

Harris Park **ELEMENTARY**



Student and Parent Handbook
Harris Park Elementary
2021-2022

TABLE OF CONTENTS

THE LEADER IN ME	4
REGULAR SCHOOL HOURS	4
REGISTRATION	4
TIPS FOR SUCCESS AT HARRIS PARK	5
COMMUNICATION	5
Teacher Communication	5
CONDUCT	5
Creating a Community of Kindness	5
We are STAR★s at Harris Park!	6
HEALTH PRECAUTIONS	7
Temperature Checks	7
Symptomatic at School	7
Masks	7
ATTENDANCE	8
Policy	9
Tardy Policy	9
Absences	9
TRANSPORTATION	10
STUDENT ARRIVAL AND DISMISSAL	10
Playground and Field	10
Before Coming to School	10
Hug Zones and Adults on Campus	11
Drop-Off and Pick-Up Information	11
Driveline	12
Emergency Remote Learning	13
Early Dismissal	14
SUPPLIES and MATERIALS	14
TECHNOLOGY	14
Chromebooks	14
Chromebook Use Agreement	14
CELEBRATIONS	15
Birthdays	15
Level Up	15
ENRICHMENT OPPORTUNITIES FOR STUDENTS	15
CELL PHONES	16
	1

ITEMS TO KEEP AT HOME	16
MEDICATIONS AT SCHOOL	16
SAFETY DRILLS	16
PARENT INVOLVEMENT OPPORTUNITIES	16
STUDENT LED PARENT/TEACHER CONFERENCES	17
VOLUNTEERS and VISITORS	17
COMPETENCY BASED SYSTEM - CBS	17
Level Changes	18
ADVANCED	18
SCHOOL CLOSURES, DELAYS, EARLY RELEASE, and REMOTE LEARNING	18
Early Release Days	19
Holidays and Teacher Work Days	19



Nancy Richey
Principal
Harris Park Elementary School
4300 W 75th Ave
Westminster, CO 80030
303-657-3848
nrichey@westminsterpublicschools.org

Dear Harris Park Families,

Welcome! We are committed to ensuring an outstanding education, and fostering a positive attitude for lifelong learning in each of our students. Our shared vision is to develop happy lifelong learners who are positive and passionate in every way. We strive for each of our students to believe in their genius as they positively contribute to their community.

Harris Park develops 21st century innovative learners who are empowered through leadership in computer science and coding. Students' problem solving skills and solution based thinking are developed as they engage in interactive project-based learning to address local and global challenges.

At Harris Park, we celebrate and emphasize STAR★ character (Safety, Teamwork, Attitude, Respect, and ★Responsibility) and academic UP (Understanding and Performance) achievements. As a Leader in Me school, we develop leaders through our focus on *The Leader in Me* program designed to teach students Steven Covey's *7 Habits of Highly Effective People*. Students will participate in student-led conferences and have learning portfolios where they track their academic improvement, set goals, and reflect on their progress.

We value our partnership with our Harris Park Families. You are your child's first and most important teacher. Your support and partnership are critical for maximizing your child's success in school. Students are not asked to complete "homework" at Harris Park. We team with students to personalize "goal work" for them to practice at home. Engaging in their nightly goal work will help each student meet their learning goals so they can mark off learning targets, and ultimately level up. Nightly reading will be assigned according to student needs. Additionally (pun intended), look for math flashcards or math fact cards. Encouraging your child to complete their nightly goal work is appreciated. Teachers will reach out to you to let you know how they will communicate with you. Students and their families can monitor academic progress, current areas of study, and assignments through EMPOWER.

You will receive a weekly Sunday evening phone call and email from the school. It is also a good idea to regularly check the Harris Park website. You can find current information as well as links and resources for our families. I look forward to working with each of you this year!

With love,

A handwritten signature in black ink that reads 'Nancy C. Richey'.

Nancy Richey
Principal

Student and Parent Handbook

THE LEADER IN ME

Harris Park is a Grant Awarded Leader In Me school! Each new school year brings opportunities for academic growth and growth in all areas of development. Although children must be knowledgeable when they graduate, they must also be healthy, engaged, responsible, and caring people. The Leader In Me provides our school with the vision and language to address all areas of development. As each child discovers and develops his or her unique gifts and talents, they are given opportunities to lead. As leaders, they become active, engaged partners in their own education and their self-confidence, responsibility, and initiative grows. Children at Harris Park quickly understand the benefits of different gifts and talents; they learn to listen to new ideas, work together to achieve results, and motivate one another to be their best. We enjoy sharing these leadership and growth opportunities. Together, we will watch each and every child grow throughout the year. For more information on The Leader In Me, visit, www.TheLeaderinMe.org

REGULAR SCHOOL HOURS

- Office Hours: 7:00 am - 3:30 pm
- Preschool Hours: 7:55 am - 2:25 pm
- Grades K-5 Hours: 7:55 am - 3:00 pm

Students arriving after 7:55am are considered tardy. If a student is late to school, please walk your child up to the front door of the school. Ring the bell and wait for one of our staff to greet you.

Free breakfast is served to ALL students in the classroom at 7:55 am. We ask that you complete the Free and Reduced Meal Benefit Application each fall so we can maintain this grant.

Please make sure the office has current contact numbers where you can be reached in case of an emergency. If your phone number or address change, please provide the office with updated information.

REGISTRATION

Olr.westminsterpublicschools.org

Required Documentation

- State Issued Birth Certificate (students must be 5 years old before October 1st to attend Kindergarten)
- Immunization Record
 - 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, PVC 4/3/2 depending on students age when the 1st dose was administered
- Proof of Residency
 - Driver's License, Utility Bill, Lease or Rent Receipt
 - Grades 1-5 we will need the previous school name and address to request records.

It is very important we have a minimum of two emergency contact phone numbers and addresses, in the event that we cannot reach the parents.

TIPS FOR SUCCESS AT HARRIS PARK

- Attend school every day, arrive on time, and stay for the entire day.
- Be prepared! Have the materials you need and be prepared to learn!
- Pay attention (with your eyes and your body position) to your teachers as they are here to help you learn.
- Understand and follow all school expectations at all times.
- SMILE, BE KIND, and HAVE FUN! We want you to learn and we want you to have fun doing so.

COMMUNICATION

Partnering with families is a treasured component of our school community, and a vital component in developing a successful learning environment.

WPS provides an Alert-Now communication tool that allows us to contact you about important events or emergency situations through an automated phone call and email. Make sure that we have your current phone numbers and email addresses as we use the information in this database to contact you. This tool allows us to be able to reach all of our families in 20 minutes or less.

Teacher Communication

Teachers will utilize a communication system on a regular basis, such as class dojo or a weekly newsletter, to partner with families and communicate how children are doing in school. Teachers will send home an information page that will include their chosen system of communication with you during the first week of school.

School and Principal Communication

Families will receive a weekly communication via phone call and email on Sundays at 6pm. Monthly newsletters will be sent as the Sunday email and phone call. There will be opportunities for casual conversations with the principal throughout the year. Harris Park will have a web page with current, up to date information.

District Communication

Protocols will be established and implemented with appropriate district personnel.

CONDUCT

The District's Students Rights and Responsibility Handbook will be followed and consistently enforced by administration.

Creating a Community of Kindness

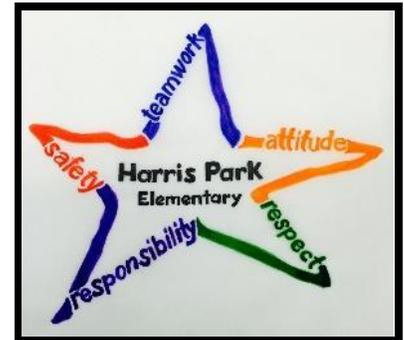
Harris Park Elementary is committed to fostering a culture of kindness. We continuously strive to support diversity and promote acceptance of all students within our educational community. All of our students are exploring who they are as individuals, and we encourage all of our students to be kind and welcoming individuals. We often talk about the "see something, say something" initiative and encourage students to speak with an adult if they or someone they know is being bullied or struggling with emotionality. Please refer to the individualized Harris Park Bully-Reduction Plan on our website for more information about the work being done to support inclusivity and promote kindness at our school.

General Expectations for Behavior

All rules and behavior expectations are based on five positive character traits: **Safety, Teamwork, Attitude, Respect, and ★Responsibility**

We are STAR★s at Harris Park!

Safety:	Personal safety and safety for others
Teamwork:	Leadership of self, in small groups, and with the class
Attitude:	Positive scholastic and can-do-it attitudes
Respect:	Of your space, classroom, school, yourself and others
★Responsibility	Personal, academic, and for our school



We are STAR★s in the Classroom!

Safety	Follow classroom expectations and directions, Safe bodies and safe words, Use school tools properly
Teamwork	Take turns, Help and empower each other, Contribute positively, Be problem solvers
Attitude	Try everything, be resilient, Do things with pride, Empower yourself, Assume positive intent, Show gratitude
Respect	Listen to the speaker, Disagree with respect, Accept praise and critique, Take care of property, Authentic care, Use good manners
★Responsibility	Be your B.E.S.T., Be timely, Own your actions, Keep track of your things, Clean up after yourself

We are STAR★s at Recess!

- Leave rocks, sand and snow on the ground.
- Stay inside the fenced area and away from any fences.
- Tackle football is **not** allowed.
- Physical contact play is prohibited (no shoving, kicking, hitting, tag, etc.).
- Playing tag, walking across or pulling others on the monkey bars is not allowed.
- Candy, food, and drinks are not allowed on the playground.
- Toys of any kind may not be brought from home.

Safety	Follow playground expectations and directions, Safe bodies and safe words, Walk on the blacktop, Use playground equipment properly
Teamwork	Take turns, Help and empower each other, Contribute positively, Include others, Share playground equipment
Attitude	Be a good sport, Be friendly and smile, Empower yourself, Assume positive intent, Show gratitude
Respect	Accept praise and critique, Take care of property, Respond quickly and respectfully to directives, Use appropriate, kind, compassionate language, Use good manners
★Responsibility	Be timely lining up, Own your actions, Keep track of your things, Clean up after yourself

HEALTH PRECAUTIONS

All students and staff will go through a mandatory health screening before starting school. Screenings will include temperature checks, symptom related questions, and questions related to potential contact with individuals exposed to, or tested positive for, COVID-19. Students demonstrating a fever (above 100.4°F) and/or showing other symptoms of illness will be placed in our sick room and parents will be called to pick up their child (within one hour of the phone call). Frequent handwashing and use of hand sanitizer will occur throughout the day.

Temperature Checks

All staff and students who enter the building will be temperature checked. If an individual leaves the building for any reason and then returns they must have their temperature retaken. It is essential that accurate temperature checks are made and recorded.

Students who have a temperature of 100.4 or higher will be allowed to sit and cool down for 10 minutes at which time their temperature will be rechecked. This step is especially important for students who walk to school, especially on hot days. In the event the second temperature check remains at 100.4 or higher, the temperature will be documented and the student will not be able to remain at school. Any student who has a temperature of 100.4, or higher, or other symptoms must be picked up within one hour of the first phone call home.

Symptomatic at School

Students exhibiting symptoms while at school will be quarantined on-site until parents are able to remove the child from school. Parents must pick their child up within one hour of the school's first phone call.

Social Distancing

We will observe social distancing to the fullest practicable level based on each area's and classroom's unique space and infrastructure.

Cohorts

Students will be grouped in cohorts (a group of students and their primary teacher). There will be no sharing of materials, supplies, food, etc. among a cohort.

Masks

Students and staff will be required to wear masks as expected per state, county, district, or school expectations. A mask is mandatory for any individual over the age of 2 if announced as necessary (either inside the school or on school grounds). School grounds include the sidewalk on 75th and 74th and all fenced in areas. If students are not willing to properly wear masks, disciplinary action may result.

Types of Masks

Staff and students may not wear scarves or masks with exhalation valves.

Proper Wear of Masks

Students must ensure that the mask is worn over their mouth and nose at all times. They may not pull their mask down to talk or for a break without prior permission.

Designated Door / Area

Students will be given a designated door and area to enter and exit the school building. Students are expected to stay with their cohorts at all times.

Handwashing

Students will have regularly scheduled handwashing throughout the day and will be encouraged to use hand sanitizer. Students will be taught the importance of washing hands and minimizing touching their faces. Students will wash hands as they come into the building in the morning, after lunch, and at other designated times as directed by staff.

Restrooms

Each cohort has an assigned bathroom they may access throughout the day. Only one student may enter a bathroom at a time. Any additional students who need to use the restroom will stand on markers in the hallway that are 6 feet apart from each other and the bathroom entry. Any urgent bathroom needs will be allowed immediate attention. Only 2 additional students may wait outside of the restroom.

Water Fountains

Students are encouraged to bring a water bottle they can fill at the water filling stations. Students will not be allowed to drink water directly from the water fountains. Students are encouraged to bring, and leave, a water bottle at school to ensure they are able to drink throughout the day.

Drinking Water Throughout the Day

Teachers will establish a process in which students may lift their mask to drink water following all current social distancing and health protocols.

Lunch

Students may bring lunch from home. Under no circumstances are children allowed to share food. No candy and no soda are allowed at school at any time. Students who are eating a school lunch may not bring any additional food or drink items. Students who bring lunch from home may bring a single serving size bag of chips. Any larger quantities will be confiscated.

Specials

Specials will be taught by individual cohorts. Each cohort will have one specials for 3 weeks before switching to their next rotation. Cohorts will have art, music, and PE.

ATTENDANCE

Safety expectations under COVID-19 are established and will be monitored for edits and updates to ensure compliance. Students are expected to attend school, in person, daily in accordance with the school calendar.

- Students and staff are encouraged to stay home if they are personally sick, or caring for sick family members. This includes if students and staff are exhibiting any early symptoms of COVID-19 (fever, muscle aches, cough).
- Students in K-5 may not arrive before 7:40am and no later than 7:55am. Students must be picked up at 3:00pm and by no later than 3:10pm. Students are not allowed to be picked up early between 2:30 and 3:00pm.
- As a school, Harris Park will not award or incentivize students for attendance.
- Considerations on the impact of COVID-19 will be taken into account when enforcing Colorado compulsory attendance law.

- In the event we transition to remote learning, attendance will be kept based on remote participation in class and progress on learning targets.

Policy

Harris Park's attendance policy will follow the guidelines of the Westminster Public School District and state law. To receive the maximum benefits of a sound educational program, students are expected to be in attendance every day school is in session.

Tardy Policy

It is extremely important that children arrive at school on time (between 7:40am and 7:55am). Cohort doors will be monitored for tardy students in Kindergarten through 5th grade for 5 minutes. Children in 1st through 5th are expected to walk to the door independently. The tardy will be recorded. If a student is late to school, they will wait in their parent's car and call the school for an appointed time to enter the school. No one should just come to the door; entry will not be allowed without a call. A school staff member will check your child in, record the reason for tardy, and record the name of the individual who brought them. Preschool students must be directly signed in by their preschool teacher.

Absences

The principal will determine whether an absence is excused or unexcused, based upon state, district and building policies and the information received from the parents or guardians. **Absences must be phoned in, (303) 428-1721, or excused with a note turned into the front office within 24 hours, or the absence will be treated as unexcused.** Notes may be written in the parents' home language.

Excused Absences

Excused absences are those absences that have been properly excused for reasons shown below.

- Temporary illness or injury
- An absence which is pre-approved by the administrator of the school. Pre-arranged absences may be approved for appointments or circumstances which cannot be taken care of outside of school hours
- Extended absences due to physical, mental or emotional disabilities.
- A student who is suspended or expelled
- Religious holidays

The principal may require acceptable documentation regarding the above exceptions.

Unexcused absences

Examples of unexcused absences include:

- Skiing, hunting or other recreational activities not pre-approved
- Babysitting
- Oversleeping (alarm not going off, forgetting to set the clock, etc.)
- Leaving during the school day without permission

Questions and Answers about Attendance

- What should I do if my child will not be at school?
 - Please call the office at 303-428-1721
- When should I keep my child home due to illness?

- o In general, children should stay home during the contagious part of an illness.
- o Children with a fever or who are vomiting should stay home for 24 hours after symptoms end.
- What time is my child considered tardy?
 - o Students may arrive at school at 7:40 am at the earliest.
 - o Students who arrive at school after 7:55 am are considered tardy.
 - o Please help your child start their day in a successful way by getting them to school on time!
- What happens when my child is tardy?
 - o Tardy students must report to the office and may be asked to make up missed school time during recess periods or after school.
- What do I do if my child will be absent from school due to a planned family vacation or participation in an extracurricular event?
 - o Please see the office assistant prior to the absence to complete a pre-arranged absence form.
 - o If you do not complete a prearranged form, your child's absence may be unexcused.

TRANSPORTATION

Self Transportation

Parents are encouraged to self-transport or have their children walk to school if safe.

School Bus

Hand sanitizer stations are on every bus. Social distancing will be implemented according to guidelines. Students and drivers will wear masks. All students are required to scan on / scan off the bus to allow for contact tracing in the event of exposure to COVID-19. Additional cleaning and decontamination of school buses will be completed after each route.

STUDENT ARRIVAL AND DISMISSAL

The Hug 'n' Go system provides parents a safe and organized way to bring their children to and from school. Students and staff will be required to wear masks at all times. A mask is mandatory for any individual over the age of 3 who enters the school grounds or school building. School grounds include the sidewalk on 75th and 74th and all fenced in areas. Parents, guardians, and families are asked to remain socially distanced while on school property. Due to the number of families at Harris Park, we ask that families utilize the hug 'n' go and not remain on property beyond dropping off or picking up children.

Playground and Field

There will be no before or after school recess or play. Students will have recess during the day with their cohort.

Before Coming to School

Determine if there has been any close contact with someone who has (or has been exposed to) COVID-19. If your answer is yes to any of the questions, please keep your child home. Ask the following: Does your child, or anyone in your household have

- a fever of 100.4°F or above?
- diarrhea, vomiting, or any other flu-like symptoms?
- a cough?
- a sore throat, chills, muscle aches, or a new loss of taste or smell?
- shortness of breath or difficulty breathing?

Hug Zones and Adults on Campus

No adults or extended family or friends are allowed in the fenced area of campus at any time for students in 1st through 5th grade. Please hug your children in the hug zone and allow them to walk directly into the building independently. The exception to this is kindergarten and preschool students who are required to have one adult escort them directly to their entrance door.

Drop-Off and Pick-Up Information

- Please remember the importance of **driving slowly and carefully** around the school.
- Always be kind, respectful, follow the laws of the road, and practice safe driving habits.
- Never pull into the opposing traffic's lane to pass vehicles waiting to drop off or pick up.
- Be aware of the crosswalks when driving to and from the school.
- Please patiently stop for student crossing as directed.
- Treat staff with kindness and courtesy; they give their valuable time to help keep children safe and make drop-off and pick-up easier and more efficient for everyone.
- Students **may not** be dropped-off before 7:40am. There is no supervision.
- Breakfast is free for ALL Harris Park students and is served from 7:55am-8:10am.
- Students riding the bus will be dropped-off and picked-up on 74th Ave.
- Do not park, exit your vehicle, or leave your vehicle unattended in the Hug 'n' Go lane, Drive Thru lane, or bus area

Drop-Off, Front of the School (by the flagpole)

- Enter the Harris Park parking lot off of 75th Ave.
- Pull into the right Hug 'n' Go lane and pull forward to the farthest available staff member (regardless of your child's age or grade).
- Students should be ready to exit the vehicle on the passenger side only.
- Backpacks / instruments should be ready to unload from the car interior (not in the trunk).
- A Harris Park staff member will open the car door, greet your child, and ensure their safety to the sidewalk.
- Students will immediately enter the building and walk to their classroom. There are staff members at the building entrances to support students.
- Please stay in your vehicle; Hug your child 'n' Go.
- Look to your left, check for other cars or walkers to ensure safety, and pull out into the Drive Thru lane to exit the parking lot.

Drop-Off, Back of the School (by the playground)

- Approach Harris Park off of 74th Ave and pull as far forward as possible.
- Do not block the bus lane.
- Hug your child 'n' Go.
- All children are greeted by staff, walk directly to their entrance, and go to their classroom.
- Look over your shoulder, check for walkers and traffic, and when safe pull out onto 74th Ave.

Driveline

Driveline is a program we use to coordinate a quick student release in a safe, quick, and orderly manner. Driveline minimizes student exposure to weather conditions, parent wait time, students wandering around school ground and local traffic challenges.

How does Driveline work?

Each family is assigned a unique identifier number or Family ID. The unique tag is to be placed on the vehicle's rearview mirror at pick up. Please display your number visibly prior to the two way stop (which we treat as a four way stop during pick up) at Winona Ct and 75th Ave. You may also roll your window down and say your number to the staff at the stop. If you walk to the building, or pick your child up to the South of the building, please say or show your number to the staff. If someone other than the primary caregivers are picking up, make sure that person is listed on your Infinite Campus Portal and knows your number or has the card and that you have shared the pick up process with them.

A staff member enters your number into our program at the 2 way stop sign, which we treat as a 4 way stop during pick up, or by staff at the front or back of the school if you walk up. Once we enter the number, the program sends a message to the teachers of all children in your household. Teachers will then release your child to go to your location of pick up. For parents who drive to pick their children up in the front of the school, we will escort children directly to your car, open the door, and ensure they enter the vehicle safely. Extra tags may be requested by calling or emailing the school.

Driveline Numbers

Families will receive their driveline tags at the Back to School Open House or from their child after their first day of school. If you attended Harris Park last year, your number will be the same.

Pick-Up, Front of the School (by the flagpole)

- Please be patient with this process as it will take longer than it used to as we cannot have students congregating at the front of the building.
- Enter the Harris Park parking lot off of 75th Ave.
- Pull as far forward in the Hug 'n' Go lane as possible, form a line.
- Staff will escort students to your vehicle and assist as needed.
- Please stay in your vehicle; Buckle 'n' Go.
- Check traffic and pull out into the Drive Thru lane when safe.
- Please patiently stop for student crossing as directed.

Pick-Up, Back of the School (by the playground)

- Approach Harris Park off of 74th Ave and pull as far forward as possible.
- Do not block the busses.
- Check traffic and safely pull out onto 74th Ave.
- Please patiently stop for student crossing as directed.

Walking Children Up to the School

- Park in the neighborhood taking care not to block any driveways and walk in.
- School grounds include the sidewalk on 75th and 74th and all fenced in areas.
- Parents, guardians, and families are asked to appropriately socially distance while on school property.

- Walk your child up to the Hug Zone located outside the front doors, gated entrances.
- Hug your child and allow them to walk directly to their assigned cohort area.
- Due to the number of families at Harris Park, we ask that families utilize the hug 'n' go and not remain on property beyond dropping off or picking up children.
- If you are walking in to pick your child up, please make direct eye contact with the teacher prior to asking your child to leave.

Preschool Arrival and Dismissal

One adult will be allowed on grounds to walk their preschool student directly to the teacher in their assigned cohort area. Students will be signed in by the teacher. Please have your ID ready for verification and the teacher will record your name and that you have dropped your child off. The same process will occur for pick up. Please have your ID ready for verification and the teacher will sign your child out. Students will only be released directly to a verified and approved adult (18 years or older) listed on infinite campus. There is to be no congregating or grouping during drop off or pick up. Please appropriately socially distance. Please be patient with this process as we verify IDs and cross reference your ID with the approved adults for pick up.

Kindergarten Arrival and Dismissal

One adult will be allowed on grounds to walk their kindergarten student directly to the teacher in their assigned cohort area. Students will be released directly to a verified and approved individual listed on infinite campus. There is to be no congregating or grouping during drop off or pick up. Please appropriately socially distance. Please be patient with this process as we verify IDs and cross reference your ID with the approved adults for pick up.

Inclement Weather

In the event of inclement weather, students will enter the building through their cohort door and go straight to their classroom. Students may enter their cohort door between 7:40 and 7:55am.

Emergency Remote Learning

There may be a need for either an individual cohort, or the entire school to transition from in person to remote learning. If this is due to exposure, remote learning will occur for no less than 10 calendar days. Students will be instructed on how to use emergency remote learning online systems during the first two weeks of school. In the event of a transition to emergency remote learning, students will be prepared.

Please note

- We strive to develop each student's personal responsibility and confidence; please allow your child to walk into their school as independent learners
- Teachers will welcome students directly to their classrooms between 7:40 and 7:55am.
- Students may not be dropped off before 7:40am
- Breakfast is free for ALL Harris Park students and is served from 7:55am-8:10am
- Students riding the bus will be dropped-off and picked-up on 74th Ave
- Do not park, or leave your vehicle unattended in the Hug 'n' Go lane, the Drive Thru lane, or bus areas
- Treat volunteers and staff with kindness and courtesy. They give their valuable time to help keep our children safe and make drop-off and pick-up easier and more efficient for everyone!

Thank you for helping us improve the drop-off and pick-up high traffic congestion around the school. Your participation in the Hug 'n' Go system makes a difference for the safety of our students!

Early Dismissal

- Parents who arrive to pick their children up early must sign them out in the front office. However, please know that the end of the day in an elementary school is very busy and therefore we will only release students early if picked up prior to 2:30 on regular school days and 1:30 on early release days.
- In the event a student needs to leave early with a parent, the parent must call 303-428-1721 and provide a specific time of pick up. We will not be able to hold students in the office for any period of time.
- Once you arrive at the school, come to the main door, provide your child(s) name(s) to the office via the security phone. Be prepared to show a picture ID through the security camera. Please be patient while we verify rights to pick up. Only people who you have listed on the emergency contact sheet can sign out a child. They must be 18 years of age and show their ID in order to sign out a student.
- Regardless of how many times you have come to school, an ID is still required.
- After you've shown your ID to the camera, please keep it out.
- The office staff will call the student from the classroom. The student will come to the office, and be escorted to you by staff. The office will record the ID check and parent verification as well as time picked up on the check out form.
- The parent should not enter the building unless they need to visit the office.
- Ensure all adults who are allowed to pick your child up are listed in Infinite Campus. You can edit, add, and remove people from your pick up list directly on Infinite Campus at any time.

SUPPLIES and MATERIALS

- Students will be assigned and maintain their individual desk, chair, Chromebook, headphones, workbooks, supplies, and materials.
- Students are expected to have their own school supplies, which can be stored in their desk or backpacks.
- Any shared materials and equipment will be sanitized and wiped down prior to use by another student.

TECHNOLOGY

Chromebooks

Each student in grades PK-5 will be assigned a chromebook and charger for use during the school year. For as many years as a student is enrolled at Harris Park (from PK through 5th), they will use the same assigned Chromebook. Students are expected to take their Chromebooks home daily beginning August 24th, 2021. Please ensure your child charges their Chromebook nightly and brings it with them to school daily. Your child is responsible for their Chromebook's care and your family is responsible for repairs at the time of breakage and prior to receiving a replacement. In the event we need to move to emergency remote learning, it is very important that every child travels with their chromebook back and forth from home to school.

Chromebook Use Agreement

Each family will receive a standardized Chromebook Use Agreement. Families are asked to complete the online agreement or return a signed paper agreement to their cohort teacher by August 24h, 2021.

Internet Access

The Chromebook Use Agreement includes a question about access to the internet. We will contact families who indicate they do not have access to the internet and provide options.

Internet Safety

Each cohort teacher will provide instruction through E-Rate on internet use and safety prior to August 24th. Each cohort will also be provided direct instruction on using the 7 Habits of Leadership to stay safe, care for their Chromebook, and use technology appropriately.

CELEBRATIONS

Attendance

- none for 2021-2022

Birthdays

We believe birthdays are important opportunities for us to help each of our students at Harris Park feel special. We have planned several ways to enhance our school-based celebration of each student's birthday, including those with birthdays that fall during holidays, weekends, or summers. We ask that parents not provide treats or other items during the school day. We will not have any classroom based birthday parties. As a school, we will recognize and celebrate each student's birthday in their cohort and throughout their special day. Our priority is to ensure student safety, ensure that all of our students are equitably celebrated, and to preserve instructional time. If you have cultural or religious concerns regarding birthday celebrations, please contact me directly.

Level Up

We will recognize students who complete a level in Math or Literacy. Celebrations are recognition from the principal. Leveling up may result in the student moving classrooms.

Reading and Math Goal Work Celebration

Students receive recognition for completing nightly goal work for an entire month

STAR★ Cards

Students will be recognized for positive character and behavior with a bead to add to their necklace or keychain (provided by us).

STAR★ UPs

Students will come home with a sheet celebrating them for their academic **U**nderstanding and/or **P**erformance.

ENRICHMENT OPPORTUNITIES FOR STUDENTS

Scholars Unlimited: after school literacy and enrichment activities, must attend daily 3-5:30pm, free for HPE students

Reading Partners: literacy enrichment 1:1 with a tutor for 2 x 45 minute sessions per week during the school day

Girls on the Run: Spring

Outreach to San Marino

Various after school opportunities with teachers (tutoring, clubs, activities)

CELL PHONES

Cell phones may be brought to school and must be kept in the student's backpack and be hung on the coat hook. Cell phones may not be taken out or used during the school day.

ITEMS TO KEEP AT HOME

Please keep the following items at home. If they are brought to school, they will be held by the principal. If not picked up within 48 hours, they will be donated.

Radios	iPads	Electronic Games	Toys
Cameras	Trading Cards	Make-up	Game devices
Candy	Soda	Gum	Chips in bags larger than one serving
Sporting Equipment (including footballs, soccer balls, basketballs)			

- Please Note: any item causing distraction because of a child playing with it will be considered a toy

MEDICATIONS AT SCHOOL

Please give your child medicine at home, whenever possible. We are not allowed to give medication (prescription and/or over-the-counter) at school without following the procedure as mandated by state law. Prescribed medication and over the counter medication that must be taken during the school day, including inhalers, requires a *written authorization from the physician and a written request from the parent or guardian*. The medicine must be in the **original prescription container** and be properly labeled with the date, the name of the child, name of the medication, directions for taking the medicine, and the name and telephone number of the physician prescribing the medication.

Over-the-counter medications such as cough drops, vitamins, Tylenol, cough syrups, creams, etc. **can not be administered** at school without a written statement from the doctor and a written permission slip from the parent.

Students are not permitted to bring medications of any type to school without this written permission.

SAFETY DRILLS

- Fire drills are conducted once per month by cohort
- Tornado drills are conducted once per semester by cohort
- Lockout and Lockdown drills are conducted once per semester

We appreciate your help as we strive to provide a learning environment that is safe and secure for all students and staff. If you arrive at school during one of these drills, we ask for your patience as you wait outside until our drill is complete.

PARENT INVOLVEMENT OPPORTUNITIES

- TBD based on safety of students, staff, and volunteers
- PTA / BAAC: Meets once monthly and serves to support students and staff.
- District Committees
 - o DAAC: (District Accountability Advisory Committee) DAAC meetings are held once monthly.
 - o SPAC: (Superintendent's Parent Advisory Council) SPAC meetings are held once monthly
 - o CAAT: (Community Awareness Action Team) CAAT meetings are held once monthly.

For more information about DAAC, SPAC or CAAT, please contact the school principal or the Educational Services Center at 303-428-3511.

Westminster Public Schools Board Meetings are held on the second and fourth Tuesday of each month in the Boardroom of the Educational Services Center, located at 4476 W. 68th Ave., Westminster, CO 80030, 303-428-3511.

<https://www.westminsterpublicschools.org/Page/45>

STUDENT LED PARENT/TEACHER CONFERENCES

Conferences provide an excellent opportunity for the teacher, student, and parent/guardian to team together. Teachers will reach out to you for scheduling and will meet with each family twice (2) during the school year. If you need translation, it will be available only during specific dates. Please consult the school calendar for those dates. Conferences can be held virtually or in person depending on preference and safety precautions in place at that time.

VOLUNTEERS and VISITORS

No volunteers or visitors will be allowed in the building at this time. Our hope is this will open up as the year progresses.

Westminster Public Schools is dedicated to creating a healthy, safe, and supportive learning environment. It is the expectation that all family members maintain a demeanor of respect at all times at any and all district buildings and events. Any aggression (verbal or physical) or violence against our staff and students is a crime and we will seek the maximum penalty for anyone who behaves in a violent or abusive manner.

COMPETENCY BASED SYSTEM - CBS

The Westminster Public Schools approach to learning is referred to as CBS (Competency Based System) where the entire educational system is organized around engaging students in 21st century skills, working at their developmental levels and advancing only when they have demonstrated proficiency or mastery. Our approach to learning is based on four core beliefs: Learning is the constant – Time is the variable – Personalized Delivery – Systemic and Systematic.

Learning is the Constant

- Learners are placed at their appropriate developmental instructional level (Performance Level) in each of the content areas based on demonstrated performance.
- Curriculum is “guaranteed and viable” where the Learning Targets (standards) and supporting materials are made explicit and available to teachers, students and parents.
- Evidence toward proficiency for all Learning Targets is measured and recorded over time where the learner must score proficient or better prior to beginning the next Performance Level.
- Learning progress is scored and reported on a proficiency scale from 0.0 through 4.0. There are no traditional letter grades.

Time is the Variable

- Learners advance (progression) to the next Performance Level in a content area once proficiency or better has been achieved and validated. There are no traditional grade levels.
- Progression can occur at any point during the course of the year for any content area.

- At the beginning of the traditional school year, learners resume their learning at the point where they left off the previous year (continuous flow). There is no social promotion.
- Learners are typically in different Performance Levels for different content areas.
- Multiage classrooms are the norm not the exception.

Personalized Delivery

- Learners progress purposefully at their own pace with teacher guidance based on demonstrating proficiency or better on the Learning Targets.
- Learning is personalized through goal setting, choice and voice with appropriate instruction.
- Multiple opportunities over time are provided to demonstrate and verify competency of Learning Targets (standards).
- Support and scaffolding for any struggling learner is provided through the Blended Services Model to meet the area of need. There is no retention.

Systemic and Systematic in Nature

- Creation of a shared vision across all levels and departments.
- Common classroom practices, expectations, and instructional language across all schools for educators and learners.
- Universal structures, support systems, and standard operating procedures across the district.
- Collective CBS reform support through resolutions, policy changes, budget reallocations, and changes to the daily schedule and school calendar by the Board of Education and Westminster Education Association.

Level Changes

- All students should know their level at all times and be able to explain what they are currently working on as well as the success criterion for those learning targets.
- Students may progress to their next level **at any time**.

ADVANCED

AdvancED is the world leader in providing improvement and accreditation services to education providers of all types in their pursuit of excellence in serving students. AdvancED serves as a trusted partner to more than 32,000 public and private schools and school systems - enrolling more than 20 million students - across the United States and 70 countries. AdvancED has accredited Westminster Public Schools and was impressed with the high degree of dedication and commitment among all stakeholders.

SCHOOL CLOSURES, DELAYS, EARLY RELEASE, and REMOTE LEARNING

Should inclement weather or emergency situations result in the closing of district schools, or in an adjustment to school start or dismissal times, the information will be posted on the district website and conveyed to a number of radio and TV stations for broadcasting.

Web Site

Any weather-related schedule changes will be posted to a link on the district's web site www.westminsterpublicschools.org by 5:00am. You may want to bookmark this address for easy access.

Television and Radio Stations

Whenever normal schedules have to be adjusted due to weather or emergency conditions, this information will be given as early as possible to the television and radio stations listed below for announcement.

Automated Calls

The District will send out an automated call to the primary number you have listed in your registration.

Television Channels

2-WB2 4-KCNC 7-KMGH 9-KUSA Fox 31 FM

Radio

KBCO-97.3 KBPI-106.7 KJMN- KKHK-99.5 KOSI 101.1 18 KXKL-105.1 KYGO-98.5 AM Radio KDKO-1510 KHOW630 KOA-850 KTLK-760 KJME 1390 (Spanish)

School closure and Remote Learning

When early morning weather and road conditions or other emergency situations are deemed hazardous, the district will announce closure of schools through the media previously listed. In the event of a closure, before and after school programs at the schools will move to a remote learning day. Students will log into zoom based on the schedule provided and attend classes remotely. All activities scheduled in district facilities will be cancelled. In-district sports events and team practices are postponed. If a league event is scheduled in another district, the host district determines whether it is postponed. If the district calls for a delayed start due to early morning conditions that will likely clear, all busses will pick up 2 hours after the original start time and school will begin at 9:55am. This information will be available on the district web site www.westminsterpublicschools.org as well as local TV and radio stations.

Early Release Days

On the first and third Wednesdays of each month, the instructional day will end at 2:00pm. There will be no after school activities. Please pick your child up by no later than 2:10pm. The early release dates for 2021-2022 are:

August - none	January 5 & 19
September 1 & 15	February 2 & 16
October 6 & 20	March 2 & 16
November 3 & 17	April 6 & 20
December 1 & 15	May 4 & 18

Holidays and Teacher Work Days

Students will not have school on the following holidays and teacher work days:

September 6, 17, & 20	December 20, 21, 22, 23, 24, 27, 28, 29, 30, & 31
October 25 & 26	
November 22, 23, 24, 25, & 26	January 3 & 17

February 11 & 21

April 8

March 21, 22, 23, 24, & 25

May 2