



WESTMINSTER

ACADEMY FOR INTERNATIONAL STUDIES

Primary School Application

Parent Name _____

Phone Number _____

Address _____

Student Name _____

Prior School Name _____

Prior School Address _____

Prior School Phone Number _____

Current Grade Level _____



Westminster

Public Schools

Where Education is Personal

Thank you for your interest in our school programming and for your patience during our application process. At Westminster Academy, we strongly believe in a robust screening process in order to ensure that all of our new students are successful members of our learning community. Our program is fun and engaging but very rigorous. In order to ensure that students succeed in this program, we feel it's necessary for both parents and students to understand the commitments necessary in order to be successful

The following is a check list of the materials we will need from parents in order to process the application. Please note the descriptors in italics as not all items will be necessary depending on if the student is a current Westminster Public Schools (WPS) student or an external transfer.

In the event that you cannot acquire any of the following materials, please make sure and notify us at the building. We may be able, through records requests, secure the materials for you! We don't want your application held up while you look for some of these items!

____1. Most recent Scantron Scores *only necessary for current WPS students*

- a. Literacy____
- b. Math____

____2. Empower proficiency rates or non CBS equivalent *CBS grade report or previous school report card*

- a. Literacy_____
- b. Math_____

____3. DIBELS Composite

Green____ Yellow____ Red_____

____4. Attendance/Behavioral records

____5. Parent Contract

Parent Involvement Contract

As educators, we realize that it is vitally important to involve our community in the education of our children. In order for students to succeed, all parties involved in the student's upbringing need to work together—indeed, it “takes a village” to raise a child.

As part of your student's application process to Westminster Elementary, we would like to make sure you are in full understanding of the supports we are able to provide you and your student as well as the support we will require from you.

Our commitment to you and your student:

1. Your student will receive a high quality education and upon leaving the 8th grade, will be prepared for high school.
2. The school will make **every effort** to make sure your student is safe at all times in the building. The principal's (and all adults in the building) most important job is to make sure students are safe.
3. You and your student will be treated with dignity and respect.
4. Your student will have access to before and after school programming.
5. The school will make every effort to maintain clear, consistent and timely communications with you regarding your student and your student's progress.

Your commitment to the school:

1. Parent Participation in the Building: I will commit to **16 hours** of service to the school including but not limited to: attending PTA meetings, assisting in the building, supervising field trips, participating in building planning meetings.
2. Attendance: I will commit to having positive attendance. My student will not miss school more than **8 times** in the school year, as I realize the State of Colorado considers a student habitually truant after 10 absences in a school year (or 4 consecutive absences in a month). Additionally, I will commit to making sure my student is on time to school and is not unduly pulled from school early. I commit to ensuring my student has no more than **8** tardies or **8** early removals from school.
3. Behavior: I realize that in order for *all* students to succeed in the school, students must follow the school's code of conduct while in the building and while traveling to and from the building. I realize that students that are habitually disruptive may be asked to leave the program. I realize that a student that commits an offense that results in a suspension may result in his or her removal from the building.

4. Uniform policy: I commit to ensuring that my student has proper uniform attire. I realize that if my student does not come to school in proper uniform attire I may be called to bring proper attire to the building. I also understand that I may request uniform materials at minimal or no charge to myself on a case-by-case basis. I understand that students may earn “dress down days” as part of positive behavior, academic performance or attendance.
5. Homework and home support: I commit to ensuring that my student has a quiet place and allotted time every day to complete homework and course work as needed. I also understand that students may take advantage of before and after school opportunities to get assistance on work.
6. Communication: I commit to providing the school with communication regarding my family and student’s situation as it pertains to behavior, attendance and academic performance. I commit to reading newsletters that are posted on the website **and** sent home in hard copy. I commit to attending *at least* two parent teacher conferences during the year. I understand that I may make additional conference dates with the teacher and/or principal.
7. Parent presence in the building: I understand and commit to maintaining the learning environment while in the building. While I am volunteering in the building, I understand that I am not to interrupt teaching and learning. I understand that I am welcome to make an appointment with teachers, staff or the principal for meetings. I understand that parents must check into the office when working in the building or attending appointments outside of established parent teacher conference times for safety reasons. I will consent to wearing identifying lanyards while in the building.
8. Extended Day: In order to better address student needs, Westminster Academy has gone to great lengths in order to provide robust afterschool and before school programming. I understand that my student is expected to attend at least one extended day program. I understand it is my responsibility to make sure my student gets to and from these events in a timely manner.

Student Contract

In order to be successful at Westminster Academy, our students need to follow certain guidelines and expectations around behavior, attendance and academics. Read the following and discuss it with your parents/guardian.

1. Uniform dress code: I understand that I am to wear the school uniform every day unless it is a school wide or classroom dress down day or unless I earn a dress down day.
2. I understand that I am to follow the student code of conduct.
3. I understand that every adult in this building is here to ensure that I learn and that I am safe, therefore, when an adult tells me to do something I am to follow his/her directions without talking back.
4. I understand that I may be asked to leave Westminster Academy if I commit an offense or offenses that will result in a suspension.
5. I understand that I am to keep up on homework and classwork and use the before and after school programming as I need to stay on top of my work.
6. I understand that I am to have no more than 8 absences in a school year. I understand that I need to be here on time. I understand I may be asked to leave if I am habitually late or absent.

By signing below, I am indicating that I read and understand both contracts.

Parent name _____

Parent Signature _____

Student Name _____

Student Signature _____

Teachers Recommendation Form

Please complete this survey regarding the applicant.

Scale: 1.0: significantly below peers 2.0: slightly below peers 3.0: same as peers 4.0: significantly above peers.

Critical Thinking Skills: (creativity, problem solving, analysis)

1.0 2.0 3.0 4.0

Work Habits: (focus, motivation, independence, task completion, persistence, organization)

1.0 2.0 3.0 4.0

Behavior in class: (does the student remain on task without undue prompting, following the code of conduct, is respectful when redirected, etc)

1.0 2.0 3.0 4.0

Any additional comments about this student?
