

INTERNATIONAL SCHOOL at HARRIS PARK

Student and Parent Handbook

2026-2027

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📬 Principal's Welcome Letter

Dear International School at Harris Park Families,

Welcome to International School at Harris Park! Whether you are joining our community for the first time or returning for another year, we are excited to partner with you in your child's educational journey.

At International School at Harris Park, we believe every child has unique strengths, talents, perspectives, and gifts to share with the world. Our mission is to develop curious learners, compassionate leaders, and engaged global citizens who are prepared to thrive in an ever-changing world. Through meaningful learning experiences, strong relationships, and opportunities to learn from one another, students develop the knowledge, skills, and character needed to make a positive difference in their communities and beyond.

Above all, we believe that belonging comes first. When students feel safe, valued, connected, and empowered, they are able to learn, grow, and achieve at high levels. We are committed to creating a school where every child feels seen, respected, celebrated, and inspired to reach their full potential.

This year, students will participate in traditions and experiences that celebrate cultures, build connections, and strengthen our school community. Through traditions, leadership opportunities, and international learning experiences, students develop a deeper understanding of themselves, others, and the world around them.

Our schoolwide framework, **Choose to Be B.R.I.G.H.T.**, helps guide everything we do. Through Brain Ready, Respect, Integrity, Growth Mindset, Harmony, and Think of Others, students learn the habits and behaviors that help them succeed as learners, leaders, and community members. Throughout the year, students will be recognized for demonstrating these important attributes in their daily actions.

🤝 Families Are Our Partners

We know that student success is strongest when schools and families work together. You are your child's first teacher and most important advocate, and we are honored to learn alongside you.

One of the most powerful ways to support your child is by creating consistent learning habits at home. We encourage families to:

- 📚 Read with or alongside their child every day.
- ➕ Practice foundational math skills and number fluency.
- ❤️ Talk about learning, celebrate growth, and encourage perseverance.

📣 Staying Connected

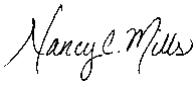
We are committed to keeping families informed, involved, and connected. Throughout the year, you can stay connected through:

- Weekly communication from your child's teacher
- Schoolwide emails, phone messages, and newsletters
- Our school website and social media platforms
- Family events, celebrations, and community gatherings

Thank you for entrusting us with your child's education. We are honored to serve your family and excited to learn, grow, celebrate, and dream together this year.

Together, we will build a school community where every child belongs, every child learns, and every child shines.

With love,



Nancy Mills (Richey), Principal

🌎 What Makes International School at Harris Park Unique?

International School at Harris Park is a learning community where students develop the knowledge, skills, and character needed to thrive in a connected and diverse world.

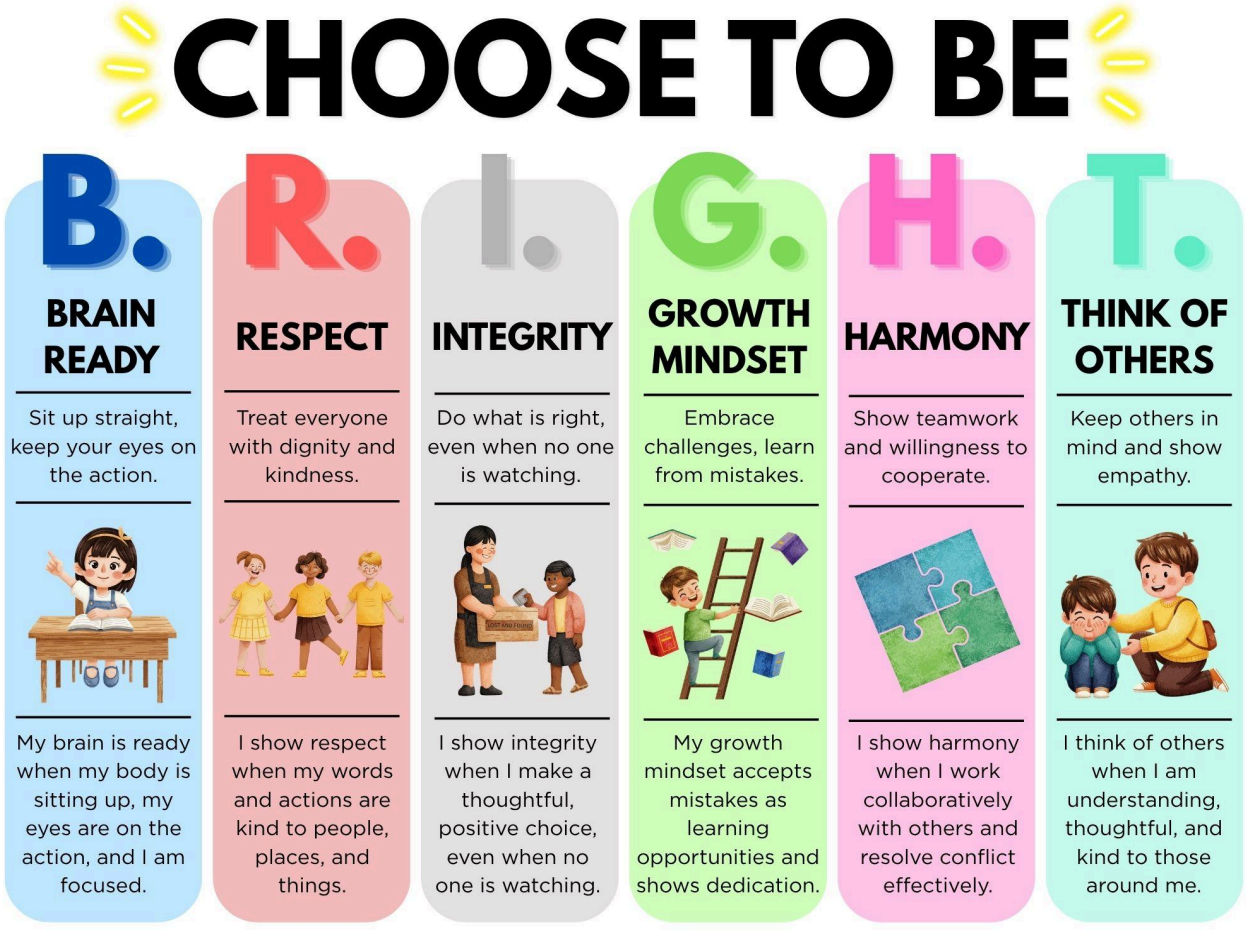
Our students learn to:

- Appreciate and learn from different cultures, perspectives, and experiences.
- Demonstrate empathy, respect, and understanding for others.
- Think critically about local and global issues.
- Communicate and collaborate with people from diverse backgrounds.
- Explore and develop an appreciation for languages and communication across cultures.
- Take action to make a positive difference in their school, community, and world.

Throughout the year, students participate in experiences that promote cultural intelligence, leadership, service, and belonging.These experiences help students understand themselves, appreciate others, and develop as engaged global citizens. At International School at Harris Park, we believe every child has the potential to be a compassionate leader, a lifelong learner, and an engaged global citizen.

🌟 Choose to Be B.R.I.G.H.T.

At International School at Harris Park, B.R.I.G.H.T. is more than a behavior framework—it is who we strive to be as learners, leaders, and members of our community. B.R.I.G.H.T. provides a common language that helps students build positive relationships, develop strong character, and contribute to a welcoming and inclusive school culture. Throughout the year, students will learn, practice, and be recognized for demonstrating the six B.R.I.G.H.T. attributes shown below.



🌟 Tips for Success at International School at Harris Park

We want every International School at Harris Park student to thrive! Here are some key habits that help students succeed and feel confident every day:

📅 Be Present and On Time

- **Attend school every day**—learning builds day by day, and every moment matters!
- **Arrive on time** and stay for the **entire school day** to get the most out of each learning opportunity.

🎒 Be Prepared to Learn

- Bring any necessary materials (backpack, charged Chromebook, homework, etc.) and arrive ready to focus.
- Come with a **growth mindset**—mistakes are part of learning!

👀 Be Engaged

- Be Brain Ready by listening, participating, and contributing to your learning community.
- Stay curious, learn from others, and explore the world with an open mind.

📏 Follow School Expectations

- Choose to Be B.R.I.G.H.T. every day. Our B.R.I.G.H.T. attributes help us make positive choices, build strong relationships, and create a school community where everyone belongs.

😊 Be Kind and Have Fun!

- A smile and a kind word go a long way. Our school is a place for learning, growing, and enjoying every step of the journey.

✅ Additional Tips for Student Success:

- **Read at home every day**—even just 15 minutes helps build strong literacy skills.
- **Practice your math facts**—even just 15 minutes helps build automaticity.
- **Ask for help** when you need it—your teachers are here for you!
- **Unplug to recharge -** put away screens and devices before bed to help your brain wind down for a great sleep.
- **Get a good night's sleep** and eat a healthy breakfast (we serve free breakfast at school starting at 7:15 AM!).

🏫 Creating a Culture of Kindness and Respect

Belonging is at the heart of our International School at Harris Park. We strive to create an environment where every student feels safe, respected, and celebrated for exactly who they are. We are committed to creating a school community where students build meaningful relationships, celebrate differences, and learn to contribute positively to the world around them.

To support this vision, we teach and reinforce our schoolwide framework, **Choose to Be B.R.I.G.H.T.** Through Brain Ready, Respect, Integrity, Growth Mindset, Harmony, and Think of Others, students learn the skills and behaviors needed to be successful learners, compassionate friends, and engaged members of our community.

We follow the Westminster Public Schools Student Rights and Responsibilities Handbook, which establishes consistent expectations across the district. At IS@HP, we intentionally teach and model these expectations through our daily interactions, social-emotional learning, and schoolwide practices.

We encourage students to:

- Treat others with dignity, kindness, and respect.
- Appreciate and learn from diverse perspectives and experiences.

- Demonstrate empathy and compassion.
- Take responsibility for their actions.
- Work collaboratively to build a positive and inclusive community.

Creating a welcoming and supportive environment is a shared responsibility among students, staff, and families. Together, we strive to ensure that every child feels connected, empowered, and inspired to learn each day.

🏫GETTING STARTED

🕑 Regular School Hours

We look forward to welcoming students each day for a full, safe, and enriching experience.

- 🍎 **Free breakfast** is served to **ALL students** starting at **7:15 AM** in their classrooms. *Please help us maintain this important program by completing the Free and Reduced Meal Benefit Application each fall.*
- ⏰ **Students arriving after 7:30 AM are considered tardy.** If your child is late, **please walk them to the front door**. Ring the bell, and a staff member will greet and check them in.
- 📞 In case of emergency, it is essential that the office has **accurate, up-to-date contact information** for your family.
    - If your **phone number or address changes**, please notify the office as soon as possible.
    - We require **at least two emergency contacts** with working phone numbers and addresses.

Program	Hours
Office Hours	7:00 AM – 3:00 PM
Preschool	7:25 AM – 1:40 PM
Grades K–6	7:25 AM – 2:40 PM

📝 Registration & Enrollment

All students attending International School at Harris Park must complete registration through Westminster Public Schools. You can register online here: wps.org/enroll/registration

✅ Required Documentation

To enroll your child, please be prepared to provide the following:

- **State-Issued Birth Certificate**
  (Children must turn 5 years old before October 1 to enter Kindergarten.)
- **Up-to-Date Immunization Records**
    - **Grades K–5**: 5 DTaP, 4 Polio, 3 Hep B, 2 MMR, 2 Varicella
    - **Preschool**: 4 DTaP, 3 Polio, 3/2/1 Hib, 1 MMR, 3 Hep B, 1 Varicella, and PVC series (4/3/2 doses depending on age at first dose)
- **Proof of Residency** *(Must include your name and address)*
    - Accepted documents: Driver's license, utility bill, mortgage or lease agreement, or rent receipt
- **Previous School Information** *(Grades 1–5 only)*
    - Please provide the name and address of your child's previous school so we can request records.
- **Emergency Contact Information**
    - We require a **minimum of two emergency contacts** with valid phone numbers and addresses.

If you need help with registration or have questions about the required documents, please don't hesitate to contact the school office. We're here to help!

💲 Student Fees

Westminster Public Schools assesses student fees to help offset the cost of instructional materials, technology, and student programs. Fees are used to support learning experiences and school operations.

Elementary School Fees

- Technology Use Fee: $40
  Supports the cost of technology equipment and services.
  A $20 discount is available if fees are paid in full before October 1.
- Photo ID Replacement (if needed): $5

Additional Fees (As Applicable)

Some programs and activities may include additional costs, including:

- Chromebook Protection Plan: $50
  Must be paid prior to receiving insurance coverage and must be paid before October 1.
- Chromebook Loss or Damage:
  Cost is determined based on the extent of damage and replacement needs.
- Field Trips:
  $20 per student - Additional costs will be determined based on transportation and the cost of the field trip experiences.
- Preschool Tuition:
  Tuition rates vary. Families should contact the school directly for current preschool tuition information.
- Before and After School Enrichment or Extended Day Programs

Fee Assistance and Waivers

- All fees are waived for students in foster care or out-of-home placements.

Additional Information

- Outstanding fees may be required to be paid before student records are released.

Attendance

At International School at Harris Park, we believe every day counts. Consistent attendance is one of the strongest predictors of student success. When students miss school, they miss valuable learning experiences, classroom discussions, opportunities to build relationships, and important practice with new skills.

Colorado law defines a student as **habitually truant** when they accumulate **4 absences in one month** or **10 absences during a school year**. Excessive absences can have a significant impact on academic progress and may result in additional support, attendance interventions, or referrals as required by state law and district policy.

Planning ahead for an absence? If you know your child will be out of town or missing school for a period of time, please obtain a pre-arranged absence form from the main office. To help us best support your student's learning, we prefer that these forms be submitted at least 48 hours prior to the absence.

We are committed to partnering with families to support strong attendance habits. If your family is experiencing challenges that may impact your child's attendance, please contact the school office. We are here to help and work together to ensure every student has the opportunity to thrive.

⏰ Tardy Policy

Students are expected to arrive between **7:15 AM and 7:30 AM**.
If your child is tardy:

- **You must walk them to the front door**.
- Ring the doorbell and a staff member will meet you to check in your child.
- We will document the **reason for the tardy** and the **name of the adult** bringing them.
- **Preschoolers must be signed in directly** by their classroom teacher.

Tardy students report to the office and may be required to make up missed time during recess or after school. Every tardy counts toward total absenteeism.

📞 Reporting an Absence

Call the front office at **303-428-1721** if your child will be absent. You must report absences **within 24 hours** via phone call or a written note (in your home language). If no call or note is received, the absence will be marked **unexcused**.

✅ Excused Absences

Absences are considered excused if they fall under the following categories:

- **Temporary illness or injury**
  (If your child misses more than **two consecutive days**, a **doctor's note** is required.)
- **Illness Guidelines – Stay Home If:**
  - Fever over 100°F
  - Vomiting or diarrhea (must remain home until **symptom-free for 24 hours**)
- **Pre-arranged absences** approved by the principal for:
  - Medical appointments
  - Court appearances
  - Travel or family emergencies that cannot happen outside of school hours
    (Please complete a pre-arranged absence form in the office in advance.)
- **Mental, emotional, or physical disability-related absences** with proper documentation
- **Suspension or expulsion**
- **Religious holidays** (with advance notice)
- **School-sponsored events** (with administrative approval)
- **Court-ordered activities** for students in out-of-home placement (verified by a social worker)

The school may request written documentation (e.g. doctor's note) for any of the above.

❌ Unexcused Absences

An unexcused absence is any absence that does **not meet the above criteria**. These will be recorded and shared with families. Repeated unexcused absences may result in penalties or loss of privileges as outlined by district policy.
Examples of unexcused absences:

- Oversleeping or alarm issues
- Babysitting
- Recreational activities (skiing, hunting, etc.) not pre-approved
- Leaving during the day without permission
- Mild symptoms such as cough or sore throat without fever, vomiting, or diarrhea
- Car trouble or transportation delays

📊Quick Reference Table

Excused	Unexcused
Illness with fever, diarrhea, vomiting, and / or a doctor's note	Not feeling well, cough (without fever, diarrhea, vomiting)
Pre-approved family vacation	Family vacation (not pre-approved)
Religious holiday with advance notice	No call / no show
School suspension or court-ordered appearance	Leaving during the day without permission
Medical appointment with documentation	Parent or other family member's appointments
	Oversleeping, car trouble, traffic

✍️ Frequently Asked Questions

- **What do I do if my child will be absent?**
  Call us at **303-428-1721**. Please report the absence as early as possible.
- **How do I request a pre-arranged absence?**
  Visit the front office **before the planned absence** to complete a pre-arranged absence form. Absences without this form may be marked **unexcused**.
- **When should I keep my child home due to illness?**
  Keep your child home if they:
  - Have a **fever over 100°F**
  - Are **vomiting or have diarrhea**
  - Are in the **contagious stage** of any illness
    Your child may return when **symptom-free for 24 hours**.
- **What happens if my child is tardy?**
  Tardy students report to the office, and the reason will be recorded. Chronic tardiness affects overall attendance records.
- **Why is punctuality so important?**
  Arriving on time helps your child start the day with a calm, focused mind and supports classroom routines.

Thank you for working with us to support excellent attendance and timely arrival. Your partnership helps every child at International School at Harris Park thrive! If you have any questions or need help with attendance documentation, don't hesitate to reach out.

🛎️ DAILY ROUTINES

🚗 Student Arrival and Dismissal

At International School at Harris Park, student safety is our highest priority. Our arrival and dismissal procedures are designed to keep traffic moving efficiently while ensuring every child arrives and departs safely.

💙 Hug 'n' Go

We ask families to use our Hug 'n' Go system whenever possible. Give your child a hug at the car and allow them to enter the building independently. International School at Harris Park belongs to our students. Learning to enter the building independently helps children develop confidence, leadership, responsibility, and ownership of their school community. Families should remain in their vehicles during drop-off and pick-up unless they are parking and walking a student to the designated arrival area.

⚠️ Arrival and Dismissal Safety Expectations

To keep everyone safe, please:

- NO ANIMALS ARE ALLOWED ON SCHOOL PROPERTY
- Obey all posted speed limits and drive cautiously in all school zones.
- Stop at all stop signs.
- Stop immediately when directed by crossing guards or staff members.
- Use designated sidewalks and crosswalks at all times.
- Never cross through drop-off or pick-up traffic lanes on foot.
- Park only in legal parking spaces and never block neighborhood driveways.
- Follow directions from staff members who are assisting with traffic flow and student safety.

🚗 Front Parking Lot Procedures

The front parking lot operates as a **one-way traffic pattern**.

- All vehicles must stay in the right lane for both arrival and dismissal.
- Students are greeted and escorted directly between the sidewalk and vehicle by a staff member.
- Families should remain in their vehicles while staff assist students.
- After drop-off or pick-up, vehicles should move into the drive-through lane and exit safely.
- There is **no pedestrian crosswalk in the front parking lot.**
- Pedestrians should never walk across active drop-off or pick-up lanes.

📱 Driveline Dismissal System

To ensure a safe and efficient dismissal process, International School at Harris Park uses the Driveline system.

- Every family will be assigned a Driveline number.
- Display your Driveline number during dismissal so staff can quickly identify and safely release your child.
- Only adults listed in Infinite Campus may pick up students.
- Families should keep their Driveline number available for anyone authorized to pick up their child.
- Following Driveline procedures helps reduce wait times and keeps dismissal safe and organized for everyone.

🏫 Preschool Arrival and Dismissal

Preschool students must be signed in and signed out by an authorized adult each day.
To support this process, all Preschool families are asked to park in the back off of 74th Avenue and walk their child to the Preschool entrance.

Using the back parking lot:

- Provides the closest access to the Preschool entrance.
- Allows families to complete the required sign-in and sign-out procedures.
- Helps reduce congestion and traffic backups in the front parking lot.
- Improves safety for all students and families during arrival and dismissal.

Please have a photo ID available if requested and ensure all authorized pick-up contacts are listed in Infinite Campus.

🚶 Families Who Park and Walk

Families choosing to park and walk must:

- Park in approved locations only.
- Avoid blocking driveways or creating unsafe traffic conditions.
- Use sidewalks and designated crosswalks.
- Never walk across the drop-off or pick-up lanes.

🛝 Playground Access

The playground is closed to the public during the school day. Students, siblings, and families may not use playground equipment before or after school during arrival and dismissal times.

❤️ Thank You, Families!

Thank you for partnering with us to create a safe, welcoming, and efficient experience for every student. By following arrival and dismissal procedures, using Driveline, practicing patience, and supporting our Hug 'n' Go approach, you help students build independence, confidence, and ownership of their school community.

Together, we create an environment where every child can begin and end the day feeling safe, supported, and ready to learn. If you have questions or need assistance, please contact the school office. We are grateful for your partnership and look forward to a wonderful year at International School at Harris Park!

🚲 Bicycles, Scooters, and Wheeled Devices

At International School at Harris Park, we encourage healthy, active ways for students to travel to and from school. Riding a bicycle or scooter can help students build independence, responsibility, and healthy habits.

To ensure the safety of all students, families, and staff, the following expectations apply:

- Students must walk bicycles, scooters, skateboards, and other wheeled devices while on school grounds.
- Bicycles and scooters should be locked with a personal lock inside the bike cage during the school day.
- Students should use helmets and follow all traffic laws and safety guidelines when traveling to and from school.

- Riding on sidewalks, playground areas, parking lots, or other areas of campus during arrival and dismissal is not permitted.
- Students are responsible for properly securing personal property. The school is not responsible for lost, stolen, or damaged bicycles, scooters, helmets, or other personal items.

By demonstrating safe and responsible choices, students help create a welcoming environment where everyone can arrive and depart safely.

⏰Early Pick Up (prior to regular dismissal)

🚗 Early Pick-Up Procedures for K–5 Students

If you need to pick your child up early from school, please review the following important guidelines to ensure a smooth and secure process:

✅ Authorized Pick-Up Only

- Only adults age 18 or older listed in your child's Infinite Campus profile may pick them up.
- You can add, edit, or remove approved pick-up contacts at any time through Infinite Campus.
- A valid photo ID is required every time—even if you've visited before.
- We cannot release students to anyone not listed as an emergency contact.

⏰ Time Limits for Early Dismissal

No students will be released after these times due to limited staff availability and the busy nature of dismissal preparation.
On Early Release Mondays:

- Students must be picked up by 1:00 PM.
- No early pick up between 1:00 PM and dismissal.

On Regular School Days (Tues–Friday):

- Students must be picked up by 2:00 PM.
- No early pick up between 2:00 PM and dismissal.

📞 Calling Ahead

- Call the office at 303-428-1721 with your exact pick-up time so we can maximize your child's classroom learning time.
- Students will remain in class until you arrive to reduce lost instructional time.

🚪 Upon Arrival at the School

- Come to the main front entrance.
- Use the security phone to let the office know your child's name(s).
- Hold up your photo ID to the security camera when prompted.
- Keep your ID visible—staff will need to confirm your authorization before releasing your child.
- Please be patient as we complete our verification process.

👩‍🏫 Releasing Your Child

- Once verified, your child will be called from the classroom.
- They will be escorted to the front office and released directly to you.
- Our staff will document the ID check, authorized pick-up, and time of departure.

🚦 Transportation

🚌School Bus Riders

Westminster Public Schools provides yellow bus transportation for eligible students. To ensure a safe and efficient transportation experience, the following procedures are in place:

- All students must scan on and off the bus using a valid student ID each day.
- If a student loses their ID, a replacement must be purchased for $5 before they can resume riding the bus.
- Families of eligible students who wish to use yellow bus services for the school year must complete the Bus Rider Registration Form.

🔗 Registration information and updates can be found at: **https://www.wps.org/departments/transportation**

If you have questions about eligibility or need assistance with registration, please contact International School at Harris Park office or the district's transportation department.

🍎 Cafeteria Expectations

At International School at Harris Park, mealtime is an opportunity to nourish our bodies, connect with others, and practice the skills of respect, responsibility, and community. We want the cafeteria to be a safe, welcoming, and enjoyable space for all students.

Students are expected to:

- Demonstrate B.R.I.G.H.T. behaviors during breakfast and lunch.
- Follow directions from cafeteria staff and supervisors.
- Use conversation voices and respectful language.
- Remain seated unless given permission to move.
- Practice good manners and show consideration for others.
- Keep their eating area clean and help maintain a welcoming environment.
- Dispose of trash and recycling appropriately.
- Respect personal space and keep hands, feet, and objects to themselves.
- Follow district guidelines regarding food sharing and allergies. Students may not share food, drinks, or snacks with others.

The cafeteria is an extension of our learning community. By treating one another with kindness and respect, students help create a positive environment where everyone feels welcome and included.

🥗 Food Guidelines at International School at Harris Park

At International School at Harris Park, we believe food fuels learning. Healthy choices support students' **focus, energy, and emotional regulation** throughout the day.

To support all learners and maintain a safe, inclusive environment, we ask families to follow these food guidelines:

- 🍬 **No candy is allowed at school**, including candy found in pre-packaged lunches (such as Lunchables). Please remove these before sending lunches to school.
- 🥤 **No high-sugar or artificially sweetened drinks**, including soda, sports drinks, or energy drinks.
- ☕ **No caffeinated beverages**, such as coffee-based drinks or energy drinks.
- 🍟 Snacks like chips must be in **single-serving size bags only**.
- 🚫 **No food sharing** is allowed among students, to ensure safety for those with allergies.

Thank you for supporting healthy habits and a positive learning environment for every child!

📵 Personal Communication Devices (Cell Phones, Smartwatches, Earbuds, and Similar Devices)

International School at Harris Park follows the Westminster Public Schools **Bell-to-Bell, Away for the Day** Personal Communication Device Policy.

To support student learning, well-being, and engagement, students may not access, display, activate, power on, or use personal communication devices during the school day. This includes **cell phones, smartwatches, earbuds, headphones connected to personal devices, tablets, and other personal electronic communication devices**.

Students may bring personal communication devices to school; however, all devices must be **powered off and stored in their backpacks** from arrival through dismissal. Smartwatches may not be worn during the school day and must also be powered off and stored in backpacks.

If a student needs to contact a parent or guardian during the school day, they may do so through the school office. Likewise, families who need to reach their child during the school day should contact the school office.

Students who do not follow the Bell-to-Bell, Away for the Day policy will be subject to school and district consequences in accordance with Westminster Public Schools policies and procedures.

📲 If a student has a phone out during the school day:

- **First Violation**: Device secured by staff; documented warning; returned at end of school day.
- **Second Violation**: Device confiscated; parent/guardian notified; device returned only to parent/guardian.
- **Third Violation:** Device confiscated; mandatory parent/guardian conference required for return.
- **Subsequent Violations**: Additional disciplinary measures consistent with the Student Code of Conduct, including possible restriction on bringing devices to school.

Thank you for helping us create a learning environment where students can focus, build relationships, and fully engage in the opportunities available at International School at Harris Park.

🏠 Items to Keep at Home

To maintain a safe and productive learning environment, we ask that the following **non-school items** be kept at home:

- **Valuables** (jewelry, collectibles, money, toys, etc.)
- **Music players, iPads, tablets, electronic games, or gaming devices**
- **Toys**, including **trading cards** (e.g., Pokémon cards), stuffed animals, etc.
- **Cameras** and **make-up**
- **Candy, chocolate bars, soda, gum**, or **chips in oversized bags** (larger than a single serving)
- **Sporting equipment**, including footballs, soccer balls, and basketballs
- **Hats** (unless specified for spirit days or weather-related needs)

📌 *Note: Any item that becomes a distraction due to play or misuse will be considered a toy and handled accordingly.*

🔒 If these items are brought to school:

- They will be held by the principal.
- If not picked up within **48 hours**, they may be **donated**.

We appreciate your support in helping us maintain a focused and respectful school environment where students can thrive.

🛡️ HEALTH AND SAFETY

🏥 Health Precautions

At International School at Harris Park, student health and safety are a top priority. We appreciate your partnership in keeping our learning environment safe and supportive for everyone.

🌡️ Fever or Illness During the Day

If a student develops a **fever of 100.4°F or higher** or shows symptoms of illness while at school:

- You will be contacted immediately by phone.
- We ask that your child be **picked up within one hour** of the first call home.

While waiting, your child will rest in a **calm, supervised space** to ensure comfort and care.

🤒 Feeling Unwell at School

If your child begins to feel unwell:

- They'll be sent to the health office and monitored.
- We will contact you promptly.
- Please plan to **pick up your child within one hour** of our call to minimize the spread of illness and keep everyone healthy.

Thank you for your timely response and cooperation!

💧 Water Access

To stay hydrated and healthy throughout the day:

- Students are encouraged to bring a **refillable water bottle** to school.
- Water bottles can be refilled at **touchless water stations**.
- If possible, students may **keep a bottle at school** to ensure regular hydration.
- Water bottles may only contain **water** while at school.

Working together, we can maintain a safe and healthy school community for all students and staff. If your contact information changes, please update the office right away to ensure we can always reach you in an emergency.

🩹 Medications at School

We understand that some students may need to take medications during the school day. To ensure student safety and follow **state laws**, please review our medication procedures carefully:

- **Whenever possible, please give your child medication at home.**
- We are **not permitted to administer any medication** (prescription or over-the-counter) without the required documentation.

💊For All Medications (including inhalers, Tylenol, cough drops, etc.):

You must provide:

- A **written authorization from your child's physician**
- A **written request from a parent or guardian**

In addition:

- The medication must be in its **original container**, clearly labeled with:
    - The child's name

- Name of the medication
- Exact dosage and instructions
- Date of prescription
- Physician's name and phone number

⚠️ **Students may not bring or carry medications of any kind** to school without written permission and school approval. Thank you for helping us keep all students healthy and safe!

🛡️ Safety Drills & Building Security at International School at Harris Park

At International School at Harris Park, **student and staff safety is our top priority.** We take proactive steps every day to ensure our building is secure and that our community is prepared in the event of an emergency. We also understand the importance of keeping families informed and supported throughout all safety measures.

🔒 Building Safety

- All **exterior doors remain locked at all times**.
- Visitors must **check in at the front entrance** and present a **valid photo ID** before entering.
- We strictly verify all visitors to protect our students and maintain a secure learning environment.

📋 Safety Drills Throughout the Year

We conduct a variety of safety drills across the school year to help students and staff know what to do in a calm, confident, and practiced way. These drills are required by district policy and align with best practices for schools.

Drill Type	Frequency	Purpose
🔥 Fire Drill	Monthly	Practice safe and quick evacuation in case of fire.
🌪️ Tornado/Shelter	1x per semester	Prepare for severe weather or natural disasters (e.g., tornado, earthquake).
🔐 Lockdown	1x per semester	Prepare for a safety concern inside or immediately outside the school.
🛑 Hold	1x per semester	Used when hallways need to be cleared (e.g., medical assistance).
🚪 Secure	1x per semester	Practice keeping students safe when there is a concern in the neighborhood.

🚨 What to Expect During Each Drill

- **Lockdown:** All interior and exterior doors are locked. Lights are turned off and students stay silent and out of sight. Lockdowns are conducted with the **support of the Westminster Police Department**, who help monitor, coach, and improve our safety procedures. Classrooms are visited and released one at a time once the drill is complete. Police presence during these drills is planned and purposeful.
- **Secure:** Used for situations **outside the building** (e.g., nearby police activity or a wild animal). All doors are locked, and no one enters or exits. Inside the building, learning continues as normal.
- **Hold:** Used when hallways need to be cleared temporarily. Students stay in classrooms and instruction continues. Doors remain locked.
- **Fire/Evacuation:** Students exit calmly and quickly to a designated field location. Staff take attendance to ensure all students are accounted for.
- **Tornado/Shelter:** Students move to interior spaces away from windows and doors and practice protecting their heads.

❤️ Supporting Students Through Drills

We understand these drills can sometimes cause anxiety or confusion. Our staff approach each drill with care and clarity, making sure students understand that **practicing helps us stay safe**, just like practicing a fire drill at home.
If your child has questions or concerns, we encourage you to talk with them about the importance of being prepared and reassure them that **these are just practice**—not emergencies.

🚧 If You Arrive During a Drill

If you come to the school while a drill is in progress, we ask for your patience and understanding. **We cannot allow anyone to enter the building until the drill is complete.** This helps us ensure full safety and accountability.
📞 Questions?
If you have questions, concerns, or cultural/religious considerations related to our safety practices, please don't hesitate to contact us.

❄️ School Closures, Delays, and Remote Learning

When weather conditions or emergencies impact the school day, **Westminster Public Schools prioritizes safety** while ensuring families stay informed.

📢 How You'll Be Notified

If school is delayed, closed, or moved to remote learning:

- **District website**: *www.wps.org* — updated by **5:00 AM**
- **Automated calls**: Sent to the **primary phone number** listed in your child's registration
- **TV & Radio announcements**: Shared with local media stations (see list below)

📺 Television Stations

- WB2 (Ch. 2)
- KCNC (Ch. 4)
- KMGH (Ch. 7)
- KUSA (Ch. 9)
- FOX 31

📻 Radio Stations

FM: KBCO 97.3, KBPI 106.7, KKHK 99.5, KOSI 101.1, KXKL 105.1, KYGO 98.5
AM: KDKO 1510, KHOW 630, KOA 850, KTLK 760, KJME 1390 (Spanish)

🕰️ Late Start Days

In the event of a **late start**:

- **Drop-off begins at 9:15 AM**
- **School begins at 9:25 AM**
- **There is no supervision before 9:15 AM**
- If your child **rides the bus**, arrive at the stop **two hours later than usual**
- **Dismissal remains the same**

🖥️ Remote Learning on Closure Days

If the district **closes schools due to hazardous weather or emergencies**:

- The day will become a **Remote Learning Day**
- Students will follow a **Zoom schedule provided by their teachers**
- Before and after school programs will also move online
- **All school activities and sports events** scheduled in district facilities are canceled
- If a sports event is scheduled in another district, **the host district** will decide whether it is postponed

For the most accurate and up-to-date information, please check:
👉 *www.wps.org*

📚ACADEMICS AND HOMEWORK

📚 Homework & Home Learning

💡 Why We Assign Homework

At International School at Harris Park, we believe learning extends beyond the school day. Purposeful home learning helps students build strong habits, develop responsibility, strengthen foundational skills, and foster a lifelong love of learning.

Our homework expectations focus on two areas that have the greatest impact on student success:
📖 **Daily Reading** – Building strong readers through consistent practice and exposure to a variety of texts.
🧮 **Math Fact Fluency** – Developing confidence and automaticity with foundational math skills.

📅 Homework Schedule

Homework is assigned each Monday and is due the following Monday. This schedule allows students and families flexibility to complete learning activities throughout the week while building responsibility and time-management skills. If school is not in session on a Monday, homework will be assigned or due on Tuesday instead.

✏️ What to Expect

Students are encouraged to:

- Read daily for approximately 20 minutes.
- Practice grade-level math facts and foundational math skills.
- Complete assignments or projects as assigned by their teacher.

Reading may include independent reading, reading with a family member, listening to a story, or being read to. Math practice may include flashcards, online programs, games, or teacher-provided activities.

🤝 How Families Can Help

You do not need to be the teacher at home. One of the best ways to support your child is by creating a consistent routine and encouraging effort.
Families can support learning by:

- Reading with or alongside their child.
- Encouraging daily math practice.
- Providing a quiet space for learning.
- Celebrating effort, growth, and perseverance.
- Staying connected with their child's teacher.

🌟 Celebrating Growth

We recognize students who demonstrate responsibility, effort, perseverance, and growth through:

- Class Dojo recognition
- Class shout-outs
- B.R.I.G.H.T. celebrations and awards
- Positive communication with families

✅ A Few Final Notes

Homework should support learning, not create stress. Teachers may adjust assignments based on student needs, and we believe that progress, growth, and a love of learning are more important than perfection. Together, we can help students build the habits, confidence, and skills they need to thrive at school and beyond.

💻 Technology & Chromebook Use

Technology is an important part of learning at International School at Harris Park. Every student in Preschool through 6th grade is issued a Chromebook to support learning at school and at home. Students are expected to use technology responsibly, respectfully, and for educational purposes.

🌐 Digital Citizenship, Privacy, and Safety

District-issued devices, accounts, networks, and internet access are provided to support learning. To help keep students safe, all activity on district devices and networks may be monitored, filtered, reviewed, or stored by Westminster Public Schools.

Students and families should understand that there is no expectation of privacy when using district-owned devices, accounts, email systems, applications, or internet services. Families are encouraged to regularly review their child's online activity and discuss safe, responsible technology use at home.

Students are expected to:

- Use technology for educational purposes.
- Protect passwords and personal information.
- Communicate respectfully and responsibly online.
- Follow copyright, privacy, and academic integrity guidelines.
- Report any content or online activity that makes them feel uncomfortable, unsafe, or concerned.

Students receive instruction in internet safety and digital citizenship, including:

- Tell an adult if something online makes you feel uncomfortable.
- Never share personal information without permission.
- Never meet someone you only know online.
- Be kind, respectful, and responsible online.

🖥️ Chromebook Care

Students are responsible for caring for their Chromebook and bringing it to school **fully charged** each day.

To keep devices in good condition:

- Carry Chromebooks with two hands and keep them closed when moving.
- Keep food, drinks, and liquids away from devices.
- Do not place stickers on, draw on, or alter the Chromebook.
- Use devices on flat surfaces and handle cords carefully.
- Report damage or concerns to a teacher immediately.

🏠 Chromebook Use at Home

- Chromebooks are intended for learning and school-related activities.
- Use home internet responsibly and with adult supervision.
- Never leave a Chromebook unattended in public places.
- Student activity remains filtered and monitored when using district-managed systems.

⚠️ Take-Home Privileges

Taking a Chromebook home is a privilege that relies on responsibility. Students may lose the privilege to take their device home if they:

- Repeatedly fail to bring the Chromebook to school or forget to charge it overnight.
- Cause intentional or repeated damage to the device.
- Access inappropriate websites or violate technology agreements while at home. *If take-home privileges are lost, the student's Chromebook will remain at school for classroom use only.*

📜 Agreements & Accountability

All families sign the Westminster Public Schools Chromebook Use Agreement during registration.
Families are responsible for repair or replacement costs associated with damaged devices. Optional Chromebook Protection is available through Westminster Public Schools and helps cover certain accidental damage. Additional information about coverage, timelines, and costs will be shared during registration.

✅ Remember

- Bring your Chromebook to school every day.
- Charge it each night.
- Handle it with care.
- Use technology in ways that reflect our B.R.I.G.H.T. values.

🎓 Competency-Based Learning

At International School at Harris Park, we follow Westminster Public Schools' Competency-Based System (CBS). This approach focuses on what students know and can do rather than how much time they spend learning a concept.

💡 Our Beliefs

- 📘 **Learning is the Constant -** Students progress when they demonstrate understanding and proficiency of learning targets.
- ⏳ **Time is Flexible -** Students learn at different rates and may need different amounts of time to master a skill.
- 🎯 **Learning is Personalized -** Students receive support, challenges, and opportunities based on their individual needs.
- 🚀 **Students Own Their Learning -** Students set goals, monitor progress, reflect on growth, and take an active role in their learning journey.

🏡 What This Means for Families

- Students may work at different performance levels in different subjects.
- Learning is measured using proficiency scales rather than traditional letter grades.
- Students have multiple opportunities to demonstrate learning.

- Progress is based on mastery of skills and standards.

CBS helps ensure that every student receives the support and opportunities needed to grow, succeed, and reach their full potential.

🏅 Cognia Accreditation

International School at Harris Park is proud to be part of **Westminster Public Schools**, a district accredited by **Cognia**—a global leader in school improvement and accreditation. Cognia partners with over **32,000 schools and school systems** across the United States and in **70 countries**, supporting the educational success of more than **20 million students**.

When Westminster Public Schools earned its district accreditation, **Cognia commended our community's high level of dedication, collaboration, and commitment to student growth**. This recognition affirms the quality of our teaching practices, instructional design, leadership, and support systems.

💻 Empower: Monitoring Your Child's Learning

Empower is Westminster Public Schools' online learning platform and gradebook. It provides families with real-time access to their child's learning progress, assignments, feedback, and learning targets.

Families can use Empower to:

- View current learning targets and performance levels.
- Monitor assignments and progress.
- Review teacher feedback.
- Celebrate growth and achievement.
- Support goal setting and learning at home.

Empower is an important tool for helping students take ownership of their learning and for strengthening communication between school and home.

To access Empower, visit: **empower.westminsterpublicschools.org.** If you need assistance accessing your account, please contact the school office.

CULTURE AND BEHAVIOR

🌟 Conduct and Community Expectations

📘 Following District Guidelines

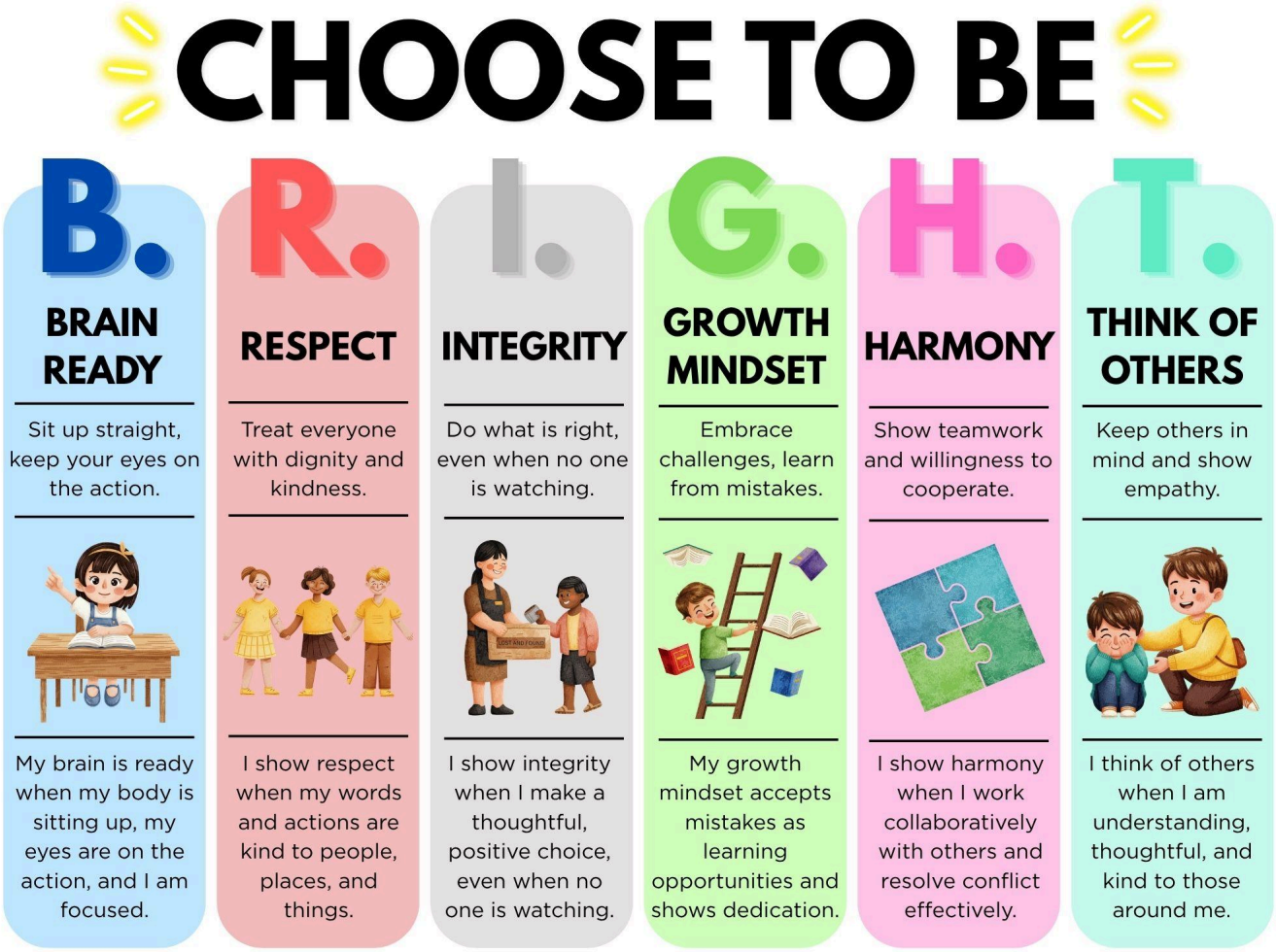
At International School at Harris Park, we follow and consistently enforce the Westminster Public Schools Student Rights and Responsibilities Handbook. Our schoolwide expectations are rooted in respect, safety, responsibility, and belonging and apply in all areas of the school day.

💛 Creating a Community of Kindness

We are proud to foster a school culture built on kindness, inclusion, and respect. At International School at Harris Park, we believe every student deserves to feel safe, seen, valued, and like they belong. We intentionally teach students to celebrate diversity, welcome others, demonstrate empathy, and contribute positively to our school community. Kindness is not just an expectation—it is part of who we are.

⭐ GENERAL BEHAVIOR EXPECTATIONS

Our schoolwide behavior framework is Choose to Be B.R.I.G.H.T.. The B.R.I.G.H.T. attributes guide our behavior in classrooms, hallways, the cafeteria, the playground, on field trips, and at all school-sponsored events.



🛝 Recess Expectations

At International School at Harris Park, we believe recess is an important part of every school day. Recess provides students with an opportunity to be active, enjoy fresh air, build friendships, practice social skills, and return to learning ready to focus and succeed.

As a general guideline, if a child is too ill to participate in outdoor recess, they should remain home from school. Students are expected to participate in recess each day unless the school has received written medical documentation from a healthcare provider indicating that the student should remain indoors. The documentation must specify the reason and the length of time the restriction is needed.

Because recess is an important part of the school day, students will go outside in most weather conditions. Decisions regarding indoor recess are made by school administration based on temperature, wind chill, precipitation, air quality, and overall safety conditions. Families should ensure students come to school dressed appropriately for Colorado weather, including coats, hats, gloves, boots, or other cold-weather gear as needed.

Recess is a time to play, build friendships, practice teamwork, and have fun. To help ensure recess is safe and enjoyable for everyone, students are expected to:

☀️ Be B.R.I.G.H.T. during recess by:

- Demonstrating safe and responsible choices.
- Including others and showing good sportsmanship.
- Using kind words and respectful actions.
- Solving problems peacefully and seeking help when needed.
- Taking care of playground equipment and school property.
- Following directions from adults the first time they are given.

🛝 Playground Expectations:

- Keep rocks, sand, snow, and other playground materials on the ground.
- Keep shoes on at all times.
- Stay within designated playground boundaries and away from fences.
- Use playground equipment safely and as intended.
- Keep hands, feet, and objects to yourself.
- Play games that are safe, respectful, and inclusive.
- Direct adult supervision is required for playing any tag or chasing games.
- Use safe choices when climbing, swinging, and playing on equipment.
- Leave food, candy, gum, and personal toys at home.

When conflicts arise, students are encouraged to use their B.R.I.G.H.T. skills to solve problems, seek help when needed, and return to positive play. By choosing to be B.R.I.G.H.T., students help create a recess environment where everyone feels safe, respected, included, and ready to learn.

👕 Dress Code

At International School at Harris Park, our dress code reflects and supports the dress code of Westminster Public Schools. We expect all students to dress in a way that allows them to fully engage in learning while fostering a respectful, inclusive, and distraction-free school environment. These expectations follow Board Policy JICA and apply to all students—regardless of gender identity or expression.

✅ What's Allowed

Students should wear attire that is:

- Comfortable
- Appropriate for the school setting
- Safe for participation in all school activities

Approved clothing includes:

👚 Tops

- T-shirts, sweatshirts, sweaters, blouses, and tank tops
- Straps must be at least 1 inch wide and tops must cover the chest and undergarments

👖 Bottoms

- Pants, jeans, joggers, shorts, skirts, dresses, and athletic wear
- Bottoms must fully cover the buttocks and undergarments

🧕 Head Coverings

- Allowed for religious, cultural, or medical reasons (e.g., hijabs, yarmulkes, durags, turbans)

🎉 Special Events

- Clothing for school-sanctioned events (e.g., spirit days, performances, athletic uniforms) is permitted as long as it follows coverage guidelines

🛡️ Safety-Specific Gear

- Clothing required for PE, science labs, or special activities must be worn as needed

⚖️ Minimum Coverage Expectations To promote consistency and safety:

- All undergarments must be fully covered by opaque outer clothing.
- All students must wear a top that covers the chest, stomach, back, and sides.
- All students must wear a bottom that covers the buttocks and upper thighs.
- Transparent or mesh clothing that reveals undergarments or private areas is not permitted.

🚫 What's Not Allowed

Students may not wear clothing or accessories that:

- Promote or depict drugs, alcohol, tobacco, weapons, violence, or illegal activity
- Display hate speech, profanity, pornography, discriminatory language, or sexually explicit content
- Intentionally expose undergarments or private body areas
- Include metal spikes, chains, or other items that may present a safety concern
- Cover the face to the point that the student cannot be readily identified, except for religious, cultural, medical, or approved school purposes

- Do not meet the district's minimum coverage expectations

🔍 **Clarifying Examples (Not Permitted)**

- Bralettes, bandeaus, or underwear worn as tops
- Shorts or skirts that do not fully cover the buttocks
- Shirts unbuttoned to expose the chest or torso
- Crop tops that expose the midsection
- Pants worn below the waist revealing undergarments

✅ **Dress for Success – At-A-Glance**

- ✔ Tops cover chest/midsection, 1-inch straps or wider
- ✔ Bottoms cover full backside and undergarments
- ✔ Head coverings allowed for cultural/religious/medical needs
- ❌ No bralettes, crop tops, or sagging pants
- ❌ No images of drugs, hate speech, or profanity

Our goal is to foster a learning environment where students are free to express themselves within respectful, safe, and inclusive guidelines. If you have questions or need clarification about a specific clothing item, please reach out to the school office. Let's work together to help all students feel confident, comfortable, and ready to learn every day!

🎉Celebrations

We love celebrating our students at International School at Harris Park! Recognition helps build motivation, confidence, and joy in learning. Below are the school-wide ways we celebrate attendance, growth, achievement, character, and birthdays.

📅 Attendance Matters!

- **95% or higher attendance** = Special reward
- **100% attendance** = VIP reward

🎂 Celebrating Student Birthdays at International School at Harris Park

At International School at Harris Park, we believe birthdays are special milestones and meaningful opportunities to help each child feel valued and celebrated. Every student's birthday—whether it falls on a school day, weekend, holiday, or during the summer—is important to us.

To ensure **equity, safety, and instructional time** are protected, we follow a school-wide approach to birthday celebrations:

- 🎈 **All birthdays are recognized** at school in a thoughtful, consistent way within the student's cohort and throughout their special day.
- 🍎 **Families may not send or bring** outside food, treats, gifts, or party items. These will not be accepted at school. If items are sent in, we will kindly ask your child to keep them in their backpack to take home.
- ✉️ **Party Invitations:** May only be handed out directly by the classroom teacher. If you choose to send invitations to a party outside of school, you must provide enough for 100% of the students in your child's class. To ensure no student feels left out, we will not distribute invitations unless there is one for every child in the classroom.
- 🎁 **We do not host classroom-based birthday parties**, and celebrations are not held during instructional time.

This approach allows us to:

- Celebrate **all students equitably**
- Maintain a **safe and inclusive learning environment**
- Preserve **valuable instructional time**

If your family has cultural or religious concerns related to birthday recognition, please reach out to me directly so we can respectfully honor your needs. 💛 Thank you for supporting our community approach to joyful and meaningful celebrations!

📚 Reading & Math Growth Recognition

Students will be recognized for academic growth when they reach the **65th percentile or higher** on middle and end-of-year assessments.

🌟 B.R.I.G.H.T. Recognition

Students who demonstrate one of the B.R.I.G.H.T. attributes—**Brain Ready, Respect, Integrity, Growth Mindset, Harmony,** or **Think of Others**—may earn a corresponding bead to add to their school-provided necklace or keychain. This recognition system celebrates positive choices, character, and contributions to our school community while encouraging students to Choose to Be B.R.I.G.H.T. every day.

🎨ENRICHMENT AND STUDENT LIFE

✨ Enrichment Opportunities for Students

At International School at Harris Park, we are proud to offer a variety of enrichment programs that support our students' academic growth, personal development, and sense of community. These opportunities are designed to inspire curiosity, confidence, and joy in learning.

📚 Scholars Unlimited

- **What:** After-school literacy and enrichment programming
- **When:** Daily from **2:40–5:10 PM**
- **Who:** Open to all International School at Harris Park students
- **Cost:** Free
- **Note:** Daily attendance is required for participation

📖 Reading Partners

- **What:** One-on-one literacy tutoring with trained community volunteers
- **When:** Two 45-minute sessions per week during the school day
- **Focus:** Individualized reading support and confidence-building

👟 Girls on the Run

- **What:** A seasonal program that empowers 3rd–5th grade girls through running and character development
- **When:** Offered in both **Fall and Spring sessions**
- **Includes:** Physical activity, goal setting, and a celebratory 5K event

❤️ Outreach to San Marino

- **What:** A community outreach initiative that builds intergenerational connections between International School at Harris Park students and residents at San Marino senior living community
- **Focus:** Service, empathy, and meaningful conversation

🎨 Clubs, Tutoring & Activities with Teachers

- **What:** A variety of **after-school clubs, tutoring sessions, and enrichment activities** offered by International School at Harris Park staff
- **When:** Days and times vary—details shared by individual teachers
- **Includes:** Academic help, art, STEM, games, and more!

🤝FAMILY ENGAGEMENT

📢 Communication: Staying Connected

We believe strong communication between school and home builds trust and enhances student success. At International School at Harris Park, we are proud to partner with families through multiple communication tools:

🔔 District Alerts (Alert-Now System)

Westminster Public Schools uses the **Alert-Now system** to communicate important information such as:

- School closures or delays
- Emergencies or safety updates
- Major announcements

You will receive **automated calls and emails** using the contact information provided during registration.

📌 *Please keep your phone number and email address current so you never miss important updates!*

✉️ Teacher Communication

Your child's teacher will keep in regular contact through tools such as:

- **Class Dojo**
- **Weekly SMORE newsletters**
- **Direct messages or email**

You'll receive updates about your child's progress, upcoming events, and class news. We encourage ongoing two-way communication—reach out any time!

📆 School & Principal Communication

- Every Sunday at **6:00 PM**, you'll receive a **weekly update** from the school via **phone call and email**.
  Each month, we'll share a **Principal's SMORE Newsletter** with highlights, celebrations, and key info.
- **Casual conversations with the principal** will be scheduled throughout the year—we want to hear from you!
- Visit **International School at Harris Park website** regularly for current calendars, news, and family resources.

🏫 District-Level Communication

The district will also provide timely updates and protocols through various channels in coordination with school leaders. Watch for:

- Updates from Westminster Public Schools via email, phone, or district website
- Notices regarding district policies, safety measures, and calendar changes

Your voice matters, and your involvement makes all the difference. Thank you for staying connected, supporting your child, and being a valued part of International School at Harris Park family! 💛

🤝 Parent Involvement Opportunities

We value and welcome family involvement at International School at Harris Park! Creating a strong home-school partnership helps every child thrive. While safety remains our top priority, there are a variety of ways families can engage meaningfully with our school community.

🏫 PTA / BAAC (Parent-Teacher Association / Building Accountability Advisory Committee)

Our school-based **PTA/BAAC** meets once a month and provides a space for families to support school improvement efforts, student learning, and staff appreciation. All parents and guardians are welcome!

🏛️ District-Level Committees

Westminster Public Schools offers additional ways for families to stay informed and involved at the district level:

- **DAAC** – District Accountability Advisory Committee
- **SPAC** – Superintendent's Parent Advisory Council
- **CAAT** – Community Awareness Action Team

Each of these groups meets monthly. For more information, please contact the school principal or the **Educational Services Center** at **303-428-3511**.

🧑‍⚖️ School Board Meetings

WPS Board of Education meetings are open to the public and held on the **second and fourth Wednesday of each month** at the Educational Services Center:

📍 4476 W. 68th Ave., Westminster, CO 80030
📞 303-428-3511

🚌 Field Trips & Chaperones

Field trips are an important part of learning at International School at Harris Park! These experiences extend classroom instruction, build background knowledge, and support student engagement in meaningful, real-world ways. Student safety, supervision, and organization are our top priorities on every trip.

🎒 Field Trip Participation Expectations

Field trips are an extension of the learning experience at International School at Harris Park. To ensure a safe, positive, and well-organized experience, all students are expected to:

- Arrive at school on time on the day of the field trip.
- Travel to and from the destination with their class using school-provided transportation.
- Follow all school expectations and Choose to Be B.R.I.G.H.T. throughout the trip.
- Demonstrate respect for classmates, staff, volunteers, community members, and the learning environment.
- Follow directions from school staff, chaperones, and site personnel.

Field trips are school-sponsored events and follow Westminster Public Schools guidelines, school expectations, and host-site policies.

🤝 Chaperone Selection & Participation

We are grateful for the strong family support we receive for field trips. Because chaperone space is limited, not all volunteers can be selected for every trip. Some field trips are fully facilitated and supervised by staff at the destination in partnership with International School at Harris Park staff. For these trips, additional parent chaperones are not needed**.** When this is the case, families will be informed in advance. Student safety and supervision remain a top priority on all field trips, regardless of the level of family involvement.

- Chaperones **must complete district-required paperwork and pass a background check**.
- Chaperones are selected in advance based on supervision needs and space availability.
- Only officially designated chaperones may attend the trip with the school group.
- Additional adults may not attend or meet the group at the destination, per district and host-site rules.

Families who volunteer but are not selected will be notified in advance. We truly appreciate every offer to help and encourage families to stay involved through other school events and opportunities.

🛡️ Chaperone Expectations

Selected chaperones play a critical role in student safety and supervision. All chaperones are expected to:

- Wear school-appropriate (follow WPS dress-code), comfortable clothing
- Display their volunteer badge at all times
- Remain with their assigned group of students at all times
- Follow the teacher's itinerary and schedule closely
- Use stairs rather than escalators when applicable
- Keep student groups together for transitions and restroom breaks
- Refrain from smoking at any time during the trip
- May not bring additional adults or children with them

For safety and consistency:

- Students may not visit gift shops, vending machines, or food stands
- Photos may be taken only of your own child
- Photos or videos of other students may not be taken or shared

📘 Chaperone Communication & Support

- Chaperones may receive a chaperone packet the morning of the trip with group assignments, schedules, and expectations.
- International School at Harris Park staff members are present throughout the trip and available for support.
- In case of need, families may contact the school office directly.

Chaperones help ensure that field trips are safe, positive, and memorable experiences for all students. We are thankful for the time, care, and partnership our families provide.

🛡️Volunteers and Visitors

To ensure safety and security for everyone, the following guidelines are in place:

🔸 Volunteers

- Volunteers **must complete district-required paperwork and pass a background check**.
- Volunteers are allowed in the building **only between 8:00 AM and 2:00 PM**.
- Volunteering must be **pre-arranged with the classroom teacher** based on specific needs and schedules.
- No volunteers will be permitted in the building during the **month of August**.

🔸 Visitors

- All visitors must **enter through the front office**, show a **valid photo ID**, and receive a **visitor badge** for that day only.
- Visitor IDs will be held in the office and returned at check-out.
- Visitors must have a **pre-arranged reason** for visiting and be listed as an **emergency contact**.
- Visitors without a valid reason or clearance will not be admitted.

❤️ Our Expectations for All Visitors and Volunteers

Westminster Public Schools is committed to maintaining a **safe, healthy, and supportive learning environment**. We ask that all family members and visitors demonstrate **respectful and appropriate behavior** at all times. Any form of **aggression (verbal or physical)** toward students, staff, or other families will not be tolerated. Violence is considered a crime, and the district will pursue the **maximum penalty** for anyone who acts in a threatening or abusive manner.

Thank you for being an active, respectful, and caring member of our school community. Your involvement makes International School at Harris Park stronger for every student!

👨‍👩‍👧 Student-Led Conferences

We host **two student-led conferences** each year, where students share their academic progress and goals with their families.

- Teachers will reach out to schedule a time.
- Conferences can be **in-person or by phone**, depending on family preference and current safety guidelines.
- **Translation services** will be available on designated dates—please check the school calendar.

📆 CALENDAR AND LOGISTICS

🕐 Early Release Mondays

To support high-quality instruction and continuous improvement, **International School at Harris Park dismisses early every Monday** to allow time for:

- **Professional development** with other schools across Westminster Public Schools
- **Collaboration and planning** with our teaching teams
- **Data analysis** to inform instruction
- **Staff meetings and curriculum alignment**

This time ensures that teachers are well-prepared to meet the diverse needs of every student—and that we're always growing and improving together.

📅 Monday Dismissal Details:

- **Student Hours (K–6):** 7:25 AM – 1:30 PM
- **Office Hours:** 7:00 AM – 1:50 PM
- **No after-school activities** take place on Mondays

💡 **Family Scheduling Tip:** Early release makes Monday afternoons the perfect time to schedule dentist, doctor's, and other necessary appointments without your child missing valuable instructional time!

Please ensure your child is **picked up by 1:40 PM** to help us maintain a safe and smooth dismissal process. Thank you for your support in making Mondays meaningful for our educators—and beneficial for all students.

📆 Holidays & Teacher Work Days

There will be **no school for students** on the following holidays and teacher work days. Please plan accordingly:
September: 7, 14
October: 12, 13, 26
November: 9, 23, 24, 25, 26, 27
December: 21, 22, 23, 24, 25, 28, 29, 30, 31
January: 1, 4, 5, 18
February: 12, 15
March: 1, 22, 23, 24, 25, 26
April: 26
Note: Calendar dates are subject to change based on district updates. For the most current calendar, visit www.wps.org.