

Tennyson Knolls Preparatory School

Remote Learning Plan

2020-2021

Dear Parents/Guardians:

In the event that our school/district is closed during the 2020-2021 school year due to the COVID-19 virus epidemic, this document explains the Remote Learning Plan for the students of Tennyson Knolls Preparatory School who are enrolled at our school in person. This Remote Learning Plan will take effect if the students at TK Prep are not able to attend our brick and mortar building due to COVID-19 reasons. This plan was created with safety protocols in mind with the support of district officials. Our number one priority remains to keep students and staff as safe as possible during these challenging times.

In the event that a class, a cohort, or the entire school go remote, the following plan should help to provide structure and routine to remote learning. We feel that it is incredibly important to minimize the disruption to the learning day, provide instruction for students who are in quarantine while the class is in person, and to maximize our instruction, therefore we are going to keep student schedules as close to normal as possible even though students will be learning remotely.

Each teacher has updated their website within our school website. On their website, there is a section titled remote learning. In the event that we go to remote learning, teachers will have their class code of conduct posted in this section by 9am. In addition, student daily schedules for each class remote learning will be posted; this will also be emailed to your student. The remote learning format will include intervention times, special education times for students receiving these services, as well as electives times. Students will zoom with their teacher a minimum of two times daily with additional small group instruction time posted within the schedules.

Students will complete their lessons from home via teacher prepared remote lessons on their school assigned Chromebooks, their own laptops, or other internet-ready devices. We are expecting parents or guardians to assist children in accessing and completing lessons on a daily basis Monday through Friday. Students are expected to be logged onto their teacher's Zoom meetings and completing assignments given and turned in when requested. Teachers will be using Empower to track all student learning and to provide lessons for their students.

Case managers for students with IEPs will be in contact with parents directly to conduct IEP meetings, via teleconference, if necessary. School psychologists will be available for students via online and telephone.

To say that we learned a great deal in the Spring of 2020 would be a massive understatement, which is why remote learning will probably feel different this time around. This plan took into

account feedback from parents, students, teachers, and support staff regarding positive and negative aspects of remote learning in the spring. We sincerely hope that you see and feel a difference in our remote learning format.

During this Remote Learning Plan process, parents should contact the parent helpline for technology issues at 720-542-5213. If parents have content questions they need to contact their child's teacher directly. If they have other questions they need to contact the main office at 303-429-4090.

I believe that if we work together we can make all learning platforms successful for all students. With that said, we hope to be in person learning with students as much as possible.

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ATTENDANCE

Should we transfer to remote learning, students are expected to be learning online every day (Monday through Friday). Student attendance will be taken every day by classroom teachers and students will be marked absent if they are not online with their class. To be counted present, students **MUST** be on scheduled Zoom meetings with their teacher as well as completing all assignments in Empower. They will be counted absent if either of these are not occurring. The following attendance law will apply for Remote Learning as it does for In-Person Learning:

State attendance law and Westminster Public School's policy states that students with excused or unexcused absences 4 times in one month or 10 times in a school year are non-compliant with the Colorado Compulsory Attendance Laws. Excessive absences will result in an attendance meeting with administration. All families are encouraged to provide a doctor's note for any medical appointment that your child may have.

Please call the TK Prep office 303-429-4090 if your child will be absent. An answering machine will take your message if your call is before or after school hours. We will need to know why a student is not attending their online classes and you will need to provide a doctor's note if your child is absent in order for it to be excused.

School Day

Students are expected to attend and participate in both Zoom meetings as well as completing all work assigned in Empower. Each classroom teacher will provide a Remote Schedule for their students. Links to Zoom meetings will be included on the schedules. The schedules will be sent via email to student/parent emails and will also be included in the weekly class newsletter. Zoom addresses will not be included on the school website portion of the weekly class newsletter. It is vital that students check their email accounts daily for communication from their teachers. If on Remote Learning, the school day will start at 8:50 am for all students.

Office: The office will conduct business between 7:45 a.m. – 4:30 p.m. You may leave a message at 303-428-1121 and someone from our office staff will return your call as soon as possible.

Discipline: All students are expected to follow our District Conduct Code which can be found on the WPS website <https://www.westminsterpublicschools.org/Page/10653>. Parents and students can access this at any time to know what behavior expectations are for all students.

Students are expected to be respectful of each other and their teacher in Remote Learning. Just like in the actual classroom, students must adhere to the rules set by the school as well as the classroom teacher. Teachers will contact parents/guardians and fill out an office referral if students are not following the class code of conduct and/or the school/district policies. The WPS discipline matrix will continue to guide our discipline decisions.

Lunch: Westminster Public Schools will provide a breakfast and lunch for any student that is in

remote or virtual learning everyday. Distribution will take place at the west end of the Westminster High School parking lot near the gymnasium entrance, Monday-Friday from 10:00am - 11:30am. Free/Reduced status will apply during the school year.

Communication: TK Prep uses many forms of communication to get information home to families and generally will be in English and Spanish. In the event that a class is put on remote learning, the classroom teacher will post a weekly newsletter on the school website and Class Dojo (if applicable). Please email the classroom teacher if you would like a copy of the newsletter emailed to you. Please access our webpage, our Facebook page, the WPS App, emails from our school, or call our school number for general information regarding Remote Learning.

- **Website:** On our website you will find our school calendar, upcoming events, school news, closures or delays, staff contacts, supply lists, and information about our school.
- **Facebook:** Like Tennyson Knolls Preparatory school on Facebook and keep up to date with happenings at our school.
- **Twitter Address:** @TKPrep
- **WPS App:** The WPS app is available in the App Store for iOS users and at Google Play for Android. Notifications, District information, and district school related news items can be found within the app.
- **Robo-calls:** TK Prep sends out a call when we have important information that we don't want you to miss out on. We also use the robo-call system for emergency notifications to parents and guardians.
- **Email:** You will also receive the robo-call in email form.
- Teachers will have office hours established to support students with questions. Teachers will also provide a communication through a weekly newsletter, Class Dojo and/or Empower.
 - Please note that teachers will only be available during their scheduled office hours to reply to emails, return phone calls or address individual student or parent questions. The rest of the time they will be teaching.

Dress: Students are expected to be dressed and ready for school even while remote learning. Students are more likely to take their school work seriously if they are dressed in school appropriate attire. This also helps students to keep the school day routine.

Student Conduct: Students should be at a table, desk, etc. with their electronic learning device and ready to engage and learn. Students should not be lying in bed or on the couch while they are online learning with their class.

Registration and Emergency Information: It is imperative that we have all updated phone numbers, addresses, and emails for parents. We need to be able to contact you regarding your child's learning and to support your child during Remote Learning.

Withdrawal/Transfer: Please inform the school office as soon as possible if you will be moving your child to another school even if we are using Remote Learning. You must return the chromebook (if your child checked one out) as well as any library books before records can be transferred.

Remote Learning Resources

I'm Having Trouble With...	Videos	Directions
Empower	<ul style="list-style-type: none"> ● How do I navigate Empower? ● How do I find my work in Empower? ● Basic of Empower 	<ul style="list-style-type: none"> ● Logging in and Navigating Empower ● How do I submit work on Empower? (ENG) ● What does it mean when I get a missing work alert on Empower? (ENG) ● What should I work on? ● Using Google Translate (SPAN) ● Parent Portal (ENG)
EnVisions		<ul style="list-style-type: none"> ● What do I do if I am having trouble logging into Envisions Mathematics? (ENG)
IXL	<ul style="list-style-type: none"> ● How do I use IXL? 	
Zoom		<ul style="list-style-type: none"> ● My Video/Camera Isn't Working ● My Audio is Not Working on iOS or Android ● Video Not Working on Lenovo Devices ● Troubleshooting Log for PC ● Zoom Directions for Students
Chromebook Support	Call our hotline at 720-542-5213	