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Parent/Guardian  
Student Handbook  
2014-2015



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*“Every child learns every day!”*



## **Wiggins Elementary School**

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Wiggins, CO 80654

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**Wiggins School District RE-50J**  
Wiggins, CO – [www.wiggins50.k12.co.us](http://www.wiggins50.k12.co.us)

### **Mission Statement**

**Our Mission is to provide a safe and secure learning environment which empowers all students to be life-long learners and ethical decision makers who are well prepared for the 21st century.**

In accordance with Federal law and the US Department of Education, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write to Superintendent, Wiggins School District RE-50J, 320 Chapman Street, Wiggins, CO 80654 (970) 483-7762. Wiggins School District RE-50J is an equal opportunity provider and employer.

# **Welcome!**

## **Wiggins Elementary School**

We are pleased that your child(ren) are enrolled at Wiggins Elementary School. We are very excited about the upcoming school year and encourage you to get to know us and share with us your comments, concerns, and ideas.

At Wiggins Elementary School, we believe that all children can learn. We also recognize the fact that parents play the strongest role in the education of their children. We welcome parents in our school at all times, and encourage parent and teacher partnerships. If you have a desire to volunteer your time, please make contact with classroom teachers or school staff.

This handbook is designed to provide parents with the information that will help you prepare your child(ren) for school. School policies are referenced in the handbook. You can access school policies online at [www.wiggins50.k12.co.us](http://www.wiggins50.k12.co.us) or in all school offices. Please take the time to read this handbook with your child(ren) and familiarize yourself with its contents as well.

Once again, welcome to Wiggins Elementary School. We look forward to working together with you to help your child(ren) grow, develop, and have new and exciting experiences.

Sincerely,

Tara Boyer,  
Principal

This page reserved for 2013-2014 school calendar.

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# Board of Education

Mr. Craig Harris		President
Mr. David Ritchey		Vice-President
Mrs. Rena Baessler		Secretary/Treasurer
Mr. Jim Bostron		Director
Mr. Brian Baker		Director

## Administration, Faculty, and Staff

### Administration

Gary Bruntz		Superintendent
Cary Allen		Business Director
Trent Kerr		High School Principal
Kathy Klausner		High School Administrative Assistant
Tara Boyer		Elementary Principal
Erica Gilliland		Elementary Administrative Assistant
Mark Pelton		Technology Director

### Elementary Faculty & Staff

Mrs. Donaghy		Kindergarten
Mrs. Green		Kindergarten
Mrs. Beauprez		First Grade
Mrs. Francone		First Grade
Mrs. Werner		Second Grade
Mrs. Mook		Second Grade
Ms. Sailer		Third Grade
Ms. Neb		Third Grade
Mrs. Shutts		Fourth Grade
Ms. Wilson		Fourth Grade
Mrs. Fullmer		Fifth Grade
Mrs. Herbstman		Fifth Grade
Mr. Belasco		Physical Education
Mrs. Kammerzell		Music
Mrs. Ray		Nurse
Mrs. Johnson		Librarian
Mrs. Kerr		Library Assistant
Mrs. Covelli		Counselor
Mrs. Snider		Literacy Coach
Mr. McCourt		Resource Teacher
Mrs. Eklund		Title Reading
Mrs. Ashbrook		Paraprofessional
Mrs. Thomas		Paraprofessional
Ms. Fowler		Paraprofessional
Mrs. Kopetzky		Paraprofessional

*Administration, Faculty, and Staff Continued*

**Transportation/Bus Barn**

Mr. Crites

**(970) 483-7773**

Transportation Director

**Food Services**

Mrs. Gilliland

Mrs. Jordan

**(970) 483-7762**

Kitchen manager

Cook

**Maintenance**

Mr. Kopetzky

Mr. Epple

Mr. Cox

Mrs. Cook

**(970) 483-7762**

Maintenance Director

Grounds

Elementary Custodian

Elementary Custodian

## **Important Phone Numbers**

Elementary – (970) 483-7784

Middle School – (970) 483-7763

High School – (970) 483-7761

Central/Administration – (970) 483-7762

Transportation/Bus Barn – (970) 483-7773

Cafeteria – (970) 483-7762 Ext. 4210

## **Daily Schedule**

7:40 a.m.

7:30 a.m.

7:52 a.m.

8:00 am.

3:15 pm.

School personnel on duty

Breakfast served

Starting bell

Tardy bell

School Dismissed



**The following are policies and regulations for Wiggins School District RE-50J. Please read each one carefully. This will help you and your child(ren) to adjust to our schools. If there is a policy code after the title, please see any of the school offices for a copy for more explanation and details.**



**The following pages refer to and have paraphrases and pieces of the school board policy along with past elementary practices and rules. For the complete policy, please reference the web page or the superintendent's office.**

## **Student Code of Conduct**

**See Policy JICDA**

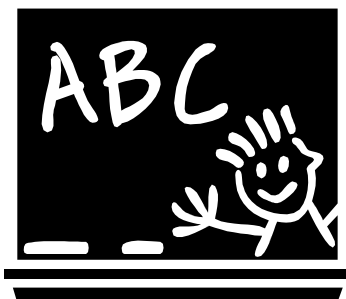
As a community school, Wiggins Elementary strives to provide every student with a safe learning environment conducive to learning and to teach students the concepts of cooperation, fair play, respect for others, and personal responsibility for actions. In order to provide the best possible learning environment, all students are expected to adhere to the following standard of conduct.

### **General expectations**

- Be respectful of others and their property
- Solve problems appropriately
- Follow directions immediately
- Treat your school with respect
- Be responsible for your actions

Because we believe children acquire appropriate behaviors through modeling, consistency, direct instruction, and reinforcement, we will do everything we can to help your child learn and follow the rules. A parent/teacher partnership is an integral part in the process of learning, **don't allow your child to take anything to school without your permission.**

The District Discipline Plan is fully outlined in this Parent/Guardian-Student Handbook. Please take time to read and study this information with your child. **All students in the Wiggins schools will be held accountable for the District Discipline Plan and the District Code of Conduct.** A copy of the District Code of Conduct policy and all other policies, rules, and procedures governing Wiggins RE-50J is available upon request in the Superintendent's or Principal's offices, and online at [www.wiggins50.k12.co.us](http://www.wiggins50.k12.co.us)



# Playground Behavior

Staff members supervise all recesses. Safety and constructive cooperative play are the primary goals of supervised play. Playground behavior expectations mirror classroom expectations. The duty person will restrict students who are not playing in an appropriate and safe manner. In the event of poor weather or severe conditions, students will have indoor recess supervised by staff members. Rules for behavior as defined by the District Code of Conduct will be enforced during recess.

## Ball games

- All students are welcomed to play and participate.
- Appropriate language and sportsmanlike conduct is expected at all times.
- No roughhousing.
- Only touch football is allowed.
- The basketball court will be open to all 3<sup>rd</sup> - 5<sup>th</sup> graders at lunch.
- Only plastic bats and wiffle balls are allowed

### Soccer:

- No intentional rough play

### Football:

- No intentional rough play
- No tackling
- Touch football only

## Winter play conduct

- **NO SNOW BALLS**
- No sledding
- Dress appropriately
- Respect snow projects built by others
- Clean feet before entering the buildings

## Restrictions

- No skate boards
- No roller blades
- No bicycles on the playground

## Equipment

- Use equipment as it was designed to be used
- No playing tag on the equipment





# General Information

## Absences, Tardies, and Excuses

Students who are not in school cannot benefit from the day's instruction. Good attendance habits improve learning and help establish a pattern of behavior which leads ultimately to better work performance both in school and later in life on the job. We ask for your help in establishing good attendance practices with your children.

State law mandates that all children under the age of 17 attend school every day during school sessions. Excused absences are those resulting from illness or a family emergency. Unexcused absences will be handled as per outlined in the discipline code according to district policy.

Attendance records are extremely important and must be accurately maintained. Therefore, if a child misses school due to illness or family emergency, **please call the school at 483-7784 in the morning**. When the child returns to school, **please send a note relating the reasons for absence**. If the office does not receive notification, phone call or note concerning an absence, the elementary school administrative assistant will call the home of the student's parents/guardians to make sure they are aware of the absence. This is to provide an added measure of safety for your child's welfare. Please remember to call in absences.

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that school begins. Students who report to school late must check in with the office to receive a pass before continuing to class. Parents must notify school **ahead of time** or **send note** expressing reasonable cause for student being late in order for it to be excused. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties may be imposed for excessive tardiness. **Excessive unexcused tardies will result in a required parent/guardian contact and/or after school detention.**

If chronic absence becomes problematic, the principal will contact the family. Ten absences in one semester will result in principal notifying superintendent in writing requesting direction for further action.

A student who has at least ten consecutive absences and the school hasn't received proper notification/documentation, will automatically be withdrawn from school. The student will be readmitted after a conference has been completed with the principal and guidance counselor.

A record of absences and tardiness, both excused and unexcused, will be maintained by the principal's office and a letter of concern will be sent to the parents/guardians and superintendent if a pattern of concern becomes evident.

## After School Procedure

Students are expected to immediately go to their proper destination at the end of the school day. **Any deviation from this normal procedure must be authorized by the office.** Authorization can happen in two ways: with a written note signed and dated by the parent/guardian turned into the office or by a conference with the principal in emergency situations. If a student is to be held at school by a teacher, parents/guardians will be notified in advance.

## Award and Recognitions

Students at Wiggins Elementary are recognized throughout the year in various ways. In addition to classroom certificates and awards, students may receive one or more of the following:

- Perfect Attendance

- English Language Learner
- NWEA Recognitions
- Reading Excellence
- Fifth Grade Boy & Girl
- Principal's Terrific Tiger Award
- TCAP Recognitions

### **Birth Certificate**

**See Policy JEB**

By law, all students must have on file in the elementary office a copy of their birth certificate. You may obtain a copy of the birth certificate with the Clerk and Recorder's Office in the county/state your child was born. For all children born in the state of Colorado, you may contact the Morgan County Clerk and Recorder's Office at 542-3521.

If your child was born in another state, the Clerk & Recorder's Office may have their contact information, but you may also go online and do a search with the keyword: vital records or try [www.egovernmentaccess.com](http://www.egovernmentaccess.com) and click on the state to get more information. Make sure you go to a government website as other places will charge more to obtain a birth certificate.

### **Board Meetings**

**See Policy BE**

All regular and special meetings of the Board of Education shall be open to the public. You are welcome to attend these meetings. These are held in the Elementary Board Room. Agendas are posted in each school prior to the meeting.

### **Bullying Prevention and Education**



**See Policy JICDE**

We support a secure school climate conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. We promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment, which includes school buildings, grounds, vehicles, bus stops, and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including detention, suspension, expulsion and/or referral to law enforcement authorities.

### **Change of Personal Information**

Please keep the school informed concerning changes in addresses, phone numbers, and any other pertinent information. Also inform the school counselor of emotional problems that might be affecting your child's school performance. Information will remain confidential. It is important that our office be notified of any visitation restrictions which limit contact with non-custodial parents or family members. **The District will presume that both parents have equal access to a child when that student is registered in school unless one parent provides the District with a Colorado court order indicating otherwise**, which will be included in the student's permanent record. It's of vital importance that current contact information is available to personnel including the nurse.

### **Child Abuse/Child Protection – Child Protection Act**

**See Policy JLF/JLF-R**

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the appropriate county department of social services or local law enforcement agency.

## **Community Use of School Facilities**

**See Policy KF**

Community groups shall be permitted to use school facilities when such uses will not interfere with the school program. All arrangements shall be subject to approval by the Wiggins School District Central Office and/or Superintendent and user fees may be applied. Please contact Central Office to request a Facilities Use Form.

## **Discipline Plan**

**See Policy JK**

Student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. Discipline will be given out by the principal, superintendent, or their designee. The principal and superintendent have the right to suspend students. For more serious violations administrators have the right to move the offense to a more serious class or consequence. Since it is not possible to foresee every problem, consequences may be given for offenses not listed below, according to the severity of the offense.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

- Violates the code of conduct adopted by the Wiggins Board of Education
- Is dangerous, unruly, or disruptive
- Seriously interferes with the ability of the teacher to teach the class or other students to learn.

The discipline plan is outlined as follows:

### **WIGGINS SCHOOL DISTRICT RE – 50J DISCIPLINE PLAN 2007-2008**

#### **Legal References:**

**C.R.S. 12-22-303**

**C.R.S. 18-3-202**

**C.R.S. 18-4-301**

**C.R.S. 18-9-124**

**C.R.S. 22-32-109**

**C.R.S. 22-33-106**



# Part 1 – Types of Infractions

## **Class A. Classroom Discipline Plan**

These routine infractions are to be handled by the teacher through the Classroom Discipline Plan unless they are repeated more than three times. Upon the fourth occurrence, the teacher may issue a Discipline Referral to the principal. The consequences for Class A infractions will **not** extend beyond OSS (Out of School Suspension). **The degree of the severity of infractions may result in next level.**

- Tardies
- Excessive talking
- Eating and/or drinking in the classroom
- Wearing hats inside the building
- Inappropriate dress
- Throwing objects
- Inappropriate language
- Inappropriate behavior
- Pushing/shoving
- Scholastic dishonesty/cheating

## **Class B. School Detention (SD)**

Discipline Referral is made to the principal and becomes a record in the School Discipline Report. Parents/Guardians are notified. **The degree of the severity of the infraction may result in the next level.**

- Class A infractions repeated a minimum of 4 times
- Failure to respond to a reasonable request
- Failure to appear for a teacher's detention
- Disruptive behavior, not flagrant
- Lying/giving false information
- Profanity, vulgar language or gestures
- Continued dress code violations
- Unsafe behavior, routine
- Unexcused absences
- Scholastic dishonesty/cheating

## **Class C. In-School Suspensions (ISS)**

Class C infractions immediately move to the ISS level of the School's Discipline system. Discipline Referral is made to the principal and becomes a record in the School's Discipline Report. Parents/Guardians are notified. **The degree of the severity of the infraction may result in the next level.**

- Truancy
- Failure to appear for the School Detention (SD)
- Disruptive behavior, flagrant
- Insubordination
- Tobacco use on campus
- Fighting and/or hitting or kicking
- Unsafe behavior, flagrant
- Scholastic dishonesty, cheating, flagrant
- Threats, harassment, bullying
- Damage to school property
- Forgery
- Theft
- Creating a threat of physical harm to others

### **Class D. Out of School Suspension (OSS)**

Class D infractions immediately move to the OSS level of the School's Discipline System. Discipline Referral is made to the principal and becomes a record in the School's Discipline Report. Parent/guardian is contacted and a police report is made if necessary. **The degree of the severity of the infraction may result in the next level.**

- Assault – physical or sexual
- Theft
- Possession or use of alcohol, drugs or drug paraphernalia
- False alarm
- Sexual harassment
- Extortion/coercion
- Arson
- Bomb threat
- Vandalism
- Gang paraphernalia, gestures, or behaviors

### **Class E. Expulsion**

Student receives OSS until expulsion hearing can be held. Discipline Referral is made to principal and becomes a record in the School Discipline Report. Parent/guardian is contacted and a police report is made.

- Weapons
- Willful destruction or defacing of school property, vandalism
- Creating a threat of physical harm to others
- Selling drugs
- Robbery or felony theft
- Criminal assault
- Any violation which would be a felony if committed by an adult
- Sexual harassment, physical
- Gang paraphernalia, gestures, behaviors and/or activities

### **Class F. Other Infractions**

Other infractions will be dealt with in accordance to school policy and regulations. All appropriate people will be notified in accordance with the policy.

- Bus and transportation violations – see district bus rules
- All other items that have not been specifically mentioned that violate school policy and regulations

## **Use of Physical Interventions**

In dealing with disruptive students, any person employed by the district may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

- To prevent a student from a wrong-doing
- To quell a disturbance threatening physical injury to others
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student
- For the purpose of self-defense
- For the protection of persons or property
- To maintain discipline

## **Student Absences and Disciplinary Actions**

One of the keys to a student's success in school is regular and punctual attendance. Poor academic work and absenteeism are tied together. According to state law, it is the obligation of every parent/guardian to insure that every child under his/her care and supervision receives an adequate education and attends school.

Excused Absences falls into the following areas:

1. Illness/injury/death in the immediate family
2. Approved appointments
3. School sponsored activities
4. Pre-arrangements between the principal and the family

Anything not identified above will be considered an unexcused absence, which could result in a Class B, or higher infraction.

### **Information and Notes**

- Each SD (School Detention) may be assigned from 1-4 days
- Each ISS (In School Suspension) may last for 1 to 5 days
- Each OSS (Out of School Suspension) may last from 1-5 days including the days the Superintendent may add to the suspension.

When appropriate, the principal may assign additional consequences for any infraction. Additional consequences include, but are not limited to, counseling, confiscation, community service, and restitution.

### **Classroom Discipline System**

The Classroom Discipline system is a crucial component of the Wiggins Elementary School Discipline Plan. Each teacher must develop well-defined rules and consequences for behavior expected of students in the classroom and shall clearly communicate these rules to the students.

Teachers shall handle routine infractions internally without making Discipline Referrals to the Principal. Options for teacher consequences might include: student conference, natural consequences, loss of class participation, parent conferences, counseling, removal from class for time-out, and teacher detention. Routine infractions have been designated "Class A" infractions and have been listed separately.

Discipline Referrals **may** be submitted when Class A infractions are repeated a minimum of three times. Upon the fourth occurrence of the **same** infraction, a teacher may issue a Discipline Referral to the principal; at this time the infraction leaves the Classroom Discipline System and enters the School Discipline System. Discipline Referrals shall be made to the principal in cases of serious infractions designated Class B through Class E infractions. Referrals must be filled out completely. This might be a little time consuming but it is easier to handle if the administration knows the interventions that have been tried. Teachers may contact parents/guardians.

Teachers are authorized to assign and make arrangements for SD and shall notify the student and parent of the date(s) the School Detention is to be served, and shall note this date on the Referral form. While teachers may recommend ISS or OSS, only the principal or the principal's designee shall make this determination.



## **Behavior Expectations**

The Wiggins School Board supports the endeavors of staff, students, parents/guardians, and the community to ensure positive student behavior and conduct. In addition, the board expects parents/guardians and students to recognize their responsibility in developing self-discipline.

1. Students shall be responsible and accountable for their behavior and conduct:
  - While on school property
  - While involved in school-sponsored or related activities
  - During any recess or lunch periods on or off school property
  - While traveling to and from school
  - Beyond the hours of school operation if the behavior or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s)
2. Parents/guardians play a vital role in developing student behavior and conduct. It is the district's expectation that parents/guardians:
  - Be aware of the board policy and regulations and the school's expectations for student behavior and conduct
  - Review the board policy and regulations and the school's expectations for student behavior and conduct with their child(ren)
  - Work with the school to resolve student behavioral issues when they affect their child(ren)
  - Co-operate with the school's or district's recommended course of action prior to readmission of the student following a student suspension
3. Students shall show respect for:
  - Authority
  - Teachers' and other students' property
  - School property
  - Ethnic, racial, religious, and gender differences
  - School attendance and punctuality
  - Textbooks and equipment
  - Fire alarms and safety equipment
  - District policies relating to smoking, alcohol, drugs and inhalants

## **Behavior Infractions and Consequences**

It is the goal of Wiggins Elementary School to create safe and positive environment which allow productive learning to occur. The following rights are based on common sense, courtesy, consideration of safety, and respect for the rights of others.

1. **The right to a positive learning environment.** Everyone has the responsibility and the right to learn, and no one has the right to interfere with learning. Students have an obligation to be prepared to learn. This includes attending school regularly, on time, and completing assignments.
2. **The right to be respected.** Teachers' and students' dignity, welfare, and material possessions shall be respected.
3. **The right to learn in a safe, positive environment.** Fighting, threatening behavior and possession of any type of weapon will not be tolerated. Drugs, drug paraphernalia, gang dress or activities, alcohol and tobacco products are not allowed in the schools.

## Dress Code

See Policy JICA

A safe and disciplined learning environment is essential to a quality educational program. District wide standards on student attire are intended to help students concentrate on school work, reduce discipline problems, and improve school order and safety. The Board recognizes that students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Students are encouraged to wear practical clothing in relation to the weather conditions and activities of the day. Students may not wear the following clothing:

- Designs or lettering generally considered vulgar or obscene or that advertises drugs, alcohol, or tobacco.
- Baggy pants or “saggers”
- No bare midriffs, crop tops, tank tops with thin straps, or similar clothing with straps
- See-through shirts or mesh shirts
- Hats and sunglasses may **not** be worn in the building.
- Shorts are permitted in the fall and in the spring but must be mid-thigh in length.

The Dress Code will be enforced and non-compliance will result in a parent/guardian contact and the student will be excluded from school activities until acceptable clothing is provided. (Please see policy for a more detailed list of unacceptable items and exceptions.)

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

## Drugs and Alcohol

See Policy JICH

We shall promote a healthy environment for students by providing education and support and decision making skills in regards to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs, or other controlled substances for any student on school property, which includes attendance at school, school vehicles, or taking part in any school sponsored activity. School policy and the law prohibit the use of alcohol or illegal drugs on any school grounds or school sponsored activity.

Any use of these substances during any activity or school sponsored trip will be dealt with in accordance with the school discipline policy. A student who violates this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution.

## Early Check Out/Dismissal



The school is legally responsible for the health and safety of its students during the school day. Students will be released only to parents/guardians or parent/guardian authorized designee during school hours. Students must be checked out at the office to receive a pass. Students will not be released until a parent/guardian or authorized designee comes into building and signs them out. **Please have your list of authorized designees on file in the office in the proper manner.**

## **Entrance Age Requirements**

**See Policy JEB**

A child may enter kindergarten in the Wiggins School District at age 5 by June 15. Students enrolling in the first grade may enter if they are 6 years old prior to September 1 of the year of enrollment.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

For additional information, you may call (202) 260-3887 (voice) or contact Department of Education as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920



**See Policy IAOA**

## **Field Trips**

Field trips are a most effective and worthwhile means of learning. Permission slips will be sent home to get parent/guardian approval. If these slips are not returned by the day of the field trip, the student will not be allowed to attend. There may be a cost incurred by the parent or guardian on behalf of the student.

## **Fire/Safety Drills**

Fire/safety drills will be practiced each month during the school year. Each teacher has a copy of the fire procedures in their classroom.

**Anyone setting off a false fire alarm, which is a Class I petty offense under the criminal code, will be suspended from school for three days and will be reported to the police.** We simply cannot disregard the seriousness of this act and the implications which could follow as the result of setting off the false alarm.



## **Grading/Retention**

**See Policy IK**

Each student shall meet or exceed applicable state and academic content standards before they transition from grade level to grade level and before they are eligible to graduate.

Retention due to social, emotional, or physical immaturity shall be used on a very limited basis. The decision regarding retention must come before school principal/administrator.

## **Harassment**

**See Policy JICDD/JICDE/JBB/JBBR**

Please see the discipline plan policy for possible consequences.

Harassment definition: Verbal, written, graphic or physical conduct that is pervasive enough to interfere with a student's ability to participate in or benefit from the district's educational programs or activities.

### **EXAMPLES OF HARASSMENT**

- Intimidation implied or overt threat of physical violence
- Physical acts of aggression, assault, or damage to another's property
- Demeaning jokes, taunts, slurs, nicknames, name calling, innuendos, or derogatory remarks either written or verbal
- Graffiti or visual displays such as cartoons or posters depicting slurs or derogatory sentiments
- Use of "fighting words" intended to incite individuals to violent actions
- Criminal offenses directed at an individual

## **Hats**

Children are not allowed to wear hats or other head covering in the building and/or classrooms. Sometimes teachers will have students bring hats and students will be permitted based on certain requirements.

## **Homework**

Homework is a shared responsibility among students, parents/guardians, and teachers. Homework offers valuable practice time and encourages independent study habits. Students should expect to have homework weekly.

## **Insurance for Students**

A student accident insurance program may be purchased on an optional basis and offered by a private firm and providing broad coverage at nominal cost to parents/guardians may be purchased. Such protection, when purchased by the parent/guardian, shall cover the student while at school, on the way to and from school, and when engaged in school-sponsored activities either on school grounds or elsewhere. Through this plan, additional insurance coverage may be purchased which will cover students participating in interscholastic athletics. The school allows the insurance as a service and receives no part of the money.

## **Internet**

**See Policy JS**

The Internet has vast potential to support curriculum and student learning. The Board of Education believes the Internet should be used in schools as a learning resource to educate and to inform.

## **Library**

- Students may check out library materials through their own personal library patron number
- Students may work in the library independently, with a teacher's classroom pass
- Students that create a disturbance will be asked to return to class, or go to the office, depending on the decision of the library staff
- Students may check out library materials for three weeks. Items may be renewed unless there is a "Hold" on that item
- Items that are lost or damaged must be paid before new books can be checked out, unless special arrangements have been made with the librarian
- Items that are lost or damaged must be paid for at the district rate (\$5.00 per paperback book, \$10.00 per hardbound books, \$10.00 per DVD)
- Students must return books or pay the lost book fee when they leave the district upon moving, etc.
- Overdue books at the end of the school year will need to be returned or paid for or privileges will be lost the following year
- The library puts on a book fair during the school year
- Please stop by and help support the school library as a percentage of sales is contributed back to the library

## **Lock Down Drills**

As part of our school safety plan, we will practice lock down drills periodically during the school year.

## **Lost and Found**

If your child comes home and says they have lost something, please have them come to the office to inquire. Right outside the office there will be a Lost and Found box. They can look through this at anytime. At the end of the school year if there is anything leftover, it will be taken to a charity.

## **Newsletter – Wiggins Classroom Newsletters**

*Wiggins Classroom Newsletters* will include valuable information about school events and classroom activities. Each grade level may be sending home a newsletter periodically.

## **Opening and Closing**

The school day for students starts at 7:55 am and ends with class dismissal at 3:15 pm. Students should not arrive prior to 7:45 a.m. (unless having breakfast at 7:30 a.m.) and should leave for home immediately after school. Playgrounds will not be supervised before 8:00 A.M. or after school. Make arrangements to pick children up immediately after school is out. If schedules need to be rearranged please send a note with the student or come to the office to make arrangements.

## **Parents as Partners/Volunteer**

Parents/guardians are the most important element in a child's education. We will make every effort to include parents/guardians in the daily activities at Wiggins Elementary School. We encourage and welcome parents/guardians to call, visit the classroom, eat in the cafeteria, and assist as a parent/guardian volunteer in the classroom or on a school committee. Parents/guardians are encouraged to participate in the district accountability committee and TPO.

## **Parent / Teacher Conferences**

Parents/guardians are encouraged to come to the school and visit with the teachers and administrators who are working with their children. Setting common expectations at home and school will help insure your child is getting the same message. Please share with your child's teacher insights that might help them better understand your child.

Conferences are scheduled each semester one in the early fall and the other in the spring. These are usually held in the evenings. A letter will be sent home notifying you of your scheduled appointment. Our goal is to have 100% participation. If additional conferences are needed, parents/guardians or the teacher may schedule them.

## **Parents Right to Know**

The recently passed No Child Left Behind act requires that school districts provide, upon parent request, information regarding the professional qualifications of the student's classroom teacher.

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status
- Degrees and certificates of the teacher.

## **Permanent Records/Report Cards**



**See Policy IKAB**

A complete academic and attendance record of every student who has attended Wiggins Elementary School is kept in the school office. The records contain information the student will need should they transfer to another school. It's essential for parents/guardians to be kept fully informed of their student's progress in school.

## **Personal Items**

Please do not allow children to bring toys, radios, CD players, I-Pods, sports equipment, skateboards, roller blades, or large amounts of money to school. These items distract from the learning environment and may be lost or stolen. Items found at school that are considered a distraction to the learning process will be confiscated. Parents/guardians will be contacted and arrangements will be made for their proper return. Trading or selling of any kind of collection card is not allowed. The school cannot be held responsible for personal items lost or stolen.

Gloves, coats, hats, boots, and lunch boxes should be clearly marked with student's name. A lost and found is maintained near the front entrance. Children should not share personal clothing items.

## **Pets**

Bringing animals to school or onto school property is strictly prohibited. This includes Field Day.

## **Pictures**

Each fall and spring, your child will have the opportunity to have their school and/or classroom picture taken. Information will be sent home.

On occasion, teachers and staff members take pictures of students and/or class projects. Also teachers videotape students presenting plays, musical, or class projects. If you do not want your child's picture taken, please leave a signed note in the office stating such.



## **Pledge of Allegiance**

All teachers in the state of Colorado may teach the pupils therein the proper respect of the flag of the United States, to honor and properly salute the flag when passing in parade, and to properly use the flag in decorating and displaying.

The teacher and students in each classroom in the state of Colorado shall begin each school day by reciting aloud the Pledge of Allegiance to the Flag of the United States of America.

Nothing shall require a teacher or a student to recite the Pledge of Allegiance if the teacher or student objects to the recitation of the Pledge. A student shall be exempt from reciting the Pledge of Allegiance if a parent or guardian of the student objects in writing to the recitation of the pledge on any grounds and files the objection with the principal of the school.

## **Posters and Signs**

All signs and posters are subject to review, approval, and signature by the elementary building administrator/principal before they can be displayed. Advertising does not equate with school or district endorsement.

## **Safety**

Safety is an area of concern for all students. Personal safety, school safety, and traffic safety are emphasized through lessons at the beginning of each school year and are revisited throughout the year. Please help by stressing the importance of safety to your child. Encourage your child in the following areas to insure safety:

- Going directly home after school
- Proper bicycle riding habits, including the use of helmets
- Proper street crossing habits- use crosswalks
- Bus safety rules

- Avoidance of strangers - no rides, no candy

The greatest number of traffic accidents involving children occurs during the morning hour when children are going to school and in the afternoon when children are returning home. Children must be taught to use precautions at these crucial times. Please select and teach your child the safest route to and from school. Walk the route with your child at least three times. Use the following checklist when working with your child on safety issues:

- Choose the route to and from school that has the least number of busy streets to cross
- Ask your child to come home directly and quickly
- Cross streets at corners
- Check both ways for traffic
- Obey all traffic signs
- Never step into the street from between parked cars
- Face traffic when walking along roads without sidewalks
- Walk off of the roadway
- Follow traffic signs when riding a bicycle
- Ride with the traffic
- Use extra caution on snowy or rainy days



### **School Closing and Cancellations**

**See Policy EBCD**

If a snow day or an emergency closing occurs, the following procedure will be followed. During school hours, every effort will be made to contact parents/guardians or emergency contact persons. If it is necessary to cancel school in the morning due to weather conditions, a parent broadcast phone call will be sent to everyone on the phone list and the following radio and television stations will be notified between 6:30- 8:00 am. If the announcement is a “SNOW DAY DELAY” buses will run 1 – 1 ½ hours later than usual in the morning.

#### Radio Stations

- KFTM- 1400 AM, Ft. Morgan
- KOA - 850 AM, Denver

#### Television Station

- KUSA - TV, Denver, Channel 9
- KMGH - TV, Denver, Channel 7

In the event of a “late starting time” due to inclement weather and getting the roads cleared, school will begin at the late start time. For example, if the late start time is announced for 10:00 a.m., then classes will begin at 10:00 for those who walk, and those who ride the bus. Final attendance will be taken after all buses have arrived.



### **School Supplies**

Instructional materials are furnished by the school district. Students are responsible for book care. Lost or damaged books will result in book fines. Teachers will provide a supply list of materials which children will be responsible for bringing to school. Supply list can be picked up at the office or can be found on the website.

### **Smoking on School Premises at Public Functions**

**See Policy JICG**

Smoking on school premises is prohibited by law in classrooms, corridors, and restrooms.

### **Spirit Day**

Each Friday of the school year is dedicated to spirit day. Your child(ren) are encouraged to wear Wiggins Elementary School or Wiggins Tigers t-shirts, sweatshirts, etc. Please no hats!

## **Teacher Education Requirements**

As required by No Child Left Behind legislation, all elementary teaching staff is to be highly qualified. All elementary teaching staff members hold a current teaching license with an elementary endorsement or early childhood.

## **Telephone Messages**

We are striving to increase student achievement. We will only deliver messages to students during lunch, or just before the end of the day. Please make after school arrangements for your child(ren) before school by sending a note with your student. We will not interrupt student learning time unless it is an emergency, or if you need to pick up your child(ren).



## **Testing Information**

There will be a variety of assessments given. Some will be required by the school and others will be set up as district wide assessments. We will also do state testing for grades 3-5 called TCAP. In each case, it is our desire that the assessments will provide meaningful data that can be used to evaluate instructional practices and as well as making sure that the curriculum is tied to state standards.

**District Testing:** The MAP or NWEA (Measure of Academic Progress) test will be given three times during the school year. 2013-2014 testing dates are September, January, and also April. Make-ups will be scheduled as necessary within the window allotted for testing to take place. NWEA information gives us an indication of how each child is progressing in their mastery of academic skills and provides our teachers what skill areas need more attention as they plan their instruction.

**State Testing:** The state of Colorado requires grades 3-10<sup>th</sup> testing in the areas of math, reading, writing and science, depending on the grade level. The TCAP (Transitional Colorado Assessment Program) tests will be scheduled in 2014 with parents receiving notification of exact testing dates. Make-ups will be scheduled as necessary within the window allotted for testing to take place.

It is important for students, parents/guardians, and teachers to mark these dates down and make sure that your child(ren) is present for the test and to give the best effort possible. We ask that you make appointments, vacations, etc based around these dates. TCAPS will be administered in March. Third grade reading TCAP will be the last week of February or first week of March. Parents will receive notification of exact testing dates.

## **Textbooks**

All textbooks are lent to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay for any lost, stolen, or damaged books.

## **Tiger Parent Organization**

The Tiger Parent Organization (TPO) is a volunteer organization for parents/guardians and educators who are interested in promoting education at the elementary. The mission of TPO is to support and speak on behalf of children, to assist teachers in all aspects of school life, and to encourage parent and public involvement at our school. Please contact the elementary office for information on how to become more involved in your child's school life.



## **Tornado Drills**

Tornado drills will be practiced at regular intervals to facilitate proper procedures during the school year. It is essential when the alarm sounds to go to an assigned area as quickly as possible. The teacher in each classroom will give the students instructions.

## **Use of Cell Phones and Pagers**

The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable.

## **Vandalism**

**See Policy ECAC**

The school system's buildings, grounds, and other property are built, purchased, and maintained with taxes levied on the community's taxpayers, and all damage caused must be paid for in the same way. Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities in addition to receiving disciplinary actions at school.

## **Visitors**

Parents/guardians, grandparents, and other family members are always welcome to visit the classroom; however, all visitors must report to the office before proceeding to the classroom. Visitors will be asked to show a visitor's pass before entering a classroom or speaking with a student. This is done to provide an extra measure of safety for the children. Violations will be directed to the principal's office to ensure compliance.

## **Weapons in School**

**See Policy JICI**

Possession and/or use of a weapon by students are detrimental to the welfare and safety of the students and school personnel within the district and are prohibited. Also, refer to the school's Discipline Code.

## **Website**

The Wiggins School District RE-50J website can be found at [www.wiggins50.k12.co.us](http://www.wiggins50.k12.co.us). You may find helpful information about what's for lunch to what sporting events are going on.

## **Wellness Policy**

**See Policy ADF**

Philosophy: Wiggins School District RE-50J believes that healthy children learn better and learn more. We recognize that children who begin a life of healthy habits early develop into healthy, productive adults. Establishing a campus wide focus of 'Take Care of Yourself' allows all students and staff to make health and well-being a priority. Effects of this focus will produce an increase in student achievement and staff productivity.

## Withdrawals

Students withdrawing from the school must bring a written statement signed by the parent/guardian stating that the student is withdrawing at the parent/guardian's request. The student or parent/guardian needs to obtain a withdrawal form from the school office to complete their check-out.

## Yearbook

Wiggins Elementary likes to celebrate the achievements of our students and staff. Each year a color yearbook featuring portrait and candid pictures is published and offered for sale at the elementary school. Throughout the year, members of the Tiger Parent Organization and district staff may take photographs of students and school activities. These photographs may appear in materials, including the school website, newsletters, brochures and yearbooks.

If for any reason, you **do not** wish to have your child's photograph appear in the yearbook or other printed media, parent(s)/guardian(s) must complete and return the 'Photo Opt Out Form' located in the elementary office. If this form is not completed and returned to the school, it will be understood by the school district that consent is given. A new form must be submitted each school year.





# Health Services and Records

## Administering Medicines

See Policy JLCD

Prescription medications can be administered at school only with **WRITTEN** instructions from a doctor, a copy of the prescription, and when medications are in the container from the pharmacy. A form is available from the office for the doctor to indicate instructions. A copy of the permission form can be obtained from the elementary office.

**State law controls the administering of prescription medications. We can not deviate from the state law. Children are not allowed to have any medicines in their possession at school.**  
**DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILDREN!**

The nurse or the nurse's designee must administer all medications. Parents/guardians may come to school to administer medication to children.

Self-administration of medication by students is permitted in accordance with the Department of Education, Colorado, Section 22-1-119.5. A student is **only** permitted to self-administer medication for asthma or other potentially life threatening illnesses. The student is required to have a treatment plan, along with consent for self-administration by the health care provider. A written medical authorization that includes medication prescribed, dosage, frequency and confirmation from the provider that the student has been instructed and is capable of self-administration of the prescribed medication. A contract between the school nurse or school administrator in consultation with the school nurse, the student, and the student's parents or legal guardian shall also be in place.

## District Nurse

The district nurse is available upon call and on a regular schedule to the district. The nurse's office is located in the Elementary School and office hours are usually from 8:30am – 3:00 pm on Tuesdays and/or Wednesdays.

## First Aid and Emergency Medical Care

See Policy JLCE/JLCE-E/JLCE-R

If your child becomes ill or injured at school, the school staff will administer basic first aid, and if the illness or injury warrants, call emergency services. In most cases, when your child becomes ill or is only slightly injured, we will call you or the emergency contact person you have listed and ask that the child be taken home. Over-the-counter medicines will be administered only if you have given written permission and only by authorized school personnel.

## Illness at School

Please do not send ill or feverish children to school. If a student is contagious (pink eye, strep throat, chicken pox, etc.), school board policy forbids school attendance. Students who have a temperature of 100 degrees or more or who are vomiting will be sent home.

## Communicable/Infectious Disease

See Policy JLCC

By law, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students.

Students who complain of illness at school may be referred to the school nurse and may be sent home by the principal as soon as the parent/guardian or person designated on the student's emergency medical authorization form has been notified.

## Exemptions

Please see the school nurse about exemptions as a signed form needs to on file with the nurse.

## Immunizations

See Policy JLCB/JLCB-R

Please be sure to update your child's immunization records when new shots are given. If your child has serious health concerns, please contact the school nurse and school office immediately at 483-7784.

In accordance with Colorado Law, immunizations are required of all students enrolled in the district. Children may be exempted from the requirement if parent/guardian furnish certification from a physician that one or more of the immunizations would endanger the child's life: or, submit a signed statement that immunizations are contrary to their religious beliefs.

Immunizations will be **required** for the following diseases: (Grades K-5)

DTD/TD/DT	5 doses – only 4 doses are required if the 4 <sup>th</sup> dose was given on or after the 4th birthday for school entry.
POLIO	4 doses – (If the 3 <sup>rd</sup> dose was given after the 4 <sup>th</sup> , birthday then only 3 doses are required)
MEASLES	2 doses
MUMPS	2 doses
RUBELLA	2 doses
HEPATITIS B	3 doses
VARICELLA (chicken pox)	2 doses: If a child has had the chicken pox disease, a laboratory test showing immunity or a documented disease history from a healthcare provider is acceptable. You will no longer be able to give the date/year of the disease without proper documentation.

## **Recommended Vaccines:**

As a parent, it is important to know that in addition to the vaccines required by the state of Colorado Board of Health for school entry, there are vaccines that are recommended by the Advisory Committee on Immunization Practices (ACIP). Below is the immunization schedule that will best protect your child from even more vaccine preventable diseases. Please consult your health care provider regarding these immunizations.

**\*Influenza (Flu):** Recommended for children 6 months to 18 years of age to prevent respiratory illness caused by the flu that can cause illness and sometimes death.

**\*Meningococcal Meningitis (MCV):** Adolescents 11-18 years of age should receive one dose of the vaccine, which helps prevent meningitis that can cause hearing loss, damage to the nervous system, loss of arms or legs and possibly death.

**\*Human Papillomavirus (HPV):** Three doses of this vaccine are recommended for females 11-12, and males ages 11 or 12. This vaccine can help protect against infections and diseases and HPV-type related cervical cancer.

**\*Hepatitis A (Hep A):** Two doses of this vaccine prevent the disease that can affect the liver, causing fever, fatigue, loss of appetite, stomach pain, vomiting, and in rare cases, death.

**\*Pevnar (PCVT):** is required for all children in licensed child care in Colorado

# Transportation/Bus Barn

COLORADO LAW DOES NOT REQUIRE SCHOOL DISTRICTS TO TRANSPORT PUBLIC SCHOOL PUPILS TO AND FROM SCHOOL. 22-32-113 COLORADO REVISED STATUTES, 1973.

**It's a matter of safety:** It is important to know and understand all the rules of the bus, and the consequences of not following those rules. Please speak with your children about what these rules mean.

**Riding the bus – a privilege and a partnership:** Although the district is not required by law to provide bus service to students, the Board of Education has authorized student transportation at district expense, however, there are guidelines. Students can ride the bus if they live more than 3/4 mile from school. Students can ride the bus if they practice good behavior and contribute to safe transportation.

Creating safe transportation is a partnership between the bus driver and the student(s). Students help by providing the driver with an atmosphere which will allow him/her to direct full attention to safe driving and the driver is fair in applying the rules of behavior on the bus.

Our bus drivers are well trained in working with students and working towards providing a positive atmosphere. We expect our passengers' behavior will promote this atmosphere by: showing respect for fellow passengers, drivers, sponsors, motorists, residents and property owners, and by obeying the rules. Some of our most important rules, which have been established to prevent behavior that could be dangerous to life, safety and comfort, follow. Please talk with your student(s) about these rules. It is important they understand that to continue riding the bus, these rules must be followed.

**Waiting at the bus stop:** Arrive on time, but not too early. Students arriving too early are unsupervised, with little to do. It is always wise to wait at home, and allow a couple of minutes before the scheduled pick up time before getting to the bus stop.

Stay off private property. Do not roughhouse near or stand in the street. Remember, no matter how late the bus is, all stops will be made.

**Getting on and off the bus:** When crossing the street to or from a stopped bus, cross at least 10 feet in **front** of the bus, **never** behind the bus. Wait in line for an approaching bus at least 10 feet from where the school bus is to come to a complete stop. **Never** rush towards an approaching bus or crowd and push to board the bus. If you are not going to cross the street after leaving the bus, move back from the curb to allow the bus to continue on its route without danger to you.

\*Students please remember that while you are waiting for the bus or being dropped off that you are representing the Wiggins school district. Please refrain from playing around, throwing items at each other, pushing, shoving, kicking, tripping or jumping on one another. Foul language, put downs, threats or harassing statements will not be tolerated. Think of your character and your citizenship behaviors and how you want to represent yourself and your family.

**Riding on the bus:** These rules are for the protection and safety of each child. Rules must be followed so that the driver may devote full attention to the road. Students will be expected to observe and obey them. Failure to comply could result in the loss of privilege to ride a school bus. In any circumstances not mentioned in the following regulations, the bus driver's word shall be considered final. The drivers have a right to temporarily alter their routes when weather or other circumstances make it necessary or more feasible or practical. Any change regarding a student riding/not riding the bus must be received in writing before 3:00 p.m. that day. In emergency situations, you may receive permission only from the principal to change your child's regular schedule.

- The bus driver shall have full authority over students while they are on the bus.
- Students will ONLY be received and discharged from their permanent address; they will not be allowed to ride a different route bus.
- Students shall go to their assigned seats, without crowding or pushing and will stay seated and reasonably quiet, facing forward with feet on the floor.
- Students shall keep books, lunch boxes, band instruments, etc. in their seats or overhead storage and out of the aisles. (Aisles must be kept clear).

- Students shall leave the bus in an orderly manner and always cross 10 feet in front of the bus.
- There shall be no glass, or aerosol cans of any kind on the bus.
- Stereos and boom boxes are not allowed on the bus. (I pods and cell phones need to be silenced and/or headphones used)
- Students are to be quiet at the railroad crossing and all intersections.
- Students are to be at the loading point when the bus arrives.
- No cursing, swearing, rude gestures or loud talking on the school bus.
- Keep hands, feet, and any other objects to yourself.
- There shall be no pets or animals living or otherwise allowed on the bus.
- No eating or chewing gum is permitted on the bus, No beverages, other than water, will be allowed. The emergency exits cannot be used or touched, except during an emergency.

**Discipline procedures:** Riding the bus is usually a good experience for all students. Obeying the rules helps ensure this being a positive beginning and end of the school day. Upon breaking the rules, the following procedure will be followed.

- First infraction: Warning, name is recorded along with date of occurrence.
- Second infraction: Warning, recorded, dated, and student moved to front of bus.
- Third infraction: Citation 1, parent notified and asked to remind student of the rules and consequences.
- Fourth infraction: Citation 2, a one day suspension from riding the bus, conference\* with parents.
- Fifth infraction: Citation 3, a five day suspension from riding the bus and conference\* with parents.

\*A conference with the parents is mandatory when a student has been suspended from riding the bus before the student will be allowed to ride the bus again.

**Severe Clause:** Student will not receive 1<sup>st</sup> and 2<sup>nd</sup> citation results. They will immediately receive citation 3 consequences. Severe clause can be damage to bus, fighting, possession of harmful objects, tobacco or drugs, etc.

If problems still occur with the student, riding privileges may be revoked.

## Food Services

File: EF

The district will operate a school lunch program in its schools which shall be under the overall supervision of the Director of Food Services.

The Director of Food Services shall cooperate with each school principal in matters essential to the proper functioning of the food service program. The responsibility for control of students using the school cafeteria shall rest with the principals.

Food services shall include hot lunches and breakfasts, through participation in the National School Lunch Program.

The Board shall approve the prices set for meals and the price of milk.

As required for participation in the National School Lunch Program, the Board agrees to the following regulations:

1. That the food service programs be operated on a nonprofit basis.
2. That an approved lunch be made available for students to meet at least one-third of their daily food requirements.
3. That free and reduced-price lunches be provided students who cannot afford to pay the price of the approved lunch.

Students shall be permitted to bring their lunches from home and, provided precautions are taken, to go home for lunch. Elementary students who bring a lunch from home may **NOT** bring soda pop.

Charges will not be allowed. When the student's account will pay for five meals or less, the child will be verbally reminded they need money in their account. When the account reaches one meal, the student will be called to the office and asked to make a phone call to their parent notifying them they will either need lunch money or bring a sack lunch the next day.

If a student's account balance is zero and they do not bring a sack lunch, they may receive an alternative meal. Every attempt will be made by food service staff not to embarrass the student. The Principal will be notified if more than 2 alternative meals are taken and there are no attempts from parents to satisfy the balance.

Date of Manual Adoption  
Revised: April 1997

LEGAL REF.: 42 U.S.C. 1751 *et seq.* (*National School Lunch Act*)  
C.R.S. 22-32-120

Wiggins School District RE-50J, Wiggins, Colorado