



Family Handbook

DEVINNY ELEMENTARY SCHOOL

1725 S Wright Street

LAKEWOOD, CO 80228

PHONE: 303-982-9200 FAX: 303-982-9101

Attendance Line- 303-982-9191

Website: devinny.jeffcopublicschools.org

SCHOOL HOURS

Office Hours	6:45 am - 3:15 pm
School Day (K-5)	7:45 am - 2:35 pm
Soft Start	7:30 am - 7:45 am

Principal: Cathleen Brady
Dean of Students: Brad Mallers
Office Staff: Tiffany Hesse, Sandy Kruse
School Psychologist: Megan Francisco
Facilities Manager: Aspen Archuleta

Community Superintendent: Mindi Feir
Instructional Coach - Leslie St. Louis
Health Room Aide: Penny Dirks
Social Emotional Specialist: Traci Rock
Cafeteria Manager: Kay Barnett

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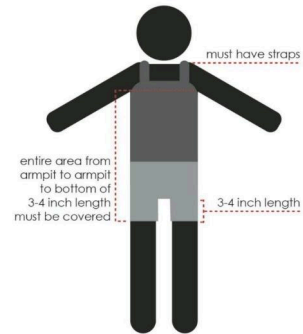
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GENERAL INFORMATION

APPROPRIATE DRESS

School Board Policy states, “Students shall not wear clothing or affect an appearance at school or school-sanctioned activities or events that **is or may be disruptive** to the educational environment. Jeffco Public Schools standards on student attire are intended to help students focus on schoolwork, reduce discipline problems and improve school order and safety.” Please see the image to the right for specific information. **Hats are not allowed to be worn in the building.** Hats worn outside and on school buses must be worn with the bill facing forward. Please monitor shirt slogans, etc. for appropriateness in an elementary school setting.



Special dress days (spirit days) may occur during the school year. If such a day occurs, we will notify you in advance and will expect the clothing worn during such occasions to be in good taste.

Please help us to protect your child by insisting that appropriate clothing be worn during the winter. We will attempt to send all children outdoors to play during recess except on the very coldest, wettest days. We will use 17°F, as measured on site, as a baseline for determining inside days. Other environmental factors (wind, etc.) are also considered in this decision.

ARRIVAL/DEPARTURE TO & FROM SCHOOL

Students should arrive on school grounds between **7:30 & 7:45 am and leave by 2:45 pm**. Staff will be available to supervise students during these times. For the safety of our students, **no pets are allowed on school grounds**.

Students should enter through the designated morning entrance doors at the front and back of the building. These will be the only doors open for morning entry and will be supervised by an adult. If your student arrives after 7:45 they will need to enter through the front door in order to check in at the office.

Walkers and bike riders:

Please schedule your student's departure from home so that he/she arrives at school no earlier than 7:30AM. **We expect that children will report home immediately after being dismissed from school. Students are not permitted to stay on school grounds to play with others unless supervised by a family member or care provider.** For the safety of others, please walk your bike and/or scooter on school grounds.

Buses:

Buses use the designated area located on Welch Circle for drop-off and pick-up. Daycare vans will use the cutout on Wright Street or pull through the hug and go loop.

Cars:

Parents who are transporting their children may use the designated student drop-off/ pick-up loop at the front of the school, the cut out area along Welch Circle, or the cut out along Wright Street. **We ask that families be mindful of the bus zone on Welch Circle** and not park their car in this area so buses can arrive and depart as needed.

All parents wishing to park and/or leave their vehicles during drop-off and pick-up should use the parking lot or surrounding streets, **but should not leave vehicles parked in the drop-off zones.** In order to maintain the safest environment and best possible traffic flow, we ask that you carefully follow all directions provided by street and parking lot signs. Unassisted students should not cross the parking lot and are advised to cross streets only at main intersections or with a school crossing guard. Students should use caution when crossing in front of the parking lot entrance or exit and should walk around the parking lot to enter the school.

Parent Entry into Classrooms:

Parents must enter through the main door at all times. Staff cannot allow building access through classroom or hallway doors. In order to keep students and staff safe and minimize disruptions, parents are not allowed to go to classrooms, even at morning drop-off unless you have previously arranged to volunteer in your child's classroom. ***If you have something that needs to be dropped off to your child's classroom, please leave it with the office staff who will deliver the items to the classroom.*** We can always have your child come to the office if you need to speak to them directly.

ATTENDANCE

We love to have our students at school with us and their success in school is directly related to their attendance. Students are expected to be at school and on time each day they are well. Please arrange morning schedules to ensure your student arrives to school prior to the 7:45 bell..

It is the parents' responsibility to call (303) 982-9191, for all absences or if a student will be tardy. As a safety measure, the school will make a phone call to parents and all other emergency contacts to locate students when we have not been notified of their absence. Please help save time and worry by calling in to let us know when your student(s) will be absent. **Please refer to the Jeffco Public Schools Family Handbook Attendance Policy for additional information.** **If you will be out of town please be sure to communicate this with the attendance secretary and your child's teacher prior to your student's absence.**

Makeup work will be provided for any class in which a student has an excused absence. It is the student's responsibility to pick up any makeup assignments on the day he or she returns to school.

FAMILY VACATIONS

Family vacations are discouraged during the school year. Parents must complete the Devinny Pre-Arranged Absence Communication Form (which can be picked up from the main office or completed through Infinite Campus) if they wish to have an absence excused. Notice of the pre-arranged absence must be submitted at least three days prior to the scheduled absence. Makeup work **cannot** be provided **before** the vacation but will be provided upon return.

CHECK-OUT PROCEDURES

When picking up children during school hours, parents are required to come to the office and sign their child out. Students will not be released directly from the classroom. This is a safety precaution to ensure we know the whereabouts of all of our children. Children are never sent home during the day unless the

office staff has contacted parents first. Only the parent(s), legal guardian, or an emergency contact listed in Jeffco Connect may take the child out of school. Parent permission is necessary for any person **not** listed in Jeffco Connect picking up a student during the school day and the person picking up must have a photo I.D. **Office staff does not know every parent or emergency contact, please be prepared to show a photo I.D. when picking up students.**

BICYCLES / SCOOTERS / SKATEBOARDS

We encourage families to consider having students walk or bike to school when the weather permits. A bike cage is available by the back playground. Students are responsible for their own bicycles, scooters and skateboards and they **MUST** wear a helmet when riding to school. A sturdy bicycle lock is recommended. All bicycles, scooters, and skateboards are to be walked on school grounds and parked upon arrival. The School District takes no responsibility for students' use of bicycles, scooters and skateboards. Riding to and from school involves unavoidable dangers in traffic. The amount of danger for students, especially young students, is impacted by the nature and location of individual homes. Colorado State Law states that all riders obey all traffic rules.

BIRTHDAYS

One of the milestones each year for your child is celebrating their birthday. In order to support student growth and to celebrate student birthdays in a manner that is positive for all students, does not establish hardships for families, eliminates concerns related to student health matters, and aligns with our District's Wellness Policy, Devinny Elementary has chosen to celebrate birthdays without food and has established the following guidelines for student birthdays: As part of our nutritional food guidelines, **food treats to celebrate with others for students' birthdays are not allowed to be brought in to celebrate.** Additionally, non-food goodie bags or other treats for classmates are not permitted. Devinny will honor your child on their special day in the classroom in various ways (i.e. special helper, birthday crown, songs, etc.).

Additional suggestions to honor your child's birthday at school include:

- Donate a book to the school library or classroom in honor of your child's birthday.
 - The Devinny Library Birthday Book Club offers you the opportunity to enhance our library collection in honor of your child's special day. Each book donated will have a dedication plate with your child's name and birthday.
- Parents are welcome to join their child for lunch at school in the cafeteria; however, please do not bring balloons or flowers for your child or meals or treats for other students to celebrate the occasion.
- Donate a ball or jump rope to the school for recess.

We appreciate your support and understanding as we continue to strive to provide all students with a safe and healthy environment.

CONFERENCES

Quality education requires close and open communication between parents and teachers. We believe the partnership between home and school is important for student success. In order to support our belief in educational excellence, formal scheduled conferences for all students are held in the fall with additional conferences scheduled as needed. At these conferences, student achievement is discussed in detail or showcased by students. Parents can always schedule additional conferences with teachers as needed. Please help us by attending conferences in order to form a partnership to support your student.

ELECTRONICS AT SCHOOL

The school **discourages bringing personal electronics to school (including cell phones)**, unless specifically requested by a teacher. Although we do our best to safeguard student possessions, we cannot be responsible for loss or damage to personal property of students. Cell phones will not be used as an electronic reading device. **If a cell phone (or any similar device) is brought to school, it must be turned OFF during the school day and left in the student's backpack.**

Apple Watches, Gizmos, and other SMART watch devices:

Over the past several years, we have seen an increasing number of students with "Smart" watches at school. We recognize the value of kids having a way to contact parents but, **like cell phones, we ask that students not use these devices to contact others during the school day and that family members/ guardians refrain from communicating with their student through these devices during the school day.** Smart watches/devices should only be used as a watch during the school day. Please talk with your child about appropriate use of these devices.

- If a child is not feeling well, he/she should tell an adult and go to the health room. We will call from the health room if a child is ill or hurt.
- Students are not permitted to take pictures during the school day.
- No texting during the school day. **Family members/ guardians, please call the office if you need to get a message to your child.**
- Turn off alarms and sounds so the device does not interrupt learning.

If the learning environment is interrupted by student's watches or other electronics, teachers will ask the child to turn off his/her watch and put it in their backpack just like our policy for cell phones.

Thank you for your support navigating our changing world of technology with our learning and safety needs.

LOST AND FOUND

All personal belongings, especially coats, should be labeled with your child's name before being brought to school. There is a lost-and-found area in the cafeteria and a container in the office for small items. Parents and students are encouraged to check these areas often for lost articles. Unclaimed articles are donated to a community service organization throughout the year. Parents will be notified prior to items being donated via SchoolMessenger.

LUNCH PROGRAM

Our cafeteria provides several breakfast and lunch choices for students each day. There is no cost for student breakfasts or lunches. Both breakfast and lunch include milk. If you would like to join your child for lunch you may do so for a fee or bring your own lunch.

Our cafeteria **is able** to accommodate students with allergies but we need notification of allergies prior to your student getting a meal in the cafeteria. Please be sure all of your students' allergies are noted in their student Campus account.

A la carte choices will also be available to all students for a fee. If you would like to exclude your student from purchasing snacks from the a la carte menu, you can place restrictions on their account online or contact our cafeteria manager. A la carte restrictions need to be re-entered each school year! If you have questions or concerns, please contact the cafeteria manager, Kay Burnett at 303-982-9184.

MONEY PAYABLE TO SCHOOL

For field trips and supplies purchased from school, our preferred method of payment is through your family's Campus account which can be accessed from the Devinny website. If you are unable to pay through Campus please make checks payable to Devinny Elementary.

For pictures and extra-curricular activities please make payments according to the vendor's preference.

REPORT CARDS

Report cards are provided at the end of each trimester. Parents are encouraged to contact their child's teacher any time they have a question regarding their child's school performance. Check our website for teachers' contact information.

TOYS, GAMES AND OTHER ITEMS THAT CAUSE DISTRACTION

We discourage students from bringing toys and games to school except for special activities or classroom celebrations. If a student brings in any item(s) that cause a distraction (i.e., fidget spinners, fidget cubes, etc.), their teacher will hold onto the item until the end of the day and that item will not be allowed to be brought back to school.

STUDENT SAFETY AND BEHAVIOR EXPECTATIONS

CAMPUS ACCOUNT

The information in Campus is used for emergencies and is also how teachers, the school, and the district will contact you. If emergency contact information for the student changes or if parents need to temporarily designate a new contact person, log into your Campus account online and change the information. Please also notify the office with any changes. Parents without computers can contact the school for assistance. Campus can be accessed via a link on the school website. If you do not remember your username and/or password, DO NOT create a new one; call the office for assistance.

If your child has any health concerns or food allergies, please make sure they have been identified in Campus under the Health tab.

STUDENT HEALTH

The Devinny Health Room is staffed by Mrs. Penny Dirks. A District Registered Nurse provides oversight and is available for consultation. Parents of a child with an identified health concern are encouraged to forward a letter from their child's physician addressing the health concern to the Health Aide. Additional documentation may be requested by the Health Aide or Registered Nurse in order to meet the health needs of your child while they are at school.

Devinny is concerned for the health and well-being of all our students. The Health Room is available for students who become ill or injured while at school and to assist with required daily or short-term medications and authorized procedures. Should a student run a temperature of 100.4F degrees or above, does not feel well enough to participate in school, or has an injury for which medical attention may be needed, parents will be notified and should make arrangements to pick up their child from the Health Room as soon as possible.

For the health of all, we also respectfully request that parents do not send their child to school when they are ill. Please contact the Health Aide for specific guidelines if you have any questions about whether or not your child should stay home from school due to illness.

IMMUNIZATIONS

Immunization requirements will be strictly enforced for all students. Per Colorado Law all students enrolled in a Colorado public school must have a minimum number of required immunizations or submit a completed personal or religious exemption annually to the school Health Aide in order to begin school. Additional information on immunization requirements along with exemption forms can be found on the Jeffco Schools website under Health Services. Please contact the Health Aide for current immunization requirements. Students who do not meet these requirements will be denied attendance according to Colorado Revised Statutes 25-4-902.

MEDICATION POLICY

ALL prescription and nonprescription medications (including cough drops), will be securely stored in the Health Room and administered by identified and trained staff under the delegation of a Registered Nurse according to District and Colorado State regulations.

1. Medications will only be given with the parent/guardian written permission and completion of the District's Medication Agreement Form (924) by your child's physician for EACH medication. **A Medication Agreement Form must accompany each medication including ALL over the counter medications.**
2. ALL medications **must** be in the original container (this includes cough drops) or prescription-labeled container without exception. Plastic bags or envelopes containing medication without original containers **and** a completed medication form will **NOT** be administered and a parent will be contacted to pick up the medication from the Health Room.
3. Students may not self-carry their own medications without consultation and approval from the District Registered Nurse.
4. Please request the pharmacist to provide an extra prescription bottle to split the medication dosage for home and school dosing. This is especially helpful with refrigerated medication. Remember that each medication must be in its own separate, original container.
5. If medication is to be altered (i.e., pills cut in half to meet prescribed dosage), they must arrive at school prealtered by the parent/guardian. School personnel ARE NOT permitted to cut or alter medication pills or tablets.
6. Expired medication can not be administered to any student. Please keep your student's medications up to date.

Please direct any questions or inquiries through the Health Aide who will consult with the Registered Nurse to provide additional guidance.

STUDENT BEHAVIOR

In accordance with state law, Jeffco Public Schools uses the Student & Family Handbook (Code of Conduct) as a written code of conduct, based upon the principle that every student is expected to follow accepted rules of conduct and show respect for persons of authority. Certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action

Safe2Tell

Safe2Tell® is designed to help students and families anonymously report any potentially threatening behavior that endangers them, their friends, family, or the community. To make a report, call 1-877-542-7233 ~ anytime, 24 hours-a-day, seven days-a-week. You also may make a web-tip, or download the Safe2Tell® mobile app. For additional information, please refer to the safe2tell.org.

LEADER IN ME (LiM)

We believe that by teaching, acknowledging, and rewarding positive behavior, we will increase the likelihood that positive behavior will be repeated. We believe catching a child doing the right thing, and positively acknowledging it, is more powerful than telling students over and over to “just stop it”. Devinny Elementary School helps students develop the skills of a leader through the implementation of the Leader in Me program. Leaders work to develop interpersonal skills through knowledge and practice of the 7 Habits of Highly Effective People. Students and staff members spend time intentionally learning and practicing skills to develop their greatness and share these with those around them. Families will get information about the Leader in Me program throughout the school year from weekly messages as well as classroom communication.

HAZARDOUS ITEMS

We place the SAFETY OF STUDENTS above all other considerations. Hazardous or dangerous items (knives, ammunition, matches, lighters, arrows, fireworks, sharp or pointed instruments, laser pointers, etc.) will be confiscated and appropriate disciplinary action will follow. Possession of dangerous items/weapons may result in student suspension and/or expulsion.

EMERGENCY AND/OR CLOSING SCHOOLS DURING INCLEMENT WEATHER

If any Jefferson County schools that impact your student(s) are to be closed for any reason, you will receive notification via phone, text message and/or email according to your selections in Campus (please make sure your information is updated). Information will also be broadcast over local radio and TV stations and posted on the District Website www.jeffcopublicschools.org; Security, Alerts, & Closures. In the event school is closed during the school day, students will only be released to a parent or other adult possessing permission from the parent through Campus contacts or written permission. If needed, parents can reach the district hotline directly by calling 303-982-6500.

CLASSROOM ENRICHMENT

LIBRARY, ART, MUSIC AND PHYSICAL EDUCATION

All students (K-5) will be attending art, music, physical education, and library/STEM on a rotational schedule. The Specials Schedule can be found on the school's website, after school begins, under the Family Resources tab. On the days your child has physical education, athletic shoes and athletic clothing for doing all things athletic (jumping, turning, bear crawls, etc.) is required. It is always a good idea to have a pair of tennis shoes in your child's backpack so they are able to change their shoes if they forget it is PE day. To ensure proper communication, if a child is to be excused from the regular physical education program, a note of explanation must be sent to the physical education teacher.

FIELD TRIPS

Field trips are scheduled, at the discretion of the teacher, to provide children with learning experiences not readily available in a 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. Field trip fees will be collected at the time permission slips are provided to families. A signed permission slip along with fee payment is necessary for each child going on a field trip and will be sent home prior to the field trip experience. **Just like on Devinny's school grounds, exemplary behavior is expected of all students when they are on field trips.**

INSTRUMENTAL MUSIC

Optional instrumental music instruction on standard band and orchestra instruments is provided for students in fifth grade. This program is offered during the regular school day. Information will be sent home in the first couple weeks of school to all fifth grade families. This is a great opportunity for students to explore instrumental music before moving into middle school and is strongly encouraged for all fifth grade students.

STUDENT SUPPORT AND RELATED SERVICES

The Special Education and Related Services Team (SERS) is a special resource to staff, students and parents. Major functions of the SERS Team include assessing students, collaborating with classroom teachers, consulting with parents, recommending services and working directly on interventions with students that qualify for an Individualized Education Plan (IEP) according to state and federal mandates. The process begins with the discussion of a student's academic progress with the team which includes consultation support from special education team members and classroom teachers. Families interested in contacting a member of the special education team should access the team members' contact information on our website or contact the office.

Students with an Advanced Learning Plan (ALP) are serviced in the classroom with support from our district gifted and talented resource teacher to meet their identified goals. Goal information will be shared with parents at conferences and is available to parents in the [Jeffco Student Insights](#) portal. State and district assessment information can also be found in the [Jeffco Student Insights](#) portal.

ADDITIONAL WAYS TO PARTNER WITH OUR SCHOOL

PARTNERS IN EDUCATION (ACCOUNTABILITY COMMITTEE)

The Devinny School Partners in Education (PIE) committee is made up of interested parents and school staff members. The committee will be chaired by a member of our community and will provide an opportunity for parents and staff to meet and work together toward the goal of having an excellent school for our children. Please check our website for more information.

PARENT TEACHER ASSOCIATION (PTA)

PTA is made up of interested parents and all staff. PTA enhances the learning of all students through many different community events. In addition, PTA raises funds to support students' learning experiences at Devinny. Please consider joining the [Devinny PTA](#) to show support to our teachers and students. Membership does not require you to attend meetings or events but helps to strengthen the community for our students.

VOLUNTEERING AT SCHOOL

When the community is involved, schools do a better job providing a quality education for children. A cooperative effort between school and home can only enhance your child's educational experiences at Devinny.

Children love to see their parents involved in their education. One of the best and easiest ways to do this is to volunteer to help at school. All classrooms will provide families with opportunities to volunteer at school. Parent volunteers in the classroom are very important and often parents are asked to volunteer for special programs and field trips as they occur throughout the year. Please coordinate any visits with your child's teacher. In addition to classrooms, our library information center can always use extra help during the school day.

Please be sure to complete and return the volunteer interest form!

WATCH D.O.G.S.

Watch D.O.G.S. (Dads Of Great Students) is an innovative program which helps dads, step-dads, granddads, uncles, adult brothers and other father-figures get involved with their child and their school. We invite our "Watch D.O.G.S." to spend a full day at school helping around the school and being an extra set of eyes to support safety. To learn more about Watch D.O.G.S. visit dadsofgreatstudents.com or email the Watch D.O.G.S. Coordinator at devinnywatchdogs@gmail.com. To sign up for a day at school, please stop by the calendar in the main hallway.