



WESTMINSTER

ACADEMY FOR INTERNATIONAL STUDIES

Student Handbook 25-26

7482 Irving St.

Westminster, CO 80030

Fay Airomlo, Principal

303-428-2494

Dear Parents/ Guardians and Students,

This handbook is designed for you and your child. Please carefully review its contents and use it as a reference throughout the year.

Our student expectations and discipline plan are reviewed on an annual basis in order to continue to refine our behavior management.

Thank you in advance for your continued support of our school!

PRINCIPAL: Zahra Fay Airomlo

SECRETARY: Jennifer proctor

OFFICE ASSISTANT: Jose Cordero and Karen DeSantiago

TEACHERS:

Colette Hill -Preschool

Sara Barnett -Kindergarten

Laura Terry - Primary

Mike Moore -Primary

Chris Byrd -Intermediate

Teegan Sheanin -Intermediate

Angelica Drew -Intermediate

Guy Lord -Middle School Literacy

Lily Klein-Padilla -Middle School Science

Therese Haiss -Middle School Math

INTERVENTIONISTS:

Sara Gabet -Speech Language

Norma Bracero -SPED

Michelle Ka -CLDE

Kyle Poland- Psychologist/Mental Health

Crystal Estrada-Community Liaison

Electives TEACHERS:

Ricky Her -PE

Tracy Wang -Chinese

Andrea Grenham -Fine arts

Lisdeys Bejas -Spanish

BUILDING SUPPORT:

Vanessa Flores-Preschool Para

Will Asper -Custodian

Veronica Durarte -Kitchen Manager

Rosa Sandoval -Culinary services

IMPORTANT INFORMATION FOR PARENTS

HEALTH AND SAFETY:

We are happy to anticipate a much more typical beginning of the school year compared to the last few years. Students may continue to wear a mask if they wish, but this is strictly a personal choice. Teachers, staff and building visitors are also free to wear a mask, but this is not required for entry into the building. In short, mask wearing is totally optional, and no one will be harassed for choosing or not choosing to wear a facial covering.

Parents volunteering in the classroom will be subject to background checks and vaccination. Like previous years, parents are not permitted in instructional areas during the school day unless they are volunteering, but are welcome in the office to make payments, make appointments or for other inquiries.

If you or your student comes in known contact with someone with COVID 19, please monitor your family for symptoms of the illness. Your student may continue to attend school if he or she is not displaying symptoms. In the event a student displays symptoms of COVID 19 the office will call you to pick up your child.

ATTENDANCE:

Westminster Public Schools is proactively trying to curb excessive absences. According to the State of Colorado, any student that accumulates 4 absences in a month or 10 absences in a year is considered "habitually truant." These absences add up and result in lost learning.

Students' absences fall into two categories: excused and unexcused.

Excused absences are any absences relating to health, injury, district or school closures or extenuating circumstances that are communicated to the office. Unexcused absences are vacations, non-district athletics events, weather related events that don't result in school closings, absences that are not deemed excused or absences that are not communicated to the office.

Excessive absences will result in action from the school and WPS student services.

Absences MUST be verified by a phone call from the parent by 8:30 a.m. daily (if it is impossible to call the day your child is absent, a note from you MUST accompany your child the day he/she returns). If this is not done, the student will be considered truant and the absence will be recorded as unexcused.

Students that will be present for the day are expected to be on time. Students may be dropped off at 7:50 at which time they will be allowed into the building through their designated entrances. Before this time, there will not be any adult supervision to care for students and they will not be allowed on school grounds. Breakfast is available to all students in their classrooms. The first bell rings at 8:00 a.m. for breakfast, at which point the regular entrances will be closed.

Once the regular entrances are closed, students will need to enter through the main office. Students will be counted absent for 1/2 day if they arrive after 10:00 a.m.

Late arrivals (tardies) - if your child is tardy more than three times in one month or three times in one quarter, whichever comes first, he/she will be considered "at-risk." You will be notified by the principal to develop a plan to assist you in getting your child to school on time.

OFFICE HOURS:

Office hours are from 8:00 am to 4:00 pm daily.

TO AND FROM SCHOOL-TRAFFIC and PEDESTRIAN SAFETY:

1. Students may begin arriving at 7:50 a.m. every day. The doors will be opened at 7:50. There is no supervision if the students arrive early. Parents or guardians need to stay with the students until 7:50.

2. Each grade level has its drop off and pick up zones. Please see your student's teacher below to find the appropriate drop-off location:

Ms. Hill (PreK) – North Parking Lot

Ms. Barnett (Kinder) – North Parking Lot

Ms. Terry (Level 1) – North Parking Lot

Mr. Moore (Level 2) – North Parking Lot

Mr. Byrd (Level 2-3) – North Parking Lot

Mrs. Sheanin (Level 4) – Bus Lane

Mrs. Drew (Level 5) – Bus Lane

Mr. Lord (Middle school) – South Parking Lot

Ms. Haiss (Middle school) – South Parking Lot

Ms. Klein-Padilla (Middle school) – South Parking Lot

3. Parents dropping off multiple students may drop-off at the location assigned to the youngest child. For example, a family dropping students off for Mr. Byrd, Mrs. Drew, and Ms. Haiss can leave all students at the north parking lot since this is the drop-off location for the youngest student.

4. Dismissal will be at 1:40 p.m. on Mondays and 3:40 Tuesdays through Fridays. Please see the 2025-2026 school calendar for holidays and teacher workdays since there will be no school during these days. All parents need to pick up their child on time. If parents are late we will call the Child Protective Services.

5. Children will be dismissed using the drop off zones above.

6. All parents, guardians and daycare providers are expected to use crosswalks and follow the traffic and safety rules.

7. Please respect the safety of others by slowing down in the school zones and traveling slowly in one direction only in the rec center parking lot. ***Please do NOT make U-turns on Irving St.*** The police will regularly enforce speed and traffic laws in our school zone to promote the safety of our students.

EARLY RELEASE, HOLIDAYS, AND TEACHER WORKDAYS

1. Early release (for staff development), holidays, and teacher workdays will always take place on Mondays.

2. During early release days, students will need to be picked up at 1:40 p.m.

3. Please see the 2025-2026 school calendar to check when class will not be in session.

ILLNESS:

For illnesses not related to COVID-19, please see the following guidance: Do not send your child to school with a fever, rash, diarrhea, bad cough or if she/he is obviously ill. Students who develop symptoms during the day or otherwise become ill or injured should inform their teacher so that they may have a pass to come to the office. Their condition will be evaluated. If it is determined that a child is too sick to remain at school, the parent will be contacted in order to arrange for the child to be sent home with a parent or other authorized caregiver. It is the parent's responsibility to quickly arrange for sick children to be picked up from school. **PLEASE MAKE SURE THE OFFICE HAS AT LEAST TWO EMERGENCY PHONE NUMBERS FOR YOUR CHILD.**

EARLY PICK-UP:

Students who need to leave school early must be checked out by a parent or guardian through the office. All persons picking up students early must have a photo ID as well as be on the approved list of people allowed to pick up each child. This is for the safety of our children. **Please remember that pulling students out of school early is considered a partial absence and is recorded similar to tardies.** If these absences become frequent you may be contacted by the principal—missing part of the instructional day can be detrimental to student achievement due to the additional support that will be needed during our regular dismissal time, **it will be difficult to tend to early pick-up needs after 1:00 p.m. on early release days or 3:00 p.m. on regular days.** Please arrange all appointments for your child after the dismissal.

ADMINISTERING MEDICINE TO STUDENTS:

Only medication that is currently prescribed by a physician, including over the counter medication, i.e. cough drops, may be given at school. Whenever possible, medicine SHOULD be taken at home. Prescribed medication that must be taken during the school day requires a written request from the parent or guardian and a signed doctor's statement. Medications must be in the original prescription container that shows the doctor, date, time, dosage, and other current appropriate information. These State and District regulations must be strictly followed. Students should not bring over the counter medications to the school.

PHYSICAL EDUCATION POLICY:

When a student cannot participate in physical education classes, a note from his/her parents is required. If it is to be more than three days, a physician's statement will be required.

VISITORS:

Parents and visitors must check in at the front office, all other exterior doors are locked during school hours.

In order to ensure that instructional time is not interrupted and for security reasons, parents must check in to the office and must provide ID in order to see their students. Please be prepared to show ID even if we know you. Please know it is because of our deep commitment to your student's safety that we will be so diligent about this process.

Forgotten lunches, permission forms, homework or other items can be left at the office and will be delivered to the classroom at an opportune time by WAIS staff. This is simply to keep interruptions to a minimum during the day.

PARENT VOLUNTEERS:

Parent volunteers are encouraged! Please contact the office if you are interested in volunteering for field trips, events or in the classroom. A background check is required.

FIELD TRIP:

Field trips restrictions from the pandemic no longer apply! WAIS will be conducting regular field trips this year, you will be informed of these trips by your student's teacher.

RECESS:

Recess is scheduled as a part of the regular school day. This time serves as a mental break for students as well as provides much needed exercise, fresh air and helps activate the mind for additional learning. Recess is an important time for students to practice appropriate social skills as well. As a general rule, if the child is too ill to participate in recess, he/she should be kept home from school. All children will go out to play during the regularly scheduled recesses.

Only those children having a doctor's certificate will be permitted to stay in for any extended period of time. The doctor must specify the number of days. Children will not be permitted to stay in due to cold weather. The principal or designees will determine when all children should stay in due to extremely cold or significant weather conditions. ALL CHILDREN SHOULD COME TO SCHOOL PROPERLY CLOTHED FOR OUTSIDE WEATHER CONDITIONS. WE HAVE OUTDOOR RECESS IN MANY DIFFERENT KINDS OF COLORADO WEATHER.

GENERAL SCHOOL RULES (WISE Behavior):

W: Work Together

I: Integrity

S: Show Respect

E: Empathetic Citizen

Behavioral Interventions at WAIS

The first few weeks of school, teachers will be building shared values with the class based on the WPS Social-Emotional Learning model.

School Wide PBIS and Discipline:

1. Initial offense: Teacher has conversation with student about agreed upon expectations based on Code of Collaboration
2. Second offense: Teacher has follow up private conversation with the student.
3. Third offense: The teacher will send the student to the buddy class with work that needs to be done.
3. Fourth offense: Students are issued a reflection page, provided by the teacher. Teacher and student discuss remedies. The teacher makes a phone call home to the parents in the presence of the student.
4. Fifth offense: Student is escorted to the office where a second parent phone call is made.
5. A student is behaving dangerously and unsafe: Suspension or Expulsion

WISE on the PLAYGROUND:

WISE behavior will be observed at all times, including while on the playground.

The behavior interventions during recess will mirror the intervention described above.

***BICYCLES:**

Bikes are to be walked onto school grounds and stored and locked in the designated area. The school is not responsible for damages related to bicycles. Bike safety rules are to be followed.

BREAKFAST AND LUNCH PROGRAMS

- Breakfast is free to all Westy Academy students through a state funding grant. Free/reduced lunch applications are completed by all families for us to qualify for this funding source. Applications are available in the school office and online. Students eat breakfast in their classrooms at the beginning of the school day.
- Students who choose not to eat the hot lunch provided by the school may bring lunch from home. Each student is assigned a lunch number code to credit their lunch account on the computer. To help maintain a safe lunch room, students are not allowed to share food per school board policy.

LUNCHROOM RULES

Student courtesy and politeness are expected at all times and each student must practice good table manners while in the cafeteria. The following rules must be followed:

- Students must follow the directions from the cafeteria supervisor;
- Students should talk softly in a conversational tone;
- Students should not share food;
- Students should leave the lunch table area clean and neat;
- Students should not leave their seat until they are dismissed and cannot run in cafeteria or hallway

Eating with your peers in the lunchroom is a privilege that is guided by rules of courtesy, cleanliness, and appropriate manners. If you choose to disregard the above expectations, your parents and the administration will need to make alternative lunch arrangements, such as eating at a separate table with one friend only, eating in the office alone, having an assigned seat while sitting in the cafeteria,....

*PROBLEMS BEFORE/AFTER SCHOOL:

Parental supervision is highly encouraged while kids are at home. Problems before and after school should be reported to both the school and potentially with Westminster Police Department if serious. Please make sure to supervise your child at home closely, as a lot of problems are happening due to social media usage, Google chat,...

SCHOOL UNIFORMS:

At WAIS we follow the Student Dress Code/ Appearance (JICA) Per Board Policy. WAIS students must wear a uniform.

The uniform is as follows: students will wear a blue (either navy or royal blue) or dark green collared shirt or sweater, with khaki or navy blue pants. Middle school students only may wear a black collared shirt. Khaki or blue dresses and skirts can be worn, but must extend to at least one inch above the knee. Leggings can be worn with a long skirt. Students will wear tennis shoes appropriate for physical education. Hooded sweatshirts must be uniform colored without logos, except the WAIS logo. During colder months some exceptions can be made as some classrooms may be a bit colder than others. In this case, it's at the discretion of the teacher if non-uniform hoodies are allowed.

The students shall not wear:

- Shorts, dresses, skirts, spaghetti straps, or other similar clothing shorter than mid-thigh length
- Sunglasses or hats in the building
- Inappropriate sheer, tight or low-cut clothing
- Any clothing, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that refer to drugs, weapons, alcohol

If your student is not in uniform: your student will be sent to the office immediately, where your student will be issued proper uniform apparel. If students continue to come to school out of uniform, you may be called to bring in proper attire. At the end of the day the student may be sent home wearing uniform clothing, which may be kept. In the event of multiple instances where your student is out of uniform, the student may be subject to disciplinary action.

Dress Down Days: Students may be awarded “dress down days” either as part of a school-wide reward or as part of an individual teacher award for good behavior, citizenship, or academic progress. Dress down certificates must be presented if a student is out of uniform in the event that it is not a school wide dress down day.

TECHNOLOGY:

WAIS is “one-to-one”, which means that every student will have use of a Chromebook while in school. Students may be asked to take Chromebooks home for homework, depending on his or her teacher, or in the event we need to flip to remote learning. A Chromebook agreement will need to be signed by parents and returned to the classroom teacher before the student is allowed to take the Chromebook off school grounds. **The Chromebook agreement and protection plan will be given to you on Back-to-School night.**

Chromebook/ Computer Ethics:

Each child in Levels K-8 will have a designated Chromebook checked out to them each day. Students are responsible for any damages that may occur to their device.

All students are asked to follow a simple set of rules which are intended to make the technology experience as pleasant as possible for everyone, while making sure the equipment is protected from any careless behavior. The following are the basic rules we ask of all students:

- No food or beverages are allowed around devices.
- No stickers on Chromebooks as they are school property.
- Make sure all equipment is in working order at the beginning and end of each class.
- Log-in with their own username and password.
- Downloading of videos, music, games, or playing network games is prohibited.

- Viewing videos, music, games, or playing network games is prohibited.
- Log out when finished with the computer.
- Students who intentionally access inappropriate sites or vandalize either the hardware or files will receive disciplinary action that may result in loss of computer privileges.
- It is strongly recommended that families purchase the **District's Chromebook Protection Plan for \$ 50, failure to do so will result in a \$250 replacement fee if the Chromebook is damaged.**
- Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially important in the computer environment. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, cyber-bullying, and copyright violations are grounds for disciplinary action

No Expectation of Privacy:

District computers and computer systems are owned by the District and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through District computers and computer systems shall remain the property of the school district.

EMERGENCY SCHOOL CLOSING:

This is an important procedure of which we all need to be aware. The schools are closed by the superintendent of schools in an effort to minimize danger to our students in case of inclement weather or other emergency circumstances. The method used to inform students and parents is through the school/district website, robocall or through media. If you need information regarding snow days, most metro radio and television stations will broadcast school closing information throughout the day. Our school district is identified as "Westminster Public Schools" or "Adams 50 School District" if the station is not up to date.

TELEPHONE USE in the Office:

Although we are happy to help students get in touch with parents after school, please remember that the school phone is for office use. However, the students may be allowed to make emergency phone calls upon the classroom teacher and office staff permission.

Cell Phone Use:

Cell phones are not permitted in the classroom unless it is being used for academic purposes and approved by the teacher. Students may use the student phone in the front office for an emergency only.

The following are not considered to be emergencies and should not take office personnel time away from more important duties:

- Forgotten homework
- Forgotten musical instruments
- Notifying parents of regularly scheduled after school activities
- Arranging with a parent to visit a friend's house after school

If a student has a phone at school, it should always be turned off and out of sight/sound during school hours. This includes all school activities and field trips. WAIS will not investigate nor be held liable for inappropriate use of, damage to, theft of, or loss of any and all electronic devices.

• If a device rings, vibrates or is in use during class or while at school, it may be confiscated and brought to the administration.

- If it is the first offense, the student will receive a warning and ask to put away the phone
- If it is the second offense, the student may reclaim the phone at the end of the school day from the main office. Infraction is logged in the main office.
- Upon the third offense, parents will be notified and parents will need to pick up the student's phone from the main office. Infraction is logged in the main office

HOMEWORK:

When homework is assigned the students are expected to complete it. Students may receive homework in language and special classes in addition to their general education classes.

Please encourage your children to complete their work. It helps to provide a quiet place and time for homework completion. Discussing their work helps students develop a positive attitude about learning, especially when the learning is new or difficult.

Students will only become good readers and good mathematicians with daily practice in and out of school. Thank you for your help with homework.

BEHAVIORAL EXPECTATIONS IN CLASSROOMS:

Classroom Culture:

Westminster Academy for International Studies uses a variety of classroom culture programs and tools to ensure a positive learning environment. Programs like Kagan, Responsive Classroom and other methods are widely researched and acclaimed programs that have shown great results at WAIS. The program emphasizes student choice in learning (aligned with our Competency Based approach to learning), positive reinforcement, healthy community relationships and clear expectations on behavior. Please have a conversation with your student and your student's teacher about classroom culture and climate, morning meetings, and civic responsibility. For more information, please feel free to contact the school administration or your student's teacher.

WISE:

Each teacher will explain how WISE looks like in his or her own classroom, and each teacher will have a slightly different way of dealing with student disruptions and disrespectful behaviors. In general, students will receive several warnings before parents are contacted, either by phone, email or through a Friday folder. If parents are contacted and the behavior continues, students may be sent to the office with a referral. At that point the principal will conference with the students and decide consequences. In the case where students' physical or emotional safety is being threatened (severe bullying or fighting), the offending student will be sent to the principal's office immediately.

PRINCIPAL APPOINTMENT:

If you need anything, please ask for an appointment from Mrs. Jennifer Proctor to meet with Mrs. Airomlo. We welcome parent partnerships and strive to have impeccable customer service. Please let us know if there are any concerns.

The School, Parent/ Guardian, and the Student Commitment

By choosing to enroll your child in Westminster Academy for International Studies, parents and guardians have accepted the responsibility to provide proper interest, encouragement, guidance, and a home environment to foster the best possible learning situation. We would like to make sure you have a full understanding of the support we are able to provide you and your student as well as the support we will require from you.

The school commitment to you and your student

1. Your student will receive a high quality education and upon completing 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, on the grounds, and at school sponsored activities.
3. You and your student will be treated with dignity and respect.
4. The school will maintain clear, consistent, and timely communications with you regarding your students and his/her progress.

Parent/ Guardian commitment to the school

1. I understand that as a parent I must be supportive of my child and his/her school. I will commit to supporting the school including but not limited to: attending PTO and/or BAAC meetings, volunteering in the building, supervising field trips, participating in after-school and/or evening events, and/or other activities sponsored by the school.
2. I understand that my child is expected to attend school every day, to arrive promptly, and to remain throughout the scheduled hours. I commit my child will not miss more than 10 days during the school year, and have no more than 10 tardies or 10 early removals from the school. Excessive tardies and/or absences will result in my child being placed on attendance probation. The school has the right to send SRO to do the Welfare Check if needed.
3. I understand that my child is to adhere to the student code of conduct and discipline policies. Failure to follow school rules and requirements may result in my child receiving behavioral counseling, being placed on a behavior contract, and/or may result in dismissal from the Academy.
4. I commit to ensuring that my student has a quiet place and allotted time every day to complete homework as needed. I understand it is my responsibility to review, sign and return all homework and communications when requested.
5. I will be available for conferences with teachers/administrators as necessary. If I have circumstances that prevent me from meeting in person, I will work with the school to identify alternative (phone, video/web conferencing, etc.) forms of communication.

7. I understand that my student is to adhere to the uniform policy of Westy Academy.

STUDENT CONTRACT In order to be successful at Westy Academy

1. I understand that I am to follow the student code of conduct. Violations of the code may result in being placed on a behavior contract and/ being suspended/or dismissal from the school.

2. I understand that I am to follow the directions of adults at the school and be respectful and kind towards all.

3. I understand I am to keep up on homework and classwork and use the time before and after school to stay on top of my studies.

4. I understand I must attend school every day and be on time and ready to learn.

5. I understand I must wear the approved school uniform and turn in my cellphones to my teachers

6. I understand I need to protect my Chromebook from breaking and use my Chromebook appropriately and not to use it to watch videos on YouTube, play games, Google Chat, or send messages to others.

Parents and students, your signature informs us that you have read and understand the expectations of WAIS, agree to abide by school and District rules, and pledge to work together with the school to ensure a safe and positive educational environment for all our students.

Parent _____ Date _____

Student _____ Date _____

Students and parents are responsible for reviewing and knowing the behavior expectations outlined in both this student handbook and the WPS Student and Family Rights and Responsibilities Handbook published by the District and provided during online registration.