



Family Resource Handbook

2025-2026



Free & Reduced Lunch
Application

8731 Lowell Blvd. Westminster, CO 80031

Website: flynn.wps.org

[Westminster Public Schools Student Code of Conduct and Rights and Responsibilities Handbook](#)

This handbook is designed for you and your child. Please carefully review its contents and use it as a reference throughout the year. Thank you in advance for your continued support of our school!

Principal: Dr. Jimmy Chism (jchism@wps.org)

Assistant Principal: Lucy Pearson (lpearson@wps.org)

Secretary to the Principal: Leandra Ciancio (lciancio@wps.org)

Front Office Support: Manuela Valenzuela De Munoz, Karina Hernandez Macias, and Tina Romero
(303) 428-2161

IMPORTANT INFORMATION FOR PARENTS

SCHOOL HOURS FOR ALL K-8

Monday 7:25-1:30

Tuesday - Friday 7:25-2:40

SCHOOL HOURS FOR PRESCHOOL

Monday 7:45-12:50

Tuesday - Friday 7:45-2:50

OFFICE HOURS

Office hours are from 7:15-3:15 daily.

ARRIVAL

Students may enter the **gym doors** at 7:15 every day. If you are dropping your student off, you will pull your vehicle into either the blue lane or orange lane. These lanes are marked with cones. If pulling into the blue lane, please pull as far up towards the cross walk to let your student out. If using the orange lane, please pull as close to the Flynn exit (facing Lowell) and your student can get out and use the crosswalk to safely walk to the building.

DISMISSAL

For dismissal, we use an app called Driveline. Dismissal will begin at 1:20 p.m. on Mondays and 2:30 on Tuesdays through Fridays.

All families will receive a number tag at the start of the school year. This tag is to be hung from your vehicle front mirror so support staff can easily see your number.

Blue lane traffic are cars that are entering Flynn from 88th Ave, along 88th Way (traveling south, by the field). Orange lane traffic are cars that are entering from Lowell, along 88th Way (traveling west).

Parents who are parking or walking can stand near the front office entrance and provide your number to the staff member collecting numbers.

All parents and guardians are expected to use the crosswalk and follow the traffic and safety rules.

EARLY RELEASE, HOLIDAYS, AND TEACHER WORKDAYS

1. Early release (for staff development) and teacher workdays will take place on Mondays.
2. During early release Mondays, students will need to be picked up at 1:30 p.m.

3. Please see the [2025-2026](#) school calendar for holidays and teacher workdays since there will be no school during these days.

ATTENDANCE

Westminster Public Schools is proactively trying to curb excessive absences. According to the State of Colorado, any student that accumulates 4 absences in a month, or 10 absences in a year, is considered “habitually truant.” These absences result in lost learning.

Student absences fall into two categories: excused and unexcused.

Excused absences are any absences relating to health, injury, or district/school closures. Unexcused absences include vacations, non-district athletic events, weather related events that do not result in school closings, absences that are not deemed excused, or absences that are not communicated to the office.

Student absences are to be reported to the front office. Absences MUST be verified by a phone call from the parent/guardian by 9:30 a.m. daily (if it is impossible to call the day your child is absent, a note from you MUST accompany your child the day they return). If this is not done, the student will be considered truant and the absence will be recorded as unexcused.

Students are expected to be on time. Students can begin to be dropped off at 7:15. Before this time, there will not be any adult supervision to care for students. Breakfast is available to all students in their classrooms. The first bell rings at 7:25 a.m., at which point the gymnasium doors will close and students will enter through the main front entrance.

Students will be marked tardy if arriving after 7:35 a.m.

Late arrivals (tardies) - if your child is tardy more than three times in one month, or three times in one quarter, the student will be considered “at-risk.” You will be contacted by the principal or designee to develop a plan to assist you in getting your child to school on time.

Poor attendance and truancy can result in an attendance letter, parent meeting, home visit, or a call to Human Services.

ILLNESS

Do not send your child to school with a fever, rash, diarrhea, bad cough, or under the advisement of a physician. Students who develop symptoms during the day or otherwise become ill or injured should inform their teacher so that they may come to the office to have their condition evaluated. If it is determined that a child is too sick to remain at school, the parent will be contacted in order to arrange for the child to be sent home with a parent or other authorized caregiver. It is the parent’s responsibility to quickly arrange for sick children to be picked up from school. **PLEASE MAKE SURE THE OFFICE HAS AT LEAST TWO EMERGENCY PHONE NUMBERS FOR YOUR CHILD.**

EARLY PICK-UP

Students who need to leave school early must be checked out by a parent or guardian through the office. All persons picking up students early must have a photo ID as well as be on the approved list of people allowed to pick up each child. This is for the safety of our children. Please remember that pulling students out of school early is considered a partial absence and is recorded similar to tardies. If these absences become frequent you may be contacted to have an attendance meeting. Due to the additional support that will be needed during our regular dismissal time, **it will be difficult to tend to early pickup needs after 1:00 p.m. on early release days or 2:00 p.m. on regular days.**

ADMINISTERING MEDICINE TO STUDENTS

Only medication that is currently prescribed by a physician, including over the counter medication, i.e. cough drops, may be given at school. Whenever possible, medicine SHOULD be taken at home. Prescribed medication that must be taken during the school day requires a written request from the parent or guardian and a signed doctor's note. Medications must be in the original prescription container that shows the doctor, date, time, dosage, and other current appropriate information. These State and District regulations must be strictly followed. Students should not bring over the counter medications to the school.

PHYSICAL EDUCATION POLICY

When a student cannot participate in physical education classes, a note from a parent is required. If it is to be more than three days, a doctor's note will be required.

VISITORS

Parents and visitors must check in at the front office, all other exterior doors are locked during school hours. When parents check in, they must provide ID in order to see their students. Please be prepared to show ID even if we know you. We realize it can be frustrating to show ID every time you enter the building, but this is a safeguard in case parent custody rights change, legal name changes, or other safety precautions. Please know it is because of our deep commitment to your student's safety that we will be so diligent about this process.

Forgotten lunches, permission forms, homework or other items can be left at the office and will be delivered to the classroom at an opportune time by Flynn staff. This is simply to keep interruptions to a minimum during the day.

PARENT VOLUNTEERS

Parent volunteers are encouraged! Please contact the office if you are interested in volunteering for field trips, events, or in the classroom. A background check is required. We also have a PTO at Flynn and all families are welcome! Communication about meeting times will be sent out throughout the school year.

FIELD TRIPS

Field trips can be organized by classroom teachers, and are often aligned with major units of study. Be on the lookout for communication from your teacher regarding any upcoming field trips. Parent volunteers are essential!

RECESS

Recess is scheduled as a part of the regular school day. This time serves as a mental break for students as well as provides much needed exercise, fresh air, and helps activate the mind for additional learning. Recess is an important time for students to practice appropriate social skills as well. When the temperature drops below freezing, or is actively raining, snowing, or otherwise unsafe, students will remain inside for an indoor recess. Only children with a doctor's note will be permitted to stay inside during recess. The doctor must specify the number of days.

CHILDREN SHOULD COME TO SCHOOL PROPERLY CLOTHED FOR ANY OUTSIDE WEATHER CONDITIONS.

GENERAL SCHOOL RULES (SOAR Behavior):

S: Self Control

O: Ownership

A: Attitude

R: Respect

BEHAVIORAL INTERVENTIONS AT FLYNN

During the first few weeks of school, teachers will be building shared values with the class and creating a classroom Code of Collaboration. When students are acting in a way that violates those norms, students will receive two redirects to remind them of the shared values of the classroom. If a third incident occurs in a day, that student will be required to complete a refocus form provided by the teacher. If the behavior persists after returning to class, the student may receive a loss of privileges (recess, Friday Fun, etc.) or be sent to meet with administration. If at any point the student refuses the corrective intervention or becomes such a disruption that there are safety concerns, the student will be escorted to the office and a parent will be contacted for the child to be sent home.

SOAR on the PLAYGROUND

SOAR behavior will be observed at all times, including while on the playground.

SCHOOL UNIFORMS

Dress code expectations differ for students in the Elementary (PK-5) and Middle School (6-8). All Flynn students must wear a uniform Monday through Friday.

PK-5 Dress Code: Students are required to wear a collared polo shirt. The colors include: all shades of blue, black, white, or gray. A solid color sweater or sweatshirt can be worn over the polo (in the same shades allowed for polos).

For bottoms, students are required to wear khaki, navy, or black pants. Khaki or blue dresses, skirts, or shorts can be worn, but must be long enough to reach fingertips when arms are extended by your side. Leggings can be worn with a skirt.

Middle School (6-8) Dress Code: Students can wear jeans that are solid colored with no holes. Pajama pants, sweat pants, and leggings are not permitted.

For tops, students can wear a solid colored t-shirt (the collar is not required but allowed). The colors mirror the PK-5 dress code, which include: all shades of blue, black, white, or gray. A solid color sweater or sweatshirt can be worn over their shirt (in the same shades allowed for polos).

If your student is not in uniform, they will be sent to the office and issued proper uniform apparel, and notified with a phone call home. The student can keep this uniform for future use. If a student continues to come to school out of uniform, administration will contact family to determine next steps.

Dress Down Days: Students can be awarded “dress down days” either as part of a school-wide reward or as part of an individual teacher award for good behavior, citizenship, or academic progress. Dress down certificates must be presented if a student is out of uniform in the event that it is not a school wide dress down day.

Walmart, Target, Old Navy, Burlington Coat Factory, and many second-hand stores and thrift stores sell school uniform clothing. In addition, the Flynn store is now selling apparel for students with the Flynn Falcon logo. You can view the online store [here](#).

TECHNOLOGY

Flynn is “one-to-one”, which means that every student will have use of a Chromebook while in school. Students may be asked to take Chromebooks home for homework, or in the event we need to flip to remote learning. A Chromebook agreement will be digitally signed by the guardian during online enrollment.

In order to protect the technology investment the school has made, parents are financially liable for technology that is either lost or damaged in accordance with district policy. *Parents can purchase a Chromebook Protection Plan for \$50.* This **optional protection plan** will cover the complete cost of repair or replacement for the first incident as well as the cost of repair or up to half the cost of replacement for the second incident. Any repair or replacement cost after this will not be covered under the protection plan. Please speak with your student about appropriate care for technology.

Appropriate Use of Technology: Students may use technology for only school related reasons. Student use of technology for other means (playing unapproved computer games, viewing inappropriate material or using technology for social media outside the parameters of a school assignment) is prohibited. A student may have technology privileges revoked in the event of misuse. Please have a conversation with your student about appropriate use.

CELL PHONE POLICY

Students with cell phones will be asked to keep their phone safely in their backpack. Cell phones should not be out during classroom time. Students in the Middle School (grades 6-8) are able to use their cell phones during recess, however students in Kindergarten through 5th grade need to keep their cell phones silenced in their backpack.

If a student is using their cell phone in class, the teacher will ask for the phone and it will be locked in their closet until dismissal, when the student can pick it up from the teacher. If a student refuses to provide their phone to the teacher, the student will be sent to discuss the matter with administration and family will be contacted to determine next steps.

If the student needs to call home, or if a parent/guardian needs to speak with their student, this can be done through the front office.

EMERGENCY SCHOOL CLOSING

This is an important procedure of which we all need to be aware. The schools can be closed by the superintendent of schools in an effort to minimize danger to our students in case of inclement weather or other emergency circumstances. The method used to inform students and parents is through the school/district website, robocall, or through media. If you need information regarding snow days, most metro radio and television stations will broadcast school closing information throughout the day. Our school district is identified as “Westminster Public Schools” or “Adams 50 School District” if the station is not up to date.

HOMEWORK

When homework is assigned the students are expected to complete it. Students may receive homework in intervention, language, or specials classes in addition to their general education classes. Please encourage your children to complete their work. It helps to provide a quiet place and time for homework completion. Discussing their work helps students develop a positive attitude about learning, especially when the learning is new or difficult. Students will only become good readers and good mathematicians with daily practice in and out of school. Thank you for your help with homework.

BEHAVIORAL EXPECTATIONS IN CLASSROOMS

CLASSROOM CULTURE

Flynn uses a variety of classroom culture programs and tools to ensure a positive learning environment. Programs like Kagan Cooperative Learning and Rachel’s Challenge have shown great results at Flynn. These programs emphasize student choice in learning (aligned with our Competency Based approach to learning), positive reinforcement, healthy community relationships, and clear expectations on behavior.

SOAR and DISCIPLINE

Each teacher will explain what SOAR looks like in their classroom. In general, a classroom teacher will give the student a warning (with guidance on how to fix the demonstrated behavior), and then will have

a private conversation in the hallway to gain a better understanding of what is going on. If the behavior persists, the student will be sent to a neighboring class to complete a refocus form. If, after completing a refocus form and having a restorative conversation with the teacher, the student continues to demonstrate the behavior, then administration will determine an appropriate consequence. In the case where students' physical or emotional safety is being threatened (severe bullying or fighting), the offending student will be sent to the office immediately.

OUTCOMES

Positive reinforcement will be given to students who display positive behavior.

Our staff has committed to teaching all students our SOAR expectations and school norms during the first several weeks of school. This will help students learn and understand behavior expectations. During these first several weeks, we are also working to help students to become positive problem solvers as well.

We know that all human beings, especially children, make mistakes. Our goal is to help everyone learn from their mistakes, be held accountable in a kind, caring, yet firm way, and provide opportunities to learn about the real world in real world ways.

Restitution, restoration, and consequences that are designed to be logical, reasonable, and help students learn more appropriate behaviors, are what lead to a safe learning environment for all.

At Flynn we can provide interventions for students that are struggling with behaviors. These may include behavior plans, restricted access plans, restorative practices, community service and other interventions, in lieu of the traditional suspension/in-school suspension models. Although there are some instances where suspension must occur, these are used sparingly. If your student is suspended from school, please plan on a re-entry meeting with the principal and others affected.

GROUNDS FOR SUSPENSION AND/OR EXPULSION:

- A. Possession of weapons, any object that looks like a weapon (toy weapons), or any object that might be harmful to a person or property.
- B. Use, possession, or selling of drugs, alcohol, tobacco products, or pornography.
- C. Engaging in or initiating gang-like activities on school property.
- D. Threatening violence toward another person.
- E. Use of inappropriate language, particularly in a threatening manner.
- F. Fighting or physical assault on a student or adult.
- G. Habitual disruption of the learning environment.

Parent/guardian will be notified immediately if a student has committed an offense which would warrant a suspension or expulsion.

OTHER

BICYCLES

Bikes are to be walked onto school grounds and stored and locked in the designated area. The school is not responsible for damages related to bicycles. Bike safety rules are to be followed.

PROBLEMS BEFORE/AFTER SCHOOL

Problems before and after school should be reported to the school and with Adams County Sheriff, if warranted.

PRINCIPAL MEETING

If you need anything, please make an appointment with the office and either Dr. Chism or Ms. Pearson will be happy to meet with you. We welcome parent partnerships and strive to have impeccable customer service. Please let us know if there are any concerns.

JOHN E. FLYNN, A MARZANO ACADEMY

SCHOOL UNIFORM POLICY

Success and leadership start with how we are dressed. At John E. Flynn, A Marzano Academy, our uniform policy provides all students the opportunity to be safe and successful learners.

Tops: Solid shades of blue, black, or white polo shirt (short or long sleeve).
Hoodies: Plain blue, black, or white sweaters or hoodies over shirts.

Pants: Khaki, black, or navy blue pants, shorts, or skirts. Plain black, navy blue, white or tan leggings can be worn under skirts or dresses.
Shorts and skirts/dresses must be an appropriate length.

Shoes: Appropriate for P.E. and recess.
No "wheelies" permitted.

School Store Available:

Items also found at Old Navy, Walmart, or Target.

