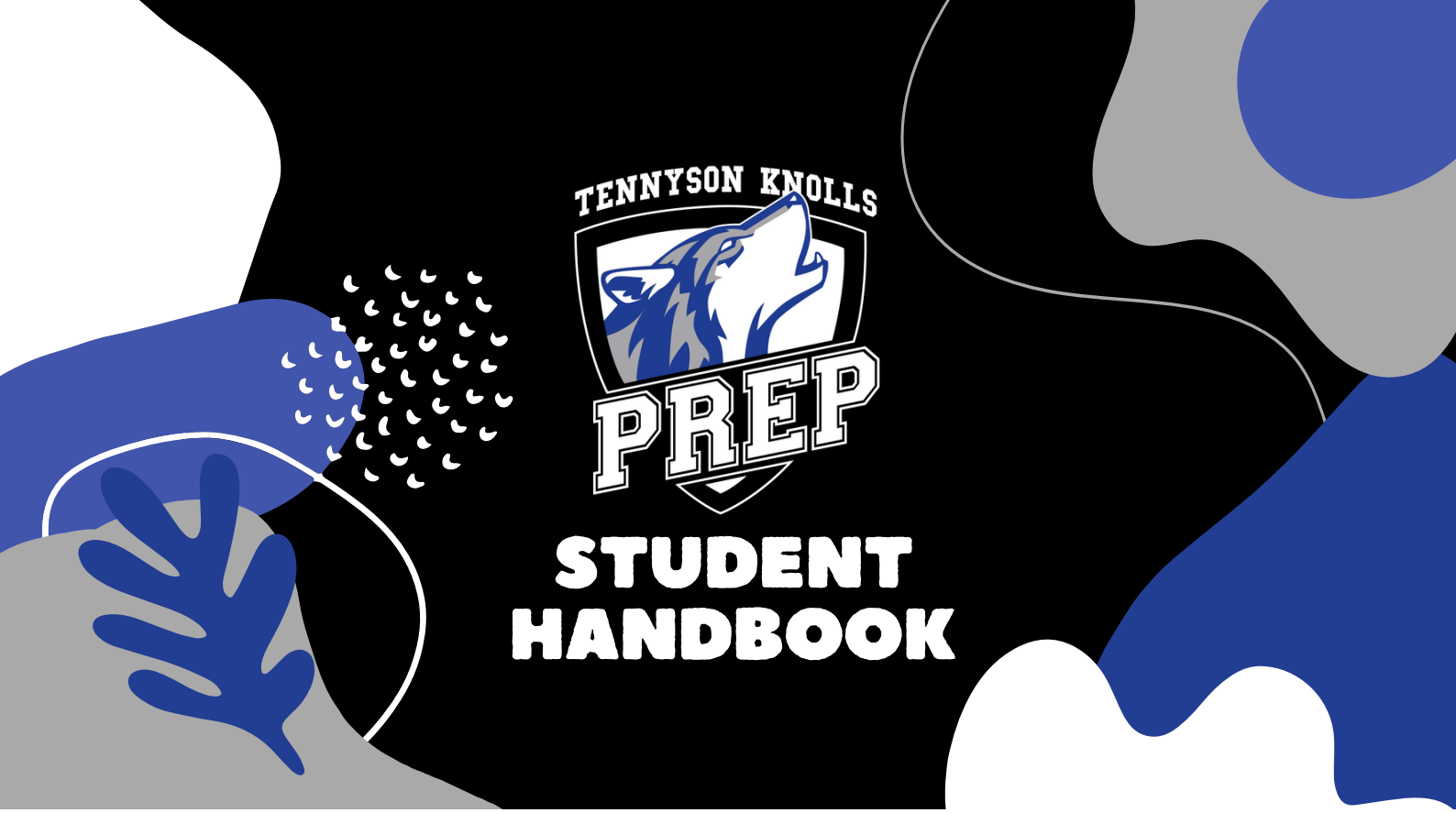


Building Information

Administrators

- **Principal:** Molly Mojden
- **Assistant Principal:** Kelly Altizer

Office Hours

- Monday - Friday: 7:45 - 3:45

Monday Early Release Day Times

- **First Bell:** 8:00
- **School Start:** 8:05
- **Dismissal:** 2:10

Tuesday-Friday School Day Times

- **First Bell:** 8:00
- **School Start:** 8:05
- **Dismissal:** 3:20

Pre-School Times

- **Monday Early Release:** 8:05-1:30
- **Tuesday-Friday:** 8:05-2:25
- **Dismissal:** 2:25

School Calendar

- A detailed academic calendar can be found on the school website.

Title One Information

- Tennyson Knolls Preparatory School is a Title One school. For more information regarding Title One services, please contact the main office.

Dress Code Expectations

Based on Board Policy:

- All undergarments must be fully covered by opaque outerwear.
- Tops must cover the chest, stomach, back, and sides.
- Bottoms must cover the buttocks and upper thighs.
- Clothing must not be sheer or mesh in areas that expose private body parts.

Not Allowed at School:

- Bralettes or garments resembling undergarments worn alone.
- Sagging pants exposing undergarments.
- Crop tops or shirts exposing midriffs.
- Compression wear without sufficient coverage.

Student Attendance & Health

Attendance Expectations:

- Regular and punctual attendance is crucial for academic success.

Excused Absences:

- Absences due to illness, medical appointments, or family emergencies will be excused with proper documentation.

- Please notify the school office by [Time] on the day of the absence.

Tardiness:

- Students arriving after the first bell are considered tardy.
- Frequent tardiness may result in disciplinary action.

Truancy Procedures:

- Colorado Law (CRS 22-33-104) requires that any child who has more than four unexcused absences in a month and/or ten unexcused absences in a school or calendar year be considered “habitually truant”. The law requires that a meeting be held to review and evaluate the reasons for the child being habitually truant. The student and the parents/guardians are invited to this meeting

Health Policies:

- Students who are ill should remain at home.
- Students exhibiting symptoms of contagious illness will be sent home.
- Please notify school personnel of any illness or medical condition for which your child is being treated or monitored.
- A parent, guardian or designated contact will be notified immediately to pick up a child from school who presents any COVID/Flu Symptoms.
    - the child must be picked up within an hour or a reasonable time agreed upon with the nurse or school personnel.
- In the event of a student medical emergency, school personnel may call 911, and the student may be transported to a medical facility via ambulance. The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remain the responsibility of the parent/guardian and will not be assumed by TKP, Westminster Public Schools or school district personnel.

Medications:

- All medications (prescription and over-the-counter) must be kept in the nurse's office and administered by school staff.
- A medication authorization form must be completed and signed by a parent/guardian and physician.

Building Policies and Procedures

Cell Phones:

- **Westminster Public Schools are phone-free from the first bell through the final dismissal bell.**

    - Students may not access, display, activate, power on, or use Personal Communication Devices at any time during the school day.
    - All Personal Communication Devices must be powered off and stored in the designated classroom storage system or other school identified location (i.e., backpacks, lockers, pouches) at the start of the day.
    - Devices may not be kept on the student's person (i.e., in pockets, or worn as accessories) during the school day.
    - Personal Communication Devices may not be used throughout the school day on school grounds, including classrooms, hallways, locker rooms, and restrooms, or during recess and lunch.
- **Accessories and Wearables**
    - Smartwatches, wireless earbuds, headphones connected to a personal device, smart glasses, and similar technology are prohibited during the school day unless explicitly authorized under an approved exception.
    - Smart devices capable of messaging, calling, or internet access must be powered off and stored in accordance with this policy.
- **Exceptions may be granted only under the following circumstances:**
    - Medical or Disability Needs: When documented in an IEP, 504 Plan, or health plan and approved by administration.
    - Emergency Situations: An emergency is defined as an immediate and verified threat to health or safety requiring urgent communication that cannot reasonably be addressed through existing school communication systems.
    - Instructional Use: Only when required for a specific instructional purpose that cannot reasonably be accomplished using district-issued technology, and when pre-approved in writing by the building principal for a defined purpose and duration.
    - Students approved for exceptions must comply with all other storage expectations when not actively using the device.
- **Student Discipline Procedure**
    - 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.
- **Policy Enforcement**
    - Staff are responsible for enforcing this policy consistently and uniformly. Failure to comply will result in progressive discipline.
- **Searches of Devices**
    - Under Board policy JIH (Student Interviews, Interrogations, Searches and Arrests), portable electronic devices are considered personal effects and are subject to search by school officials consistent with reasonable suspicion standards.
    - Parents/guardians will be notified of searches as required by policy.
- **Parent Communication**
    - Parents/guardians may contact students during the school day through the school office. Schools will relay urgent messages promptly.

- **Annual Notification**
  - The District will communicate this policy to students and families annually. Schools may require acknowledgment of receipt.

Celebrations:

- Student celebrations must be approved by the teacher. The teacher and family will communicate and determine an appropriate time regarding the celebration.

Drop-off/Pick-up:

- **Drop-off:** There will be supervision for students starting at 7:45 AM. Please do not drop your students off prior to this time. Students will need to be at their designated door provided by the teacher between 8:00 and 8:05. If the student comes after 8:05 they will need to go to through the main doors to pick up a tardy pass.
- **Pick-up:** On Mondays the school day ends at 2:10, students not picked up from their assigned door by 2:15 will be brought to the office. Regular school days ends at 3:20, students who are not picked up at their assigned door by 3:25 will be brought to the office.
- Please remember the importance of driving slowly and carefully around the school. Please be kind, respectful, follow the laws of the road, and practice safe driving habits.

School Supplies:

- A list of required school supplies will be provided at the beginning of the school year.

Fees:

- Westminster Public Schools may charge fees for specific classes, use of instructional materials, rental of equipment and participation in activities.
- Student fees can be paid on Infinite Campus
- For additional information on student fees, please call the main office.

Visitors & Volunteers:

- All visitors must sign in at the main office and wear a visitor's badge.
- Volunteers must complete a background check and adhere to school policies.

PTO/BAAC (Parent Teacher Organization):

- Information on meetings, events, and how to get involved will be posted on the website.

Additional Information

Staff Communication:

- The preferred method of communication with teachers is via email or class dojo. Teacher email addresses can be found on the school website.
- Please allow 24-48 hours for a response.
- Appointments must be made in advance with a teacher or staff member in order to have an in person meeting
- Administrators may not be immediately available to meet with or speak to a parent and/or guardian when requested. Please know we will work quickly to schedule a meeting or phone call to discuss any questions/concerns at the earliest opportunity to do so.
- Monthly newsletters will be provided by the teachers through class dojo and weekly newsletters will be sent out by the school through class dojo, text, and email.

Meals:

- With our Title 1 funding, students receive breakfast and lunch free of charge.
- Students in grades K-5 will receive an afternoon snack consisting of fresh fruits or vegetables.
- Students may bring lunch from home.
- Under no circumstances are children allowed to share food.
- No candy, soda, or chips in bags larger than a single serving are allowed at school at any time.

Lost Child Procedures:

- In the event of a lost child on campus, please report immediately to the main office.

Patriotism:

- Patriotism: It is important for us to remember how fortunate we are to enjoy the privilege of our country. The United States flag will be displayed in each classroom and the Pledge of Allegiance will be said each morning. Please stop and give attention when the flag is raised and lowered.

Registration:

- Student information should be completed in detail and updated when information changes.
    - These changes should be made online through the Infinite Campus Parent Portal.
- Providing correct work telephone numbers, after school daycare provider names and numbers, and emergency contacts will help the staff at TKP maintain good communication with families, especially in times of an emergency.

Weather Policy:

- On occasion, TKP staff may have to restrict outdoor play due to adverse weather conditions. Those decisions are made on a case by case basis, following these guidelines:
  - Heat: If the temperature outdoors exceeds 90 degrees, children's activities will be limited and extra water will be made available. If the temperature exceeds 95 degrees, children will remain inside. It is at the discretion of the staff of TKP to determine whether children should be prohibited from outdoor play due to extreme heat.
  - Cold: If the temperature outdoors drops below 20 degrees, children will not be allowed on the playground. If there is snow or ice covering the majority of the playground, children will remain indoors. It is at the discretion of the staff of TKP to determine whether children should be prohibited from outdoor play due to extreme cold.

Withdrawal:

- Parents wishing to withdraw their child must notify the school office at least as soon as possible and complete the necessary paperwork.

Student Conduct Expectations

PACK Values:

- **P**ositive: We strive to maintain a positive attitude and environment.
- **A**ccountable: We take responsibility for our actions and learning.
- **C**ollaborative: We work together to achieve common goals.
- **K**ind: We treat others with respect and empathy.

Behavior Management:

- Timberwolves Four Steps for Consistent Behavior Management:
  - Positively reinforce other students before redirecting student
    - Positive language, PBIS points, reminder of incentives to earn
  - Redirect student with a hallway or side conversation
    - Set a goal that the student can accomplish, and reward with PBIS points
  - Phone call home, ask for support, inform the guardian about the behavior
  - Contact Administration
- Significant and/or repeated discipline issues listed below require at the very least an office referral and a call home to the parent.
  - Repeated defiance/disrespect to a staff member
  - Destruction of property (May involve a repair cost for replacement of property)
  - Repeated disruptive behavior
  - Physical assault/Threat of physical assault
  - Drugs/Tobacco of any kind (zero-tolerance)
  - Alcohol (zero-tolerance)
  - Weapons of any kind including replicas/toys (zero-tolerance)

    - Bullying (zero-tolerance)
    - Repeat or zero-tolerance offenses will be addressed on an individual basis and will result in an in-school detention or out-of-school suspension. An in-school detention will require a student to spend the day with an administrator or campus monitor accomplishing classwork while an out-of-school suspension will require the student to remain home for an assigned amount of time. A re-entry meeting between the student, administrator, parent/guardian, and teacher must occur to return to school successfully.

Bullying Policy:

- Tennyson Knolls Preparatory School has a zero-tolerance policy for bullying (student, staff, parent/guardian) will not be tolerated.
- CDC defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance, and is repeated multiple times or is highly likely to be repeated.
    - Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.
- Common types of bullying include:
    - Physical such as hitting, kicking, and tripping
    - Verbal including name-calling and teasing
    - Relational/social such as spreading rumors and leaving out of the group
    - Damage to property of the victim
    - Students are taught about the different forms of “bullying” through our Social Emotional lessons taught by our mental health team and classroom teachers.
    - Any student who engages in any form of “bullying” will be dealt consequences in accordance to the behavior.
- Bullying is not to be confused with a one time incident; it is an ongoing belittling or threatening behavior towards another person of less power.

Social Media/Cyber-Bullying:

- Students are prohibited from using school networks for social media or engaging in cyber-bullying.
- Cyber-bullying can be considered a crime. Law enforcement will be involved, as appropriate, to help determine the appropriate consequence. Students and parents should know that nothing in social media remains private. The school will take action when alerted that cyberbullying and/or harassment has occurred. We encourage TKP students to avoid social media. We also welcome students and parents to report concerns of cyberbullying to the school or directly to law enforcement.

Technology Information & Expectations

Digital Citizenship:

- Students are expected to be responsible and respectful digital citizens.
- Students need to follow school guidelines while on technology, if these are broken it may result in a loss of technology privileges.

Student Devices:

- All students at TKP will have access to and receive instruction in the use of computer technology.
  - WPS technology charge of $40 will be for all students in levels K-12.
- All students have the opportunity check out a Chromebook for the school year.
- If a family chooses to take this opportunity, a signed Chromebook Contract must be received by the classroom teacher prior to the device being assigned to the student. The agreement is submitted during online registration.
- Families will have access to purchase Chromebook Protection Plan. This is OPTIONAL but highly recommended. Click here (page 5) to read more information about the OPTIONAL plan.
- A device will not be checked out to the student until a completed Chromebook Contract has been received by the school.

Emergency Procedures

Fire Drills:

- **1 time a month**
- The alarm will go off and teachers will move the students in their classroom to the nearest posted exit and at least 50 feet away from the building.
- Teachers will take attendance, and raise a green sign to indicate that all of their children are accounted for. In the event that a child is missing, a red sign will be raised.
- The students may return to regular activity once the fire drill has been completed.
- Records of all fire drills are kept in the school office.

Tornado Drills:

- **2 time a year**
- Tornado drills are practiced once per semester.
- This drill begins with an announcement into the classroom from the office.
- At this time, the students will move to the main inner corridor, and kneel against the wall in a crouched position. Students will not be permitted to go back to their classrooms until a completion announcement has been made signaling all clear.

Lockdown Drills:

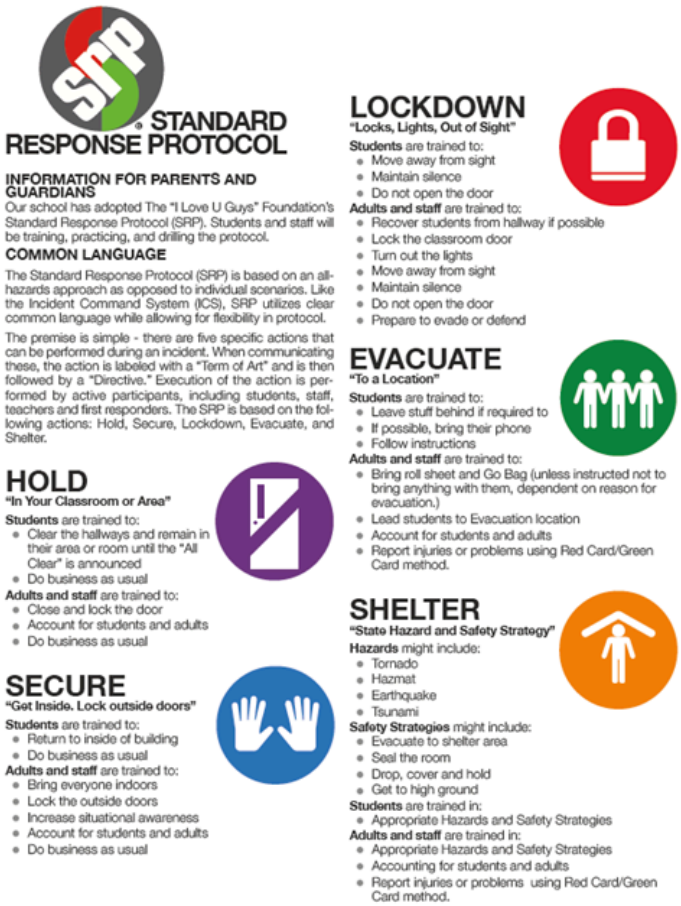
- **2 times a year**

- Lockdown drills are conducted once a semester in conjunction with the Adams County Sheriff's Dept.
- A sign will be posted at the main entrance that a lockdown drill is being conducted and no entry will be allowed until completed.
- Teachers will close their blinds and lock their doors until such time that either administration or a sheriff unlocks their door. No one will be allowed in any common areas until they have been released.
- Students are gathered in a tight group and sit in a non-visible area from the door in the classroom and remain with the teacher until their room has been released.
- In the case of an actual emergency lockdown situation, authorities and District Operations will be contacted as quickly as the situation allows. TKP is equipped with a panic button to be used in extreme emergencies. Emergency phone calls will go out to all parents with information and instructions of how to pick up your child.

Classroom Clear/Removal Procedures:

- [Procedures for specific emergencies requiring evacuation or shelter-in-place]

Standard Response Protocol:



Student/Family Acknowledgement

By signing below, you acknowledge that you have read, understood, and agree to abide by the policies and procedures outlined in the Tennyson Knolls Preparatory School Student & Family Handbook 2026-2027.

Student Signature

Parent/Guardian Signature

Date