

Westwood Schools
255 Fuller Street - P. O. Box 528
Camilla, GA 31730
(229) 336-7992
www.westwoodschoools.org

Westwood Schools is a college preparatory school where all students are inspired to reach their full potential with the skills and credentials required to become productive, successful citizens of Christian character. Students enrolled in Westwood Schools are expected to make satisfactory progress in a rigorous curriculum led by exceptional teaching professionals within a small classroom setting.

CONTRACT FOR ENROLLMENT
Financial Agreement for 2017-2018

_____ submits this application for admission to Westwood School for the year 2017-2018 on behalf of the following student(s).

_____ Grade _____ _____ Grade _____
_____ Grade _____ _____ Grade _____

I agree that if this application is accepted by the school, such acceptance will be subject to the following terms and conditions:

1. Tuition

Pre-K 3	\$3,900
Kindergarten (K4, K5)	\$4,400
Elementary (1 st – 5 th)	\$5,200
Jr. & Sr. High (6 th – 12 th)	\$5,450

Multiple Child Discount

- For two children: \$200 discount from the total bill
- For three children: \$500 discount from the total bill
- For four children: The fourth child will be exempt from tuition with full tuition assessed for all other children
- For >four children: The discounts will be set by Board of Trustees

2. Fees

Registration Fee	\$350	Per Family (\$300 for current families)
Building Fee	\$400	Per Family
Technology Fee	\$ 75	Per Student

Building Fee and/or Technology Fee can be paid with the registration fee or included with tuition payments.

TUITION – FULL YEAR CONTRACT

INITIALS: _____

The undersigned agrees that each student is enrolled for the full academic year indicated above and no adjustments, reduction or refund of any fees or other charges will be made by the school for absences, dismissal or withdrawal. In the event that the student(s) is/are absent or fail(s) to complete the school year for any reason (excluding moving or severe illness), all obligations to pay contained herein shall remain in full force and effect. Students are not officially withdrawn until the parent or guardian has signed a withdrawal form.

It is further understood and agreed by the undersigned that this Contract for Enrollment and Financial Agreement is **not** a fractional contract even though the parent may choose to pay the tuition in monthly installments. All obligations to pay contained herein shall remain in full force and effect.

3. Tuition Payment Options

Westwood Schools extends the opportunity for tuition to be paid in full, semi-annually, or monthly. Payment in full on or before June 1, 2017 will receive a 2% discount.

1. Annual Due 6/01/17 (Receive 2% discount in tuition)
2. Semi-Annual Due 6/01/17 & 12/1/17
3. 12 months Due 6/1/17 thru 5/1/18-credit card, debit card, bank draft required

A 10-month payment contract is available upon request (8/1/17 to 5/1/17). A 12-month payment contract is required for all families with prior past due accounts with Westwood and for any scholarship recipients.

Credit card, debit card and ACH tuition payments are processed on the 5th and 15th of each month. **A 3% transaction fee is charged for credit card or debit card payments.**

Registration is not complete without bank drafts/ACH drafts/postdated checks.

If a payment plan is not selected by undersigned at registration, a 12-month payment plan beginning June 1, 2017 will automatically established.

NOTICE: There will be a \$35 charge for all returned checks and returned ACH drafts. ACH Drafts must be set up for automatic payment if you have a returned check.

Monthly statements **are not** mailed to parents. It is the responsibility of the parent to submit payment as per contract.

4. **Late Fees**

- a. **For monthly accounts:** Monthly tuition payments are due on the 1st of month and payable by the 10th. Any monthly payment that is not paid timely will incur a **late fee of 10%** of the amount due if the payment is not paid within 10 days of due date. All late fees are strictly enforced. The minimum monthly late fee is \$15.
- b. **For semi-annual and annual accounts:** Delinquent annual and semi-annual payments will accrue a **penalty charge of \$100** for every 10 days that the payment is late. When these bills are more than 30 days past due, the contract automatically converts to monthly payments through ACH Drafts.
- c. If tuition payments, fines, fees and lunch balances are more than **60 days behind**, the student(s) is/are not allowed to participate in any athletic or extra-curricular activity (including summer camps and practices) until tuition payment and late fees are paid.
- d. If a payment shall become **90 days past due**, the undersigned hereby agrees to withdraw his/her child(ren) from Westwood Schools and understands the remainder of tuition and fees is due.
- e. **Westwood Schools shall have the right to withhold all school records and transcripts of the above-named student(s).** The undersigned agrees that Westwood will not transfer any reports, transcripts or grades for the student(s) until any and all obligations of the undersigned under the terms of this contract have been met and satisfied. This includes, but is not limited to debts owed to Westwood Schools for tuition, fees, raffles tickets, daycare, fines and lunch charges.
- f. In the event that Westwood has to use an attorney to collect any outstanding debt related to this contract of enrollment, it is hereby agreed, acknowledged and understood that the undersigned shall be fully and completely responsible for any and all costs of collection; including, but not limited to all attorneys' fees incurred by Westwood.

5. **Other Financial Obligations**

Fundraising:

Westwood budgets for on-going maintenance costs through fundraising projects in its annual operating budget; therefore, each family is responsible for raising \$600.00 during the year through these two programs:

1. \$350.00 Fall Raffle – due August 1, 2017
2. \$250.00 Grocery Voucher or SCRIP Gift Card Program – due 2/1/18 (for 2/1/17 to 1/31/18)

All tickets must be sold or PAID IN FULL on or before the listed due date.

_____ **No Raffle Option – A parent may elect not to participate in the raffle by adding \$350.00 to their tuition. If this option is selected, you will not be given any tickets and not be entered into the raffle. Please initial if you want to use the “No raffle” option.**

_____ **No Grocery Voucher/SCRIP Option – A parent may elect not to participate in the grocery voucher/gift card program by adding \$250.00 to their tuition. Please initial if you want to use the “No Grocery Voucher” option**

All families are expected to participate in the above unless they make arrangements at the time of registration to have the \$600.00 added into tuition.

All families are encouraged to support all other fundraising projects of the school in an effort to keep our tuition costs as low as possible.

Annual or Monthly Capital Improvement Program:

Major capital improvement projects (i.e. new building construction, replace roof, improvements to gym, auditorium and parking lot) are not included in the operating budget but funded by donations to the “Capital Improvement Program”.

Families can choose to support Westwood’s Capital Improvement Program through an annual tax deductible donation to the Annual Giving and/or our “WW Supporter” program of a \$40 (or more) tax deductible gift per month to the Building Program.

_____ **Annual Giving Program – I wish to support Westwood’s Capital Improvement Program with an annual gift to the school made before December 31, 2017.**

_____ **Monthly Donor Program – I wish to enroll as a “WW Supporter” for a \$40/month gift (or more) to the school to support the Capital Improvement Program. (see form attached)**

6. Parent Volunteer Commitment for PTO and Booster Club

Parent involvement is needed to support Westwood's PTO and Booster Club activities. Each year Westwood families are required to participate in:

- a. Two PTO/Booster projects (i.e. Work Days/Concession Stands)
- b. Fall Festival

Parents may sign up for specific dates on a first come, first served basis or dates will be assigned. Westwood PTO and Booster Club will assess a fee of **\$200.00** for each occurrence a family fails to work or arrange for a substitute.

In the event that a family fails to complete any mandatory workdays prior to registration, those fines must be paid at time of registration.

Any fines incurred after registration must be paid by the last day of school.

7. Registration Procedures

Payments of all outstanding debt must be paid and all items listed below must be completed before a student is considered enrolled:

- a. 2017-18 Westwood Contract for Enrollment and Financial Agreement
- b. Payment of Registration Fee
- c. Student Substance Abuse Policy/Parental Acknowledgement Form
- d. Acceptable Use Policy
- e. Form 3231-Current Shot Record
- f. Form 3300-Hearing/Vision Screening (K4 and K5 only)
- g. Emergency Medical authorization Form (**One for each student**)
- h. Copy of Birth Certificate (K3, K4 and new students only)
- i. Updated Information Sheet: Parents/Grandparents
- j. Bank Drafts, ACH Drafts or Post-dated Checks for tuition
- k. Admissions Test completed (new students only)
- l. Annual or Monthly Capital Improvement Program "WW Supporter"
- m. Tuition Assistance Application (if applicable)

New students must take an entrance examination required by the school and have records and transcripts reviewed by ***Westwood's Academic Admission Committee*** before any of the above will be accepted. A student must be tested by Westwood within two weeks of registration to hold a place in a class. If not met, place in class may be forfeited.

8. **Late Registration**

Places are reserved for presently enrolled students who register on or before February 28, 2017. Early registration is strongly encouraged as some classes reach the maximum number of students allowed.

A late fee of \$200.00 will be applied under the following conditions and cannot be added into tuition payments.

- a. Registration forms and signed enrollment acceptance forms **not** completed by February 28, 2017.
- b. Any raffle money not paid from the 2016-2017 school year.
- c. Any grocery voucher money not paid from the 2016-2017 school year.

The late fee will be increased to \$300.00 if the above requirements are not completed by July 1st, 2017.

9. **After-School and Daycare Information**

After-school care is available for grades K3-6. Snacks, homework time and recreation activities are provided for students staying past 3:30. Charges are only for days in attendance and are as follows.

2:30-3:00 \$2.00 per day

3:00-5:20 \$6.00 per day

A late fee of \$5 per 15 minutes is charged for pick up after 5:20. Payment is due by the 10th each month and must be paid **each month to continue using daycare services.**

10. **Additional Important information**

- a. Westwood admits students regardless of race, color, national or ethnic origin, whereas said students are afforded all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic and other school administered programs.
- b. The applicant and the student(s) on whose behalf this application is made agree to abide by all the rules, regulations, and policies stated in the student handbook. Students that cannot or will not abide by the Student Handbook and Code of Conduct will be ineligible to attend Westwood Schools.

- c. Westwood has the absolute right and discretion to, among other things, revoke athletic or extra-curricular activity, suspend and/or expel the student(s) for any scholastic or disciplinary reason; any action and/or omission which, in the discretion of Westwood, reflects negatively on Westwood; or for nonpayment of tuition or other fees.
- d. The Board of Trustees reserves the right to assess each family and/or student such additional amount(s) as shall be necessary in the judgment of the Board of Trustees to meet the expenses and/or requirements of the school.
- e. All students that attend Westwood in grades 7-12 will be required to submit to random drug testing. Parents will complete and return the Student Substance Abuse Policy parental acknowledgement form at the time of registration.
- f. In order to keep all parties concerned properly informed, please list any additional names and addresses below the applicant's signature other than the applicant.
- g. The Parent(s) agree(s) to relieve any and all officials of Westwood of and for any liability for accidents and/or injuries which may be sustained by the student(s).
- h. The undersigned shall indemnify Westwood for any damage caused to the school property if such damage is caused by the student.
- i. Before your student(s) can attend classes or stay in after-school daycare, the school must have an up to date immunization record (form 3231) on file in the office.

I accept the foregoing terms and conditions and acknowledge that my total obligation hereunder is \$_____.

I tender the sum of _____ and select alternative (_____) as the method of payment for the balance of my remaining obligation.

Submitted this ____ day of _____, 2017

Applicant's Signature

CO-APPLICANT

If you are responsible for a portion of the tuition and/or fees of a Westwood student, this section must be completed.

Name: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone Number: _____

Business Name & Phone _____

Nature of the financial obligation:

How much have you agreed to pay? _____

When are these payments to be made? _____

Submitted this ____ day of _____, 2017

Co-Applicant's Signature

Accepted this ____ day of _____, 2017

Camilla Schools, Inc.
Westwood Schools

Emergency Medical Information for School Year 2017-2018

PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD

Please check if information is different from last year's form.

Student's Name: _____ Grade _____
Home Address: _____ Age: _____
City: _____ State: _____ Zip: _____ Home Phone: _____
Male or Female: _____ Race: _____ Date of Birth: _____
Social Security Number: _____ (SSN required) Date of last tetanus/DPT _____

____ I do **not** allow my child's photograph to be published on any Westwood Schools printed material, website, social media or display.

Name of Resident Parent/Guardian: _____
Father's Name: _____ Email: _____
Address: _____ City: _____
State: _____ Zip _____ Cell Phone Number: _____
Business Name & Phone: _____

Mother's Name: _____ Email: _____
Address: _____ City: _____
State: _____ Zip: _____ Cell Phone Number: _____
Business Name & Phone: _____

Persons to contact in emergency when parents cannot be reached

Name: _____ Phone: _____ Relationship: _____
Name: _____ Phone: _____ Relationship: _____
Family Physician: _____ Phone(_____) _____
Medical Insurance Company: _____ I.D. _____

List all allergies or sensitivities to drugs, etc _____

List any regular or prescribed medication the student is taking: _____

Is there any reason that would prohibit the student to take part in physical education, athletics, or other classroom activity? If so describe briefly: _____

(Written excuse from physician must be on file in the office to excuse a student from participation in P. E. classes) Check one:

() Yes () No, my child may be (may not be) given Tylenol at school for minor headaches.

() Yes () No, my child may be (may not be) given Benadryl if any allergic reaction occurs.

In the event that I/we, the persons designated above, or our physician, cannot be reached first; or in the event of an emergency requiring immediate medical attention, I/we further hereby authorize Westwood, its faculty/staff, or agents to transport my/our child to a hospital. I/We further authorize the physicians at said hospital to carry out any and all medical procedures necessary. I also authorize the school to treat your child for any minor injuries or sickness that may arise during the day. (Example: cuts, bruises, etc) I give my consent for the faculty/staff of Westwood or qualified medical personnel to act on my behalf in securing and administering necessary medical care and treatment for my child.

Date: _____

Signature of Parent/Guardian: _____

Notary Signature: _____

(Notary Seal)

(This form must be notarized and is valid for one school year.)

Westwood Schools
Enrollment Acceptance Form

_____, submits the following and payment for 2017-2018
(Parent or Legal Guardian) school year on behalf of the following students:

STUDENT(S)	GRADE	TUITION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Discount		()
Sub Total Tuition		_____
Building Fee (\$400 per family)		_____
Technology Fee (\$75 per student)		_____
Raffle (if not participating, please add \$350)		_____
Grocery/Scrip (if not participating, please add \$250)		_____
<u>Optional</u> PTO Membership (\$10.00)		_____
<u>Optional</u> Donation towards New Building Project		_____
TOTAL 2017-2018 Obligation		_____

PAYMENT METHOD:

Enclosed are the following completed items for the above student(s) enrollment

- 1 2017-2018 Westwood contractall grades
- 2 Payment of Registration Fee.....all grades
- 3 Completed Drafts/Posted Dated Checks.....all grades
- 4 Emergency Medical Authorization Form for each child.....all grades
- 5 Updated information sheet: Parent/Grandparent.....all grades
- 6 Student Substance Abuse Policy.....7th – 12th grades only
- 7 Form 3231—Current Shot Record.....if needed
- 8 Form 3300---Hearing/Vision Screening.....K4 & K5 only
- 9 Copy of Birth Certificate..... K3, K4 & new students
- 10 Acceptable Use Policy.....5th – 12th grades only
- 11After FEBRUARY 28, 2017 Late Feeall grades
- 12Annual or Monthly Capital Improvement Program.....all grades
- 13Tuition Assistance Application..... If applicable

I understand that until all of the above information has been completed, submitted & accepted by Westwood, registration in not complete and late fees may be incurred.

INITIAL _____

ACCEPTED, this _____ day of _____ 2017

Camilla Schools, Inc.

BY: _____

**Camilla Schools, Inc. D/B/A Westwood Schools
Student Substance Abuse Policy
Parental Acknowledgment Form**

I/We the undersigned parent(s) or legal guardian(s) of _____ hereby acknowledge that Camilla Schools, Inc. d/b/a Westwood Schools (“Westwood”) Substance Abuse Policy has been reviewed and explained to me/us and that I/we have received a copy of Westwood’s written policy statement.

We further acknowledge the following:

1. That I/we have been notified that the unlawful manufacture, distribution, dispensation, possession or use of alcohol, drugs or other controlled substances is prohibited on Westwood’s property or during any school sponsored activities, and that violation of these prohibitions will subject my/our child to rehabilitation referral and/or discipline up to and including expulsion.
2. That as a condition of continued enrollment, my/our child will abide by Westwood’s Substance Abuse Policy, including the provision for random testing of all students. It is agreed and understood that if my/our child fails the drug and/or alcohol test by testing positive, he/she will be referred to a rehabilitation or substance abuse assistance program at my/our own expense, and/or disciplined in accordance with Westwood’s policy up to and including expulsion. Any refusal to be referred to rehabilitation will result in immediate expulsion. I/We further acknowledge and agree that if my/our child fails a second or follow-up drug and/or alcohol test he/she will be subject to immediate expulsion without the possibility of reinstatement. Also, it is agreed that if my/our child is convicted of a violation of a criminal drug statute, I/we will notify Westwood within five (5) days of conviction.
3. That I/we acknowledge and consent freely and voluntarily to Westwood’s right to conduct unannounced searches for illegal drugs and alcohol on Westwood property, in all facilities and vehicles on school property. It is understood that Westwood has the right to inspect lockers, desks, work areas, vehicles, and other containers and objects on Westwood’s property that might conceal illegal drugs and alcohol. I/We further acknowledge and consent freely and voluntarily to reasonable searches of my/our child’s person and his/her personal property. It is understood that failure to cooperate fully with Westwood in this regard will result in disciplinary action up to and including possible expulsion.

I/We the undersigned parent(s) or legal guardian(s) understand and agree to the above terms and conditions of attendance at Westwood.

Student Name _____ Social Security Number _____

Parent/Legal Guardian Signature

Parent/Legal Guardian Signature

Date

Westwood Witness

Date

Parent/Grandparent Information Sheet

Student Name(s) _____ Grade _____
_____ Grade _____
_____ Grade _____
_____ Grade _____

Parents Name _____

Address _____
_____ Phone _____

Email _____

Grandparents Name _____

Address _____
_____ Phone _____

Email _____

Grandparents Name _____

Address _____
_____ Phone _____

Email _____

Grandparents Name _____

Address _____
_____ Phone _____

Email _____

The Authorization Agreement for Credit Card Payments Form or the Debit Authorization Form is **required for all contracts**. The account will only be charged if payments are not made by the due date.

Authorization Agreement for Credit Card Payments

NAME _____

**** A 3% transaction fee is charged for all credit card or debit card payments****

I (we) authorized Camilla Schools to initiate debit entries to my

_____ VISA/MASTERCARD (choose one)

Card Number _____

Expiration date is _____

3 digit verification code _____

Set amount _____

Choose the 5th or the 15th as your payment date.

Start Date _____ End Date _____

Printed Name: _____ Phone Number _____

Signature: _____

Date: _____

Please attach a copy of front and back of your card.

DEBIT AUTHORIZATION

I _____ hereby authorize Camilla Schools, hereinafter called Company, to initiate debit entries to my (our) account indicated below and the financial institution named below, hereinafter called Financial Institution, to debit the same to such account for _____. I _____ acknowledge that the origination of ACH transactions to my _____ account must comply with the provisions of U.S. law.

Financial Institution: Camilla Schools DBA: Westwood Schools
Address: 255 Fuller Street - P O Box 528
City/State/Zip: Camilla, GA 31730

Routing Number: _____
Account Number: _____

Type of Account: _____ Checking _____ Savings

Amount (or how amount is determined): _____

Frequency (Weekly, Monthly etc.) _____ Start Date: (if recurring): _____

Date of Debit (s): _____

If the debit is recurring and the date of debit falls on a non-banking day, the debit will hit your account on the next banking day and will not hit your account prior to the authorized date.

(Note: For varying amounts of the company must send, based on the NACHA Operating Rules, written notification of the amount and the date on or after which the transfer will be debited at least ten calendar days in advance of the debit. If the date varies, the Rules state that the Originator must send the Receiver notification of new date at least seven days in advance of the debit.)

This authority is to remain in full force and effect until Company has (received written notification from me (or either of us) or describe your process for revocation of the authorization) of its termination in such time and manner as to afford Company and Financial Institution a reasonable opportunity to act on it.

Name: _____
Phone Number _____

Signature: _____
Date: _____

Please attach a VOIDED CHECK

GOAL Scholarship Criteria

1. The maximum amount of tuition assistance available per student will be 50% of tuition only. This does not include other required fees.
2. All students in grades that are eligible for tuition assistance will be tested according to Westwood admissions criteria.
3. All applicants must be determined eligible for admittance (regarding academics, discipline, attendance and drug screening) by the Westwood Acceptance Committee before they are allowed to apply for any financial assistance. Transfer students should have a minimum of a B or above average, no disciplinary concerns and within income-based guidelines to receive GOAL. Scholarship students shall maintain a C or above average to remain GOAL eligible. Recipients will be evaluated annually at end of school year.
4. After initial acceptance, the Westwood Financial Assistance Committee, which consists of five Westwood supporters (who do not currently have children enrolled in Westwood), will determine eligibility for financial assistance. These committee members serve 2 year terms. Members of the committee may include former teachers, former parents of Westwood students, former board members or alumni.
5. Students are eligible for both Tuition Assistance and GOAL, but not to exceed 50%.
6. Drug screening is a requirement of the application process.
7. Each year the Westwood Financial Acceptance Committee will review the number of students in each class and determine which grades have scholarship opportunities that will not require additional staffing. The GOAL Coordinator will provide enrollment numbers for consideration by the Westwood Financial Acceptance Committee. Priority will be given to these grades so Westwood can enjoy the benefits of adding students without incurring additional expenses when and where possible. Our current target enrollment is 350 – 375.
8. If a class is reaching capacity, full paying students will receive priority over scholarship students.
9. The registration fee of \$350 (\$300 for current families) has to be submitted with the scholarship application. The registration fee is refundable when: a) No scholarship funds are available, or b) Applicant is determined to be ineligible for assistance. The registration fee is not refundable when the applicant is approved for scholarship but chooses not to enroll.
10. Any student receiving GOAL scholarship will be placed on a 12-month contract with first payment due in June. Therefore, June, July and August payments are made before school begins. If payment of tuition is not current in August, student may not attend first day of school.
11. Applicants are required to be enrolled in public school a minimum of 1 year before they are eligible to return to Westwood and apply for scholarship funds. (This rule does not apply to students entering K4, K5 or 1st grade.)
12. All GOAL recipients are required to sign a “non-disclosure” form advising recipients if they disclosure that they are receiving GOAL scholarship funds, then recipients are subject to having funds withdrawn.

Tuition Assistance Program

Westwood School is a school for students who are truly interested in a top-quality college preparatory school experience. As a private school, tuition charges commensurate with the provision of such a program are necessary. In recognizing that some families may not be able to provide the full amount of tuition required, a tuition assistance program is available to qualified applicants.

There are persons involved with the school and others in the community who support this program and make it available. Westwood School seeks to include students who have a desire to learn and actively participate during these important learning years. It is the intent of the school to make this opportunity available to students who are not in families that can readily pay the current tuition.

Some of the guidelines of the tuition assistance program are:

- The granting of assistance will be based on the financial needs of the family.
- Students receiving assistance will be expected to perform satisfactorily in their studies.
- Families receiving financial assistance will be on 12-month tuition payment schedule and expected to keep adjusted payments up to date.
- The awarding of assistance should be confidential so that no stigma will be attached to the recipient nor will the recipient feel “different” from any other student. A Tuition Assistance Committee makes decisions on tuition assistance applications.
- All requested information must be provided by the family.
- Application for tuition assistance must be made annually and is renewable depending on the need of the family and the performance of the student. Application deadline will be April 15 for the presently enrolled families and June 1 for new families.
- Tuition assistance will generally be awarded according to availability of funds and space in the classroom.

Persons wishing additional information on procedures for contributing to the Tuition Assistance Program or applying for tuition assistance should contact the Westwood office.

Westwood Schools Acceptable Use Policy

In order to receive a USER ID and have access to school's network, each student in grades 5 – 12 is required to have this form signed by parents.

Purpose The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives at Westwood Schools. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to Westwood Schools' standards as an institution of Christian education.

The network is not for any private, commercial, business, or political use.

Passwords If a password is assigned to a student or staff, that password should remain secure. Passwords should not be shared or transferred. **All users of the network will be held accountable for their use of the computer, including any use of a computer or software by someone using their password.**

Disciplinary Action

1. suspended use from equipment or the system,
2. restricted access to equipment or the system,
3. financial restitution,
4. and/or other appropriate disciplinary measures

Privilege All use of the computer network is a privilege and not a right. All users assume responsibility--personal, legal, financial, and otherwise--for their actions while using the computer network and while accessing Internet content over the school network. **Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.**

Prohibited Activities

- Involvement in any activity prohibited by law
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Storing and/or transferring obscene, pornographic, or sexually

explicit materials

- Transferring “chain” type letters
- Sharing passwords
- Accessing any area of the school network without permission
- Interfering with normal and proper network operations
- Interfering with normal and proper Internet access/operations
- Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)
- Accessing computer files of other students or staff
- Copying protected software without authorization or permission
- Loading software of any kind without approval and permission
- Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others.
- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules
- **Using the network or Internet access for personal or entertainment purposes without approval or permission**
- Downloading any file for any reason without specific approval from the system administrator or teaching personnel
- Any use of outside resources, such as collegeboard.com, that do not conform to the Acceptable Use Policy or rules of that website or projects such as flatclassroom.net that do not conform to the rules of that project. Violators are subject to penalties both at Westwood Schools and at the outside resource.
- Students may not share their full name in public spaces without specific parental permission.
- Students may not upload photos of an explicit or inappropriate nature to any website and may not identify individuals in any photos by their full name.
- Students must remove any material deemed objectionable by the teacher promptly.

Professional Liability The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student in the lab at all times.

Policy Changes Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of Westwood Schools. Any questions or issues concerning these policies and regulations should be directed to the system administrator at the school office.

I have read and understand the acceptable use policies of Westwood Schools.

Student Signature _____ Date _____

I have reviewed these acceptable use policies and reviewed them with my child and understand and support these policies.

Parent _____ Date _____

Note: This policy must be signed and returned during the first two weeks of school or network access privileges will be revoked.

Westwood Schools

Post Office Box 528

Camilla, Georgia 31730

www.westwoodschoools.org

Ross Worsham, Headmaster

Monthly or Annual Donors
Capital Campaign

Yes! I want to help Westwood Schools and support our "Capital Needs" by making a monthly or annual contribution.

ANNUAL: _____ Please contact me before December 31, 2017 about an annual gift.

MONTH: _____ Amount to contribute monthly (select one):

_____ \$40.00 _____ \$50.00 _____ \$75.00
_____ \$100.00 _____ other amount of \$_____

OPTIONS:

- a) _____ Please bill me monthly
- b) _____ Please charge my credit card on the 15th each month

Credit Card Type & Number: _____
Expiration Date & CVV#: _____

- c) _____ Please draft my account on the 15th of each month

Bank Account Number: _____

Routing Number: _____

I hereby authorize Westwood Schools to draft my account described above, for the amount specified above, on the 15th of each month, and until this authorization is revoked in writing.

Account Holder Signature

Mailing Address: _____

HOW IS WESTWOOD FUNDED?

PART A – Tuition and Fees (in BUDGET):

Your tuition and fees in this contract provide personnel costs **ONLY** (teacher and staff salaries).

PART B – Fundraising (in BUDGET):

Fundraisers provide operational costs (all expenses of school such as utilities, insurance, fuel, etc.). We depend on fundraisers to keep tuition costs as low as possible.

PART C – Major Gifts for Capital Improvement (NOT in Budget):

Annual or Monthly donations provide funds for capital improvement and major projects.

Grandparents' Club provides generous support each year.

Grants and gifts from businesses, foundations or trusts are applied for each year.

The average cost per child at Westwood is over \$7,000. In an effort to maintain our tuition at far below our actual cost per child, each family is asked to support Westwood through both fundraisers and annual giving.