



Dr. Michael Thomas, Superintendent

Karen Newton, West Elementary School Principal  
Shalah P. Sims, West Middle School Principal  
Anna Stewart Birchfield, Assistant Principal  
Kevin Junod, Dean

Home of the Wolves & the Warriors

Dear West Families,

Welcome to the 2019-2020 school year at West Campus! We are so excited to partner with you during this coming year for the benefit of your student's learning. Your teachers and staff are already busy getting ready to greet your children with smiling faces. We hope that you have had plenty of opportunities this summer to make wonderful memories with those you love. As the first day of school approaches, we'd like to fill you in on all of the things you have to look forward to in the days ahead.

New students can enroll anytime starting August 2<sup>nd</sup>. New students please bring proof of address, birth certificate, immunization records & a valid email address. Parents of current students please join us between 8:00-3:30 on August 9th to update your enrollment records. We will need to make sure we have a valid email address for you. You will also be able to pay student fees. Elementary class assignments will be posted on the front of the Elementary windows on August 13<sup>th</sup>. Middle School students will get their schedules and locker assignments on their first day of school. Most students will not need to bring school supplies, as many school supplies have been generously provided by D11 again this year! Some special supplies may still be needed for classes such as music. Supply lists can be found on our school website.

First day of school for Elementary and 6th grade will be August 14th. Sixth grade will enter the school through the back middle school doors and will go to the gym for a welcome ceremony. Elementary Students enter the building and proceed to the Multi-purpose Room or Cafeteria. Parents who wish to accompany students must sign in in the Elementary Lobby. All classroom teachers will have signs with their names and students will be seated together for our first day and thereafter for our Morning Meeting. Bus riders will be escorted to their classrooms by a staff member. First Day for 7th and 8th grade will be August 15th. All Middle School students will gather out back and enter through the rear door. Picture day is August 19th. Life Touch will be our vendor this year. Our new and returning staff are excited to chat with you and answer all of your questions on Open House night which will be August 22th. To best accommodate families with students in both schools, Elementary Open House will run from 5:30-7:00 and Middle School Open House will be from 6:00-7:30. There will be no school for students on September 2<sup>nd</sup> or September 23<sup>rd</sup>.

School hours are as follows:

Elementary School – West gate to playground will be locked for security reasons.

8:00 – Staff members will be at the Kiss and Go Lane to greet arriving students. Students enter the building and proceed to the Multi-purpose Room or Cafeteria. **There is no Elementary Recess before school.**

8:15 - Students are taken to their classroom by their teacher for breakfast in the classroom

8:30 - **School begins. All students need to arrive by 8:30 to not be counted tardy.**

3:00 - School ends. Students will be escorted to the bus or to their class line-up spot in front of the school.

Parents using the Kiss and Go may remain in their cars and students will be directed to you.

West Elementary School 25 N. 20<sup>th</sup> St. Colorado Springs, CO 80904 (719) 328-4900  
West Middle School 1920 W. Pikes Peak Ave. Colorado Springs, CO 80904 (719) 328-3900

### Middle School

8:00 - Playground supervision begins  
8:35 - Students enter the building. Grab n Go breakfast in the hallway.

8:42 – Class officially starts  
3:40 - School ends

At 8:35 middle school students enter the building and can grab a breakfast bag in the hallway by the front office. Breakfast continues to be free for all West Campus students. Free and Reduced meal applications are now being accepted. Using the online service minimizes the wait time of students to receive this benefit. Paper copies will also be available in the school offices. You can access this form online at the following link: <https://www.myschoolapps.com/Application>.

Please know that family members are an invaluable part of the West family and are welcome to visit our school any time. Contact our Counseling Secretary, Kelly Brakefield at 328-3912 or Melody Collins-Bass, our community liaison, at 328-4947 if you would like to volunteer at either the elementary or middle school. It is vital to our school's health to have parents who are active in our PTA and School Accountability Committee. For more information about involvement in either, please contact Ms. Newton or Ms. Sims. PTA and SAC meetings are the first Tuesday of the month with PTA from 5:00-5:45 and SAC from 5:45-6:30 in the media center.

Your child's safety is our top priority. With that in mind, we ask for your cooperation in helping ensure that crosswalks are used by students and adults when traveling to and from the school. We also ask that bus zones be kept clear of car traffic during bus drop off and pick up times. This will prevent busses from blocking street traffic. Finally, we also ask that you check in at the front office and wear a visitor's badge any time you visit the school between 8:00-4:00. This way we know that that you belong to our West family, and it helps us prevent strangers from entering our school.

West Campus has implemented a new cell phone policy this year. Middle school students will be required to keep their phones in their lockers from the time they enter the building in the morning, until they leave the building at the end of the day. Elementary school students must keep their phones in their backpacks or give them to their teacher to lock up in the classroom. You will receive more details about the cell phone policy at Open House. Sixth graders and new students will be briefed on the policy during the first week of school. Seventh and eighth graders have already attended training on the new expectations. Information about our cell phone expectations can be found on our website under the "Parents" tab.

Unless they are staying after school for a school sponsored activity, elementary students should be picked up or off campus by 3:15 and middle school students should be off campus by 4:00. The exterior of the campus is unsupervised after these times, therefore closed to students.

You can keep track of what is happening at West in a number of ways. You can visit our website at [west.d11.org](http://west.d11.org). Be on the lookout for a monthly newsletter that is sent out the first of every month through the Loop and is posted on our website. You can also follow our Facebook page at "West Campus Colorado Springs" and Twitter @westcampus\_CS. Please be sure to sign up for the new D11 Loop and Q Parent Portal and download the D11 App. Opportunities to sign up for The D11 Loop and ParentConnect will be available at Registration and Open House. Parents and guardians may also log on to The D11 Loop notification system portal at any time to check their child's grades, attendance, notifications, and lunch balance. The D11 Loop portal website address is: [d11.org/loop](http://d11.org/loop). The parent/guardian login and password are the same login and password used for the Q Parent Portal.

Thank you for choosing West as your child's learning community. We'd would love to hear your thoughts on how we can work together on behalf of your student and all of our students.

Respectfully, Karen Newton, WES Principal & Shalah Sims, WMS Principal