

# Tennyson Knolls Elementary School

## Student Handbook

2019-2020



### Shared Vision:

At TKE we value **relationships, growth mindset, perseverance** and we **welcome challenge!**

### Shared Purpose:

TKE provides students with the foundational skills to become lifelong learners. Students are encouraged to be self-motivated and to take charge of their learning, setting high expectations daily. Working with students and their families, we value the development of the whole child through rigorous curriculum and unique learning experiences.

### **SCHOOL CONTACT INFORMATION**

Principal: Heather McGuire: [hmcguire@westminsterpublicschools.org](mailto:hmcguire@westminsterpublicschools.org)  
Secretary: Megan Freiberg: [mfreiberg@westminsterpublicschools.org](mailto:mfreiberg@westminsterpublicschools.org)  
Phone: (303) 429-4090  
Fax: (303) 657-3877  
Webpage: <http://www.westminsterpublicschools.org/tennysonknollelm>  
Address: Tennyson Knolls Elementary  
6330 Tennyson St  
Arvada, CO, 80003  
Office Hours: 7:30 a.m. - 4:00 p.m.

### **DAILY SCHEDULE**

Students should plan to arrive at school not more than ten minutes before school opens at 8:00 a.m. There is no supervision before school provided by staff and the crossing guards do not begin crossing students until 7:50. The tardy bell rings at 8:05.

### **SCHEDULE FOR MONDAY THROUGH FRIDAY:**

#### **Grades K - 5**

First Bell: 8:00 a.m.

Classes Begin: 8:05 a.m.

Classes End: 3:05 p.m.

Dear Tennyson Knolls Families,

Welcome to another exciting and challenging school year at Tennyson Knolls Elementary School. Our staff is looking forward to building and deepening our relationships with your student and extended family. If you are a first year family at our school, we look forward to getting to know you and your child as the year progresses.

The staff and I hold high expectations for the success and achievement of all our students, as we believe that a good education is the most important gift that we can give our children. At TKE, we strive to give each child this gift every day. We see our goal as maximizing learning in a safe environment and ensuring that each child is well prepared for their next academic and non-academic steps beyond our building. We believe that achieving this goal is a shared responsibility between the home and school. Please join us by getting involved in the day-to-day life of the school.

While each year in a child's education is important, it must be remembered that a child's public school education begins in Kindergarten and ends at graduation of high school. It is over this thirteen-year period that a child receives the education that will make it possible to achieve success in personal life and a changing society. The staff at TKE wants you to know that when your child is with us you can:

- Know that each child is safe while at school
- Expect that he/she is receiving a quality education; and
- Count on open and frequent communication from the teacher concerning the needs of your child.

We also want you to know our expectations, which follow:

- Ensure that your child arrives at school on time each day;
- Support your child at home by helping with reading and homework; and
- Get to know your child's teacher(s) and communicate with them.

Our district mission statement "Where Education is Personal" reminds us that each student is an individual, as too is their educational needs. As a school we are committed to your child and what makes him or her unique. To raise a self-reliant, responsible and successful child we must commit ourselves to helping them every day, as they shape their future. Working together both in the school and at home, we can help our children achieve success.

To this end, please read this handbook thoroughly and carefully and discuss its contents as a family. Please note, this handbook may change and the most current version is always available online and in the main office in print. If you have any questions, please let me know.

Sincerely,

Heather McGuire  
Principal

## **Teacher/Parent Communication**

**Friday Folders:** Each homeroom teacher will maintain a folder of work that will be sent home every Friday—including notes and work samples.

**Weekly Update:** One of our main modes of communication is our weekly update. The update goes home in Friday folders and it informs you of events and happenings in and around our school. It is also posted on our TKE website. Please take the time to read the newsletter so that you don't miss out on any fun/important information.

**TKE Website:** We try to keep our website as up to date as possible. On the website, you will find information about upcoming events, special announcements, school and staff information. Please check this site frequently.

**TKE Facebook:** A great way to see fun events that are taking place at TKE is our Facebook page. We work to keep this up to date with pictures and events as well, so please take the time to follow us. A link to our Facebook page is available on our TKE website.

**Teacher Contact:** Each teacher will personally contact every parent each semester. Contact may be at your semester Parent/Teacher conference, or a phone call to inform you about your child's progress, share some positive information, or to collect some information. You may also keep in contact with your student's teacher through Class Tag or Class Dojo. These contacts are also a time for you (parents) to ask questions about progress, share information, or help make plans to further the education of your student.

**Empower:** Empower is our reporting system. Teachers update this weekly with new assignments and scores in order to allow you to follow along and support your student. At any time, you can log into Empower as a parent in order to determine your student progress. Long gone are the days of waiting until report cards to see your students' progress. Our staff is extremely knowledgeable of Empower and are all more than willing to help you learn to use this tool to effectively monitor your student.

**Parent/Teacher Conferences:** Quality education requires close and open communication between parents and teachers. In order to support educational excellence, formal scheduled conferences will be held twice a year. At these conferences, student level, achievement, behavior and effort will be discussed.

## **Competency Based System (CBS) Education**

All Westminster Public Schools implement our Competency Based System. In this system, we clearly define what students should know and be able to demonstrate mastery of according to the Colorado Academic Standards and the Next Generation Science Standards for each level. Students move from one level to the next in English Language Arts, Math, Science, Social Studies, PE, Music, and Art, by demonstrating mastery of content.

We use a four point scale

4-The student is demonstrating work that is above and beyond the expectation needed to show mastery of the skill.

3- The student is demonstrating mastery of the skill.

2= With support, the student is demonstrating mastery and/or is able to independently show mastery of lower skills needed to access the skill at a level 3 (i.e. vocabulary).

1= The student is not able to access and/or show mastery of basic skills needed to access the skill at a level 2.

0= The student is not able to demonstrate mastery of the level one skills.

You are able to view your students' progress toward mastery at any point in time within our Empower reporting system. In addition, teachers and students will share this information during conferences. At the conclusion of the school year, we send home student progress reports. Student placements each year are based on student Empower levels and not the traditional grade levels that many people are used to. If you have any questions or concerns regarding the Competency Based System, please do not hesitate to contact our staff. We know the more you understand your students' progress, the better you are able to support their education.

## **RESOURCE SERVICES**

**MTSS/RTI:** The primary purpose of the MTSS (Multi-Tiered System of Supports) and RTI (Response to Intervention) process is to address the academic and developmental needs of individual students within a collaborative process structure that ensures that appropriate educational options are considered. Administration, teachers, students, parents, and anyone else associated with the student may initiate referrals into the RTI process. All referrals are made to the MTSS team, who determine the next step.

**Title I:** Students who need additional assistance in reading, language arts or math are identified by their teacher and/or parents. They are often given assistance from the Title I teacher, para, or interventionists. The type of extra support for each student is determined based on skill needing work.

**Culturally and Linguistically Diverse Education: CLDE** is for students whose first language is not English. Students who qualify for support services are identified by parents on the Home Language Survey and then assessed by the CLDE team at school.

**Special Services Team:** The special services team is composed of special education and classroom teachers, the school principal, the school psychologist, the speech language/communication specialist, and often members of the motor team. The team considers specific learning or emotional needs of students. The team may, with parent permission, assess students to determine who might qualify for support services offered through special education.

**Special Education Services:** These services are available for students whose needs are identified through the special services team.

**Motor Team:** An occupational or a physical therapist is available to students with identified physical or learning needs as necessary.

**Psychologist:** A school psychologist may serve as a member of the special services team and assess students who are referred through the special education process. They also work with individuals or small groups of students with parent permission, and support our parents/families through many programs and services available throughout the school and community.

**Speech/Language Services:** Students whose speech/language needs are identified through the special services team are served by the speech/language teacher.

**Vision/Hearing Screening:** All students at Tennyson are screened yearly for both vision and hearing. Parents of students who show evidence of hearing or vision problems will be notified and given referrals for further screening if necessary.

**Textbooks:** Textbooks are furnished by the district. Please make every effort to take very good care of the books you use. A damaged or lost book will be charged to the student responsible.

**Interactive Library:** The library (Media Center) provides students and teachers with an interesting variety of books and online media tools. Students will be able to go to the library with their classes to check out books, work on projects, present projects, learn about digital citizenship, etc.

**Lost Library Book Policy:**

- If the book is lost, the student will not be able to continue checking out books until the book is found or paid for.

- If the student continues to lose books on a regular basis, the student will not be able to check out books.
- If the student moves and the book was not returned, we will waive the fee.
- Kinder and 1<sup>st</sup> grade students will leave their books in the classroom.
- 2<sup>nd</sup>-5<sup>th</sup> grade students are able to check out 2 books, but both books need to be turned in in order for 2 new books to be checked out. If only one book is returned, the student may not check out another book until the second one is returned too.
- At the end of the year, a fee statement will be sent home for each student that has any missing books.

## **PARENT AND COMMUNITY PROGRAM PARTICIPATION**

**Back to School Night:** Tennyson Knolls Elementary reserves a night for the purpose of meeting all of our families and to give each parent an opportunity to meet the principal and teachers. Parents learn about level instruction and behavioral expectations of students for the classroom and the school in general.

**Building Accountability Advisory Committee (BAAC):** BAAC is a school accountability committee made up of teachers, staff, parents and community members that serve to advise the principal concerning school improvement. Meetings are held during PTO and members of the public are always welcome and invited to attend.

### **Title I Reading & Math Nights:**

We have a night in the fall and a night in the winter where families are encouraged to join us to learn educational games. More information will become available closer to the dates.

**Parent Teacher Organization (PTO):** The PTO at Tennyson is made up of parents and teachers and serve to organize our school fundraisers that directly supports the following:

- Student Recognition;
- Student Field Trips;
- Educational Assemblies;
- Sponsoring student refreshments during field day;
- Teacher appreciation and conference meals; and
- School Improvements.

Monthly meetings are held on the second Tuesday of the month from 3:20pm-4:20pm (Spanish interpreter available). ***Please support our students by participating in our annual school fundraiser and attending PTO or Coffee with the Principal meetings.***

**Coffee with the Principal:** On the second Tuesday of every month, we invite parents to join the principal for coffee in the teachers' lounge. The principal will update parents on events taking place at TKE as well as answer questions. Spanish interpreter will be present at all meetings.

**Community Awareness Action Team (CAAT):** CAAT is a cooperative community effort that helps educate and disseminate current information on drug and alcohol abuse to every family in our school district. We appoint a representative who attends monthly meetings. If you are interested in volunteering for this position, please inform that principal's secretary.

**Volunteers:** Parents are strongly encouraged to volunteer in the classroom, at special programs, activities, or some of the committees listed above. Students appreciate seeing their parents involved in their school and a cooperative effort between school and home can only enhance each student's educational experience. Please inquire in the office if you are interested in volunteering on a regular basis in the classroom. You will be required to fill out a district volunteer form, which will be submitted for a background check. Once you have been cleared to volunteer, we ask that you set up times to work with a teacher in advance. Volunteers who show up without prior arrangements made will be given teacher contact information so that arrangements can be made to effectively use the volunteer. In order to provide your student with a safe and quality education, the principal reserves the right to deny volunteers entry into the building. We look forward to seeing you often in and around Tennyson Knolls Elementary School.

**Reading Partners:** We work closely with Reading Partners to provide many students the opportunity to work on reading skills with an approved/trained adult. Students read one-on-one with an adult twice a week during a designated time, as to not miss direct instruction within the classroom setting. Please seek out volunteer information from our main office if you are interested in volunteering time with Reading Partners.

## **STUDENT PROGRAM PARTICIPATION**

**Special Assemblies:** Throughout the year there will be several special assemblies arranged by a committee of teachers and scheduled for the entire student body.

**Field Trips:** Periodically, field trips are scheduled to provide students with learning experiences not readily available in the normal classroom. A charge to cover operating expenses for the bus is made by the school district. Some trips may require additional money for entrance fees or activities. A signed permission slip for the year is necessary for each child going on field trips. Our Tennyson Knolls PTO provides monies through its fundraising efforts to help defray some of the costs for field trips.



**School Parties:** Students celebrate occasional holidays with classroom parties at school. This generally includes Fall Festival in October, a Winter Party in December, and Valentine's Day. Check weekly updates sent home by teachers for party dates and times. Classroom teachers will recruit parents to help organize and set up the party for each classroom. Families can opt out of these celebrations by notifying the teacher. Students opting out of celebrations will be given an alternate location to do a fun/educational activity provided by the classroom teacher.

**Wolf Pack Behavior.:** At TKE, we participate in the Positive Behavior Intervention Support program (PBIS). Our school mascot is the Timberwolf and we follow Wolfpack behavior. All students are expected to conduct themselves appropriately at all times. A student caught going above and beyond these expectations by any staff member will receive a Wolf Buck that they can spend at the Wolf Buck Store biweekly. There are many positive activities planned throughout the year to recognize and honor students who consistently demonstrate their ability to conduct themselves in a responsible and caring manner. At Tennyson Knolls we celebrate learning, good attendance and good behavior. We want everyone to be proud of themselves, their accomplishments, their school, and their community.

## **SCHOOL POLICIES AND PROCEDURES**

**Student Responsibility and Rights Code of Conduct:** During online registration, families are required to check that they have reviewed the Westminster Public Schools Student Responsibility and Rights Code of Conduct with their student. This document outlines attendance, dress code, code of conduct, technology usage, etc. Tennyson Knolls Elementary students, families, and staff must follow this handbook and the information outlined within the handbook. This document is located on the district page under "families and students" and then "code of conduct." If you have not reviewed this document with your student, please do so.

**Student Birthdays:** We recognize the importance of birthdays for students. Students are allowed to bring in prepackaged birthday treats that will be passed out at the end of the day. This must be prearranged with teachers at least two days ahead of time since we have many students with severe allergies and we want to provide a safe, inclusive atmosphere at Tennyson Knolls Elementary. If you do not prearrange delivery of treats with the teacher, your treats may have to be consumed the following day. We highly encourage parents to celebrate in alternative ways by bringing in community building activities and science experiments, but parents should clear these activities with the teacher prior to the activity.

### **Bus Transportation:**

Those students who ride the bus are expected to abide by all school district school bus rules.

- Remain seated while the bus is in motion;
- Scan their z-pass when getting on and off the bus;
- Get on and off the bus in an orderly manner; and
- Follow the directions that the bus driver gives you.

The bus driver will complete a bus misconduct report for any student who does not behave on the bus and give a copy to the principal. As a consequence to misbehavior on the bus a student may lose transportation privileges, which also applies during field trips.

### **Parking Lot Safety:**

It is extremely important that you follow all posted traffic signs around TKE. These signs posted regarding speed limit, crossing areas, specific turning directions during certain hours, etc. are there for the safety of our students, their families, our staff, and the public. Before and after school, the right hand lane in the parking lot is reserved for busses only. When you block the driveway and/or this lane, our dismissal and arrival are delayed, which impacts student learning. Please remind your student to always use the crosswalk. Students arriving before a crossing guard should be escorted across the street, in the crosswalk, with a parent/guardian. Please drive slowly through and around our parking lot. It is important to tell your children that they should walk straight home after school is dismissed.

### **ATTENDANCE and TRAUNCY:**

The staff of Tennyson Knolls Elementary expect families to follow the attendance guidelines in the WPS Code of Conduct.

**If your child is ever absent from school, please call us at 303-429-4090 before 8:45 a.m.** We get worried if your child does not come to school and you have not alerted us that they will be absent. So, as a courtesy and an extra safety measure, we will call you at home or at work if we have not heard from you by 8:45 a.m. Please remember that school starts at 8:00 a.m. If your child is going to be tardy, please call or send him/her with a note with an explanation.

### **HEALTH AND SAFETY**

**Medication:** Whenever possible, your child should take their medicine at home. We cannot give any medication (prescription or any over the counter types) at school unless a Medication Permission Form has been completed and signed by you and your doctor. In these cases, medicines will be kept in the office and your child will take it there. The medicine must be in the original prescription container and properly labeled with the date, child's name, name of the medicine, directions for taking the medicine and the name and telephone number of the doctor who prescribed the medicine. These forms are available in the office.

**Immunization Record:** A complete immunization record is required by the State of Colorado for all students and the school must keep on record a copy of the original immunization record from the doctor's or clinic's office.

**Recess:** Fresh air and some outside activity are necessary every day if students are to stay healthy and physically fit. Therefore, students will go outside for recess unless they have a doctor's note. On wet weather days or when the temperature is below 25 degrees, recess will be inside. Remember, students should dress warmly in the wintertime, but it is usually a good idea to always bring a jacket to school for our changing Colorado weather.

**Fire Drills:** These are conducted once a month and should always be taken seriously. They provide students with the opportunity to learn good fire safety skills and the escape routes from the classrooms.

**Tornado Drills:** Two tornado drills are held each school year, one in the fall and one in the spring. Like the fire drill, these drills give students the opportunity to learn the correct thing to do during a tornado.

**Lockdown/Lockout Drills:** Two lockdown/lockout drills are conducted each school year. These are conducted by district and law enforcement officials who come to the building to take us through the process of what to do in the case of an intruder or an emergency in the school vicinity. During these drills, students will not be released to parents for an early appointment until the drill is completed. These drills have become necessary in recent years to educate students and staff in what to do in the case of an unforeseen emergency.

#### **Restroom and Hallway Procedures**

- Hallways are designated as a "quiet zone" during class times – No talking.
- Students walk in single file on the right hand side.

#### **Entering the Building (Before School)**

Students may come into school at 8:00 a.m., through the front doors. Supervision will not be provided before school waiting to enter the building. In case of inclement weather but no delayed start, a sign will be posted stating "inside," which means that students will be allowed inside to wait in the vestibule with supervision and/or the gym, starting at 7:45. Parents will not be allowed to wait with students due to space. In case of inclement weather with a delayed start, please refer to the district website and/or the local news stations for start times.

#### **Exiting the Building (After School)**

- Bus students are walked by a teacher to their designated waiting spot within the building.

- Students being picked up or walking home will exit the building accompanied by a teacher.
- Students who need to re-enter the building for after school activities, water, pencils, notepads, etc., must enter through the front door.

### **BREAKFAST AND LUNCH PROGRAMS**

Breakfast and lunch are free to all Tennyson Knolls students through a state funding grant. Free/reduced lunch applications are completed by all families for us to qualify for this funding source. Applications are available online. Students eat breakfast in their classrooms at the beginning of the school day.

Students who choose not to eat the hot lunch provided by the school may bring a lunch from home. If a student brings a lunch from home, he/she may buy a carton of milk in the cafeteria for \$0.30. Free milk is provided only with the school made lunch.

Each student is assigned a lunch card with a bar code to credit their lunch account on the computer. Parents may eat lunch with their child(ren), adult lunch prices can be found online within the WPS page. When eating with your child, please do not offer other children any food from your tray as children may have potential health risks you are not aware of.

### **LUNCHROOM RULES**

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

- Students must follow the directions from the cafeteria supervisor;
- Students should talk softly in a conversational tone;
- Students should not share food from their trays;
- Students should leave the lunch table area clean and neat; and
- Students must have a pass to go back to the classroom or hallway

### **Searches of Desks and Student Storage Areas:**

School desks and storage areas are school property, which the school has made available for student use for educational purposes. School officials have the right to inspect the desks and storage areas deemed necessary. Student backpacks, purses, etc. will be searched when there is a reasonable suspicion that the search will result in the discover of

- Substances prohibited by district/school policy and/or prohibited by state law
- Any material or item which presents a danger of physical harm to others
- Materials not properly in the possession of the student (stolen items)

## **PERSONAL PROPERTY**

A student's personal property should be kept in the school desk with one exception. Money should remain in a student's pocket or purse at all times. All coats, jackets, tennis shoes, hats, gloves, boots, etc. should have the student's name clearly marked on the inside.

- Toys, I-pods, radios, electronic games, Laser pointers, stuffed animals, fidget spinners, etc. are **NOT** to be brought to school and will be confiscated;
- All personal and family valuables should be left at home (any items that a student brings to school become their responsibility);
- Any hazardous items such as knives, guns, water pistols, explosives, Chinese stars, and tobacco or drug-related items will be taken away immediately and the student will be dealt with in accordance with district policy and state law;
- House keys should be kept in a safe place.
- Tennyson Knolls Elementary is not responsible for any lost or stolen money or property.

### **Cell Phones:**

Student cell phones are **not** permitted to be on within the classroom. Students bringing phones to school, do so at their own risk of damage, loss, or theft. We encourage students bringing phones to school to store them, powered down, inside their backpacks. If phones are out and/or confiscated, parents may be required to pick them up in person. Parents and/or students should not call one another during school hours. If you need to get a message to your student, please call the office and we will be happy to pass it along.

### **Student Technology Usage:**

All students at Tennyson Knolls Elementary will have access to and receive instruction on technology usage and care. Technology should be used in schools as a learning resource to educate, inform, and present information. Expectations and responsibilities are outlined in the [WPS Student Code of Conduct Notifications of Student and Family Rights and Responsibilities](#) document online. Students not using or caring for technology may receive consequences where their technology access is denied. Please read the WPS Student Code of Conduct carefully and understand that we do everything in our power to keep your student safe at school.

## **STUDENT BEHAVIOR SUPPORT**

Tennyson Knolls Elementary School is proud to be a "Positive Behavior Intervention Support (PBIS)" school. What does this mean? PBIS is a statewide program that teaches staff, students, and parents to develop a positive plan to prevent problem behavior and to directly teach and model for students how we expect them to behave. It does not mean there are no consequences

for misconduct; indeed there are. PBIS is a system that has an instructional focus that requires us to do the following:

- **Teach and model behavioral expectations directly.** We teach them often and we teach them in context. For example, we take students to the lunchroom and show them what is expected of them when they are there.
- **Teach social behaviors like academic skills.** Students are often different kids at school than they are at home, behaving to have fun rather than as they have been taught by their parents. Part of our job is to teach students how to act appropriately in all school settings.
- **Maximize student academic engagement and success.** When teachers and students are clear about behavioral expectations, they are more comfortable and spend more time focused on learning. That's what we are all about—as much time as possible spent on productive, meaningful learning.

TKE's PBIS program centers around a theme: Wolf pack Behavior

Behavior Referrals: Consequences will be given for misbehaviors. Our teachers follow a progressive system of discipline. They first try to correct the behavior within the classroom and in cooperation with you, the parent. If this does not produce better behavior, your student may receive an Office Discipline Referral. Please feel free to contact me with your questions about our referral policy. It is our belief that consequences for actions should focus on teaching instead of punishment. While consequences may often feel like punishment to the student, our focus is on teaching the desired behavior. Please help us support your child by modeling good behavior at home, by supporting the school when we impose a consequence, and by praising your student's good behavior frequently. We look forward to working with you to make our students model good Wolf pack behavior.

Information regarding consequences is confidential and only shared with the student, the teachers needing the information, and when necessary, the parent/guardian of the student receiving the consequence.

## TKE Student Handbook Agreement

I, \_\_\_\_\_  
Name of Student (print)

**have read, understand and will abide by the rules and expectations/policies and procedures as explained in the Tennyson Knolls Student Handbook.**

\_\_\_\_\_  
Signature (Student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Parent)

\_\_\_\_\_  
Date