

# **FAMILY GUIDE**

Western School of Science and Technology Family Guide is meant to provide detailed information about various operations and procedures within the school. In this Guide, we use the term "Family" to capture the diversity of our community. This is a living document and you will be updated when changes are made. This does not replace The Family Handbook; for any detailed policies you can visit our website at <a href="https://western.cfacademy.school/">https://western.cfacademy.school/</a>

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# SCHOOL COMMUNICATION

# **Western School of Science and Technology**

6515 West Indian School Road Phoenix, AZ 85033 Phone: (623) 249-3900

Fax: (623) 243-9030

Main Office Email: <a href="mailto:Operations@wsst.school">Operations@wsst.school</a> Family Handbook visit our website: <a href="https://western.cfacademy.school/">https://western.cfacademy.school/</a>

#### Office Hours:

Monday-Thursday 7:30am-3:30pm Fridays 9:30am-3:00pm

#### **School hours:**

Monday-Thursday 8:30 am-2:54 pm Friday ITM Days (Students off campus)

# **Contacting Teachers**

Teachers do not have direct phone lines on campus. The best way to contact them is through ParentSquare and /or ParentVue.

# **Meetings with Faculty**

To meet with a staff member, **you must schedule** it in advance before coming to campus. Impromptu requests to meet with faculty & staff will not be honored - you will be asked to return once a meeting has been scheduled. If you have a scheduled meeting with staff, please come to the office to check in with a valid ID.

#### **Contact List:**

Contact Information	Department
operations@wsst.school	Front Desk Manager - Amparo Barajas
attendance@wsst.school	Attendance Clerk - Ruby Chavez
healthoffice@wsst.school	Student Health - Savannah Cordova

jovonnedempster@wsst.school	School Social Worker - Jovonne Dempster
registrar@wsst.school	Registrar - Claudia Castillo
aespana@wsst.school	Athletic Director, Community Coordinator-Adrian España
ssabino@wsst.school	Dean of Students - Sofia Sabino
nutrition@wsst.school	Meal Service

#### Cafecito

Cafecito is a formal organization of parents and staff to get families involved in their children's academics as well as to help and reform school systems. Cafecito is held once a month for 1

hour. ParentSquare messages will be sent out with the date and time. Learn about what's going on in the Western Community, and gain resources on how to increase learning at home and support your scholar's success in school. You can also view dates and hours of Cafecito on

our RarentSquare app and website Western.cfacademy.school



# CAFECITO

Come and engage with parents, learn about what's going on in the Western community, and gain resources on how to increase learning at home and support your scholars's success in school.

# upcoming cafecito dates

August 14, 2024 At 6:00pm September 19, 2024 At 6:00pm October 17, 2024 at 6:00pm November 21, 2024 at 6:00pm December 12, 2024 at 6:00pm January 16, 2025 at 6:00pm February 20, 2025 at 6:00pm

March 20, 2025 at 6:00pm April 17, 2025 at 6:00pm

May 15, 2025 at 6:00pm

western.cfacademy.school Follow us on instagram @wsstcfa



Is a communication app that families must download to receive all school, events and classroom communication via email, text, or as an app notification.

# Download the **ParentSquare** app today!

Stay involved with your child's learning and activities at school. From anywhere.

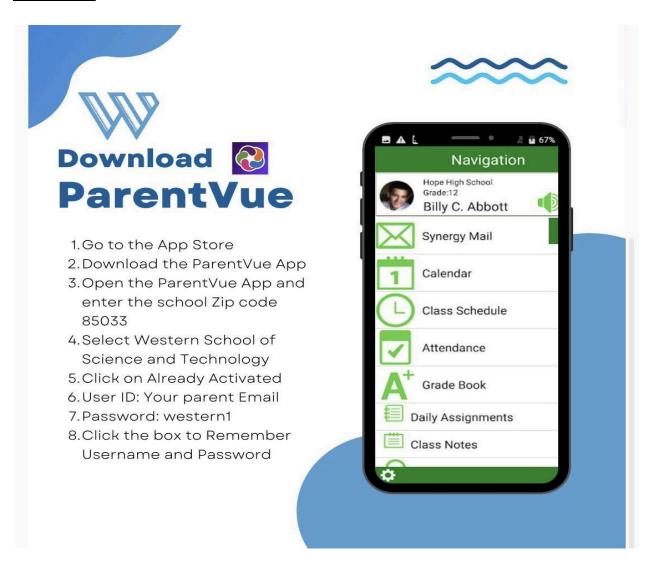


#### **ParentVUE**



ParentVUE gives access to student grades, assignments, attendance, fees and communication with teachers.

#### *Instructions:*



# Deanslist D

Deanslist helps teachers and students to keep track of data on student behavior and school culture.

- Go to your App Store
- Download Deanslist
- Open the Deanslist App
- Your parent Email
- Password: If forgot please click forgot you will get an email to reset your password

#### **Food Service**

Our Facilities comply with all food safety and sanitary standards set forth by the Maricopa County Department of Environmental Services.

At Western, free and reduced-price meals are available for families who qualify based on the Federal Eligibility Income Guidelines published by the USA each school year. Paper applications must be completed.

Our school is committed to serving healthy meals to our Western Warriors.

**Nutrition:** Western School of Science and Technology is pleased to offer breakfast and lunch at no cost to all Western School of Science and Technology students, regardless of income status. Please note that an annual Income Eligibility Form is still required for each household. Western School of Science and Technology Wellness Committee aims to create and support health school environments that promote the health and well-being of our students, staff, and community members. The Wellness Committee works towards improving the nutritional quality of all food offered and served on school campus, increasing learning opportunities in nutrition education, and improving opportunities for physical activity.

# Registration

Enrollment applications must be completed by the person requesting enrollment and be signed by the parent/legal guardian and the student. Withdrawals and transcripts must be requested with a 24-hour notice to allow enough time for processing.

# Western School of Science and Technology 2024-2025 Dress Code

School administrators reserve the right to decide whether or not clothing or accessories conform to the dress code. The school Dress Code must be followed while on campus, including before and after school.

#### Shirts must be:

- Western School Shirt
- College or Military
- Community Organizations Shirts provided by Western
  - Example: WestMec, Heart for the City, YouAreAmazing
- Black or white solid color polos
- > Shirts must be worn in such a way that there is no skin visible between the pants/shorts and the shirt when the student is sitting or standing
- > Shirts may not be altered in any way
- > Shirts may not have holes
- > Shirts may not have a low neckline or be sleeveless
  - o Example: no muscle shirts, tanks tops, sleeveless shirts
- Pants, shorts, and skirts must:
  - Be worn high enough to cover undergarments
  - Not have any rips or tears
  - Be at be mid-thigh or longer for shorts and skirts
  - Not be pajama pants
- Jackets/Sweatshirts may be worn in the classroom\*
- Shoes must be close-toed.
  - o If you are registered for a PE class you must bring appropriate footwear for class.

\*Students are allowed to wear jackets and sweaters over their WSST T-shirts but are not allowed to wear a non WSST T-shirt or Long Sleeve T-shirt over their WSST T-shirt.

#### Additional Dress Code Requirements

- Hats and baseball caps will be allowed in the school building, and are acceptable inside the classroom unless a teacher has a policy against hats.
  - Other non-approved head coverings are not acceptable at school (exception: religious observance, medical reason, or spirit days where they might be allowed)
- Sunglasses are allowed only in outdoor areas. Sunglasses may be used inside only if prescribed by the doctor's office.

- Backpacks, lunch boxes and purses should not have inappropriate writing (Subject to Dean of Discipline) on them.
- Students may not wear attire that is lewd, vulgar, obscene, offensive, violent, sexually explicit, or that reference items that are illegal in general or specifically for underage students.
- Students may not wear lace pantyhose or fishnet stockings.
- Students may not wear attire that promotes tobacco, drugs, alcohol, or other illegal or harmful substances.
- Students may not wear attire that contains sexually suggestive messages.
- Students may not wear attire that depicts gangs or gang affiliation.



# Western School of Science and Technology

2024-2025 School Calendar 200 Days

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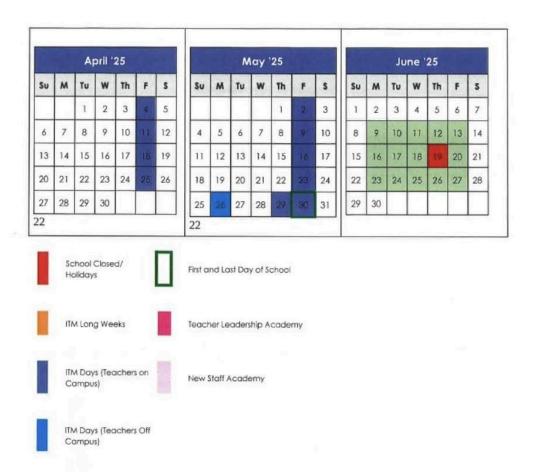
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# Western School of Science and Technology 2024-2025 Bell Schedule

Monday - Thursday

Period 1 (Advisory)	8:30 - 9:05 (WM 8:35-9:05)			
Period 2	9:08-9:58			
Period 3	10:01 - 10:51			
Period 4	10:54 - 11:44			
Period 5 (7th/8th Lunch)	11:47 - 12:12			
Period 6 (11th/12th Lunch)	12:15-12:40			
Period 7 (9th/10th Lunch)	12:43-1:08			
Period 8	1:11 - 2:01			
Period 9	2:04 - 2:54			

Friday

Period 1	8:30 - 2:54

#### **CAMPUS VISITORS**

All visitors will need to come into the front office, sign in, and present a valid ID

- To access the front office:
- Please park in the Main lot.
- Press the Doorbell.
- A staff member will respond over the intercom and open the door.
- Families are allowed to visit campus for the following reasons:
- Dropping off/picking up your student
- Scheduled appointments with staff or faculty
- Dropping off medication
- Dropping off lunch, on occasion
  - For safety reasons, you MAY NOT have food delivered to your student by an outside vendor/restaurant

# **Student Parking**

Student parking on campus is a privilege which can be revoked at any time. Students are expected to drive safely (5 MPH), not leave campus without approval, and park in the East Side parking lot

# **Required Items:**

- Driver's License
- Valid Vehicle Insurance
- Valid Vehicle Registration
- Complete application (available in the front office)
- Students Parking Lot gate will be closed at 9:00am and opened 5 min before dismissal.

# Late Drop-off

Students arriving after the second bell rings; **8:30 am**, they must sign in at the front office and retrieve a late pass.

- Students will receive a step for being late.
- You may excuse the late arrival by voicemail, or emailing attendance@wsst.school

# **Morning Drop-off Procedures**



# **Afternoon Pick-up Procedures**



### Early Pick-up

# Early pickup procedure

- In order to keep our students safe, we require ID for anyone picking up students from school. Students will only be allowed to leave with a caregiver or someone on their Emergency Contact list in our student information system.
- Students will **NOT** be called from class unless an authorized adult has been identified *in person* requests for students to be called from class via phone will be denied.
- Please note that students should not call home to be picked up before coming to the office.
  If your student needs to be picked up for any reason, a member of the office staff will contact you directly.
- Students 18 years and older may leave campus with parent/guardian permission. They will
  Not be permitted to sign out their siblings.

### **Item Drop-off**

Per Western policy, only essential items such as prescribed medication and lunch can be delivered after the school day begins at **8:30 am**. If a student forgets something at home, we are able to accommodate their needs, including Chromebooks. Students **will not** be called from class to retrieve items that are not medication, and they can pick up their lunch during their lunch period. We appreciate your cooperation in maintaining a productive learning environment for all students at Western. To reiterate, you may not have food delivered to your student by an outside vendor.

- Western strives to teach our students independence and responsibility. Parents can assist by not bringing items such as:
  - Homework
  - o Materials
  - Instruments

#### **HEALTH Office**

#### Medication

In order to administer any over the counter or prescription medications, you will be required to have an updated Medication Release Form on file with the Health Aide. This includes any pain relievers such as ibuprofen and acetaminophen. Students cannot carry *any* medication exception inhalers with them. EpiPens, insulin and over the counter medications must be kept with the Health Office.

#### **Illness Protocol**

Students **must** be sent home if they are suffering from the following:

- Fever of 100.0° or higher
- Vomiting
- Chronic Diarrhea

The Health Aide will call all Family members listed and students **must** be picked up within 30 minutes. If we cannot contact a Family member or you cannot make it to school within the 30 minutes, we will call the emergency contacts on file.

If your student contacts you directly about being picked up due to illness, please remind them that they need to report any issues to the Health Aide. This allows students to be assessed and/or treated by staff and ensures that students are only sent home when absolutely necessary.

#### **Chronic Illness**

Please be sure that you update your student(s) health conditions yearly. Health conditions include, but are not limited to, any physical or mental health condition that may impact their education, such as:

- ADD/ADHD
- Asthma
- Type 1 Diabetes

- Migraines
- Severe Allergies

#### 504 Plans

A 504 plan is a legal document designed to provide students with disabilities equal access to education and ensure they receive appropriate accommodations and support in the general education setting.

To qualify for a 504 plan, a student must have a physical or mental impairment that substantially limits one or more major life activities. These impairments may include physical disabilities, chronic health conditions, learning disabilities, ADHD, mental health disorders, and more. 504 accommodations can include things like extended time for tests or assignments, preferential seating, modified assignments, use of assistive technology, and access to support personnel.

504 evaluation involves reviewing medical records, conducting assessments, and gathering input from teachers and other professionals who work with the student.

Review and monitoring of 504 plans are performed by the School Social Worker.

If you have any questions about the 504 process or your students' accommodations, please contact Jovonne Dempster, MSW at ext.4 .

For any resources of information please visit our website <a href="https://western.cfacademy.school/">https://western.cfacademy.school/</a> Click Western Life and Click Social Work Resources.

#### **ATTENDANCE**

Attendance is taken in every class period. If a student is not in their classroom at the beginning of the period, they will be marked absent by their teacher.

# **Attendance Monitoring**

Western has a system in place to monitor absences and tardies that includes the following:

- A ParentSquare absence notification goes out by 11am.
- Teachers do not usually contact guardians about attendance unless it's affecting grades.
- The attendance clerk sends quarterly emails to students who have a concerning amount of absences and tardies in order to prevent students from falling behind.

# Excusing your student's absences

To excuse your student's absence, please complete **one** of the following **within** <u>24 hours</u> of an absence. Please Include, student's full name, date & reason for absence.

- email <u>attandance@wsst.school</u>
- Message in ParentSquare

Voicemail to the attendance line ext.1

The Attendance Clerk will update absences based on information provided.

Attendance Codes		
Unexcused	Excused:	
ABS - Student not in class based on teacher's attendance	ISS - In School Suspension	
UNX - Unexcused. The absence was not excusable per AZ State Law.	OSS - Out of School Suspension	
TDY - Unexcused Tardy	<b>EX</b> - Court Order	
	<b>DOC</b> - Doctor appointment	
	FAM - Family emergency	
	<b>TDE</b> - Excused Tardy	
	<b>EPU</b> - Early Pickup	

### **Friday Attendance**

ITM Assighnment due by 11:59pm. Students who fail to submit their ITM assignment will be marked absent.

### **Safety Procedures**

Western has safety procedures in place to keep students and staff safe. These include **evacuation drills**, **Stay Put**, **External Community Concern**, **and Shelter in Place**. Staff members review these annually and students practice on a regular basis. We ask Families to be patient during these events, as it takes all staff to coordinate and we are not available to answer calls and/or dismiss students during this time.

# **Evacuation Drills (Fire Drills)**

Evacuation drills are conducted monthly according to a regulations set by the Fire Prevention Office of the Phoenix Fire Department. Exit directions and procedures are posted in all rooms. Evacuation drill dates will be posted on our calendar and are subject to change (available on Parent Square).

### **Stay Put**

Our Stay Put procedure is activated to keep hallways clear for medical concerns, student behavior issues, and maintenance needs. During a Stay Put, students are safe, and there is no threat. Doors will remain unlocked and blinds closed to maintain a secure environment.

Students should not transition between classrooms or areas until informed by school staff.

Restrooms will be temporarily closed to ensure student accountability and safety.

Teachers will continue teaching, and students will continue learning in a controlled and supervised setting.

# **External Community Concern**

Our External Community Concern procedure is activated if law enforcement is searching the perimeter (neighborhood), Pioneer is on lockdown or an unexpected person is on the exterior of our campus. In an external community concern, exterior doors are locked and no entry to the building is allowed. Exterior blinds are closed and PE & lunch are held inside. Students may need to transition to designated areas, such as the gym. Teachers will continue teaching and students may transition to their classes by staying inside the building.

#### **Shelter in Place**

Shelter in Place protocol will be activated if an unexpected person is inside the building, serious behavior issues, or by Law enforcement recommendation. Students will remain in their current classrooms. Staff will check hallways and take any students into their classrooms or offices. There will be no transitions or movement around the building until we are given notice. All doors will be locked; Please do not try to unlock or open them. This measure is in place to ensure the safety and security of everyone inside.

During this time, there should be no movement in or outside of the building. This includes PE classes, lunch, and any other activities. Students will stay where they are until further instructions are provided. Silent Work: Students should continue working silently in their respective classrooms. It is important to maintain a calm and focused environment during this Shelter in Place procedure.

#### Instruction

# ITM - Instructional Time Model (remote learning)

Our ITM allows students to receive individualized instruction outside of the traditional classroom setting. We will be using the ITM to provide remote (off campus) learning opportunities for students on **Fridays** during the 2024-2025 school year and also on other designated ITM days. Students are expected to complete all assignments for each class on CANVAS by 11:59 pm.

On Fridays, campus will be open for students who cannot stay home unattended, do not have internet at home, or work better while on campus. Students that come to campus will stay in the gym with staff monitoring their assignment completion.

# Western's ITM Online Class

7th Grade	8th Grade- 12th Grade
	Semester 1- U.S. Geography Semester 2- Nutrition

- Who will take an Online ITM class? All WSST Students
- What happens if I don't submit my assignment by 11:59 p.m. on ITM Days? You will be marked absent for that day.
- Do I still have to submit the assignment even if I'm marked absent? Yes, because it still counts toward your final grade.
- Does this class count toward my school attendance? Yes, your attendance will be recorded on ITM Days through this class.
- How long are these ITM classes? Each ITM class is one semester long course.
- When will I take this class? Each week's assignments can be completed on or before 11:59 p.m. on ITM Days.
- Is this class required to graduate? Yes! You will earn 0.5 credits for this semester and the grade you earn will impact your GPA. This class will also be tracking your attendance on ITM Days.
- Who is the teacher for this class? Mrs. Appleton
- How will I take this class? Students will be able to access the class by logging into Clever and finding the Canvas icon or typing "Canvas" into the search bar. Your class can be found on Canvas.
- How should I contact the teacher if I have any questions? Email Mrs. Appleton at EAppleton@wsst.school.

#### **ITM Log Weeks**

ITM Long Weeks are hosted on campus during the last week of each Quarter in an effort to help students get extra tutoring before the Quarter ends. ITM Long Weeks are assigned ONLY for students who are failing at least 1 class and it is MANDATORY for the student to attend. Teachers will be notifying families before ITM Long Weeks so that they ensure their student attends. All ITM days and ITM Long Weeks are coded in the School Calendar.

#### **Instruction Structures**

Learning will be Monday-Thursday on campus from 8:30 am-2:54 pm. Please ensure your student(s) come to school prepared to learn! Students must bring their laptop, charger and school ID everyday. Tutoring will be offered/provided to students that are failing a class or would like extra help with a specific class.

If a student fails a Mastery Assignment, they must fill out the "Request to Retake a Mastery Assignment" form that is provided by their teacher and found in every classroom. The student will need to turn in the form and communicate with their teacher so they create a plan for a retake. A student MUST attend either a tutoring session or any type of academic intervention provided by the teacher in order to retake any mastery assignment. Students who DO NOT attend a tutoring session or academic intervention will NOT be able to retake a Mastery Assignment. Teachers will be notifying families of students who are failing via Parent Square or phone call by each Interim so that students and families can plan accordingly. Students can retake Mastery Assignments up until the end of each Quarter.

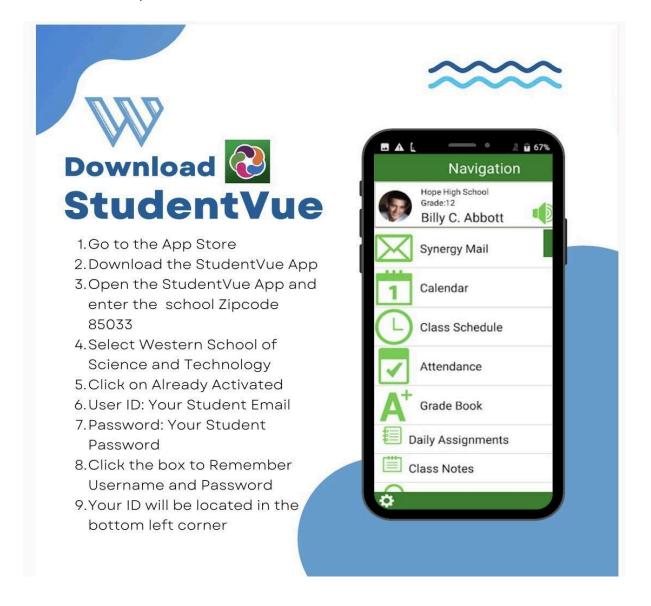
#### **StudentVUE**

Studentvue offers single sign-on access to student and classroom information and offers different types of communication from the school or district. Students are encouraged to monitor their StudentVue account regularly. Here, they can see their grades, attendance and missing assignments. If a student gets locked out of their StudentVUE contact Ms. Santiago at jsantiago@wsst.school

# StudentVue Account Login

• Their account name format is First Initial + Full Last Name + Graduation Year

- For example: Juan Jose Sanchez Rodriguez, Class of 2024 <u>isanchezrodriguez24@wsst.school</u>
- The default password for all new students is: western1



# **Student Discipline**

WSST's Vision for discipline is to provide a supportive, safe educational environment where students and staff are valued and respected and where students learn to be responsible citizens. The goal is to prevent the development and intensification of problem behaviors and to maximize academic success for all students. We track Behavior on our Deanslist portal. For more information on Rules, Policies, and Major Behavior Consequences please look over our Family Handbook at <a href="https://western.cfacademy.school/">https://western.cfacademy.school/</a>

# **Steps:**

Steps are used to reinforce correct behavior rather than as a form of punishment. Assigning a Step to a student serves several functions:

- An indicator for the delivery of an intervention by the Behavior Support team (i.e.additional support to teach expected "classroom" behaviors).
- Lets the student (and parent) know of expectations that are not being met
- Opportunity to reteach expectations and build relationships

#### Deanslist Step System

- STEP 1: Warning
- STEP 2: Warning
- STEP 3: Lunch Detention (Parent notification)
- STEP 4: Lunch Detention & Warrior Meeting Detention (Parent notification)
- STEP 5: Lunch Detention, Warrior Meeting Detention, & Referral (Parent contact)
  Consequences will depend on steps and number of referrals

#### Referrals

What is a Minor Referral?

- Minor Referrals are used when a student receives 5 steps in a week or when there are repeated issues of the behavior of the same nature or varying. Minor referrals are mostly in regard to violations of WSST's general cultural conduct expectations.
- Note: Administrators will assign Minor Referrals based on steps given in a week.

#### What is a Major Referral?

- Major Referrals are violations of WSST's policies and are laid out in the Student and Family Handbook. These violations trigger school disciplinary actions.
- Major Referrals will be any referral that leads to In School or Out of School Suspension.
- Major Referrals will be part of the student's permanent record
- Note: Major Referrals could lead to Long Term Suspension or Expulsion.

#### **Core Values**

Core Value points are given to recognize behavior that correlates with WSST's core values of Achievement, Innovation, Relevance, Respect, and Responsibility.

Recognizing a Student with Core Value point(s)serves several functions:

- Reinforces behavior that Teachers want to see from students
- Lets the student (and parent) know they are being recognized as they are Warrior Reports
- Allows students the opportunity to "cash in" CV points for items in the Warrior Store.

# Student Life (Athletics, Clubs, & Community Events)

All students have the opportunity to try-out out for sports or clubs when meeting all rules, procedures, and guidelines. Students must have a sports packet & updated physical form in order to participate in any sport or any club that demands physical activity. Club packets must also be completed before participating in a club. WSST High School is competitive and is part of the Canyon Athletic Association. (Note: not all students that tryout will make the team)

High School (practices are from 3-5 times a week depending on the sport)

- Fall Sports: Football, Volleyball, Cheer, & E-Sports
- Winter Sports: Men's Basketball, Women's Basketball, Competitive Cheer
- Spring Sports: Coed Soccer

Middle School (Practices are 2 times a week depending on the sport)

- Fall Sports: Coed Flag Football, Tackle Football, JV-Volleyball, Cheer
- Winter Sports: Coed Basketball, Competitive Cheer
- Spring Sports: Coed Soccer
- ★ Sports & Clubs are subject to change due to participation interest and coaching/sponsor availability.

Possible Clubs Offered: Clubs meet 1 to 2 times a week

- Student Council 7th-12th
- Be A Leader 7th-12th

- Peer Solutions 7th-12th
- Dungeons & Dragons 7th-12th

- Warrior Voices/Newspaper 7th-12th
- Culinary Club/Gardening 7th-12th
- Drumline 7th-12th

- Folklorico 7th-12th
- Science Club 7th-12th
- Pride/Culture Club 7th-12th

# Sports & Club Fees: (Per Sport & Club)

- \$50 V-Football, V-Volleyball, JV Volleyball, Competitive Cheer, V-Men's Basketball,
  V-Women's Basketball, V-Coed Soccer
- \$25 Fall Cheer, E-Sports, JV-Volleyball, MS-Football, MS-Coed Soccer, Folklorico, Drumline
- \$20 All Clubs

# **Student & Community Events**

- Fall Fiesta
- Homecoming Game
- Homecoming Dance
- Senior Night (Each Season)
- Winterfest

- Middle School Dance
- Spring Festival
- Prom
- Athletic & Club Banquets
- Promotion
- Graduation

#### **Entrance Fees:**

- Entrance Fees to Athletics or Community events can differ from \$3-\$8 a person (Season passes might be available)
- CAA Events have their own fees.

#### **MISCELLANEOUS**

**Lost & Found:** Lost items are stored in the front office. Unclaimed items from the Lost and Found will be donated at the *end* of each week.

**Field Trips:** Field trips are coordinated by teachers for specific content enrichment.

Additionally, our counseling department conducts college field trips for each grade level. Students earn field trips by having good attendance & behavior. Permission slips will be sent out via Parent Square & are required by the deadline. Students that do not have a signed permission slip will not be allowed to participate. They can remain on campus and work on missing assignments.

#### **Student Fees**

There are fees that students can receive while attending School. Examples of some of these fees are broken or damaged Chromebook, sports fees, club fees, graduation fees, t-shirts for not following the dress code and other activities.

Students are responsible for the care of their Chromebook. The student will be responsible for repairs costs for damage from misuse, abuse, or accidents. Students will be responsible for the replacement cost of the Chromebook if it is lost.

Students can also work additional community service hours as restitution for the damages.

#### What are the estimated costs?

- Broken Screen \$50.00
- Broken keyboard/Touchpad \$75.00
- T-shirts not returned \$10.00

- Lost or destroyed Charger \$25.00
- Lost or destroyed Chromebook -\$300.00

# **Cox Connect2 Complete**

Parents may qualify for fast, low-cost home internet with wifi if your child receives free school lunches. Please inquire directly with Cox to determine eligibility

