themselves. If students would like to go outside during the lunch period and stay on-campus, they must have the supervision of an adult.

Students ordering food and having it delivered on-campus, is strictly forbidden.

Counseling

Westgate counseling strives to serve students in the areas of personal/social wellbeing, academic support and post-secondary readiness. The counseling department will help students register for Front Range Community College classes, assist in college applications, financial aid and administer national tests. Visit the [Counselor's Corner](#) on our website for more information. Students are able to make individual [counseling appointments](#) with the counselor during the student's free time.

Harassment/Bullying

Westgate's staff and community expects that everyone (staff, students and community members) behave themselves in a manner that perpetuates kindness, considerations and respect for all members of the community. Harassment or bullying (written, verbal, sexual or physical) will not be tolerated under any circumstances. If a student feels as if they are being harassed or bullied, the student shall immediately report the behavior to a teacher, counselor or administrator. Students can also report bullying using the [Bully Report](#) form on our website.

Part 4 – After School

Clubs & Activities

Clubs will be offered quarterly. Clubs officially begin on the second week back from Summer Break, Fall Break, Winter Break, or Spring Break. If a club has a unique schedule (ex. If a club is continuous and begins the first week back), it will be made clear on the Permission Form.

A quarterly Club Fair will occur one day on the first week back from each break from 3:30-4:15pm. Specific dates are TBD. This is the best place to ask questions and pick up Permission Forms.

Permission forms will be available on the website, at the front desk, and at the Club Fair.

Club Registration runs two weeks into the Quarter. After the final Registration day, NO club registrations will be accepted, NO exceptions.

Students and parents must fill out the permission form and attach it to associated payment. These items must be placed in the dropbox in the lobby ONLY. Please do not give these items to the club sponsor or teacher.

Additional Activities

Also keep an eye out for other Westgate Activities that are not quarterly clubs. This includes Thespian Society, Odyssey of the Mind, and B.E.S.T. Robotics.

Dances/Prom

The following guidelines must be followed for students to participate in any Westgate Community School dances:

1. Students must be in attendance at school 95% of the time the week of the dance and must be in attendance the day of the dance.
2. Dress must be appropriate for the dance and must follow Adams 12 Five Star School Dress Code. If a student is found in violation of the dress code, the student will be permitted to leave and change into appropriate clothing. If you wish to have your clothing approved before hand, please bring the clothing to the Administrator ahead of time.
3. Outside guests must be approved at least **2 days** ahead of the dance. Forms for outside guests may be picked up at the front desk 2 weeks ahead of the scheduled dance. No outside guest 21 years of age or older will be permitted to attend.
4. All dancing must be appropriate for a high school dance.
5. If you leave a dance, you will not be permitted to return.

Part 5 – Policies and Procedures

Grading Scale

Westgate Community School – High School uses an A-F grading scale. Grades can be found in Infinite Campus. Parents are encouraged to monitor their child’s grades on an ongoing basis. Email the classroom teacher if no grades appear or if you have questions about grading practices. It is always best to communicate early to resolve any grading issues. Once final grades are posted, it becomes more difficult to make changes.

Honor Code - Plagiarism/Cheating

Plagiarism is defined as taking someone else’s work (writing, ideas or information) and using them as your own. Cheating is helping or receiving help from someone and/or something for either persons benefit. Please see Discipline section for additional information. If a student(s) is found to have plagiarized or cheated, they will receive a “0” for the assignment/test.

Pass/Fail Courses

Pass/Fail course grades are at teacher’s discretion. Attendance is always a requirement to pass the course. Please contact the supervising teacher for more details.

Late Work Policy

Teachers **will not accept work that is more than two weeks late** unless prior arrangements are specifically made and approved by the individual teacher. Because one teacher accepts work beyond the two weeks does not mean that other teachers must also accept late work. If your child has special accommodations or has been out of school due to illness, please contact the teacher directly should two weeks not be sufficient for work completion.

PE Waiver

Westgate has a Physical Education waiver which allows students to take academic courses in place of the district PE requirement.

Students who are involved in extracurricular sports or teams may be granted PE credit for their involvement in these sporting activities. To receive credit for PE, the counselor has a form that must be filled out by the student and their coach and then approved by administration.

Please see the Counselor for more information.

Grade Replacement

If a student fails a course at the high school or college, the student may retake the course (if space is available) for a better grade. The lower grade will be replaced with a “NC” (No Credit) on the student’s transcript and the higher grade will be used in the calculation of grade point average in the corresponding semester. Please see your counselor for more information.

Grade Challenge – Westgate Course

All grade challenges for semester grades must begin at the teacher level. Please follow the grievance policy outlined in pages 16 – 18 of this handbook. All grievances must be submitted in writing and clearly state that you are challenging a grade.

All grade challenges must be initiated in the semester following the semester when the grade was given (ie. Fall grades must be challenged the following Spring and Spring grades must be challenged the following Fall).

Challenges to individual assignment grades are at the teacher’s discretion. Only if the teacher is unresponsive should the matter be brought to the Team Lead, then to Administration.

Grade Challenge – FRCC Course

Please have the student contact the professor directly. If no resolution can be reached, please contact the CollegeNow Office at FRCC. Follow the FRCC policies.

Adding/Dropping FRCC Course

Every semester, students will register for Front Range classes with an advisor and/or Westgate staff. We ensure students are taking approved courses that fulfill graduation requirements. If there are changes that need to be made, students must get these approved by the school counselor. The counselor has a change/drop form that must be filled out **prior** to making these changes.

Adding or Dropping a course without approval may lead to all courses being dropped by Westgate. Parents will incur any cost associated with these dropped courses. Students who drop classes without school permission may result in suspension and/or the inability to graduate on time.

NOTE:

Beginning Fall semester 2017, students will not be allowed to drop courses after the FRCC Course Add Date. Students can change courses up to that Add date with guidance from the Westgate school counselor. Students must schedule a face-to-face meeting with the school counselor to explore class options.

Parents requests for dropped courses after the FRCC Add Date will not be considered. Enrollment in FRCC courses each semester are an expectation of the Westgate high school program.

Dropped courses may result in a student’s inability to graduate on time and are considered a serious violation to school expectations. Again, parents will incur any cost associated with these dropped courses.

High School Fees

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, 2017**. 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.

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 11, 2017.

Unpaid Balances Policy

Westgate contracts 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, BASE, Full-day Kindergarten, broken and lost computers, damaged school property, lunch accounts, and FRCC tuition reimbursement charges.

Graduation Requirements

Graduation requirements have been established by Westgate Community School and the Board of Education to ensure a well-balanced program to meet the challenges of our society. Westgate Community School offers a full course work for ninth and tenth grades. For eleventh and twelfth grade, students are expected to complete the remaining courses at Front Range Community College.

Westgate Community Graduation Requirements	
English.....	4
Social Sciences.....	1.5
U.S. Government.....	0.5
U.S History.....	1.0

Math.....	3
Science.....	3
Physical Education (waiver available)	2
Fine/Practical Arts.....	2
Elective.....	6
Total Required Credits.....	23 credits

Early Graduation

Students interested in early graduation must complete all high school requirements by the end of fall semester of the senior year. The counselor has early graduation forms. Forms must be completed by October 15 to initiate the early graduation process. A meeting will be held with family, counselor and administration to discuss the possibility of early graduation.

Valedictorian

There will be one valedictorian per graduating class. To be a candidate for Valedictorian, the student must be enrolled full time during his/her senior year. The valedictorian will be the student who has the highest GPA. The students unweighted GPA will be used to determine the class rank of each student. This will avoid penalty for students who fewer advanced classes. All rankings will be determined upon the completion of the all high school course work.

Transcripts

Transcripts request forms are available in the Guidance and Counseling Center. Allow two weeks for a request to be filled. No requests can be filled on an emergency basis. Please plan ahead. Please email the counselor with any questions.

Superintendent Policies

See Superintendent policies in [Appendix A](#) or go to <https://www.adams12.org/sites/default/files/uploads/documents/5020-083116.pdf> for more information.

Student Dress Code

While we allow students many freedoms in what they wear to school, we must maintain a dress code that helps us keep a non-distracting, safe environment for our students and staff. Our dress code is simple; all students body parts should be appropriately covered so that no one can see their body parts or undergarments. Also, writing or images on clothing must be school appropriate. At no time, can a mask or other face covering be worn in our around school grounds. If a student comes in dressed inappropriately, they will be asked to change their clothing and a parent or guardian will be contacted.

Attendance Policy

***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.

How to Report an Absence:

*Fill out the attendance/absent form on our [Parent](#) Page 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

*Email Erica Holiday– Erica.holiday@westgateschool.org

- ***Telling/emailing a teacher does not suffice for any 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.'***

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. High School students may not be excused to take their friends home during the day.***

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.

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 school day absent. 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.

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.***

Out of Building Activities:

Out of building activities consist of district sponsored or chaperoned events. High School 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 Erica Holiday via email or phone, **before** picking up their student at Front Range in order for it to be excused.

If a student needs to adjust their schedule for the day (ie: 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.

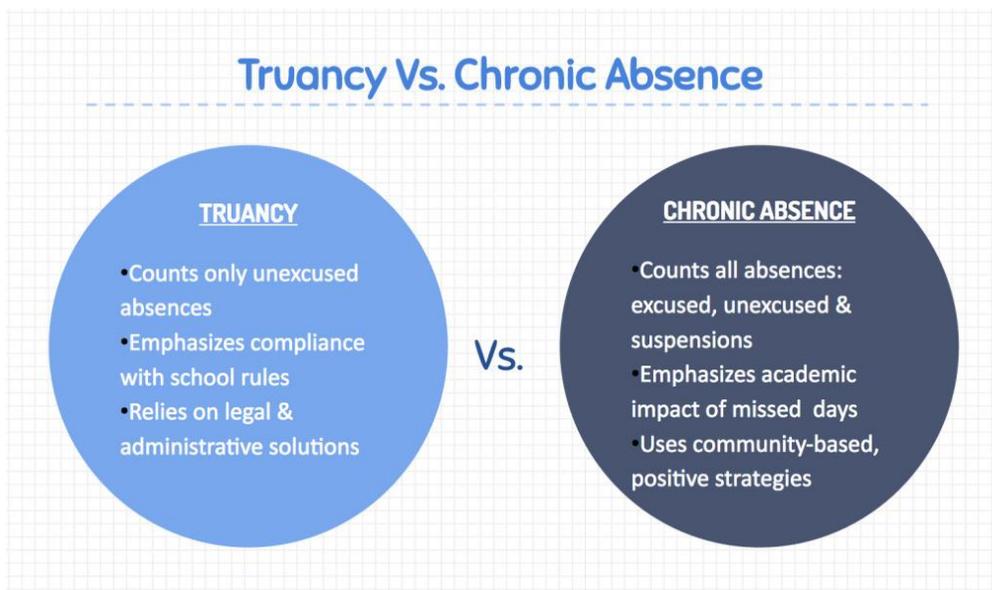
Authorized Pick-Up:

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 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.

The difference between Truancy and Chronic Absences are detailed below:



Any general questions regarding attendance should be directed to erica.holiday@westgateschool.org. 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.

Electronic Use Agreement

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 email and computer 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.

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.

4. Users shall not download programs from any source. 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.

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: Use school electronics wisely. Do not waste resources or mess with things that do not belong to you. Do not modify settings, store private stuff, or slow down the computers with streaming audio and video.

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.

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.

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.

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.

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.

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.

Part 6 – Communication

Communications Pathway

Communication Pathways for Questions, Concerns, & Conflicts

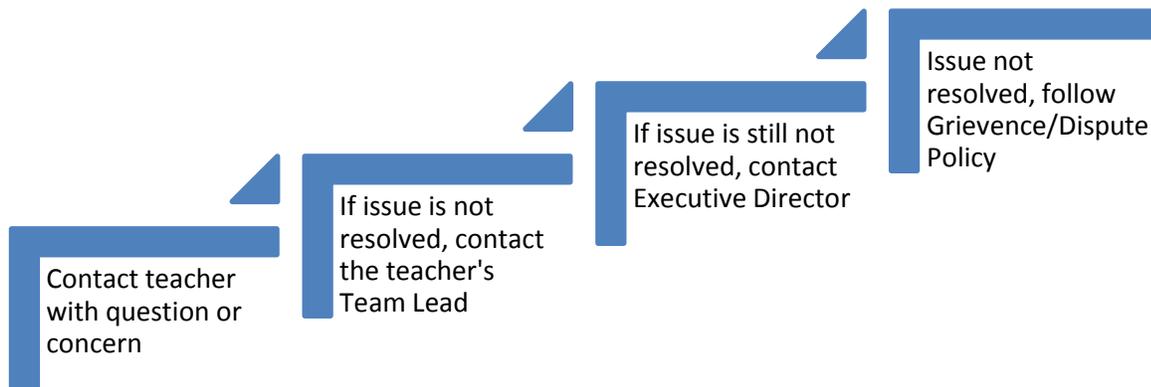
WCS values consistency in our community and high standards are held for all adults and students. Be advised that school personnel will employ the same procedures for addressing concerns with parents' behavior as with students' behavior. In our community, we will ask that parents respond in an appropriate way to concerns about their own actions that are raised by staff and follow similar procedures for working through a potential conflict. If a parent in the community refuses to participate in the informal process, any staff member may initiate the Grievance/Dispute Resolution Process with a parent.

Guidelines for Addressing Concerns

Contact the teacher or staff member most directly involved by email. Please follow the Communication Pathways, as outlined by the Westgate Board of Directors (above). In your email, state what you know or have heard and ask clarifying questions. Please refrain from drawing conclusions or making accusations that may be unfounded.

If there is no evidence that a parent, student, or staff member has initiated this process at the lowest level possible, the concern will be redirected to the appropriate starting point. The Board of Directors will not become involved in the Formal Grievance/Dispute Resolution process until steps 1-3 have been tried and failed.

- a. The teacher or staff member will return contact within 48 business hours indicating receipt of email and/or response to concerns and questions. The staff member may request additional time to gather information. Multiple emails or a meeting may be necessary.
- b. If the issue cannot be resolved by the teacher and parent, contact the school the Team Lead for the teacher. Again, the staff member may request additional time to gather information and has 48 business hours to respond. Multiple emails or a meeting may be necessary.
 - i. Kinder-2 Team Lead: Kris Hamilton
 - ii. 3-4 Team Lead: Ellyse Colson
 - iii. 5-8 Team Lead: David Rowan
 - iv. High School Team Lead: Micah Sturr
- c. If the issue cannot be resolved by the Team Lead, teacher, and parent, contact Executive Director and allow 72 business hours for response. Again, the staff member may request additional time to gather information. Multiple emails or a meeting may be necessary.
- d. If the issue is not resolved after addition of the highest level of administrative moderation and response, the Grievance/Dispute Resolution Process may be initiated.



Grievance/Dispute Resolution Process

These procedures can address any type of grievance and outline how parents and students are expected to express grievances about faculty, staff, or administrators. They also regulate how faculty and staff are expected to express grievances about other members of the professional community, including peers, supervisors, or the administration. Grievances can also be brought against parents who violate the expectations for civility and respect in our community. All stakeholders in our community have the right to be heard in a respectful manner without fear of reprisal.

1. Submit Written Grievance to Appropriate Administrator

If the grievant is not satisfied with the response received after proceeding through the general process of conflict resolution, the grievant should submit a formal written grievance to the Executive Director.

This written grievance should: 1) describe the incident, decision, or practice that gave rise to the complaint; 2) cite the contract, policy, or procedure that has been violated and/or rationale for concern; 3) describe what conflict resolution strategies were attempted via steps 1 and 2; and 4) explain what corrective action is being requested.

All grievances, including those about the Executive Director, must follow step four. It is the Executive Director's responsibility to manage the resolution of conflicts between and amongst parents, students, faculty, and staff.

Should a grievant feel that they were not treated equitably, or that their concern did not receive the attention it deserved throughout the grievance process, s/he is free to submit a new grievance about the Executive Director's dealings with the original concern.

Such a grievance would need to follow these procedures sequentially again, beginning with step one.

2. Provide Written Grievance to the Board

After the administrator has been given one week to respond to this formal grievance, the grievant should bring the matter to the attention of the Board only if the matter has not been satisfactorily resolved, and only if it pertains to the Executive Director or to the execution of school-wide policy or procedure. The written grievance should be delivered to the President or Secretary of the Board at least one week prior to the next scheduled Board meeting. The President or Secretary will review with the individual the above process and ensure that the proper steps were taken before adding the issue to a meeting agenda.

Grievances should never be brought to the Board as a matter of Public Comment, as this does not give the Board sufficient time to consider the issue(s) and address them through the collective governance process that is fair to all parties. The Board will not hear matters that do not follow this grievance process. Likewise, school issues that are taken directly to Adams 12 are likely to be redirected to the school for implementation of the conflict resolution process.

It is important to the integrity of our school that grievance be handled in an informed, direct, fair, and equitable manner. The administration and board share responsibility in ensuring the integrity of the vision and its implementation through the system of due process described in this Grievance policy. Any concern or grievance must be examined ultimately through the lens of the mission of the school. The final forum for conflict resolution, after a grievant has followed the steps outlined above, will be at the level of the Board of Directors.

The WCS Board of Directors is the final authority in most matters of the school.

For General Policy Questions

1. Start by reviewing the appropriate handbook (i.e., Student/Community or High School Handbook) for written policies specific to WCS.
2. Refer also to the Adams 12 Superintendent's Policies. Unless a formal waiver is requested and approved, WCS follows all existing district policies. District policies may be updated throughout the year and WCS policies are reviewed annually or created as needed.
3. If, after seeking information and clarification from written policy, there are still questions or concerns, write to the classroom teacher if it is a classroom policy. If it is a school policy, start with the Executive Director. Include specific detail and questions in your email.

For certain programs or situations governed by legal statute, the District must be involved as the Local Education Authority (LEA) in any due process proceedings.

Part 7 – Safety & Emergencies

Safety Plan for FRCC Westminster

In the event there is a campus emergency, the following has been determined in conjunction with the campus Safety and Preparedness office in an effort to designate places for students to go while they wait for the district bus or individual transportation. Please note this plan is for the **Westminster Campus only**.

1. If there is a situation whereby students **can remain on campus** but need to wait for transportation, they can be instructed to **gather at the campus library** (west end of building). Meet at the top floor by the circulation desk.
2. Library staff have agreed to be designees to look for students. Jeff Wahl is head librarian and can be contacted at 303-404-5498. Additional library numbers to contact include 303-404-5143 (main line) and 303-404-5504.
3. If there is a situation whereby students **have to move off campus but need to wait for transportation**, they can be instructed to meet in the **parking lot west of the library**.
4. They can wait here for the district bus that picks them up, or for other rides as needed.
5. In the event that students must **evacuate campus and cannot remain near the grounds, the Westminster Police Department would be involved in transporting all students to an alternate location**. This would be managed by Westminster PD and the location would be determined based on their emergency procedures and incident command.

Part 8 – Miscellaneous Information and FAQs

Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. Superintendent Policy 5520 addresses suicide assessments as a priority to protect all students. Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow Superintendent Policy and respond accordingly.

The following steps have been taken to help protect all students:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. When a student is identified as being at risk, he or she will be assessed by a District mental health professional that will work with the student and help connect the student to appropriate local resources.
3. Students will have access to national resources which they can contact for additional support, such as:

- **The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org**
- **The Trevor Lifeline – 1.866.488.7386 www.thetrevorproject.org**

4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
5. Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for students in crisis.
6. For a more detailed review of District processes, please see the District's full suicide prevention guidelines document.

ASCENT Program

Westgate students have the opportunity to participate in the ASCENT program through CDE. ASCENT stands for **Accelerating Students through Concurrent ENrollment**. Students who have completed at least 12 credit hours of postsecondary course prior to completion of his/her 12th grade year may be eligible for the ASCENT Program. They remain students in their Local Education Provider (LEP) for one year following their 12th grade year, and the LEP receives ASCENT specific per-pupil state funding that it uses to pay their college tuition at the resident community college rate. Students receive their high-school diplomas at the end of their ASCENT year. [C.R.S. § 22-35-108] Westgate is the LEP for our students.

Each year, the number of ASCENT openings will vary. If you are interested in participating in ASCENT, please notify the school counselor. There are deadlines each year by which schools must apply for ASCENT placements. The CDE will notify the schools with the number of ASCENT positions available for the following year. Availability of ASCENT placements will vary each year.

Should there be more Westgate students applying for ASCENT positions than are offered to the school, students will be placed according to:

1. **The ability to complete an Associates' degree during the ASCENT year**
2. **Weighted GPA**
3. **Attendance**
4. **Behavior (suspensions, etc.)**

From the CDE Website:

ASCENT Eligibility

Students eligible for the ASCENT program must:

- Complete, or be on schedule to complete at least 12 credit hours (semester hours or equivalent) of transcribed postsecondary course work prior to the completion of his or her 12th grade year*;
- Not be in need of basic skills coursework in their selected pathway;
- Have been selected for participation in the ASCENT program by his or her high school principal or equivalent school administrator;
- Have satisfied the minimum prerequisites for the course(s) before his or her enrollment in the course(s), and;
- Have not participated in the ASCENT program in previous years

*Note: Does not include Advanced Placement (AP), International Baccalaureate (IB), College Level Education Program (CLEP), prior learning, or experiential courses, unless these exams/experiences have been converted to transcribed credits on a college transcript.

ASCENT Allocation Model

The Concurrent Enrollment Advisory Board developed a system to allocate ASCENT slots to local education providers (LEP) fairly in the case that the number of qualified students exceeds the number of funded slots:

Currently participating LEPs will receive a minimum number of ASCENT slots equal to those utilized by students during the current school year.

- New LEPs will receive up to 10 slots for the first year or the number requested if less than 10
- If additional spaces are available, half the remaining slots will be distributed via the LEPs free and reduced lunch (FRL) rate as a proration
- The other half of remaining slots will be proportionally distributed based on LEP size, to LEPs that did not receive spaces under the FRL distribution
- Unused spaces may be returned to the general pool and reallocated to LEPs, based on appeal

Financial Aid & Scholarships

Listed below are websites offering information on costs, financial aid, sources of assistance, and what students should do to prepare themselves for college:

- www.collegeispossible.org
Information on costs, financial aid, sources of assistance and what students can do to prepare for college.
- www.finaid.org
Comprehensive financial aid web-site.
- www.fastweb.com
Scholarship search.
- www.salliemae.com
Now includes CASHE (scholar-ship search) on line, calculators to predict the “Estimated Family Contribution”—complete guide to need-based aid
- www.college-assist.com
- www.collegeinvest.com
- www.collegeincolorado.com
- www.studentaid.ed.gov
- www.fafsa.gov
Comprehensive financial aid web-site.
- www.collegeincolorado.org

Part 9 – Important Links

[Front Range Community College](#)

Naviance

[Infinite Campus](#) – check grades, attendance, and fees.

Appendix A: Adams 12 Five Star School's Legal Notifications

Homeless Students Notification (Supt. Policy 5270)

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students refer to Superintendent Policy 5270 or contact the Homeless/Migrant Education Liaison at 720 972-4144.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) & Colorado Open Records Act (CORA) (Supt. Policy 5300)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records, that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-afterschool program personnel); a member of the school board; a person, agency or company with whom the District has contracted, or otherwise arranged to perform a specific task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another "school official" in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Additionally, the Colorado Open Records Act generally requires education records to be furnished within 3 days of the day the School receives a request for access.

FERPA Notice for Directory Information (Supt. Policy 5300)

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District Records Custodian, 1500 East 128th Avenue, Thornton, CO 80241 in writing by October 1 of the current school year. The District has designated the following information as directory information:

- Student's name
- Student's Grade
- Photograph
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study

- Degrees, honors, and awards received
- Date and place of birth
- The most recent previous educational agency or institution attended

Student Code of Conduct (Supt. Policy 5000)

Students are expected to be familiar and comply with all expectations identified Superintendent Policy 5000, Student Code of Conduct. The Code of Conduct identifies specific grounds for discipline including suspension or expulsion of a student. Discipline may be imposed for the following reasons: Superintendent Policy Code: 5000

STUDENT CODE OF CONDUCT

1.0 The Code of Conduct exists to help maintain an environment which is safe, conducive to learning, and free from unnecessary disruption. The Code of Conduct primarily consists of this policy and a subsequent series of policies identifying specific behavior expectations (See Exhibit A).

1.1 Students and parents or legal guardians shall be notified through student handbooks or similar informational bulletins of District policies concerning rights and responsibilities, rules of student conduct, and due process. The Code of Conduct, including grounds for which students may be suspended or expelled, shall be distributed once to each student in elementary, middle and high school and once to each new student in the District. Matters of common knowledge or practice shall be considered as notice of existing standards of conduct for students.

1.2 The principal or administrative designee may impose sanctions including suspension or may recommend

expulsion of a student who engages in conduct identified in this policy which occurs in school buildings, on school grounds, in school buses or other school owned or operated vehicles, or while attending school activities or sanctioned events.

1.3 Students may also be subject to sanctions including suspension or expulsion for behaviors that occur off campus as described by law and Superintendent Policy 5020.

2.0 Definitions.

2.1 School. Refers to any school within the District.

2.2 Parent. Refers to a student's parent, legal guardian or legal custodian.

3.0 Grounds for sanctions including Suspension or Expulsion from School. The principal or designated administrator may issue sanctions including suspension and may refer for expulsion a student who engages in one or more of the following activities as specifically identified by state statute.

3.1 Using or otherwise directing profanity, vulgar language, or obscene gestures toward others.

3.2 Continued willful disobedience or open and persistent defiance of proper authority.

3.3 Repeated interference with a school's ability to provide educational opportunities to other students.

3.4 Repeated or substantial disrespect to or defiance of school staff.

3.5 Possessing, distributing, and/or communicating slanderous or libelous material.

3.6 Behavior which disrupts or is intended to disrupt the educational process.

3.7 Declaration as a habitually disruptive student according to Superintendent Policy 5090.

3.8 Violation of Superintendent Policy 5080 regarding gangs, secret societies or disruptive groups.

3.9 Indecent exposure, lewd behavior, or possession of pornography (print or electronic).

- 3.10 Rioting, unlawful protests, illegal disruptive demonstrations or other expression that violates the rights of others on any District property.
- 3.11 Intentionally causing or participating in a bomb threat, false alarm, or other false notice that disrupts the school environment.
- 3.12 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 to other students. This may include behavior which recklessly endangers students, staff or others.
- 3.13 Throwing objects, unless otherwise part of a supervised activity, which might cause bodily injury or damage property.
- 3.14 Unsafe operation of a motor vehicle on school property.
- 3.15 Violation of Superintendent Policy 5110 regarding bullying, harassment, hazing or threats.
- 3.16 Violation of Superintendent Policies 5110 or 8400 regarding discrimination or harassment, including sexual harassment.
- 3.17 Violations of Superintendent Policy 5070 regarding violence, fighting, and other aggressive behavior.
- 3.18 Violation of criminal law which negatively impacts the school or the general safety or welfare of students or staff.
- 3.19 The commission of an act that if committed by an adult would be robbery according to Colorado statute.
- 3.20 The commission of an act that if committed by an adult would be assault according to Colorado statute.
- 3.21 Violations against staff including incidents of assault upon, disorderly conduct toward, harassment of, knowingly making false allegations of child abuse against, or any criminal act directed toward a school employee.
- 3.22 Violation of Superintendent Policy 5100 regarding dangerous items.
- 3.23 Violation of Superintendent Policy 5100 regarding firearms or dangerous weapons. Expulsion is mandatory for bringing or possessing a firearm at school.
- 3.24 Violation of Superintendent Policy 5050 regarding tobacco.
- 3.25 Violation of Superintendent Policy 5040 regarding controlled substances.
- 3.26 Violation of Superintendent Policy 5650 regarding posting or distributing unauthorized materials on campus.
- 3.27 Gambling or wagering items of value.
- 3.28 Lying or knowingly giving false information verbally or in writing to a staff member.
- 3.29 Scholastic dishonesty, including but not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing academic work.
- 3.30 Stealing, attempting to steal, borrowing or possessing without authorization property from another student, school employee or from the school itself.
- 3.31 Using, making or reproducing another person's signature for deceptive purposes, including counterfeiting documents or currency.
- 3.32 Failure to report a Condition that puts students or staff at risk of imminent harm.
- 3.33 Violation of Superintendent Policy 5060 regarding dress code.
- 3.34 Violation of Superintendent Policy 5030 regarding cell phones or electronic devices.
- 3.35 Violation of Superintendent Policies 5035 and 8200 regarding use of District technology or the internet.
- 3.36 Damaging private property of others.

3.37 Willful destruction or defacing of school property.

3.38 Failure to comply with Colorado law regarding immunization requirements in violation of Superintendent

Policy 5410. Any suspension or expulsion for failure to comply with immunization requirements will not be documented as a disciplinary action but will be documented along with the student's immunization record and an explanation in the student's cumulative file.

3.39 Violation of Superintendent Policy 5120 regarding off-campus behavior.

3.40 Violation of Superintendent Policies or building regulations not otherwise referenced in this policy.

Student Drug, Alcohol and Controlled Substance Offenses (Supt. Policy 5040)

School districts are required by law to adopt policies regarding use, possession and/or sale of drugs or other controlled substances in school, on school grounds, in school vehicles at school activities or while waiting to board or depart the bus.

Students may not knowingly use, be under the influence of, possess, bring, sell, solicit the sale of, transfer, distribute or supply a drug, controlled substance or drug paraphernalia.

Controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids.

Schools and law enforcement officials are trained and have the equipment to administer field sobriety tests. If a parent(s) disagrees with the determination of school or law enforcement officials that the student is under the influence of a controlled substance, the parent may seek an assessment that indicates toxicity levels within 24 hours of the incident at their own expense by a provider approved by the District. Self-admission by the student suspected of being under the influence of a controlled substance without a valid prescription constitutes sufficient evidence to proceed with disciplinary action.

Students are subject to disciplinary action up to and including suspension and expulsion for any single policy violation.

Alternatives to suspension and expulsion may be offered by the school as appropriate depending on the circumstances of the violation.

School officials are instructed to notify law enforcement regarding suspected violations of this policy and to cooperate with any investigation that may result.

Student Tobacco Possession and Use (Supt. Policy 5050)

Superintendent Policy 5050 prohibits the use of all form of tobacco products on school property for students under 18 years of age, and prohibits possession of all tobacco products for students 17 or younger. Sanctions for violation of the policy increase in severity for repeat violations and may result in extended suspensions in extreme cases as identified in the policy. Tobacco products are defined as any form of tobacco that may be ingested by chewing, smoking or other means. Tobacco paraphernalia such as "hookahs" or electronic cigarettes are also prohibited.

Students who are trying to overcome tobacco addiction are encouraged to visit with their school counselor about resources that may be available to help them stop using tobacco.

Student Dress Code (Supt. Policy 5060)

In order to promote a safe environment that focuses on education and minimizes distractions students are expected to abide by the following general guidelines as identified in Superintendent Policy 5060.

1. Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in;
2. shirts must cover the shoulders;
3. all attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage;
4. shorts and skirts must be fingertip length when arms are resting at sides;
5. shoes/sandals must be worn at all times.

The following items or clothing are specifically prohibited:

1. Spaghetti straps, tank tops and halter tops;
2. transparent/mesh clothing;
3. make-up that makes a student unidentifiable;
4. exposed undergarments;
5. pajamas and house slippers;
6. shirts with revealing necklines or armholes;
7. shirts hanging longer than the fingertips when arms are fully extended;
8. sunglasses (prohibited indoors);
9. gloves (prohibited indoors);
10. hairnets, bandanas, and du-rags;
11. caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
12. clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
13. clothing or accessories with sexually suggestive language or messages;
14. clothing or accessories that have pictures of guns or weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);
15. clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;
16. attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in Superintendent Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, sports logos/apparel, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings, and jewelry;
17. trench coats and other like jackets capable of concealing weapons;
18. clothing or accessories affiliated with Insane Clown Posse, including all items related to the band's record label "Psychopathic Records" and other groups it sponsors in addition to Insane Clown Posse, including but not limited to Twiztid, Blaze, Boondox, Psychopathic Rydaz and Dark Lotus; and
19. all professional athletic team attire.

Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.

Except when other contributing policy violations or safety concerns exist, the typical progression of intervention for dress code violations is:

1st Offense – warning and education about the policy and the student being provided an opportunity to correct the violation.

2nd Offense – sanctions up to one (1) day out-of-school suspension and requirement that parent and student review and sign a statement indicating their understanding of the “Student Dress Code” policy.

3rd Offense – sanctions up to three (3) days out-of-school suspension and required parent meeting as a condition of re-entry.

4th or Subsequent Offenses – sanctions up to a 10-day out-of-school suspension for each repeat violation.

Violence, Fights and Aggressive Behavior (Supt. Policy 5070)

Superintendent Policy 5070 prohibits fights or other violent or aggressive behavior. Fights are defined as making offensive contact with another person. Attempts to make unwanted physical contact are also considered an offense for purposes of this policy. To avoid fights or aggressive interactions students are responsible to make all possible efforts to avoid the conflict and to seek the help of a staff member.

Policy 5070 further prohibits encouraging fights, videotaping or electronically sharing images of school-related fights, or helping arrange fights. Fighting offenses may result in consequences up to expulsion from school.

Gangs, Secret Societies and Disruptive Groups (Supt. Policy 5080)

School districts are required by Colorado law to adopt policies regarding gang-related activities in school. Superintendent Policy 5080 defines a gang, secret society or disruptive group as a group of three or more individuals, whether formal or informal, sharing a common name, interest, bond, confederation, alliance, initiation practice, network, conspiracy, or activity characterized by criminal or delinquent conduct, whose members individually or collectively engage in or have engaged in a pattern of such activity.

Wearing, displaying or possessing items that signify identification with disruptive groups is prohibited on school campuses, at all school sponsored activities, on all school transportation, and at all school bus stops. Any evidence reasonably demonstrating the existence of or membership in any disruptive group shall be admissible in any disciplinary action or proceeding brought by the District.

Examples of prohibited items, behaviors or actions which may be indicative of gang, secret society or disruptive group affiliation include but are not limited to:

1. Colors / Numbers – A common color or number used to represent affiliation with the disruptive group. Colors and numbers may be represented through, but not limited to, clothing, bandanas, nail polish, sports logos/apparel, make-up, or other items that display a “color” or number on a person or possession.
2. Signs – Verbal or Physical – Statements, gestures, signals, or signs flashed by individuals either to members of their own disruptive group as communication or identification, or intended as taunts or challenges to others.
3. Graffiti – A drawing, symbol, phrase, cryptic writing, code, icon, logo, or written word used to express opinions, membership in a disruptive group or gang, about other groups or gangs, or direct challenges to others.
4. Apparel / Jewelry – Hats, bandanas, emblems, trademarks, badges, insignias, logos, belts, belt buckles, colored shoe strings, jewelry or other clothing that identify the individual with the disruptive group and/or that carries meaning for the disruptive group.
5. Manner of Grooming – Tattoos, hairstyles, and other unifying marks (i.e. manner of shaving, piercings) indicative of affiliation with or that carries meaning for a disruptive group.
6. Recruitment – Action to knowingly solicit, to invite, recruit, encourage, coerce, or otherwise cause another to actively participate in or become a member of a disruptive group. Furthermore, recruitment also includes the use of force, threat, or intimidation directed at any person, or by the infliction of bodily injury upon any person, thereby preventing the individual from leaving a disruptive group.

Action up to and including expulsion from school may be considered for any single violation of this policy depending upon the nature of the offense, the severity of the situation, and the student’s discipline history. Unless the student has a prior discipline history, or unless other policy violations or safety concerns exist, the typical progression of consequences for violations of this policy are:

1. 1st Offense – warning and education about the policy, school based sanctions including suspension up to three (3) days out of school, and a requirement that student and parent review and sign a statement indicating their understanding of this policy.
2. 2nd Offense – up to five (5) days out-of-school suspension and a required parent meeting as a condition of re-entry for the purpose of reviewing this policy and the consequences of future violations.
3. 3rd or Subsequent Offenses – up to a five (5) day out-of-school suspension and potential expulsion from school.
4. All violations of this policy which involve violence, threats of violence, or an immediate risk to the safety of students or staff shall result in suspension out-of-school for a minimum of three (3) days.

Student Habitually Disruptive Behavior (Supt. Policy 5090)

A student may be declared to be habitually disruptive after a series of suspensions and interventions, and may be expelled for habitually disruptive behavior as explained in Superintendent Policy 5090. A habitually disruptive student is defined as a student who has been suspended out of school a minimum of three (3) times during the school or calendar year for behavior that caused a material and substantial disruption at school, on school property including transportation, or at school events. Events that occurred within the prior calendar year may also be considered in declaring a student to be habitually disruptive.

A remedial discipline plan in the form of a contract between school administration, the student and parents should be developed and monitored when students have been suspended and may be at risk of future violations that would result in a habitually disruptive designation. Remedial discipline plans may be implemented for potential habitually disruptive students without parent or student consent in the event that either should refuse to participate in the planning and intervention process.

Student Weapons in School (Supt. Policy 5100)

Consistent with the district's obligation to provide a safe and secure environment, Superintendent Policy 5100, Student Weapons in School, prohibits students being in possession of any dangerous weapon or dangerous item at school, during school activities, or on any district property.

Knives or other instruments with sharpened blades or edges that might easily be used as a weapon are not permitted at school, regardless of the length of the blade. Exceptions include scissors and other sharpened instruments commonly used during supervised educational activities. Possession of a firearm on any Adams 12 property mandates expulsion from the district for the first offense. Other weapons violations are subject to sanctions and interventions as described in the policy depending on circumstances at the time.

In addition, Superintendent Policy 8700, Weapons, specifically makes it a violation for any pupil, staff member, volunteer, or visitor to possess a firearm, explosive device, knife with a blade longer than three (3) inches, or other dangerous weapon when in a district facility; on district grounds; at any or district activity, regardless of location; or on any district vehicle. This restriction does not apply to School Resource Officers or other law enforcement officers who are legally required to carry a weapon to perform their job. Any other request for an exception from this restriction should be communicated in writing to the Superintendent.

Bullying, Harassment or Threats (Supt. Policy 5110)

Superintendent Policy 5110 addresses the negative impact that bullying has on student health, welfare and safety and on the learning environment. Bullying, as defined by state law, is any written or verbal expression, or physical act or gesture, or a pattern thereof, intended to cause distress upon one or more students. Bullying based upon a student's race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment. Harassment is specifically prohibited by Superintendent Policy 8400 (Nondiscrimination/Harassment), a summary of which may be found elsewhere in this book.

All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and / or address bullying.

1. Students who have been bullied should report the situation to an administrator or teacher.
2. Students who witness bullying should report it to a staff member.
3. School staff who witness bullying should take action to stop the bullying and to report the situation for appropriate administrative intervention.
4. School administrators should promptly investigate and respond to bullying reports.

Students who bully others will be subject to disciplinary action as described in Superintendent Policy 5000, Student Code of Conduct. In addition to discipline sanctions, schools may implement intervention strategies as appropriate.

Off-Campus Behavior (Supt. Policy 5120)

Behavior which takes place on or off campus may result in discipline sanctions up to and including expulsion from school when such behavior was or is likely to be detrimental to the welfare or safety of other students or of school personnel, including behavior that creates a threat of physical harm to the student or other students. Such misconduct may include, but is not limited to, any of the behavior violations identified in Superintendent Policy 5000, Student Code of Conduct.

In determining whether off-campus misconduct is or is likely to be detrimental to the welfare or safety of students or school personnel, the administrator shall consider, among other relevant factors: the extent to which other District students were involved in or present during the off-campus misconduct; the proximity to school and the school day; and the known or predicted negative impact or effect the misconduct had or is likely to have on the school environment. The existence of criminal charges and/or a criminal adjudication in relation to off-campus behavior may also be considered in determining whether the misconduct warrants school sanctions.

Search and Seizure (Supt. Policy 5130)

Superintendent Policy 5130 authorizes district officials to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity, when there is a reasonable suspicion that the search will result in the discovery of "contraband," which includes all substances or materials prohibited by district/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, guns, knives, weapons, incendiary devices, and dangerous items.

Under conditions specified in policy, automobiles parked on or being operated on school property or at a school activity may also be subject to search by school officials. When possible, an involved student shall be informed of the reason for a search, and the official conducting the search shall attempt to secure the student's consent to the search. The scope of a search must be no more intrusive than is reasonably necessary under the circumstances.

Inappropriate items found during the course of a search may be seized and at the discretion of school administration such items may be returned to the parent or guardian of the student from whom the items were seized; offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized; turned over to law enforcement officers; or destroyed.

Many district secondary schools utilize random canine searches from time to time to deter students from bringing contraband on district property. Such searches involve trained dogs and their handlers scanning property or general areas, but never individuals. Should a dog alert its handler to the possible presence of contraband, the handler would notify school officials. A canine alert constitutes reasonable suspicion for school officials to conduct a search following the procedures established in Superintendent Policy 5130.

Corporal Punishment (Supt. Policy 5140)

Superintendent Policy 5140 prohibits the use of corporal punishment by any staff member. Corporal punishment is defined as spanking or physically handling a student in any way to purposefully inflict punishment. Permission to administer corporal punishment shall not be sought nor accepted from any parent, guardian, or school official.

Physical Restraint/Seclusion (Supt. Policy 5150)

Superintendent Policy 5150 permits district personnel, acting within the scope of employment, to use and apply restraint or force as is reasonable and necessary to restrain or prevent a student from threatening physical injury to self or others; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; for the protection of persons or student safety. Law enforcement will act according to their agency guidelines regarding restraint or force when safety is at issue.

Appendix B: Course Descriptions

Language Arts

English 9: 1.0 credit

In this course, students will explore their own cultural identities as well as the cultural identities of people from around the world through the study of literature both within and outside the United States. They will also understand how experiences and cultural expectations shape attitudes. Students will solve problems, analyze language, and provide supporting evidence in order to communicate clearly in both writing and speaking.

English 10: 1.0 credit

English/Language Arts courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehensions and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.

English 11: 1.0 credit

English/Language Arts courses continue to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage, as students write essays and begin to learn the techniques of writing research papers. Students continue to read works of literature, which often form the backbone of the writing assignments. Literary conventions and stylistic devices may receive greater emphasis than in previous courses.

English Elective/CP Comp: 0.50 credit/semester

Social Science

Government/Civics: 0.5 credit

Government is a semester course paired with Economics. It examines the basic principles of the American constitutional, legal, and political systems. Students will explore topics that have immediate impact on their lives and will be able to look at government from a variety of perspectives. The Government program is committed to helping students develop and improve academic skills in reading, writing, speaking and critical thinking skills. (This is a required social studies course for graduation.)

Economics: 0.5 credit

Presenting timely and engaging content, this course provides high school students with an understanding of the principles of economics. As they become familiar with how markets work, students interact with lessons to apply the key microeconomic concepts of supply and demand as well as the role of prices. This one-semester course targets important aspects of the world economy, including international trade and global economic challenges, and encourages students to apply the economic way of thinking to a variety of situations relevant to their everyday lives.

World History: 1.0 credit

World Studies is a year-long interdisciplinary course required for all 10th graders involving the study of both World History/Geography and World Literature. The course of study may encompass ancient civilizations to the present day with a focus on European, African, and Asian cultures in order to complement previous studies of North American cultures. Students will develop skills in the five basic areas of : Chronological thinking, Historical comprehension, Historical analysis and interpretation, Historical research capabilities, and Historical issues-analysis and decision making. Themes which will guide instruction and student learning will be: Cause and Effect, Continuity and Change, Global Awareness, Unity and Diversity, and Human and Environmental Interaction.

U.S. History: 1.0 credit

United States History is a two-semester course in which the history and civilization of America are examined from a broad perspective. The course focuses on analysis of important concepts, events, and people in the American experience. Course activities and instruction are designed to develop further the academic skills which will help the student better comprehend this and other areas of study. The student is asked to use the historical method and to examine carefully the social, political and economic forces which shaped America. (This is a required course for graduation.)

Mathematics

Algebra I: 1.0 credit

Algebra I courses include the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations.

Algebra II: 1.0 credit

Algebra II course topics typically include field properties and theorems; set theory; operations with rational and irrational expressions; in-depth study of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphic of constant linear, and quadratic equations; properties of higher degree equation and operations with rational and irrational exponents.

Geometry; 1.0 credit

Geometry courses, emphasizing an abstract, formal approach to the study of geometry, typically include topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; concepts of congruence, similarity, parallelism, perpendicularity, and proportion and rules of angle measurement in triangles.

Pre-Calculus: 1.0 credit

Pre-Calculus courses prepare students for eventual work in calculus and typically include the following topics: trigonometric and circular functions; their inverses and graphs; relations among the parts of a triangle; trigonometric identities and equations; solutions of right and oblique triangles; and complex numbers.

Science

Earth Science: 1.0 credit

Earth Science courses offer insight into the environment on earth and the earth's environment in space. While presenting the concepts and principles essential to students' understanding of the dynamics and history of the earth, these courses usually explore oceanography, geology, astronomy, meteorology, and geography.

Biology: 1.0 credit

Biology courses are designed to provide information regarding the fundamental concepts of life and life processes. These courses include (but are not restricted to) such topics as cell structure and function, general plant and animal physiology, genetics, and taxonomy.

Chemistry: 1.0 credit

Chemistry courses involve studying the composition, properties, and reactions of substances. These courses typically explore such concepts as the behaviors of solids, liquids, and gases; acid/base and oxidation/reduction reactions; and atomic structure. Chemical formulas and equations are also studied.

Physics: 1.0 credit

Physics courses involve the study of the forces and laws of nature affecting matter, such as equilibrium, motion, momentum, and the relationships between matter and energy. The study of physics includes examination of sound, light, and magnetic and electric phenomena.

Foreign Language

Spanish I: 1.0 credit

Designed to introduce students to Spanish language and culture, Spanish I courses emphasize basic grammar and syntax, simple vocabulary, and the spoken accent so that students can read, write, speak, and understand the language at a basic level within predictable areas of need, using customary courtesies and conventions. Spanish culture is introduced through the art, literature, customs, and history of Spanish-speaking people.

Spanish II: 1.0 credit

Spanish II courses build upon skills developed in Spanish I, extending student's ability to understand and express themselves in Spanish and increasing their vocabulary. Typically, students learn how to engage in discourse for informative or social purposes, write expressions or passages that show understanding of sentence construction and the rules of grammar, and comprehend the language when spoke slowly. Students usually explore the customs, history, and art forms of Spanish-speaking people to deepen their understanding of the culture(s).

Spanish III: 1.0 credit

Spanish III courses build upon skills developed in Spanish II, extending student's ability to understand and express themselves in Spanish and increasing their vocabulary. Typically, students learn how to engage in discourse for informative or social purposes, write expressions or passages that show understanding of sentence construction and the rules of grammar, and comprehend the language when spoke slowly. Students usually explore the customs, history, and art forms of Spanish-speaking people to deepen their understanding of the culture(s).

Electives

Art: 0.50/1.0 credit, dependent on contact hours with class

Art provides students with the knowledge and opportunity to explore an art form and to create individual works of art. This course may also provide a discussion and exploration of career opportunities in the art world. Initial course covers the language,

materials, and processes of a particular art form and the design elements and principles supporting a work of art. As students advance and become more adept, the instruction regarding the creative process becomes more refined, and students are encouraged to develop their own artistic styles.

Multimedia Technology: 0.50/1.0 credit, dependent on contact hours with class

Multimedia Technology is a computer-based course designed to help students develop skills in digital communication and publication. The course will include, but is not limited to, a project-based curriculum aimed at preparing students to pursue further studies in Web design, video production, and animation.

Music: 0.50/1.0 credit, dependent on contact hours with class

Music courses are designed to develop students' abilities to play brass, woodwind, percussion, and string instruments, covering a variety of string and orchestral literature styles.

Physical Education: 0.50/1.0 credit, dependent on contact hours with class

Fitness/Conditioning Activities courses emphasize conditioning activities that help develop muscular strength, flexibility, and cardiovascular fitness.

Health: 0.50 credit/semester

Includes physical activity, healthy eating, and sexual health and teaches lifelong habits and patterns for a fit, healthy, and optimal childhood and adulthood; examines society, media, family, and peer influence on wellness choices; practices decision-making and communication skills for personal responsibility for wellness; and identifies the consequences of physical inactivity, unhealthy eating, and early sexual activity. Includes health promotion and disease prevention, and teaches responsibility and skills for personal health habits as well as behavior and disease prevention; sets personal goals for optimal health; examines common chronic and infectious diseases and causes; and recognizes the physical, mental, and social dimensions of personal health.

Student Assistant: 0.50 credit/semester

Office or Classroom Aide courses provide students with the opportunity to work in campus offices, developing skills related to clerical office work. Duties may include typing, filing, record-keeping, receiving visitors, answering the telephone, and duplicating, among others. These courses emphasize appropriate work attitudes, human relations, and proper office procedures. (Semester course offering)

Service Learning: 0.50 credit/semester

Service Learning 9

Service Learning 10
Service Learning 11
Service Learning 12

Senior Internship: 0.50 credit/semester

Index

Table of Contents.....	3
Part 1 – The Big Picture.....	4
Westgate Community Charter School Mission.....	4
Westgate Community Charter School Vision.....	4
Part 2 – Calendars and Schedules.....	4
2017-2018 Westgate School Year Calendar.....	4
2017-2018 Westgate Events & Activities Calendar.....	4
2017-2018 Front Range Community College Calendar.....	4
Part 3 – The School Day.....	4
School Hours.....	4
OneNote.....	4
Westgate Community School Courses.....	4
See Appendix B.....	4
Bus to FRCC.....	4
Parking.....	4
Service Learning.....	5
Senior Internships.....	5
Concurrent Enrollment.....	5
Suspensions.....	6
In-school Suspension/Out-of-school Suspension.....	6
Field Trips.....	6
Food and Drink Policy.....	6
Lunch.....	6
Off-Campus.....	6
On-Campus.....	7
Counseling.....	7
Harassment/Bullying.....	7
Part 4 – After School.....	7
Clubs & Activities.....	7
Dances/Prom.....	8

Part 5 – Policies and Procedures.....	8
Grading Scale	8
Honor Code - Plagiarism/Cheating.....	8
Pass/Fail Courses.....	8
Late Work Policy	8
PE Waiver	9
Grade Replacement	9
Grade Challenge – Westgate Course	9
Grade Challenge – FRCC Course.....	9
Adding/Dropping FRCC Course	9
High School Fees	10
Unpaid Balances Policy	10
Graduation Requirements	10
Early Graduation	11
Valedictorian	11
Transcripts.....	11
Superintendent Policies	11
Student Dress Code.....	11
Attendance Policy	11
How to Report an Absence:	12
How Many Absences a Student Can Have Throughout the Year:.....	12
Tardies:	12
Absences:	12
Out of Building Activities:.....	13
Dropping off/Picking Up High School Students from FRCC:	13
Authorized Pick-Up:	14
Attendance Letters – Truancy Vs. Chronic Absences:.....	14
Electronic Use Agreement	15
Part 6 – Communication	16
Communications Pathway	16
Communication Pathways for Questions, Concerns, & Conflicts	16
Guidelines for Addressing Concerns	17
Grievance/Dispute Resolution Process.....	18

Part 7 – Safety & Emergencies.....	20
Safety Plan for FRCC Westminster.....	20
Part 8 – Miscellaneous Information and FAQs	20
Suicide Prevention	20
ASCENT Program.....	21
Financial Aid & Scholarships	22
Part 9 – Important Links.....	23
Appendix A: Adams 12 Five Star School’s Legal Notifications	24
Appendix B: Course Descriptions.....	35
Language Arts.....	35
Social Science	35
Mathematics	36
Science	37
Foreign Language.....	38
Electives	38