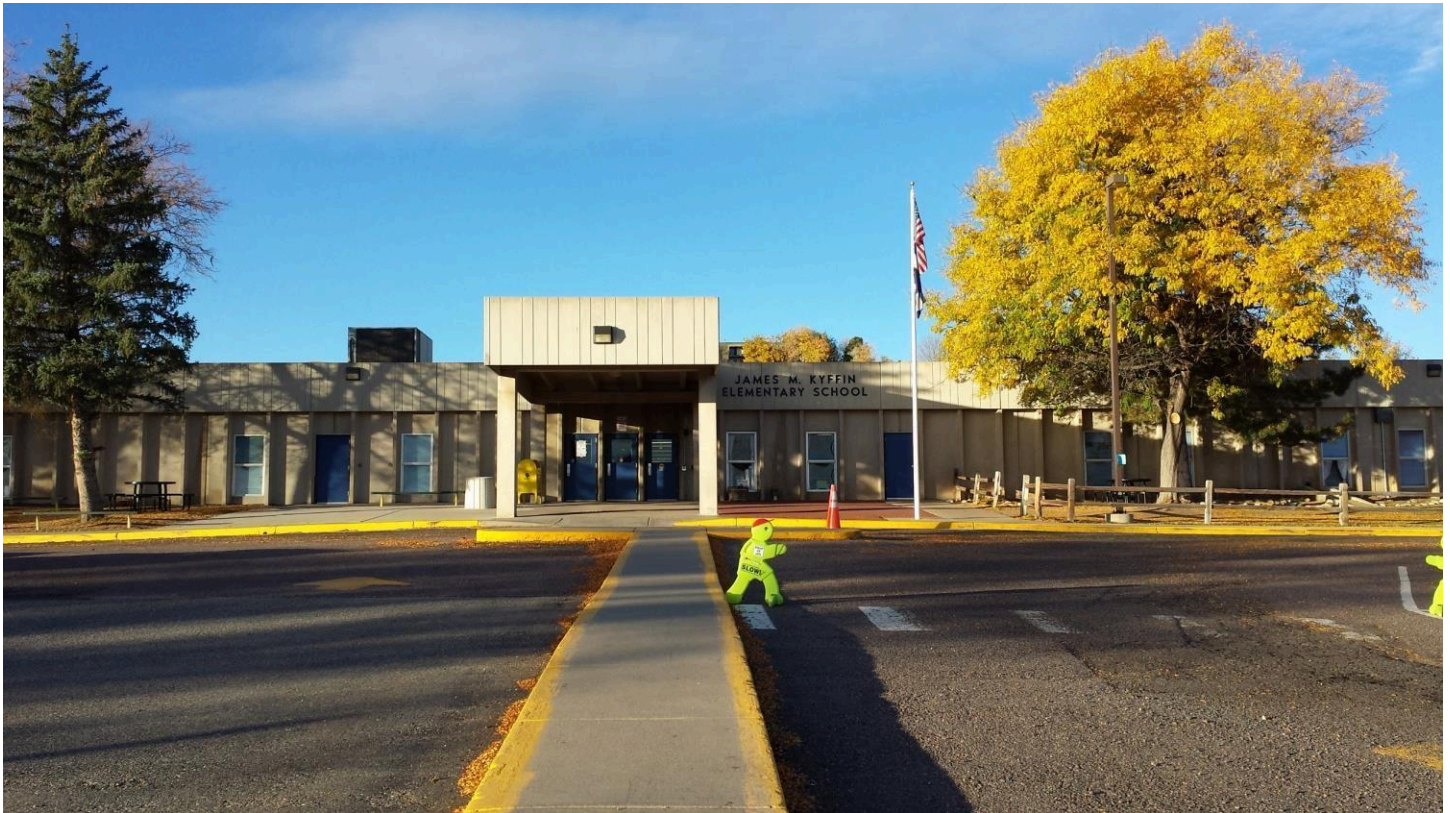


Welcome to Kyffin!

We are grateful to join your child on this journey.



Kyffin Main Office: (303) 982-5760

Attendance: (303) 982-5759

Office Hours: M-F 8:00-4:00

Pamela Virden, Principal: pamela.virden@jeffco.k12.co.us

Jason Parson, Assistant Principal: jason.parson@jeffco.k12.co.us

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Student and Family Handbook (Code of Conduct) Parent Notification

The Jefferson County Public Schools Student and Family Handbook (aka Code of Conduct) has been updated for 2024-2025. This handbook provides you with information relating **to your legal rights and responsibilities** as students and parents in Jeffco Public Schools. This year the Handbook is being distributed electronically ONLY and can be accessed at: <https://www.jeffcopublicschools.org/about/student-family-handbook> or on [Kyffin's Website](#).

It is your and/or your student's responsibility to become familiar with the contents of the Student and Family Handbook. If you do not have access to the Internet at home, you can access the Handbook at school by contacting the main office. The school will also give instruction and training with your student concerning the key components within the Handbook to help them understand their rights and responsibilities. If you have any questions, please contact Pam Virden at 303-982-4119.

A Message From Our Principal

Dear Kyffin families-

I am so happy to have you as a part of our Kyffin community! Additionally, I am both humbled and honored to be your principal, and I look forward to the continued partnerships that make Kyffin Elementary a great place to learn and grow for students and adults alike. In order to provide a unified direction, Kyffin has recently updated our Mission to the following: *Kyffin Elementary is a collaborative community that uses innovative teaching and learning opportunities to maximize student growth and individual success.* Our Mission defines who we are as a learning community and provides focus for our work. A point of pride at Kyffin has always been our students' high academic achievement and performance. It is our hope to continue this tradition as well as supporting the individual growth and success for all students. We believe that all students can learn at high levels, and we recognize that we must continually be innovative in how we balance supporting and challenging students. Our highly skilled and trained staff and the partnership we have with our parents contributes immensely to our students' success and is what sets Kyffin apart from other schools.

There are many different ways parents can become involved at Kyffin. Please check in with your teacher about how you might volunteer in classrooms or support students in other ways. Also, please consider joining our PTA whose mission focuses on supporting all students. If you are a big picture thinker, consider attending our School Accountability Committee meetings where we focus on continual improvement.

My hope is that this handbook will give you a better idea as to what Kyffin is all about and in what ways you might become involved. Please know that you are always welcome to email or call your child's teachers or any one of our administrative staff with any questions you might have. I look forward to partnering with you to ensure the best educational experience possible for your child and your family!

Sincerely,

Pamela Virden

Principal

Kyffin Elementary School

Everything You Need to Know about Kyffin!

Our Mission:

Kyffin Elementary is a collaborative community that uses innovative teaching and learning opportunities to maximize student growth and individual success.

What Makes Kyffin Unique?

- **Parental Involvement** - Kyffin has a very involved parent community that includes a strong PTA and an School Accountability Committee where parents collaborate with educators and administration. Many other opportunities for parent involvement are also available and outlined in this handbook.
- **ELF** - Kyffin is proud to offer our students the Environmental Learning for the Future program developed by the Vermont Institute of Natural Science. ELF is an award-winning science program that is taught by parent volunteers in five sessions throughout each school year, and is part of Kyffin's science curriculum. We also incorporate our Kyffin garden into our ELF curriculum.
- Kyffin has a **Gifted and Talented (GT) Center** program that coexists with its comprehensive neighborhood school mission. The school prides itself on meeting the needs of every student through problem-solving, data-driven instructional practice, and collaborative learning opportunities.

School Calendar

District Calendar

You can find the Jeffco District calendar at <http://www.jeffcopublicschools.org/calendar>.

Kyffin Calendar

The Kyffin calendar can be found at <https://kyffin.jeffcopublicschools.org/about/calendar>

Check the calendar **often** for all Kyffin specific events dates.

Flex Days

All schools in Jeffco have four (4) flex days, which allow schools the flexibility to take care of the needs of their students on non-traditional school days. Each school has the flexibility to schedule these days at any time throughout the year, and many schools use these days to assess students. The first flex days typically occur very early in the year, and the other flex days typically occur some time in the late winter or spring. While flex days for the younger students are typically used to do assessments, they can be used in a variety of different ways for students in the upper grades. In most cases, students ***will only attend school for as little as 30 minutes or as long as 3 hours on flex days, and may not attend school at all on some flex days.*** If students are enrolled in the School Age Enrichment program (SAE - ie: childcare) that is housed at Kyffin, that program is open all day during flex days and students can sign-up to be in SAE when they are not meeting with a teacher. Otherwise, you will need to make arrangements for childcare as well as for transportation, as buses do not run on flex days.

Teacher/Staff Development Days

There are several days in the Jeffco calendar that are set aside for teacher professional development. Those days are set by the school district and can be found on the [Jeffco District calendar](#). There is no school on these days and you will need to make arrangements for child care. If your student is enrolled in SAE, please check with SAE to see if they will be open on any of these days.

Holiday Breaks

Check the [Jeffco District calendar](#) for a listing of all holiday breaks, such as Spring Break, Fall Break, and Winter Break.

Kyffin Communication Tools

We have many ways that we strive to keep you informed about school events. Please browse the following websites and be on the lookout for these communications.

Kyffin Website

Our website includes a lot of helpful information, such as a school calendar and important school documents, library information, classroom website links, information about after-school activities, and further information on some of the academic resources used at Kyffin, etc. Be sure to visit your child's grade-level page monthly so you will know what is happening in their classroom: <http://kyffin.jeffcopublicschools.org/>

PTA Website

The Kyffin PTA uses a cloud-based PTA management software called Membership Toolkit <https://kyffinpta.membershiptoolkit.com/home>. This software helps manage and organize the membership database, volunteers, online directory and virtual web store. If you have not already registered with Kyffin's PTA, you can do so with this link. You do not have to join the PTA as a member to use all aspects of this software, but providing us with your email will help us to stay connected with you and communicate any important information and volunteer opportunities that are available throughout the year: <https://sites.google.com/a/jeffcoschools.us/kyffin-pta/>

Kyffin Cougar Newsletter

The monthly newsletter published electronically by our school and sent to the emails that are listed for your student in Jeffco Connect is the key communication tool between the school and our families. This newsletter is also uploaded to the Kyffin website each month, for your convenience. It is essential that you read the newsletter to keep updated on important dates, events, testing, etc. that is happening at Kyffin.

School Messenger

We use School Messenger to send both weekly important/upcoming dates and sometimes when the school administration or the district has important information to get out to families. Our messenger system is typically sent only through email, however, at times we will use an automatic call system as well. We use the number you listed in Jeffco Connect, with a pre-recorded message. You will also get an email if you are signed-up to receive messages by e-mail.

SignUpGenius

Kyffin frequently uses an online sign-up system for various school events. It is used to register for parent-teacher conferences and also used to sign up to bring food to classroom parties. You will need to create an account, and then you can use this site: <http://www.signupgenius.com/>

Friday Folders

Friday Folders are used as a communication tool between the teacher, student and parents. The folders often contain homework, information about upcoming events, field trip permission slips, and graded work. You will need to review the contents and return the folders each Monday. The folders are provided by Kyffin.

Emails and Phone Calls

If you have a question or concern about your child, you are welcome to call or email your child's teacher or administration at any time. Teachers are expected to respond to inquiries within 48 hours (Mon. – Fri.).

Fall and Spring Conferences

Parent-teacher conferences will be held once in the fall and once in the spring, scheduled by your child's teacher. We strongly encourage you to attend, as this is an important opportunity to get to know your child's teacher and understand how your student is doing at school. We do not have childcare available during conferences. Conferences are all scheduled online and directly through your child's teacher. If you have questions, please contact your child's teacher.

Getting To and From School

Kyffin School Day

The k-5 school day begins at 8:45am and ends at 3:35pm. You will be asked to tell your child's teacher how your child will get to/from school. If there are changes to your pick-up plans, we require that you send a note or email to the teacher and front office.

The preschool day begins at 8:45am and ends at 3:15pm.

Morning Procedures

Students must wait outside until classroom doors open at 8:35, weather permitting. Students waiting will be supervised by school staff and administrators beginning at 8:25. Please do not drop children off earlier than this time. No one is allowed on the playgrounds between 8:00-8:25 am without parent supervision. After school, children must also be supervised by their parent/guardian. Any other time outside of the school day, we encourage you to visit the playground at Kyffin. On days where the temperature is below 20 degrees, students will be allowed to wait inside the lobby until they are allowed to walk to their classrooms.

Excused, Unexcused Absences & Tardies

Children are considered tardy after 8:45AM and must check in to the office and give the teacher a tardy slip. Excused and Unexcused absences will be determined by District policy. Any student who has 10 absences will be sent an attendance letter.

Students should be seated at their desks by 8:45 when the bell rings, or as otherwise directed by their teacher.

- **Bused Students:** When you register, eligible students will receive information about bus transportation and fees. Buses will drop students off on the Southeast side of the main entrance. Teachers and staff will be there to accompany children into school.
- **Biking Students:** Bike racks are located by the lower playground.
- **Car Drop-Off:** Our parking lot can be very busy at drop-off and pick-up! Traffic moves through our lot in a counterclockwise pattern. There is a drop-off car line that circles the outside of the parking lot. When your car reaches the front curb, volunteers will help your child safely exit your vehicle and enter the school. We call this our "Hug and Go" zone.
- You are also welcome to find a parking spot and walk your child to the front of the building. However, please be very careful and be sure to use the marked pedestrian crosswalk. If parking in the neighborhood, please be respectful of our neighbors and the access to their homes.

Afternoon Procedures -The dismissal bell rings at 3:35pm.

- **Bused Students:** Students who ride buses will be accompanied by staff to the bus pick-up area where staff will ensure they get on the right bus. If your child wants to ride home with a friend, a note to their teacher and bus driver is **mandatory**.
- **Walking/Biking Students:** Students who walk or who are picked up by parents will exit directly from their classroom doors. Bike racks are located by the lower playground. Teachers will only release them to a parent or an adult who has been given permission by a parent or guardian to pick-up your child. Please inform the teacher and front office of any exceptions.
- **Car Pick-Up:** We ask that you wait in the Hug and Go line to pick your child up when your vehicle is at the **front curb**. Teachers and volunteers will be outside to ensure that students are safe. You may also park your car and walk to the front of the building to pick up your child, but please use the designated crosswalk.
- **Adult supervision ends at 3:50pm.** Students not picked up by 3:50 will be brought into the office. Once a designated person arrives to pick up the student, we will require them to come into the office and sign out their student. We will only release students to those people you have designated in Jeffco Connect. Please call ahead of time when running late or with any unforeseen emergencies. Thank you for your understanding and helping us keep your children safe.

Before and After School Options

SAE (School Aged Enrichment)

A tuition-based before and after-school care program (SAE) is available. This service is also offered in the summers and on holidays. While this program is offered at Kyffin, it is operated through Jeffco Public Schools and has its own director. Families contract and pay for this care directly through SAE. Financial assistance is available. Before-school care begins at 6:30 a.m., and after-school care ends at 6:00 p.m. Please be aware there is a waiting list for this service. Contact the SAE Director at 303-982-5726 with questions or to enroll.

After-School Enrichment Opportunities

Kyffin offers a variety of after-school enrichment programs held at the school. Check the Kyffin website often for information on the various classes being offered. Past programs have included Art, Destination Imagination, Running Club, Oral Interpretation, Robotics, Choir, Dance and many more. Classes are taught by community organizations, teachers or parent volunteers, typically from 3:45-4:45. Schedules and program costs vary. Tuition assistance may be available for families in need. Please check the After School Activities webpage on the [Kyffin website](#) for more information.

School Safety Information

Parking Lot

Please be aware that our parking lot can be very hectic during drop-off and pick-up. Please observe all posted traffic signs, pedestrian crosswalks, volunteers who are directing traffic, and drive slowly and carefully. **Please**

stay off your cell phone while driving in our parking lot. Cars are not permitted to idle on our property, so please turn off your engine if you are waiting for your child. Only cars with handicapped placards are permitted to park in our handicap parking spots.

Smoking/Tobacco

Kyffin is a tobacco-free campus, including e-cigarettes, chewing tobacco, regular cigarettes or any other form of tobacco product. We ask that you refrain from smoking in your car when you are in the Kyffin parking lot. Also, no smoking is allowed anywhere on school property. We appreciate your help in keeping our students safe.

Front Doors and Visitors

Our front doors are locked during the school day. Visitors are asked to push the buzzer and wait for front office personnel to unlock the door remotely. All visitors are required to check-in and check-out at the front desk and display a visible “Visitor Pass” while in the building. With the implementation of the RAPTOR system, visitors will need to present a government issued Photo ID to check in.

Standard Response Protocol (SRP)

Keeping your children safe is a top priority at Kyffin. We follow the SRP, which is a safety protocol that helps schools respond to a variety of emergency situations. Please be aware that we will conduct a variety of safety drills throughout the school year (fire drills, lockdown drills, lockout drills, etc.). You and your student will not be notified ahead of time. You will receive more information about the Standard Response Protocol in Friday Folders.

SAFE2TELL

SAFE2TELL® is designed to help members of our school community anonymously report any threatening behavior that endangers them, their friends, family, or the community. Call or text 877-542-7233 to get help. More information can be found at: <http://safe2tell.org/>.

Preparing For the First Day

What Will My Child Need?

- **Backpack:** This should be large enough to fit a laptop, library book, lunchbox, several 8.5 x 11” folders, a water bottle and extra clothing (hats/gloves) for colder days.
- **Lunch box:** If your child will be eating lunch packed from home, we recommend that you purchase a lunch box.
- **Water Bottle:** Students are encouraged to bring their own water bottle each day. This can be kept at their desk and should be cleaned at home. Students are also allowed to use the bottle filling stations as needed.
- **School Supplies:** All school supplies (other than backpacks and water bottles) are purchased through the school. A school supply fee will be added to each student’s fee schedule to cover the cost of school supply purchase. We do not publish a school supply list.
- **Friday Folder** All students will have a Kyffin folder that we call the Friday Folder. On Fridays, you will see it come home with homework, graded assignments, and school communications. You are asked to return it on Mondays.

- **Athletic Shoes:** All students will need a good pair of athletic shoes that are appropriate for Physical Education (P.E.) and playing on the playground. Students are encouraged to wear closed-toe shoes to school every day.
- **Clothing for Bad Weather:** Your child should bring plenty of warm clothes on cold days (snow pants, jackets, hats, gloves, boots). We make every effort to have the kids play outside and only stay indoors in cases of severe inclement weather or extremely cold temperatures. Teachers ask that students bring their snow pants, jackets, etc. in a separate cloth bag to leave in the hallway during class.

Please label all personal items with your child's name.

A Day In The Life Of A Kyffin Cougar

Kyffin Student Schedule

Please visit Kyffin's website where you will find Home Pages for each grade level to see your child's daily schedule, including lunch and recess times. <http://kyffin.jeffcopublicschools.org/>

Snacks

Our busy learners get hungry during the day! Snack time is scheduled every day. Please pack healthy choices to support learning. **If your child has food allergies, or other restrictions, please let his/her teacher know.**

Lunch

Lunch is approximately 20 minutes, and is followed by recess. Parents are welcome to join their child for lunch anytime, after checking-in with the office. Your child can purchase a hot lunch at school or pack a lunch from home. The monthly lunch menu is available on our website. A la carte sales are available M-F for all grades. More information can be found on Jeffco's website: http://www.jeffcopublicschools.org/food_services/. The items on the A la carte cart are FDA approved and conform to FDA smart snacks. For more information, please contact the Food Services or Kyffin's cafeteria manager.

Student Benefits

All students receive free lunch and breakfast in Colorado. Other benefits are available to families who qualify for reduced fees and special programs. Apply through your Family Infinite Campus account.

SchoolCafe (how to pay for cafeteria snacks)

School lunch is free for all students in Colorado. Students can pay for a la carte snacks with cash or you can choose to pre-pay using an online system called SchoolCaf. Visit <https://www.schoolcafe.com/jeffcosd> to set up and manage your account. You can also use this site to see specific choices your child has made.

Food Allergies

Teachers and staff need to be informed and aware of any allergies for your child's safety. There are special tables for students with allergies, and paraprofessionals working in the cafeteria can assist children with allergies. Our school staff is trained to administer medications if needed. These medications **must** be kept in a locked area in the clinic if arrangements have been made with Kyffin. Parents must ensure ALL medications are correctly and clearly labeled, including the expiration date.

Recess

The frequency of recesses varies by grade level. Every grade levels has a 20-minute recess directly before or following lunch. All grades also have an additional scheduled recess during the school day. All grade levels may have other occasional recesses that may be added at the teacher's discretion. **Students need to be dressed for outdoor play every day.** Recess is outside unless the temperature drops below 20 degrees. **Please do not bring any toys or sports equipment from home.** The school provides play equipment.

Art, Music, and Physical Education (AMP)

We are very fortunate at Kyffin to have an incredible team of teachers who provide exceptional Art, Music and P.E. opportunities for our students, grades K-5th. To know which AMP class your child will be going to each week, please check the Kyffin calendar. It will either be an "A, B, or C" day, which determines your child's AMP rotation for the week, depending on what color group (red, blue, or green) your child is assigned. Kindergarten students attend AMP as a classroom and do not combine into color groups. **Students should wear athletic shoes for all of these classes for safety reasons.**

Library

Our librarian provides a rich library experience for our students. All students visit the library at least once per week and will be allowed to check out one book at a time (two for older grades). Books can be checked out for up to two weeks. There are no late fees, but we do charge families for any lost books.

Movie Watching

Occasionally, students will watch films or film clips at school as a part of the curriculum being taught. This can also happen when we have inclement weather and we keep the students indoors during recess. Please know that every effort is made to show only "G" rated films; however, there may be a time that a "PG" rated film (for example, The Incredibles, How to Train Your Dragon, etc.) will be shown. Please check with your child(ren)'s teacher for any question you might have around movies in the classroom.

Technology

Between Kyffin's technology budget and amazing support from PTA, Kyffin is rich in technology. We are currently a one-to-one school where every student has a personal device. We also have Mimeo boards and document cameras in every classroom.

Academics

Content Areas Covered:

- Reading
- Writing
- Math
- Social Studies
- Science

Please check the grade level and teacher websites regularly, as teachers update the specifics of what they are covering in each content area. They also make recommendations on how to connect what they are learning at school with home. If you have questions, please contact your child's teacher.

ELF (Environmental Learning for the Future)

ELF is an award-winning science education program taught by parent volunteers in the K-4 classrooms and funded by Kyffin PTA. This environmental program is developed by the Vermont Institute of Natural Science and Kyffin Elementary was the first school west of the Mississippi to offer the program.

- ELF encompasses five ecological concepts and each year is dedicated to one of those concepts, cycling every five years. ■ Habitats ■ Cycles ■ Adaptations ■ Designs of Nature ■ Earth and Sky
- ELF encourages students to interpret what they learn by asking “Why?” and “How?” and to answer questions by making observations in nature.

ELF Volunteers

Kyffin's ELF program occurs five times a year in the classroom. If you would like to volunteer in a classroom ELF program, you can volunteer for one, a couple, or all of the sessions - whatever fits your schedule. It is never too late to get involved. More volunteers make for an even better experience for our students and kids love to see their parents and grandparents helping to teach in the classroom. Average volunteer time commitment is 3 hours per session.

Gifted and Talented (GT) Testing

Jeffco's GT program is for students who demonstrate high performance and exceptional learning behaviors that require special provisions to meet their educational needs. In order to be classified as GT, students must take a test called the CogAT (Cognitive Aptitude Test). Jeffco offers optional CogAT testing for students starting in kindergarten twice per year: once in the fall, and once in the spring. Testing is typically on a Saturday and has a fee attached. Students who test high on the CogAT will have an Advanced Learning Plan (ALP) initiated. This plan outlines the special accommodations that will be made to assist in their learning. Kyffin works very hard to ensure that students with an ALP are receiving the support they need. Parents also have the opportunity to apply to GT Center Program (which begins in first grade) if they feel their child would do better in a specific GT program. More information can be found at: http://www.jeffcopublicschools.org/programs/gifted_talented/. Please note that ALL second grade students in Jeffco take the CogAT test, for no fee. In addition, we administer a screener to all students in kindergarten at Kyffin.

Gifted and Talented (GT) Center Program

Kyffin is home to one of the original GT programs in Jeffco. The program coexists with Kyffin's comprehensive neighborhood school model. There is a designated GT classroom in grades 1-5, with many other students identified as GT in all classrooms at Kyffin. The criteria for qualifying for the Center program has generally been that students must score in the 98th percentile in two or more categories on CoGAT and two other District approved tests. Center schools have added support for GT students, including a part-time counselor and a part-time GT resource teacher. For more information, please go to the [Jeffco Gifted and Talented website](#), or contact their office at 303-982-6650.

Special Education

We have two learning specialists, a full time school psychologist, a full time speech language pathologist and part-time PT/OT services provided. Please contact them if you have questions, contact information can be found on [Kyffin's website](#).

Should you have concerns about your child's learning, please start with your classroom teacher; he/she will be your best advocate and support team as you help your child be successful at Kyffin. These websites are a great resource for understanding what a 504 and IEP are:

504: <http://www.greatschools.org/special-education/legal-rights/868-section-504.gs>

IEP: <http://idea.ed.gov/explore/home>

ELL (English Language Learners)

Several of our teachers have their ELL endorsements and Kyffin also has a resource tutor ready to provide students with any assistance they need to be successful. The ELL resource teacher is a part of our ESL students' academic programming and works directly with students every week. We are grateful for our diversity and are committed to helping your family feel welcomed, supported, and encouraged as your student works hard to learn a new language alongside the rest of their academics. We can also connect any interested parents/guardians to English classes (often free).

Outline of Common Core

Common Core is a nationally adopted philosophy driving public education. Its goals are the same that Kyffin has always had – to prepare our students for success in their chosen paths. Jeffco has developed a curriculum in every content area that is aligned with the Colorado Academic Standards, which include the national common core standards. Kyffin uses Into Reading as our literacy resource and Illustrative Math to plan and guide student learning. To learn more about what you can expect for your student, please visit this site:

<http://www.corestandards.org/>

Homework

The purposes of assigning homework: Additional practice of skills previously learned; Extension of learning (i.e. projects, presentations); Building good study habits; Bringing home and school closer together by giving parents another opportunity to see what is going on in class.

Amount of time for homework (Including reading): K-2 should spend no more than 30 minutes per day. 3-6 should spend no more than 60 minutes per day. Parents should work with the teacher to find a mutually agreeable solution for challenges or concerns.

Homework due dates: Some homework is connected to daily lessons and is due the following school day, while some assignments may be completed over the course of the week. Parents are encouraged to communicate with classroom teachers if there is a need for more time to complete any assigned homework.

Reading logs: Research supports that regular reading correlates to higher academic achievement in all subjects. Reading logs help students build reading routines at home. Kyffin Reading Logs will have:

- Date
- Minutes read
- Parent signature

*Policy revised in 2019 through a collaborative process with the School Accountability Committee based on school surveys and staff feedback.

How Can You Help Your Child Succeed?

- Praise your child's efforts.
- Read with or to your child on a regular basis. Let your child see you reading for pleasure as well.

- If questions arise about the assignments and your child asks for help, ask him or her questions or work through an example rather than providing the answer.
- Plan a homework schedule with your child and establish a space for completing homework.
- Ask your child's teachers about specific assignments.
- Share any concerns you may have regarding homework with your child's teacher.

Assessments

Throughout the school year a number of different assessments are used to measure a student's progress toward the Colorado Academic Standards, help teachers identify each student's instructional needs, and inform parents about what and how their child is learning. The assessments also help to gauge how well schools in Jeffco are supporting the achievement of all students in the district. State assessments called CMAS are given to students in grade 3-8 and 11th grade. These assessments are given in April each year, and they assess reading, writing, and math. Science and social studies are also assessed in certain grades. Check out this link for more information about [state assessments](#).

Your child's teacher gathers information about your child's progress on a daily basis with both formal and informal assessments throughout the school year. The formal assessments that the instructional team will use to make instructional decisions for your student are:

Diebels (K-3)

MAP for Literacy and Math (K-5)

Illustrative Math end-of-unit tests (K-5)

Into Reading Module tests (k-5)

Please ask your child's teacher if you have any questions about assessments.

Behavior Expectations and Consequences

All students and staff at Kyffin Elementary will be **Positive, Responsible, Respectful, and Safe**... also affectionately known in our school as our "PRRS" (purrs). We understand that sometimes our students make mistakes, and we hope to help all our students learn from their mistakes, make positive choices, and understand that behaviors have consequences. All consequences are dependent upon the nature of the misbehavior and are subject to the judgment of the staff member and will be based on individual circumstances of the situation. Please refer to the Jefferson County Public Schools Conduct Code booklet for a detailed list of behavior expectations and consequences: http://www.jeffcopublicschools.org/schools/code_of_conduct.

Cell Phones and Smart Watches: We do not allow cell phones in the classrooms at Kyffin. If your child has a cell phone or a smart watch so you can connect with them before and after school, they will be asked to keep the device in their backpack during the school day.

PBIS

At Kyffin we like to celebrate our good behaviors and strive to promote community and consideration for the greater good. As a school we work hard together to accomplish this goal. In addition, classroom teachers often create their own classroom traditions and celebrations for individual and classwide accomplishments and behavior goals.

What is Positive Behavioral Interventions and Support?

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to create a safe and productive learning environment where teachers can teach and all students can learn. More information can be found at <http://www.pbis.org>

What is PBIS at our school?

We have adopted a systemic set of school values. These values define our expectations for behavior in our school. You will see these posted throughout the school and your child will be learning them in various ways throughout the school year. As Kyffin Cougars, students are expected to follow their PRRS.

Positive

Respectful

Responsible

Safe

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To remind students of the rules in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using a positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback

Paws of Recognition

A quality school depends upon mutual respect between students, families, and staff.

We believe that nearly all behavior is communication. Further we believe that explicit teaching of behavior (just like explicit teaching of reading, writing, math, etc.) is critical to the development of students. Teachers develop and implement procedures and routines in their classrooms to keep students safe, ensure that students learn, and

help students have fun. At the school level, we use several strategies to teach or re-teach students about expected school behavior including:

- “Paws” for Recognition: This is our highest level of positive communication with families. If your child earns a “Paws” for Recognition, please stop everything and celebrate your child’s recognition! Teachers hand out a minimum of 2 “paws” of recognition a month.
- Great Day Sticker: Students receive a Great Day Sticker for a Great day (not a good day) and going above and beyond. Please ask your child how they earned a Great Day Sticker and celebrate accordingly! Staff hands out 1-2 Great Day stickers a week.
- Good Day Sticker: Students receive a Good Day sticker for following our school PRRS and being a good example to others. Staff hands out 5-10 good day stickers a week.

These awards recognize students who consistently follow their Kyffin Cougar PRRS (positive, respectful, responsible and safe behaviors).

Second Step

To further support PBIS Kyffin utilizes the Second Step Program. The program lessons for each grade level provide developmentally appropriate ways to teach core social-emotional skills. The skills taught are: skills for learning, empathy, emotion management, and problem solving. To learn more you can visit the Second Step webpage on the [Kyffin website](#).

How to bring Kyffin Cougar PRRS home

Talk to your kids about how they can follow their PRRS at home. Teach them to be positive, respectful, responsible and safe at the dinner table, while they are playing, in the morning when they are getting ready for school, etc. Give positive praise when you catch them doing the right thing. Encourage them to be good citizens.

Support Staff at Kyffin

Here is a list of the people you may seek as resources for yourself, or your child(ren), at Kyffin.

Please visit the Staff List web page on [Kyffin website](#) for contact information.

Health Aide

Please visit with the health aide with any medications that your child may need. ALL medications must be kept locked in the health room, so please make arrangements through the office.

Specific Academic Needs

School Psychologist

A school psychologist is the link between home, school, and community. As a member of our educational team, our school psychologist promotes and supports students' academic and social success by providing a number of specialized services that include: support groups, crisis prevention and intervention, linking students to community agencies and organizations, advocating for students, and teaching prosocial skills.

Special Education Teachers

Our special education teachers, also known as learning specialists, work with our students who have a wide range of learning disabilities and delays. When students' needs cannot be met within the traditional classroom environment our special education teachers adapt content, teacher methodology, and deliver instruction to meet the appropriate needs of each child. This may take place in the general classroom, in small groups, or through individual instruction.

Speech Language Pathologist

Our speech-language pathologist (SLP) works at Kyffin with our students who have been identified as having difficulty with speech (the “how-to” of talking—the coordination of the muscles and movements necessary to produce speech), language (understanding what one hears and sees and finding the correct words to communicate a message), or speech disfluency (disruptions in the flow of speech, physical concomitants such as tension in the various muscles used for speech, embarrassment/fear of speaking, etc.). To gain access to the SLP services, a student must have an IEP (Individual Education Plan).

English Language Learners Resource Teacher

Our ELL teacher specializes in working with and supporting our students who are learning to speak, read and write English.

Instructional Coach

An instructional coach is someone whose chief professional responsibility is to bring evidence-based practices into classrooms by working with teachers and other school leaders with the goals of increasing student engagement, improving student achievement, and building teacher capacity in schools.

Gifted and Talented Resource Teacher

Our GT Resource Teacher supports our GT teachers in meeting the diverse needs of our gifted learners, helps identify gifted learners, and supports our students on Advanced Learning Plans.

Social-Emotional Learning Specialist

Our new Social-time at Kyffin and supports our GT teachers in monitoring and responding to the affective needs of our gifted learners, as well as works with students in large group, small group, and individual settings.

Paraprofessionals

A number of people work in our school as paraprofessionals and provide additional support in the classroom, library, cafeteria, on the playground, and to our teachers. These staff members are valued and important members of our team.

School Events and Programs at Kyffin

There are many exciting events occurring at Kyffin throughout the year. Below is a brief description of these events so that you can be on the lookout for more information, often in Friday folders. Visit the PTA website to find more details <https://sites.google.com/a/jeffcoschools.us/kyffin-pta/>

VOLUNTEERS ARE NEEDED FOR MOST EVENTS!

Classroom Activities

- **Holiday Parties:** There are three classroom holiday parties each year (Halloween, Winter and Valentine's Day). Room Parents will send out information prior to each party asking for volunteers to help provide snacks, plan activities, provide supplies, and help with set-up/clean-up. Jeffco Healthy Schools guidelines state that 75% of the snacks served at classroom parties need to be healthy (fruits, veggies, cheese, crackers, popcorn, etc.). Only 100% fruit juice, water, or regular milk are permitted as drinks.
- **Birthdays:** In an effort to promote healthy eating and to help with allergy concerns, students are not allowed to bring cupcakes or treats to school to share on their birthdays. Teachers do recognize and celebrate students' birthdays in their own ways, however.
- **Study Buddies:** This program pairs primary students with students from an older grade to complete projects together. It's a great way for students to develop positive role models at school and to develop leadership and responsibility for our older students.
- **Book Club:** This activity relies on parent volunteers and usually meets during lunch for 6 weeks before and after winter break. The Book Club promotes reading and exploring literature. Sponsored and coordinated by Kyffin PTA.
- **Field Trips:** Students are offered several field trips each year. Parents are often welcome to volunteer as chaperones. Please be aware that siblings are not permitted to attend.

Enrichment Programs

- **Kyffin STEM Night (Science Fair):** Students become junior scientists, developing their own hypothesis and conducting experiments! They present their results to judges and receive feedback and awards, and all are invited to view their work and enjoy a lively evening reception. Students have the opportunity to advance to the next level of one or two regional science fairs. Open to 1st-5th graders. (March) Sponsored and coordinated by Kyffin PTA.
- **Instrumental Music:** Kyffin has an instrumental program for 5th graders. The program is free, and students can rent musical instruments for a fee.
- **Kyffin Musical:** Kyffin students have the opportunity to participate in the Kyffin musical as an after school program.
- **Oral Interpretation:** This important program provides 1st-5th graders the opportunity to gain poise in oral expression through the public presentation of engaging poetry and prose. Students select a poem, prose, book excerpt or their own written material to memorize and perform. This can be done individually or with a friend/sibling. (February) Sponsored and coordinated by Kyffin PTA.
- **Spelling Bee:** 4th thru 5th graders have the opportunity to participate in Kyffin's Annual Spelling Bee (January). Two finalists from each Golden school will compete in the Golden Area Spelling Bee and the winner will move on to the Colorado State Spelling Bee. (April)
- **Washington, D.C.:** Every year a 5-day trip is open to 5th graders to enjoy our Nation's Capital and Jamestown, VA., through World Stride. World Stride is a company that has created educational travel for students from elementary aged all the way to high school since 1967. This trip is coordinated with the social studies curriculum. (Spring)

Getting Involved

How Can I Meet Other Parents?

Participating in the many community events and volunteering in the classroom are great ways to meet other Kyffin families. The PTA publishes a Kyffin Student Directory <https://kyffinpta.membershiptoolkit.com/home>. Additionally, our SEL team offers “Coffee and Connections” throughout the year, and this is a good place to meet other parents.

How Can I Volunteer?

We have a wonderful parent volunteer program at Kyffin. Many of the programs our students experience are only offered because of the funding and volunteer time offered by parents. A coordinator will reach out to all Kyffin families in the fall with information about how to volunteer. Also, visit the Kyffin PTA webpage from the [Kyffin website](#). Teachers will identify specific volunteer opportunities in the first few weeks of school.

School Accountability Committee (SAC)

Schools are required by law to have an accountability committee that includes teachers, parents, community members, and the principal or designee. This committee gives parents a chance to partner with Kyffin staff to provide input on academic and budgeting decisions, as well as school culture and the Unified Improvement Plan. There are several elected positions (elections are held each spring), and all meetings are open to the public and anyone who wants to attend. This is a wonderful opportunity for parents to get involved in a leadership role at Kyffin. Please visit the School Accountability Committee web page on the [Kyffin website](#) for details.

PTA (Parent-Teacher Association)

Kyffin is fortunate to have an extremely active and engaged PTA. The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children. We do this by raising funds to support our school, conducting enrichment programs for our students/teachers, and keeping the Kyffin community apprised of public policy issues that impact Jeffco students and teachers. You will receive information about how to join the PTA at the beginning of the school year. We encourage all families to get involved and participate in events to support and enrich our students’ school experience. There is no requirement for volunteer hours! Please visit the PTA webpage on the [Kyffin website](#) and like Kyffin PTA on Facebook.

Participate The Year Before You Begin

Please feel free to contact the front office staff to attend one of our community events or school events with your incoming Cougar. It is a great way to build their comfort and get excited about Kyffin.

Community Events

- **Welcome Event:** Come and join us in the first week of school to get to know other parents and students. It is a wonderful time to relax and enjoy refreshments that are available through PTA. Fun activities and music to begin the new school year with a great sense of community. Event sponsored and coordinated by Kyffin PTA.

- **Back to School Night:** Held in August of each year, Back to School Night offers you an opportunity to see your child's classroom, hear presentations from and meet your child's teacher, and hear a presentation from our principal about our school and our academic performance.
- **Volunteer Reception:** Volunteers enrich classroom learning, assist teachers with projects, plan and run events - an almost endless list of tasks. We invite all of our volunteers to a thank you reception. (Spring)
- **Staff Appreciation:** We show our Kyffin teachers and staff how much we value their efforts with meals, treats, and notes from students monthly. There is also a special week in May dedicated to honoring our teachers with special events planned by the PTA and individual classrooms. Event sponsored and coordinated by Kyffin PTA.
- **Family Heritage Night:** The Family Heritage is an opportunity for students to bring a grandparent, parent, or family friend to the school for an evening of entertainment. Families are invited to share elements of their culture through song, dance, storytelling, food and arts. Event sponsored and coordinated by Kyffin PTA.
- **Scholastic Book Fair:** Purchase Scholastic books for your child and help support the library's main fundraiser.
- **PTA hosted events:** PTA hosts various events throughout the year. Check the [Kyffin calendar](#) and PTA website for information specific to this year.

School Visitation at Kyffin

As family members, you play an integral role in your child's education and we welcome you. Here at Kyffin, we strive to create an environment that is conducive to learning for all. Please follow our procedures, guidelines, and expectations for school visitations. At any point if a staff member or administrator feels that the family visitor is/are not adhering to the guidelines set forth, they have the right to end the visit and/or restrict further visits. School visitors are restricted to identified family members in Infinite Campus.

General Guidelines and Expectations:

- All visitors must sign in and out through the main office.
- Please maintain our safe and respectful learning environment.
- Please refer any behavioral concerns to a staff member for appropriate management.
- Please do not visit other areas of the building or classrooms unrelated to your visit without prior notice and permission from staff or administration.

School Events (class parties, Fall Follies, field trips)

- Sign in at the main office and get a visitor's sticker.
- Review our guidelines, and expectations.
- After the visit, please sign out at the main office.

Volunteering:

- **How Can I Volunteer?** We have a wonderful parent volunteer program at Kyffin. Many of the programs our students experience are only offered because of the funding and volunteer time offered by parents. A coordinator will reach out to all Kyffin families in the fall with information about how to volunteer. Also, there are many ways to volunteer through our PTA. Visit the Kyffin [PTA webpage](#) from the Kyffin website. Teachers will identify specific volunteer opportunities in the first few weeks of school and communicate them through their weekly email.
- **We ask that volunteers:**

- Sign a confidentiality agreement
- View our volunteering video

Visiting your child at lunch and recess: As family members, we welcome you to join your child at lunch and recess.

Please follow our procedures below:

- Sign in at the main office and get a visitor's sticker.
- Review our guidelines, and expectations.
- After the visit, please sign out at the main office.

Requesting to visit a classroom/lesson: There may be times when a family member requests to visit a classroom. Please follow our procedures below:

Guidelines and Expectations for classroom visit:

- Staff members initiate interactions with others in the classroom. Please remember that you are there to observe. Please do not disrupt the learning environment or speak with students directly.
- The school reserves the right to limit the amount of visitations.
- This is not a time to conference with the teacher. If you would like to schedule a conference time, please contact the teacher via email or phone and set up a time after your visit.
- Classroom visitors must be adults. Children under 18 cannot accompany a parent/guardian during the observation.
- Parents/guardians are expected to follow the same school-wide expectations as students. For example, no cell phone or technology use, etc.
- Teachers will manage classrooms while parents/guardians are visiting. If questions or concerns arise, please contact the teacher after class via email or phone call and a meeting can be arranged outside of instructional time.
- Anything you see in the classroom shall remain confidential due to educational privacy laws. Audio/video recording or photography is not permitted.

At least 48 Hours Prior to Your Visit:

- Arrange a time to visit with the teacher. The needs and schedules of each classroom differ, please schedule a time that is mutually convenient.
- Please discuss the purpose of the visit with the teacher.

On the Day of Your Visit:

- Sign in at the main office and get a visitor's sticker.
- Review our procedures, guidelines, and expectations (above).
- Be on time to the class and enter quietly. Ask the teacher where he/she would like you to sit, to maximize your opportunity to observe your child
- After the visit, please sign out at the main office.

Fundraising at Kyffin

PTA Fundraisers:

Fun Run

Kyffin PTA sponsors a Run for Funds activity in the fall to promote health and fitness for all our students and to raise money for school programs and curriculum. This event takes place during the school day. Event sponsored and coordinated by Kyffin PTA.

PTA Sponsored Spring Fundraiser

Kyffin PTA hosts a spring fundraiser each Spring which involves an auction of many different community and school experiences. Look for information from PTA in weekly emails or Friday Folders

Kindergarten-Specific Information

Starting Kindergarten

During the first week or so of kindergarten, drop-off might be a difficult time for you and your child. While it may seem counterintuitive, drop-off is actually much more difficult the more “present” parents are at the beginning of the school day. *Depending on the teachers, they may allow parents to come into the classroom and drop their child off on the first day of school.* However, after that we request that you drop your child off with the teacher at the outside classroom door and leave, even if your child is upset. We acknowledge that this is difficult to do, but years and years of experience tells us that it only takes a few minutes of skilled teacher interaction before the students have forgotten all about it and are ready to engage in school. If, in the very rare occasion, your child is unable to participate in class after several attempts to intervene, someone will call you.

What are the Behavioral Expectations for My Kindergartner?

Our biggest behavior expectation is that students will treat each other and the adults respectfully. We understand that our students come from a lot of different backgrounds and that kindergarten is their first experience in a mainstream classroom. Much of the goal in kindergarten is to teach students social and emotional regulation and how to interact appropriately with peers. Therefore, in kindergarten we work consistently with families to help their children begin a successful journey at Kyffin.

We are happy to meet each child where they are at and guide them through the process. Please don't be concerned if your kindergartner starts their year out needing redirection. In our experience, kindergartners learn quickly and understand that we respect them and are grateful to have them as our students, even when they need help learning the rules. If this should happen, we will communicate that to you as we believe as strongly as you do that your kindergartner is special and will be a positive member of our learning community.

A very important part of our ability to teach community skills is positive reinforcement. We like to catch our kindergartners being great and acknowledge them for it. Kindergarten is a special time for your child to learn academics and how to thrive in a community.

Glossary of Terms

504 - a plan developed to ensure that a child who has a disability identified under the law receives accommodations that will ensure their academic success and access to the learning environment.

SAC- School Accountability Committee, advisory to the principal

ALP - Advanced Learning Plan is a legal document outlining programming for identified gifted and talented students and is used as a guide for educational planning and decision making.

CMAS - Colorado Measures of Academic Success: Science and Social Studies assessments given in the spring.

CogAT – Cognitive Abilities Test: measures reasoning and problem-solving skills in three different areas: verbal, quantitative, and nonverbal. All second graders are given this test as a screener for gifted identification.

DAC - District Accountability Committee

ELF - Environmental Learning for the Future: K-4 science program run by parent volunteers

ESL/ELL - English as a Second Language/ English Language Learner

FERPA - Protection law for information access

GT - Gifted and Talented

GT Center Program: optional program for highly academic students, instruction might involve acceleration, enrichment, and attention to affective needs. Parents need to complete an application for consideration; students are identified for the program through the Jeffco GT department.

IEP - Individual Education Plan: a plan or program developed to ensure that a child who has a disability identified under the law receives specialized instruction and related services.

Instructional Coach - someone whose chief professional responsibility is to bring evidence-based practices into classrooms by working with all teachers and other school leaders. The instructional coach may attend a student conference.

MAP – Measures of Academic Progress: a computerized test which helps teachers, parents, and administrators improve learning for all students by allowing them to make informed decisions about instruction. MAP is given in grades 3-5 at the beginning, middle and end of year.

MTSS – Multi-Tiered System of Supports.

PERA - State pension for educators and school personnel

PBIS – Positive Behavior Interventions and Support: a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

PRRS – Positive, Respectful, Responsible, Safe

READ Act/READ Plan – Reading to Ensure Academic Development: please visit www.cde.state.co.us/coloradoliteracy for more information

MTSS: a multi-tier approach to the early identification and support of students with learning and behavior needs, either above or below grade-level.

SAE - School Age Enrichment: after school program

SPF - School Performance Data given to the State Department of Education

Second Step – a social-emotional learning program created to decrease problem behaviors and increase student success by promoting self-regulation, safety, and support.

UIP - Unified Improvement Plan: an annual plan created by the principal with input from advisory committees, such as the school leadership team and SAC, to address the school improvement plan for the school year. This plan drives the professional development for the school year.