

Devinny Elementary Family Handbook 2026–2027

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

School Leadership & Staff

- **Principal:** Brad Mallers
- **Assistant Principal:** Patricia Nestorick
- **Community Superintendent:** Mindi Feir
- **Instructional Coach:** Leslie St. Louis
- **Office Staff:** Tiffany Hesse, Sandy Kruse
- **Social Emotional Specialist:** Traci Rock
- **School Psychologist:** Megan Francisco
- **Special Education Learning Specialist:** Kim Lunsford
- **Gifted and Talented Resource Teacher:** Jennifer Mulhern
- **Health Room Aide:** Laura Strickland
- **Facilities Manager:** Matthew Turquette
- **Cafeteria Manager:** Atur Odisho

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1. 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."*

Attire Guidelines:

- **Coverage Requirements:** Clothing must cover the entire area from armpit to armpit down to 3–4 inches below the waist.
- **Straps:** Tops must have straps; however, the width of the straps does not matter (e.g., spaghetti straps and thin straps are permitted as long as straps are present).
- **Bottoms:** Shorts, skirts, and pants must extend at least 3–4 inches in length.
- **Footwear:** Students must wear appropriate shoes at all times for safety. Athletic shoes are required on PE days.
- **Hats & Headwear:** Hats are not permitted inside the school building. When worn outside or on school buses, hats must have the bill facing forward.
- **Graphics & Messages:** Please monitor shirt slogans and graphics for appropriateness in an elementary school setting.
- **Spirit Days:** Special dress days (spirit days) will occur periodically. Advance notification

will be provided, and attire worn on these days is expected to be in good taste.

- **Cold Weather & Recess Guidelines:** Please ensure your child is dressed appropriately for winter conditions. Students go outdoors for recess except on the very coldest and wettest days. We use **20°F** (measured on site) as a baseline for determining inside recess days, taking into account additional environmental factors such as wind chill.

2. Arrival & Departure Procedures

Students should arrive on school grounds between **7:30 am & 7:45 am** and leave by **2:45 pm**. Staff supervision is provided during these designated times. For the safety of our students, **no pets are allowed on school grounds**.

- **Morning Entrance:** Students must enter through the designated morning entrance doors at the front and back of the building. These doors are supervised by adults. Students arriving after 7:45 am must enter through the front door and check in at the main office.
- **Walkers & Bike Riders:** Schedule departure from home so students arrive no earlier than 7:30 am. Children are expected to report directly home immediately after dismissal and are not permitted to stay on school grounds to play unless supervised by a family member or care provider. Bicycles and scooters must be walked on school grounds.
- **Bus & Van Zones:** Buses use the designated drop-off and pick-up area located on Welch Circle. Daycare vans use the cutout along Wright Street or pull through the front parking lot loop. Families must keep the bus zone on Welch Circle clear so buses can arrive and depart on schedule.
- **Car Drop-Off / Pick-Up Loops:** Parents driving students may use the designated drop-off loop in front of the school, the Welch Circle cutout, or the Wright Street cutout.
- **Parking Lot & Pedestrian Safety:** Parents wishing to park and leave their vehicle must use designated parking spaces or surrounding streets and must not leave cars unattended in drop-off loops. Unassisted students must not cross the parking lot directly and are advised to cross streets only at main intersections or with a school crossing guard. Students must walk around the parking lot perimeter when entering the building.

3. Attendance, Tardy Policy & Family Vacations

Student success is directly related to regular attendance. Students are expected to arrive punctually each day prior to the 7:45 am bell.

- **Reporting Absences:** It is the parent/guardian's responsibility to report all absences and tardies by calling the attendance line at **303-982-9191** or using the Infinite Campus Parent Portal app. As a safety measure, automated calls will be made to parents and emergency contacts if an absence is unnotified. Please refer to Jeffco Public Schools Attendance Policy and Devinny's [Family and Student Attendance and Tardy Policy](#) for additional

details.

- **Pre-Communicating Absences:** If your family will be out of town, please inform the attendance secretary and your student's teacher in advance.
- **Makeup Work:** Provided for excused absences. It is the student's responsibility to request makeup assignments upon returning to school.
- **Family Vacations:** Vacations outside of scheduled school breaks are discouraged. Parents must complete the *Devinny Pre-Arranged Absence Communication Form* (available in the main office or via Infinite Campus) at least **3 days prior** to the scheduled absence to have it excused. Makeup work is provided upon return, not in advance.

4. Checkout Procedures

Parents/guardians picking up students during school hours must come directly to the main office to sign them out. Students will not be released directly from classrooms. Children are never sent home during the day without prior office contact with parents. Only parents, legal guardians, or emergency contacts listed in Infinite Campus may pick up a student. Photo ID is required for anyone checking out a student.

5. Bicycles, Scooters & Skateboards

We encourage walking or biking to school when weather permits. A bike cage is located by the back playground. Students are responsible for securing their bicycles, scooters, and skateboards with a sturdy lock and **MUST wear a helmet** per Colorado State Law. All equipment must be walked on school grounds upon arrival. The district assumes no responsibility for personal bicycles, scooters, or skateboards.

6. Birthdays & Celebrations

To support student health, prevent financial hardship, and align with the District's Wellness Policy, **Devinny Elementary celebrates birthdays without food**. Food treats, non-food goodie bags, and party favors for classmates are **strictly prohibited**.

Approved Birthday Recognition Ideas:

- Special classroom recognition (e.g., special helper role, birthday crown, songs).
- Donate a book through the *Devinny Library Birthday Book Club* (includes a dedication plate with your child's name and birthday).
- Donate recess equipment (such as a sports ball) to the school.
- Parents may join their child for lunch in the cafeteria (please do not bring balloons, flowers, or outside treats for other students).

7. Conferences & Report Cards

Quality education relies on close communication between home and school. Formal scheduled parent-teacher conferences take place in the fall, with additional conferences held as needed. Digital report cards are published at the end of each trimester via the Infinite Campus Parent Portal app.

8. Electronics & Smart Devices

Personal electronics (including cell phones) are strongly discouraged at school. The school is not responsible for lost or damaged personal items. Cell phones must remain turned **OFF** and stored inside backpacks during the entire school day, including lunch and recess.

- **Smart Watches (Apple Watches, Gizmos, Smartbands):** While we recognize the communication value of smart watches, they must function strictly as watches during school hours. Family members must refrain from texting or calling students on these devices during the school day.
- **Health & Communication Rules:** If a student feels ill, they must inform staff and visit the health room rather than contacting home directly. Family members should contact the main office to relay urgent messages.
- **Photography & Distractions:** Taking pictures and sending texts are prohibited during school hours. **If an electronic device interrupts learning, staff will confiscate it, and a parent/guardian will be required to retrieve it from the office.**

9. School Issued Devices

Students at Devlinny will be assigned a Chromebook from the district 1:1 program (TechforEd) to use for personalized learning that is Jeffco-owned and managed (with no implied sense of ownership or privacy).

- Students are expected to use their district-assigned Chromebooks for schoolwork throughout the school day.
- Students will receive a new device in grades 1, 5, and 9 and will use this device for the next four years, upon which they will receive an updated one.
- Students are expected to keep the device in good working order. Normal wear and tear is expected and damages should be reported; intentional damages may result in disciplinary action.
- All students and families sign the Technology Usage Agreement during registration and are expected to follow the agreement: [District Technology Usage Agreement](#)

10. Lost and Found

Please label all coats, jackets, and personal items with your child's name. Found clothing is kept in the cafeteria lost-and-found area, while small items are held in the office. Unclaimed articles are periodically donated to charity organizations following advance notice via School Messenger.

11. Lunch Program & Campus Account

Breakfast and lunch (including milk) are available to all students daily at no cost. Parents wishing to join their child for lunch may purchase a meal or bring their own. Food allergies must be documented in Infinite Campus prior to cafeteria meal service. A la carte snack items are available for purchase; restrictions can be set through [School Cafe](#) online or the Cafeteria Manager annually.

12. Money Payable to School

Preferred payment for field trips and supply fees is through the Infinite Campus Parent Portal. Alternatively, checks can be made payable to *Devinny Elementary*. For school pictures and extracurricular activities, payments should be submitted directly per vendor instructions.

13. Toys, Games & Distracting Items

Toys, games, and items that cause learning distractions (such as fidget spinners) are not permitted. If brought to school, teachers will hold the items until the end of the day, and they may not be brought back to campus.

14. Student Health, Immunizations & Illness Guidelines

The Health Room is managed by our Health Aide Ms. Strickland with oversight from a District Registered Nurse. Parents of children with documented medical conditions are encouraged to provide an explanatory letter from their physician.

- **Illness & Pick-Up Thresholds:** Students who develop a fever of **100.4°F or higher**, are too ill to participate in school, or suffer an injury requiring medical attention will need to be picked up promptly by a parent or guardian. Please do not send sick children to school.
- **Immunization Requirements:** Colorado law strictly mandates that all enrolled students have required immunizations or an annual exemption form on file prior to attending school. Non-compliant students will be denied attendance per C.R.S. 25-4-902.

15. Medication Policy

- **Medication Form 924:** ALL prescription and over-the-counter medications (including cough drops) require a completed District Medication Agreement Form signed by both parent and physician.
- **Original Packaging:** All medications must arrive in their original prescription or retail container. Medications in plastic bags or unlabelled containers will not be administered.
- **Self-Carry Restrictions:** Students are not permitted to carry their own medications without consultation and explicit approval from the District Registered Nurse.
- **Pill Splitting:** Any pill cutting must be performed at home by parents prior to bringing the medication to school. School staff are not permitted to cut or alter tablets.

16. Student Behavior, Leader in Me & Safe2Tell

- **Code of Conduct:** Devinny follows the district Code of Conduct and our school  Behavior Matrix 25-26 to maintain a safe, respectful, and responsible environment.
- **Leader in Me (LIM):** As a nationally recognized Leader in Me Lighthouse School, Devinny integrates the *7 Habits of Highly Effective People* into daily learning to teach leadership and reinforce positive student behavior.
- **Safe2Tell:** Anonymous reporting system for student safety threats available 24/7 at 1-877-542-7233, online at safe2tell.org, or via the Safe2Tell mobile app.

17. Behavior and Growth

When guiding and correcting student behavior, our staff uses a consistent framework known as the "**6 Rs.**" This ensures that our responses are fair, supportive, and focused on helping all children succeed while maintaining safe and effective learning environments throughout the school.

- **Remind:** Teachers provide quick, positive reminders of classroom expectations to the whole class or individual students. This often involves non-verbal cues and precise praise for students who are following instructions.
- **Redirect:** If a behavior continues, the teacher will have a brief conversation with the student. This step focuses on the solution rather than the problem, helping the student understand the purpose of the expected behavior.
- **Refocus:** The student is given a designated space and time to reflect on their choices using a Refocus Form. This allows the student to regulate themselves before having a quick check-in with the teacher to correct their behavior and rejoin the class. Teachers

will communicate with families when their student completes a refocus form. If this occurs please discuss the incident with your student to support them in proactively correcting the behavior going forward and sign and return the form to your child's teacher the next school day.

- **Respond:** For minor behaviors that persist, the teacher determines consequences and holds an informal restorative conversation to identify how to repair any harm caused. At this stage, the family is contacted, and the incident is documented in Infinite Campus.
- **Office Referral (Major):** If a major safety concern or repeated behavior occurs, the student is referred to the office for administrative intervention. The student may be removed from class for a period of time, administration will document the concerns in Infinite Campus and follow up with the family. Administration will follow the [Jeffco District Discipline Matrix](#) to determine consequences and next steps following an office referral.
- **Restore:** Following any office referral, a formal restorative conference is held. This allows the teacher, classmates involved and the student to repair their relationship, reach a mutual understanding of how the conflict affected the classroom community and make a plan around how to move forward proactively.

The goal through this process is to maintain effective and safe learning environments while ensuring every student feels supported in their social-emotional growth. Students on specific Behavior Plans may follow a modified version of this framework tailored to their individual needs.

18. Hazardous Items

Student safety is our highest priority. Hazardous or dangerous items (knives, ammunition, matches, lighters, fireworks, sharp instruments, laser pointers) are strictly prohibited, will be confiscated immediately, and may lead to suspension or expulsion. Please review our [Evacuation Letter](#) to learn more about our classroom evacuation procedures and best practices.

19. Emergency & Inclement Weather Closing

In the event of school closures or emergency delays, notifications are sent via phone, text, and email using Infinite Campus contact details. Information is also broadcast on local stations, posted on www.jeffcopublicschools.org, and available on the District Hotline at **303-982-6500**.

20. Classroom Enrichment & Specials (AMPS)

Students in grades K–5 participate in Art, Music, Physical Education, and STEM (AMPS) on a rotational schedule. Athletic shoes and suitable clothing are required on PE days. Written parent

notes are required to excuse students from PE activities. Classrooms also have dedicated weekly library times.

21. Field Trips & Instrumental Music

Field trips provide valuable experiential learning. Signed permission slips and required fee payments must be submitted prior to departure. Fifth-grade students are offered instrumental music instruction (band and orchestra) during the regular school day.

22. Student Support Services & Special Education (SERS)

The Special Education and Related Services (SERS) Team collaborates with teachers and parents to assess students, deliver interventions, and fulfill Individualized Education Plans (IEPs). Students with Advanced Learning Plans (ALPs) receive gifted support in the classroom, with progress and assessment data accessible in the Jeffco Student Insights portal.

23. Parent Partnerships and Volunteer Opportunities

The Devinny **Parent Teacher Association (PTA)** is made up of interested parents, guardians, and staff members. The PTA enhances the learning environment for all students by hosting community events and raising funds to support our teachers, classrooms, and the overall student experience. Membership does not require you to attend meetings or volunteer at events, but your joining helps strengthen our school community. Visit the [Devinny PTA Website](#) to learn more and sign up!

The Devinny **School Accountability Committee (SAC)** 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 collaborate toward the goal of advising on school budget and student success priorities. Meetings will be held throughout the school year after school hours. Please check our website for more information.

The **Watch D.O.G.S. (Dads Of Great Students)** program offers father figures—including dads, stepdads, grandfathers, uncles, and adult brothers—an opportunity to play an active role in their child's school experience. Volunteers spend a full day on campus helping in classrooms, supporting school staff, and adding an extra layer of presence and safety.

To learn more about the national program, visit dadsofgreatstudents.com. To sign up for your day at school, please stop by the signup calendar located in the main hallway.

Volunteers: We love welcoming families into our building! We actively invite parents, guardians, and community members to partner with us—whether you are spending time supporting students and teachers in the classroom, visiting for lunch, or helping out with school events, your involvement is valuable to our school community. Our library, art and STEM programs, along with our clerical room, frequently require extra assistance throughout the school day. **To get involved, please complete and return the volunteer interest form found in your registration packet!**

24. Visiting & Building Access

- **Secure Check-In (Raptor System):** All visitors and volunteers must enter and exit through the main front entrance and present a government-issued photo ID (e.g., driver's license) to be scanned through the Raptor Visitor Management System during the school day. Visitors must wear their generated badge at all times. Please review the [Raptor Visitor Management Protocol](#) for more information.
- **Classroom Access & Drop-Offs:** To prevent classroom disruptions, parents must drop student items off at the main office. Visiting classrooms during arrival or instruction is strictly limited to pre-scheduled volunteer engagements.

Updated: July 15, 2026