



WIGGINS SCHOOL DISTRICT RE-50J
BOARD OF EDUCATION
Agenda
Wednesday, June 1, 2022

Work Session
5:00 p.m.

Regular Meeting
6:00 p.m.

1. Call to order/Pledge of Allegiance
2. Roll call
3. Approval of agenda
4. Approval of minutes, regular meeting May 4, 2022
5. Congratulations, Celebrations, Information
6. Public participation
7. Reports
 - A. Board Reports/Requests
 - B. Elementary Principal's Report
 - C. Secondary Principal's Report
 - D. Superintendent's Report
8. Consent Agenda
 - A. Personnel
 - i. New Employees
 - ii. Resignations
 - iii. 22-23 Employment Recommendations
 - iv. 22-23 Stipends
 - B. Financial Report
9. New Business
 - A. Elementary Student Handbook 2022-2023
 - B. Athletic Handbook 2022-2023
 - C. 2022-23 Out of District Students
 - D. Bond Proceeds Investment
 - E. Graduation Date Change
10. Old Business
 - A. Elementary Project
 - B. Transportation
 - C. 2021-22 Amended Budget and 2022-23 Budget
 - D. Policy Revisions
11. Meeting debrief, signatures on documents
12. Adjournment

4 MINUTES

AGENDA ITEM #: 4

AGENDA ITEM: Minutes

SUBMITTED BY: Cary Allen, BOE Clerk

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

Minutes, regular meeting May 4, 2022.

RECOMMENDATION:

Approve the minutes as presented.



May 4, 2022

MINUTES OF THE BOARD OF EDUCATION
WIGGINS SCHOOL DISTRICT RE-50J

Regular Meeting

May 4, 2022, 6:00 p.m.

Present: Eric Gonzalez, Val Loose, Mike Miller, Kris Musgrave, and Derek Pope.

Administration: Trent Kerr, Michael Book and Kyle Bules.

Staff: Cary Allen, Katie Lorenzini, Peggie Neal, Michael Saulmon and Lisa Trautwein.

Visitors: Mohamed Ibrahim and Allison Thomas.

The board held a work session at 5:30 p.m. for the elementary building project.

1. Call to Order

The meeting was called to order by President Kris Musgrave at 6:00 p.m.

2. Roll Call

All members were present.

3. Approval of Agenda

Val Loose moved, Derek Pope seconded to approve the revised agenda.

Eric Gonzalez	aye	Kris Musgrave	aye
Val Loose	aye	Derek Pope	aye
Mike Miller	aye		

4. Approval of Minutes

Mike Miller moved, Val Loose seconded to approve the minutes of the regular meeting held April 6, 2022 as presented.

Eric Gonzalez	aye	Kris Musgrave	aye
Val Loose	aye	Derek Pope	aye
Mike Miller	aye		

5. Congratulations, Celebrations, Information

May 9, 20, 30, 31 No School. May 27 - Clerical/Inservice. May 22- Graduation. Congratulations to the teams that participated at the District Career Development Events at NJC. Wiggins took five teams and each placed 2nd in their respective areas. Wiggins also had 3 individuals place as HIGH INDIVIDUALS! Congratulations to the MS Science Fair participants. In March, the district took around 20 students to NJC for the math and science contest. We finally received the results for them! Congratulations to all. FBLA State Leadership Conference Awards-Congratulations to Allison Thomas- 8th place (Cyber Security); Kelli Lousberg, Dani Moon, Ryder Baessler, Peyton Allart- Top 10 Finalist (Parliamentary Procedure). E-Fair – congratulations to all who participated, they have worked so hard and will be participating again in Holyoke on May 4th. Dr. Kerr read a letter from Chief Miller with the Wiggins Police Department thanking Mr. Corsentino for his assistance in apprehending suspects in an RV theft.

6. Public Participation
None.

7. Reports
Board Reports/Requests
None.

Student Council Report

Mohamed Ibrahim and Allison Thomas reported on STUCO happenings. They were involved with the Prom Expo that was held in Fort Morgan, held an art competition using recycling and have been planning for teacher appreciation week. Elections will be the second week of May.

Superintendent's Report

Assessment and Evaluation: SAT, PSAT, Accuplacer and CMAS testing has been completed. The final assessment for the year will be DIBLES for K-2, NWEA and classroom finals which will be given the last week of school.

Entrepreneurship Fair- The district hosted an Entrepreneurship Fair for students in local middle schools to take part in creating business plans, finance and business concepts, networking, and go through interviews. This was presented by the I-76 Collaborative group that we are part of. The next competition is in Holyoke.

Staffing: The district is nearing completion of teacher hires. With an ever-growing case load the district may be short one Special Education Teacher come the start of next school year. One avenue we may have to explore is getting classroom teachers certified in Special Education through the BOCES. Both schools will have at least one certified SPED teacher come the start of the 22-23 school year.

E-Rate: The district is getting 70% of infrastructure on 3-6 building paid for through E-Rate. This will help offset building cost associated with cabling, wiring, switches, etc.

End of Year Dates: Baccalaureate May 15, IConnect Graduation May 20, Graduation May 22.

Ground Breaking Ceremony: Wednesday, May 25 at 2:00 p.m.

8. Consent Agenda

Personnel: *New Employees:* Trevor Been, Miranda Harper, Tabitha Piel, Andrea Kinnison, Johnathan Guilbert, Sheila Mustard, Janesia Long, Eli Jones, Alyssa Jones, Kellee Springer.

Resignation: Madison Holzworth, Pat Bates, Sierra Neal, Tess Ostlund. *22-23 Employment Recommendations:* see attached. *22-23 Salary Schedules:* base increase of 6.8% was approved along with steps. Admin and directors were approved for 6.8% base increase and 1.5% step.

Financial: April-General Fund \$559,537.24; Preschool Fund \$37,918.07; Lunch Fund \$47,991.18; Activity \$24,502.36; Elementary Project \$215,675.52; Bond Project(baseball) \$48,782.00.

Val Loose moved, Eric Gonzalez seconded to approve the consent agenda.

Eric Gonzalez	aye	Kris Musgrave	aye
Val Loose	aye	Derek Pope	aye
Mike Miller	aye		

9. New Business

Secondary Student Handbook

Mr. Book presented the Secondary Student Handbook. There were some minor changes that need to be made for the final copy.

Val Loose moved, Derek Pope seconded to approve the Secondary Student Handbook with the changes that need to be made.

Eric Gonzalez	aye	Kris Musgrave	aye
Val Loose	aye	Derek Pope	aye
Mike Miller	aye		

Preschool Handbook

Lisa Trautwein presented the Preschool Handbook.

Val Loose moved, Mike Miller seconded to approve the Preschool Handbook as presented.

Eric Gonzalez	aye	Kris Musgrave	aye
Val Loose	aye	Derek Pope	aye
Mike Miller	aye		

International Trip

The International Club will be traveling to Europe May 20-June 13. Four students and three adults will be travelling. The trip has been postponed twice due to COVID. Dr. Saulmon also reported on National Honor Society.

Val Loose moved, Derek Pope seconded to approve the international trip.

Eric Gonzalez	aye	Kris Musgrave	aye
Val Loose	aye	Derek Pope	aye
Mike Miller	aye		

2022 Graduation List

The 2022 Graduation List was presented pending completion of the requirements as stated by policy IKF and IKF-E.

Eric Gonzalez moved, Val Loose seconded to approve the Preschool Handbook as presented.

Eric Gonzalez	aye	Kris Musgrave	aye
Val Loose	aye	Derek Pope	aye
Mike Miller	aye		

22-23 Preliminary Budget

The preliminary budget was presented for review. The final budget will be approved at the June meeting.

BOE Scholarships

The board convened into executive session at 7:07 p.m. for discussion of individual students C.R.S. 24-6-402(4)(h). Those attending were the five board members, Mr. Book and Dr. Kerr.

The board reconvened into regular session at 7:25

Val Loose moved, Eric Gonzalez seconded to approve two scholarships, \$500 each to graduating seniors selected by the board.

Eric Gonzalez	aye	Kris Musgrave	aye
Val Loose	aye	Derek Pope	aye
Mike Miller	aye		

Policy Revisions

The following policies have revisions recommended by CASB: DJB Federal Procurement, JICDE* Bullying Prevention and Education, JICDE*-E-2 Bullying Investigation Form. Administration is recommending revisions to policy GBGG/GBGJ/GBCK. Second reading and approval will be at the June meeting.

Years of Experience

The district changed policy to allow all years of related teaching experience to be given to new certified hires. There are a few employees that when hired, the district still had the old policy in place that allowed a max of five years plus 25% of any additional experience. The employees that were not given all their years of experience are requesting the board consider giving them those years on the 2022-23 contract.

Eric Gonzalez moved, Derek Pope seconded to approve giving certified teachers their years of related teaching experience.

Eric Gonzalez	aye	Kris Musgrave	aye
Val Loose	aye	Derek Pope	aye
Mike Miller	aye		

10. Old Business

Elementary Project

The board would like to have work sessions prior to any contingency being spent or work orders approved.

Transportation

The district has one applicant at this time.

11. Meeting Debrief/Next Meeting

The next regular meeting will be June 1 at 6:00 p.m. A budget work session will be held prior to the meeting at 5:30 p.m.

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12. Adjournment
Meeting adjourned at 7:45 p.m.

Respectfully submitted: _____, President

_____, Secretary

Cary Allen, Business Director _____, Date

• 5 CONGRATULATIONS, CELEBRATIONS, INFORMATION

- Congratulations to the Graduating Class of 2022.
- Congratulations to our teams that participated at the State FFA Career Development Events. We took 5 teams and 4 placed at the State Level. We had 19 members compete and 9 brought home individual medals.
 - Field Crops Team - Silver Team: Caden Green - Gold Individual, Makayla Midcap - Silver Individual, Shawn Hollis - Bronze Individual, Tristan Hadden
 - Livestock Evaluation Team - Silver Team: Jacy Dreier - Gold Individual, Dani Moon - Silver Individual, Madison Dreier, Caiden Healey
 - Ag Mechanics Team - Bronze Team: Madison Thomas - Silver Individual, Americo Lorenzini, Lance Sulley, Michael Pacheco
 - Veterinary Science Team - Bronze Team: Amelia Vickers - Bronze Individual, Sydney Trusty - Bronze Individual, Colton Trusty, Dalia Torango, Horse Evaluation Team: Ashley Clement - Silver Individual, Aubryn Ferguson, Addie Mayers
- E-Fair State results
 - Laque Premo-NOCO Western Jewelry (4th Place @ \$200)
 - Makayla Opatik & Addison Mayer-The Soothe Bar(4th Place @ \$200)
 - Teresa Gomez & Taylinn Fitzsimmons-Colorado Belle(3rd Place @ \$400)
- Congratulations to the WHS Chapter of the National Honor Society Inductees
 - Chase Bodine
 - Skylar Gregersen
 - Laith Ibrahim
 - Scott Kennedy
 - Cole Kerr
 - Kasey Merriam
 - Payton Malone
 - Isaac Reed
 - Madison Thomas
 - Retta Thomas
 - Rachael White
 - Jenna Wilcox
 - Roxanne Wyatt
 - Tessa Yzaguirre
 - Jennifer Zambrano
- Congratulations to our Baseball team for winning regionals and good luck to them at the State tournament.
- Congratulations to all the Track team State Qualifiers. Congratulations to the following for placing at State:
 - Jason Lousberg, Cole Kerr, Austin Allen, Omar Perez - 6th Place 4x100

Omar Perez - 3rd Place 200m and 8th Place 100m

Cade Green - 8th Place 1600m

Mohamed Ibrahim - 2nd Place Discus and 1st Place Shot Put - Meet Record!

Laith Ibrahim - 3rd Place Discus and 7th Place Shot Put

Nahia Kelley - 4th Place 400m and 6th Place 200m

Allison Thomas - 9th Place Discus and 7th Place Shot Put

Kelli Lousberg, Kennedy Kerr, Taelynn Epple, Nahia Kelley - 5th Place 800 Sprint Medley

7A BOARD REPORTS

AGENDA ITEM #: 7A

AGENDA ITEM: Board Reports

SUBMITTED BY: Board Members

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

7B ELEMENTARY PRINCIPAL'S REPORT

AGENDA ITEM #: 7B

AGENDA ITEM: Elementary Principal's Report

SUBMITTED BY: Kyle Bules

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

- In the process of hiring 1 teacher (possibly 2), 1 literacy coach, and 6 Para's for next year
- Field day was a success. The students were a little cold but had a great time.
- NWEA (North Western Evaluation Association), CMAS (Colorado Measures of Academic Success), and DIBELS (Dynamic Indicators of Basic of Early Literacy Skills).

- Awards ceremony on last day of school
- 6th grade continuation on the last day of school.

- Our new reading curriculum arrived. We had training on May 31 on the curriculum.
- Behavior incidents
 - 30 major incidents
- Attendance
 - 91.7% attendance overall

7C SECONDARY PRINCIPAL'S REPORT

AGENDA ITEM #: 7C

AGENDA ITEM: Secondary Principal's Report

SUBMITTED BY: Randy Wilson

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

May 10 and 12 Our band and choir put on excellent performances in the auditorium for their spring concerts

May 12th we celebrated Rachael White signing with Western Texas to play both volleyball and basketball.

May 18-19 our 7-11 graders took the NWEA tests.

We hosted high school academic awards night on May 18th.

We qualified 12 boys and 9 girls for the state track and field championships. We had multiple placers including a repeat state championship in shot put from Mohammed Ibrahim who also set a new state record. Mo has decided to continue his track career at Yale University so we had a signing celebration for him on May 25th.

Our baseball team not only won the LPAA league this year but were also regional champions and will compete at the state tournament in Pueblo on May 27-28.

High School graduation took place on May 22. Moving this date off of the weekend of state track and regional baseball will reduce the likelihood that students will have to choose between competing or walking at graduation as well as save a lot of stress on the parents.

May 24th we hosted middle school academic awards, 8th grade continuation, and middle school end of year dance.

May 25th our entire middle school got to take a trip to Loveland Laser Tag to reward them for this year's performance on NWEA.

May 26th we began the first round of written interviews for the assistant principal/athletic director position. We had a lot of great applicants. The interview committee will review the written responses and narrow down our finalists for in-person interviews on May 31.

7D SUPERINTENDENT'S REPORT

AGENDA ITEM #: 7D

AGENDA ITEM: Superintendent's Report

SUBMITTED BY: Dr. Trent Kerr

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

Summer Projects: Humanities, STEM Lab, Business, ELL classrooms will all be moved to accommodate growth and programming needs. Upgrade in TV's, and surround sound improvements will take place in classrooms. The district will also undergo some flooring changes and be deep cleaned.

Gifted and Talented: Wiggins school district has 27 students identified as GT. 18 in reading, 16 in math, and 15 in multiple categories. The sophomore class has 7 students declared GT which is the most of all classes. We graduated 5 seniors who identified as GT. Mrs. Beauprez will be the K-6 grade GT coordinator for the upcoming school year. 7-12 has yet to identify a GT coordinator.

Staffing: The district is finishing up all hiring's of certified staff. There are a couple of positions that have yet to be filled but we have applicants for each position. Classified positions will continue to be filled through the spring and into the summer based on student needs.

8 CONSENT AGENDA

AGENDA #8

AGENDA ITEM: Consent Agenda

SUBMITTED BY: Dr. Trent Kerr, Superintendent

TYPE OF ACTION: Report ____ Discussion ____ Action __X__

SUMMARY OF ISSUE:

A. Personnel

- New Employees
- Resignations
- 22-23 Employment Recommendations
- 22-23 Stipends

B. Financial Report

RECOMMENDATION:

Approve the consent agenda as presented.

8A PERSONNEL

PERSONNEL

1. New Employees -

Kalyn Martinez-Secondary Paraprofessional
Adriana McKeighan- Elementary Paraprofessional
Lesly Gray- Cook

2. Resignations -

Michael Book- Secondary Principal
Marconi Jayme- Secondary Math Teacher
Kelli Sweet- Lead Cook

3. 22-23 Employment Recommendations-

Randy Wilson- Secondary Principal
Caleb Christensen- Secondary Paraprofessional
Kaitlyn Erker- Secondary Paraprofessional
Gabe Gallegos- Secondary Paraprofessional
Monica Talmich- Secondary Paraprofessional
Jennifer Vallejo- Secondary Paraprofessional
Robert Forshe- Bus Driver
Cuauhtemoc Mendez-Summer Maintenance/Custodian
Jazmin Mendez-Summer Custodian

4. 22-23 Stipends-

Mitch Risner	Head Coach High School Football
Ray Meyer	Asst. Coach High School Football
Caleb Christensen	Head Coach Middle School Football
Eli Jones	Asst. Coach Middle School Football
Peggie Neal	Head Coach Middle School Cross Country
Michelle Baker	Head Coach High School Volleyball
Erin Kerr	Asst. Coach High School Volleyball
Bailey Schumacher	Asst. Coach High School Volleyball
Katie Lorenzini	Head Coach Middle School Volleyball
Morgan Launer	Asst. Coach Middle School Volleyball
Corey Stumpf	Head Coach Middle School Boys Basketball
Brian Evans	Assistant Coach Middle School Boys Basketball

Corey Stumpf	Head Coach High School Boys Basketball
Kevin Olsen	Asst. Coach High School Boys Basketball
Randy Wilson	Head Coach High School Girls Basketball
Ray Meyer	Asst. Coach High School Girls Basketball
Bailey Schumacher	Asst. Coach High School Girls Basketball
Trent Kerr	Head Coach Middle School Girls Basketball
Peggie Neal	Asst. Coach Middle School Girls Basketball
Caleb Christensen	Head Coach High School Wrestling
Gabe Gallegos	Head Coach Middle School Wrestling
Gabe Gallegos	Head Coach High School Baseball
Katie Lorenzini	Head Coach Middle School Track
Brian Evans	Asst. Coach Middle School Track
Katie Lorenzini	Student Council
Kristie Mayo	Journalism
Alyssa Jones	FLBA
Jonathan Guilbert	Band Director
Peggie Neal	Outdoor Education Coordinator
Peggie Neal	Science Fair Coordinator
Mario Garcia	LULAC
Michael Saulmon	NHS
Rockie Ernst	FFA
Lisa Trautwein	Grant Writer
Michelle Baker	Athletic Secretary

8B FINANCIAL

Monthly Expenditures for May

General Fund	547,351.81
Preschool	40,202.42
Capital Reserve	0.00
Bond Redemption	0.00
Bond Project-Baseball/Practice Field	138,372.69
Elementary Project	453,195.43
Lunch Fund	41,986.41
Total	\$1,221,108.76

Activity Account	\$29,381.98
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May financial

MAY 2022 FINANCIALS					
Fund	Check	Vendor	Description	Account	Payment
41	813	BIG JOHNSON CONSTRUCTION	DUGOUTS	Other Construction Expense	75480.19
41	814	2KB LANDSCAPING AND EXCAVATION	PRACTICE FIELD TOP SOIL	Other Construction Expense	62892.5
41	1008	ANSER ADVISORY	MARCH	Elementary Project	9098
41	1009	HORD COPLAN MACHT	MARCH	Elementary Project	234950
41	1010	MORGAN COUNTY REA	TRANSFORMER	Elementary Project	42400
41	1011	RLH ENGINEERING, INC	MARCH	Elementary Project	1772.5
41	1012	STRICTLY TECHNOLOGY	ELECTRIC DOOR STRIKES	Elementary Project	20790
41	1013	ANSER ADVISORY	APRIL	Elementary Project	9049
41	1014	HORD COPLAN MACHT	APRIL	Elementary Project	111449.99
41	1015	RLH ENGINEERING, INC	APRIL	Elementary Project	71.49
41	1016	STRICTLY TECHNOLOGY	SWITCHES	Elementary Project	23614.45
21	5359	Cash-Wa Distributing	SEC	Breakfast Food Expense	124.32
21	5359	Cash-Wa Distributing	ELEM	Breakfast Food Expense	125.54
21	5359	Cash-Wa Distributing	SEC	Hot Lunch Non Food	296.53
21	5359	Cash-Wa Distributing	ELEM	Hot Lunch Non Food	533.96
21	5359	Cash-Wa Distributing	SEC	Hot Lunch Milk Expense	826.33
21	5359	Cash-Wa Distributing	ELEM	Hot Lunch Milk Expense	1754.37
21	5359	Cash-Wa Distributing	ELEM	Hot Lunch Food	5077.73
21	5359	Cash-Wa Distributing	SEC	Hot Lunch Food	5573.28
21	5360	GOLD STAR FOODS	SEC	Hot Lunch Food	72.16
21	5360	GOLD STAR FOODS	ELEM	Hot Lunch Food	118.08
21	5361	KS DISTRIBUTING, INC	SUPPLIES	Hot Lunch Non Food	122.99
21	5362	SHAMROCK CO FOODS DIVISION	SEC	Hot Lunch Non Food	155.63
21	5362	SHAMROCK CO FOODS DIVISION	ELEM	Hot Lunch Non Food	163.68
21	5362	SHAMROCK CO FOODS DIVISION	SEC	Breakfast Food Expense	397.24
21	5362	SHAMROCK CO FOODS DIVISION	ELEM	Breakfast Food Expense	596.69
21	5362	SHAMROCK CO FOODS DIVISION	ELEM	Hot Lunch Food	4449.4
21	5362	SHAMROCK CO FOODS DIVISION	SEC	Hot Lunch Food	4727.94
21	5364	American Fidelity Assurance	MAY 2022 PAYROLL		41.66
21	5365	American Fidelity Assurance	MAY 2022 PAYROLL		282.47
21	5366	AXA EQUITABLE	MAY 2022 PAYROLL		50
21	5367	Colo.dept.of Revenue	MAY 2022 PAYROLL		279.7
21	5368	DELTA DENTAL	MAY 2022 PAYROLL		98.67
21	5369	General Fund #4006006	MAY 2022 PAYROLL		1172
21	5370	High Plains National Bank	MAY 2022 PAYROLL		724.19
21	5371	KANSAS CITY LIFE	MAY 2022 PAYROLL		14.86
21	5372	P.e.r.a. Of Colorado	MAY 2022 PAYROLL		3767.06
21	5373	TEXAS LIFE	MAY 2022 PAYROLL		120.5
21	5374	VSP INSURANCE CO	MAY 2022 PAYROLL		22.03
21	5375	RENA BAESSLER	LUNCH ACCT REFUND	Lunch Sales	27
21	5376	KELLY CARPENTER	LUNCH ACCT REFUND	Lunch Sales	99.7
21	5377	Colorado Department of Human Services	COMMODITIES	Hot Lunch Food	10.5
21	5378	FORT MORGAN CULLIGAN	WATER COOLER	Hot Lunch Purch Service	75
21	5379	MARIAH DURNAL	LUNCH ACCT REFUND	Lunch Sales	45
21	5380	JODI FREAUFF	LUNCH ACCT REFUND	Lunch Sales	70.25
21	5381	SHERYL HADDEN	LUNCH ACCT REFUND	Lunch Sales	34.5
21	5382	Barb Kaufman	LUNCH ACCT REFUND	Lunch Sales	67.15
21	5383	Sara Kopetzky	LUNCH ACCT REFUND	Lunch Sales	46.55
21	5384	HOLLY MCCANN	LUNCH ACCT REFUND	Lunch Sales	60
21	5385	ROBIN PERRY	LUNCH ACCT REFUND	Lunch Sales	45.6
21	5386	MILDRED WALKER	LUNCH ACCT REFUND	Lunch Sales	32.65
21	5387	DIANNA WHITE	LUNCH ACCT REFUND	Lunch Sales	138.8
10	29432	BRAD HUESKE	GOLF CART	Admin-Equipment	2900
10	29433	BLUE LIGHTNING	INTERNET CHARGES	Technology Purchased Services	493
10	29434	Collins Communications	HANDHELD RADIOS	Trans. Parts/Supplies	4235
10	29435	Grainger	SUPPLIES	Sec.Wood Shop NON REIM M/S	103.39
10	29436	HARRIS SCHOOL SOLUTIONS	FUND ACCOUNTING	Admin-Purchased Services	4706.29
10	29437	LOST CREEK GUIDE, LLC	APRIL BOXHOLDER	Admin-Purchased Services	750
10	29438	MCMILLAN SALES CORP	PARTS	O/M Material/Supplies	320.46

10	29439	Morgan County Quality Water	WATER	Trans. Bldg Utilities	30.68
10	29440	Office Depot	SUPPLIES	Elem.Music Mater/supply	59.74
10	29441	SYMMETRY ENGERGY SOLUTIONS, LLC	NATURAL GAS	O/M Natural Gas	8153.91
10	29442	TRANE PARTS	PARTS	O/M Material/Supplies	436.95
10	29443	Waxie Sanitary Supply	SUPPLIES	O/M Material/Supplies	2372.36
10	29444	Wiggins Auto Supply	SUPPLIES	O/M Material/Supplies	73.95
10	29444	Wiggins Auto Supply	SUPPLIES	Trans. Parts/Supplies	85.9
10	29445	Xcel Energy	NATURAL GAS	Trans. Bldg Utilities	317.75
10	29446	Cash-Wa Distributing	SEC	Assessment Director Mat/Sup	211.57
19	29447	Cash-Wa Distributing	ELEM	Preschool Snacks	137.12
19	29448	SHAMROCK CO FOODS DIVISION	ELEM	Preschool Snacks	60.45
10	29457	American Fidelity Assurance	MAY 2022 PAYROLL		225
10	29458	American Fidelity Assurance	MAY 2022 PAYROLL		62.46
10	29459	American Fidelity Assurance	MAY 2022 PAYROLL		1726.62
10	29460	American Fidelity Assurance	MAY 2022 PAYROLL		2560.9
10	29461	AXA EQUITABLE	MAY 2022 PAYROLL		1338.4
10	29462	COLONIAL LIFE	MAY 2022 PAYROLL		374.92
10	29463	Colo.dept.of Revenue	MAY 2022 PAYROLL		10912.19
10	29464	DELTA DENTAL	MAY 2022 PAYROLL		3735.66
10	29465	Fort Morgan Schools Credit Union	MAY 2022 PAYROLL		1415
10	29466	General Fund #4006006	MAY 2022 PAYROLL		54318
10	29467	GUGLIELMO & ASSOCIATES, PLLC	MAY 2022 PAYROLL		562
10	29468	High Plains National Bank	MAY 2022 PAYROLL		30475.93
10	29469	KANSAS CITY LIFE	MAY 2022 PAYROLL		256.93
10	29470	MASA MEDICAL TRANSPORT SOLUTIONS	MAY 2022 PAYROLL		150
10	29471	PENSERV PLAN SERVICES	MAY 2022 PAYROLL		1108.55
10	29472	P.e.r.a. Of Colorado	MAY 2022 PAYROLL		105680.35
10	29473	Pre-paid Legal Services, Inc.	MAY 2022 PAYROLL		15.95
10	29474	TEXAS LIFE	MAY 2022 PAYROLL		268.15
10	29475	UNITED WAY OF MORGAN COUNTY	MAY 2022 PAYROLL		10
10	29476	Pera 401k Investment Plan	MAY 2022 PAYROLL		2376.97
10	29477	VSP INSURANCE CO	MAY 2022 PAYROLL		916.89
10	29478	Wiggins Education Association	MAY 2022 PAYROLL		588.74
19	29479	Colo.dept.of Revenue	MAY 2022 PAYROLL		845.11
19	29480	DELTA DENTAL	MAY 2022 PAYROLL		296.01
19	29481	General Fund #4006006	MAY 2022 PAYROLL		5274
19	29482	High Plains National Bank	MAY 2022 PAYROLL		2075.52
19	29483	KANSAS CITY LIFE	MAY 2022 PAYROLL		28
19	29484	MASA MEDICAL TRANSPORT SOLUTIONS	MAY 2022 PAYROLL		18
19	29485	P.e.r.a. Of Colorado	MAY 2022 PAYROLL		8533.94
19	29486	Pera 401k Investment Plan	MAY 2022 PAYROLL		295.24
19	29487	VSP INSURANCE CO	MAY 2022 PAYROLL		80.11
19	29488	Wiggins Education Association	MAY 2022 PAYROLL		125.23
10	29489	ARROWHEAD TRASH SERVICE INC	TRASH	O/M Water & Sanitation	588
10	29490	KYLE BULES	TRAVEL	Title IIA BOCES Other P.Svs	129.47
10	29491	COLLEGE COUNSELING SERVICE	PROF DEV/COACHING	ELEM COUNS P/S	6500
10	29492	Country Hardware	SUPPLIES	Trans. Parts/Supplies	1070.66
10	29493	FORT MORGAN CULLIGAN	WATER	Admin-Materials/Supplies	25.35
10	29494	DBC Irrigation Supply	PARTS	O/M Material/Supplies	601.4
10	29495	E-470 PUBLIC HIGHWAY AUTHORITY	TOLL	Trans. Purchased Service	27.75
10	29496	GERTGE TECHNOLOGY, LLC	PHONE SERVICE	O/M Telephone Expense	136.58
10	29497	Grainger	SUPPLIES	O/M Material/Supplies	1038.25
10	29498	Great Copier Service	COPIES	Admin-Purchased Services	449.06
10	29498	Great Copier Service	COPIES	Sec.Prin.Printing/duplicating	477.85
10	29498	Great Copier Service	COPIES	Elem Principal Print/duplicat	1733.43
10	29499	HILARY KYTE	CAMP INVENTION REG	G/T F.Trip/Registr	245
10	29500	Lunch Fund Account #4006017	ADULT LUNCHES	ELEM COUNS P/S	42.25

10	29501 Superior Irrigation & Electric, LLC	PARTS	O/M Material/Supplies	28.52
10	29502 Viaero Wireless	HOT SPOTS	BOCES TITLE IV	286.8
10	29502 Viaero Wireless	CELL PHONES	O/M Telephone Expense	414.18
10	29503 WEX BANK	FUEL	Trans. Fuel Purchase	2697.29
19	29504 ANN FENTON	CONTINUING ED	Preschool Staff Development	750
19	29505 Great Copier Service	COPIES	Preschool Purchased Services	123.71
19	29506 Lunch Fund Account #4006017	APRIL SNACK MILK	Preschool Snacks	58.25
10	29509 Business Card	SUPPLIES	21ST CCLC-M/S	66.66
10	29509 Business Card	SUPPLIES	ELEM COUNSELOR M/S	242.64
10	29509 Business Card	SPEAKER/MICS	Technology Equipment	269.99
10	29509 Business Card	SUPPLIES	SSO MATERIALS/SUPPLIES	625
10	29509 Business Card	SPEAKER WIRE	Technology Materials/Supplies	959.97
10	29509 Business Card	BATTERY BACKUPS	Technology Materials/Supplies	1231.03
10	29509 Business Card	SUPPLIES	O/M Material/Supplies	1977.99
10	29509 Business Card	CLASSROOM AUDIO	Technology Equipment	2411.75
10	29510 CARD SERVICES	SUPPLIES	WEIGHT ROOM	49.99
10	29510 CARD SERVICES	SUPPLIES	Admin-Materials/Supplies	149.98
10	29510 CARD SERVICES	SUPPLIES	Athletic Materials/Supplies	489.78
10	29510 CARD SERVICES	SUPPLIES	Middle Sch. Sci. M/S	630.36
10	29510 CARD SERVICES	BLDG RENT-SUPPLIES	Misc. Revenue	1386.75
10	29511 Office Depot Card Plan	SUPPLIES	Warehouse Materials/supplies	208.07
10	29511 Office Depot Card Plan	SUPPLIES	Elem. Classroom M/S	414.74
19	29512 Office Depot Card Plan	SUPPLIES	Preschool Materials/Supply	73.65
10	00ACH5- Business Card	BATTERIES	Technology Materials/Supplies	35.94
10	00ACH5- Business Card	SUPPLIES	Elem Consumables	36.19
10	00ACH5- Business Card	SUPPLIES	Elem. Classroom M/S	60.8
19	00ACH5- Business Card	MEMBERSHIP DUES	Preschool Dues/Fees	150
10	00ACH5- Business Card	SPEAKERS/BATTERIES	Technology Materials/Supplies	731.53
10	00ACH5- Business Card	SUPPLIES	Assessment Director Mat/Sup	905.97
10	00ACH5- Business Card	SUPPLIES	21ST CCLC-M/S	914.82
10	00ACH5- Business Card	WEBCAMS	Technology Equipment	1128.41
10	00ACH5- Business Card	DRIVES	Technology Equipment	1855.92
10	00ACH5- Business Card	CLASSROOM AUDIO SYSTEMS	Technology Equipment	2252.56
10	0ACH5-1 MORGAN COUNTY REA	ELECTRIC	Trans. Bldg Utilities	276.17
10	0ACH5-1 MORGAN COUNTY REA	ELECTRIC	O/M Electricity Expense	10511.59
10	0ACH5-1 First National Bank	SUPPLIES	Elem. Classroom M/S	80.43
10	0ACH5-1 First National Bank	SUPPLIES	Middle Sch. PE Materials and Suppli	90.53
10	0ACH5-1 First National Bank	SUPPLIES	Middle Sch. Social Stud M/S	94.06
10	0ACH5-1 First National Bank	SUPPLIES	Middle Sch. Sci. M/S	122.89
10	0ACH5-1 First National Bank	SUPPLIES	21ST CCLC-M/S	155.95
10	0ACH5-1 First National Bank	SUPPLIES	Elem.Music Mater/supply	194.64
10	0ACH5-1 First National Bank	SUPPLIES	Middle Sch. Lang Arts M/S	195.75
10	0ACH5-1 First National Bank	SUPPLIES	Admin-Purchased Services	210
10	0ACH5-1 First National Bank	SUPPLIES	Elem. Classroom M/S	274.09
10	0ACH5-1 First National Bank	SUPPLIES	Title IIA BOCES Other P.Svs	511.83
10	0ACH5-1 First National Bank	SUPPLIES	ELEM COUNSELOR M/S	758.79
10	0ACH5-1 First National Bank	SUPPLIES	O/M Material/Supplies	1105.56
(checks 29449-56 are not included as they were for payroll; 5363 and 29507-08 are VOID)				<u>937,375.69</u>

FUND SUMMARY		PRIOR MONTH	PRIOR YEAR
10	GENERAL FUND	294,441.52	309,916.26
19	PRESCHOOL	18,924.34	17,807.58
21	LUNCH FUND	32,441.71	38,780.47
31	BOND FUND	0	0
41	BOND PROJECT-Baseball/Practice Field	138,372.69	48,782.00
41	BOND PROJECT-Elementary	453,195.43	215,675.52
43	CAPITAL RESERVE	0	0
		<u>937,375.69</u>	<u>630,961.83</u>
		<u>283,733.07</u>	<u>240,517.89</u>
TOTAL EXPENDITURES		1,221,108.76	589,292.42

ACCOUNT BALANCES as of 05/24/2022

		COLOTRUST		
Beginning	\$4,751,154		Ending	\$5,486,415
		High Plains Checking		
Beginning	\$1,194,679		Ending	\$4,553,684
		High Plains Elem Project		
Beginning		\$14,287,029	Ending	\$13,957,868
		COLOTRUST BLDG		
Beginning	\$1,054,867		Ending	\$992,472
		COLOTRUST ELEM PROJECT		
Beginning	\$1,636,244		Ending	\$16,370,616
		COLOTRUST Program Reserve		
Beginning	\$495,729		Ending	\$494,977
Total				\$41,856,032

EXPENSE BUDGET REMAINING as of 05/31/2022

7 PROGRAM RESERVE FUND	100.00%	
10 GENERAL FUND	17.40%	
19 PRESCHOOL	15.20%	
21 LUNCH FUND	20.10%	
31 BOND FUND	66.45%	
41 BOND PROJECT	0.00%	Amend budget-baseball field/elem project
43 CAPITAL RESERVE	95.61%	

GENERAL FUND EXPENSE BUDGETS REMAINING BY DEPARTMENT as of 05/31/2022

ELEMENTARY	11.16%
SECONDARY	11.33%
GRANTS	0.00% Amend to include new grant amounts
ADMIN/DISTRICT WIDE	28.25%
TECHNOLOGY	20.13%
O/M	6.32%
TRANS	74.76%

Should have 8.33 % remaining to stay on budget

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2022 to 05/31/2022.

Activity ID	Activity Name	Site ID	Site Name	Vendor Name	Approved by	Amount
Check #	Issue Date			1099?	Description	
Status	Status Date	PO Number	Invoice Number			
101 ATHLETICS						
WHS Wiggins High School						
013931	05/02/2022	DOUBLE R EMBROIDERY CO			Michelle Baker	
Printed	05/02/2022	No			Girls Basketball Patches	25.50
013933	05/03/2022	DON WILSON			Michelle Baker	
Printed	05/03/2022	No			May 3rd Baseball Official	169.64
013934	05/03/2022	NORM JOHNSON			Michelle Baker	
Printed	05/03/2022	Yes			May 3rd Baseball Official	159.24
013935	05/03/2022	BEN CUMMINGS			Michelle Baker	
Printed	05/03/2022	No			May 7th Baseball Official	155.88
013936	05/03/2022	GREGORY MARES			Michelle Baker	
Printed	05/03/2022	Yes			May 7th Baseball Official	110.28
013939	05/03/2022	BRIAN TALMICH			Michelle Baker	
Printed	05/03/2022	Yes			HS Baseball JV Official - 3 games	146.46
013940	05/03/2022	GALE OSBURN			Michelle Baker	
Printed	05/03/2022	No			HS Baseball JV Official - 3 games + mileage	156.86
013941	05/10/2022	WIGGINS SCHOOL DISTRICT			Michelle Baker	
Printed	05/10/2022	No			Took CC payment - Abbee Durnal	243.40
013941	05/10/2022	WIGGINS SCHOOL DISTRICT			Michelle Baker	
Printed	05/10/2022	No			Food for baseball opening day	178.96
013942	05/10/2022	YUMA HIGH SCHOOL			Michelle Baker	
Printed	05/10/2022	No			HS Track Meet 2022	200.00
013944	05/10/2022	COUNTRY HARDWARE			Michelle Baker	
Printed	05/10/2022	No			Ref #A413282 & #B176915	43.74
013945	05/10/2022	GOLF & SPORT SOLUTIONS			Michelle Baker	
Void	05/17/2022	No			Invoice #36794	84.00
013945	05/10/2022	GOLF & SPORT SOLUTIONS			Michelle Baker	
Void	05/17/2022	No			Invoice #36794	-84.00
013952	05/12/2022	BRAD & ROBIN PERRY			Michelle Baker	
Printed	05/12/2022	No			Athletic Fee Refund - 2022	50.00
013953	05/12/2022	JAYDEN BARRETT			Michelle Baker	
Printed	05/12/2022	No			Athletic Fee Refund - overpaid	10.00
013959	05/17/2022	CARD SERVICES			Michelle Baker	
Printed	05/17/2022	No			CC charges - 0294	548.15
013959	05/17/2022	CARD SERVICES			Michelle Baker	
Printed	05/17/2022	No			CC charges - 0302	29.98

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2022 to 05/31/2022.

Activity ID	Activity Name	Site ID	Site Name	Check #	Issue Date	Vendor Name	Approved by	Status	Status Date	PO Number	1099?	Invoice Number	Description	Amount
101		ATHLETICS												
WHS	Wiggins High School													
013961	05/18/2022	DOUBLE R EMBROIDERY CO	Michelle Baker	Printed	05/18/2022	No	Invoice #466							44.20
013971	05/18/2022	LYONS HIGH SCHOOL	Michelle Baker	Printed	05/18/2022	No	Track Meet 2022							400.00
013972	05/18/2022	ROOSEVELT HIGH SCHOOL	Michelle Baker	Printed	05/18/2022	No	Randall Hess Invite 2022							100.00
013975	05/18/2022	TYLER AXELSON	Michelle Baker	Printed	05/18/2022	No	Basketball Official - May 11							132.89
013976	05/18/2022	JON DERKSEN	Michelle Baker	Printed	05/18/2022	Yes	Baseball official - May 11							132.49
013979	05/18/2022	MERINO HIGH SCHOOL	Michelle Baker	Printed	05/18/2022	No	MS Track Meet - 2022							50.00
013981	05/18/2022	Michelle Baker	Michelle Baker	Printed	05/18/2022	No	Reimbursement							7.27
013982	05/18/2022	GARRETSONS SPORTS	Michelle Baker	Printed	05/18/2022	No	Invoice #22839							78.00
013983	05/18/2022	GOLF & SPORT SOLUTIONS	Michelle Baker	Printed	05/18/2022	No	Invoice #40293							93.00
013984	05/19/2022	Michelle Baker	Michelle Baker	Printed	05/19/2022	No	Cash for State Track Per Diem							1,215.00
013985	05/19/2022	WIGGINS SCHOOL DISTRICT	Michelle Baker	Printed	05/19/2022	No	Reimbursement							296.97
013986	05/19/2022	SHERIDAN DENVER WEST	Michelle Baker	Void	05/19/2022	No	State Track Hotel							2,271.20
013986	05/19/2022	SHERIDAN DENVER WEST	Michelle Baker	Void	05/19/2022	No	State Track Hotel							-2,271.20
013987	05/19/2022	SHERATON DENVER WEST	Michelle Baker	Printed	05/19/2022	No	State Hotel							2,271.20
013989	05/20/2022	BRAD & ROBIN PERRY	Michelle Baker	Printed	05/20/2022	No	Credit for Athletic Fees							50.00
													Total for WHS - Wiggins High School:	7,099.11
													Total for 101 - ATHLETICS:	7,099.11

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2022 to 05/31/2022.

Activity ID	Activity Name	Site ID	Site Name	Check #	Issue Date	Vendor Name	Approved by	Status	Status Date	PO Number	1099?	Invoice Number	Description	Amount
201		DRAMA												
WHS	Wiggins High School													
013946	05/10/2022	KELSIE TILTON					Michelle Baker							
Printed	05/10/2022		No				Drama Headshots							55.45
013959	05/17/2022	CARD SERVICES					Michelle Baker							
Printed	05/17/2022		No				CC charges - 0286							220.80
013959	05/17/2022	CARD SERVICES					Michelle Baker							
Printed	05/17/2022		No				CC charges - 0302							343.21
													Total for WHS - Wiggins High School:	619.46
													Total for 201 - DRAMA:	619.46
2111		WRESTLING CLUB												
WHS	Wiggins High School													
013959	05/17/2022	CARD SERVICES					Michelle Baker							
Printed	05/17/2022		No				CC charges - 0294							320.00
2301		FFA												
WHS	Wiggins High School													
013947	05/10/2022	ARTWORKS SIGNS & DESIGNS					Michelle Baker							
Printed	05/10/2022		No				New Set of FFA Signs							146.00
013959	05/17/2022	CARD SERVICES					Michelle Baker							
Printed	05/17/2022		No				CC charges - 0286							212.00
013959	05/17/2022	CARD SERVICES					Michelle Baker							
Printed	05/17/2022		No				CC charges - 0302							274.16
													Total for WHS - Wiggins High School:	632.16
													Total for 2301 - FFA:	632.16
2501		SR HONOR SOCIETY												
WHS	Wiggins High School													
013943	05/10/2022	THE FLOWER PETALER					Michelle Baker							
Printed	05/10/2022		No				Flowers for NHS							48.00

Check Detail

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From 05/01/2022 to 05/31/2022.

Activity ID	Activity Name				Approved by	
Site ID	Site Name	Vendor Name		Invoice Number	Description	
Check #	Issue Date	PO Number	1099?			Amount
Status	Status Date					
<hr/> 2601 TRACK CLUB <hr/>						
WHS	Wiggins High School					
013959	05/17/2022	CARD SERVICES			Michelle Baker	
Printed	05/17/2022		No		CC charges - 0294	295.94
013959	05/17/2022	CARD SERVICES			Michelle Baker	
Printed	05/17/2022		No		CC Charges - 0310	410.92
013962	05/18/2022	MARIO GARCIA			Michelle Baker	
Printed	05/18/2022		No		State Track	150.00
013963	05/18/2022	DOMINO'S PIZZA			Michelle Baker	
Printed	05/18/2022		No		MS Track Meals	127.21
Total for WHS - Wiggins High School:						984.07
Total for 2601 - TRACK CLUB:						984.07
<hr/> 2801 HS STUDENT COUNCIL <hr/>						
WHS	Wiggins High School					
013968	05/18/2022	KATIE LORENZINI			Michelle Baker	
Printed	05/18/2022		No		HS StuCo	162.78
<hr/> 2861 STEM SECONDARY <hr/>						
WHS	Wiggins High School					
013944	05/10/2022	COUNTRY HARDWARE			Michelle Baker	
Printed	05/10/2022		No		Ref #A413282 & #B176915	16.98
<hr/> 2901 HS VOLLEYBALL CLUB <hr/>						
WHS	Wiggins High School					
013951	05/10/2022	FAJITAS RESTAURANT			Michelle Baker	
Printed	05/10/2022		No		Volleyball Lunch	128.83
013981	05/18/2022	Michelle Baker			Michelle Baker	
Printed	05/18/2022		No		Reimbursement	59.88
Total for WHS - Wiggins High School:						188.71
Total for 2901 - HS VOLLEYBALL CLUB:						188.71
<hr/> 301 BAND <hr/>						
WHS	Wiggins High School					
013967	05/18/2022	MUSIC & ARTS			Michelle Baker	
Printed	05/18/2022		No		INV031063011	60.00

Check Detail

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From 05/01/2022 to 05/31/2022.

Activity ID	Activity Name	Site ID	Site Name	Vendor Name	Approved by	Amount
Check #	Issue Date	Status	Status Date	PO Number	Invoice Number	Description
3101 HS GIRLS BASKETBALL CLUB						
WHS	Wiggins High School					
013931	05/02/2022	Printed	05/02/2022	DOUBLE R EMBROIDERY CO	Michelle Baker	153.00
				No	Girls Basketball Patches	
3201 BASEBALL CLUB						
WHS	Wiggins High School					
013988	05/20/2022	Printed	05/20/2022	GABE GALLEGOS	Michelle Baker	47.78
				Yes	Flowers for Parents Night	
3345 YOUTH SPORTS						
WHS	Wiggins High School					
013985	05/19/2022	Printed	05/19/2022	WIGGINS SCHOOL DISTRICT	Michelle Baker	919.00
				No	Reimbursement	
3401 CONCESSIONS						
WHS	Wiggins High School					
013959	05/17/2022	Printed	05/17/2022	CARD SERVICES	Michelle Baker	505.34
				No	CC charges - 0294	
3500 INTERNATIONAL CLUB						
WHS	Wiggins High School					
013954	05/12/2022	Printed	05/12/2022	Michael Saulmon	Michelle Baker	1,900.00
				No	International Trip - 2022	
013955	05/12/2022	Printed	05/12/2022	LAURA KOPETZKY	Michelle Baker	500.00
				No	International Fundraising Help	
013956	05/12/2022	Printed	05/12/2022	Dalen Bodine	Michelle Baker	500.00
				No	International Fundraising Help	
					Total for WHS - Wiggins High School:	2,900.00
					Total for 3500 - INTERNATIONAL CLUB:	2,900.00
3800 MS LEADERSHIP COUNCIL						
WHS	Wiggins High School					
013973	05/18/2022	Printed	05/18/2022	ERIN EPPLE	Michelle Baker	64.21
				No	Teacher Appreciation Popcorn	

Check Detail

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From 05/01/2022 to 05/31/2022.

Activity ID	Activity Name				Approved by	
Site ID	Site Name	Vendor Name		Invoice Number	Description	Amount
Check #	Issue Date	PO Number	1099?			
Status	Status Date					
<hr/>						
5201	SUNSHINE					
<hr/>						
WHS	Wiggins High School					
013959	05/17/2022	CARD SERVICES			Michelle Baker	
Printed	05/17/2022		No		CC charges - 0294	138.28
013974	05/18/2022	OFFICE DEPOT BUSINESS SOLUTIONS,			Michelle Baker	
Printed	05/18/2022		No		Office supplies	52.98
013978	05/18/2022	JANICE HUESKE			Michelle Baker	
Printed	05/18/2022		No		Teacher Appreciation	69.42
013980	05/18/2022	FORT MORGAN CULLIGAN			Michelle Baker	
Printed	05/18/2022		No		acct #77651 teachers h2o	76.05
Total for WHS - Wiggins High School:						336.73
Total for 5201 - SUNSHINE:						336.73
<hr/>						
560	CLASS OF 2022					
<hr/>						
WHS	Wiggins High School					
013966	05/18/2022	CASH-WA			Michelle Baker	
Printed	05/18/2022		No		Class of 2022 BBQ	175.74
013970	05/18/2022	SARA KOPETZKY			Michelle Baker	
Printed	05/18/2022		No		Class of 22 Composite	70.43
013977	05/18/2022	BROOKE THOMAS			Michelle Baker	
Printed	05/18/2022		No		Class of 2022 Gift	48.04
013981	05/18/2022	Michelle Baker			Michelle Baker	
Printed	05/18/2022		No		Reimbursement	87.16
Total for WHS - Wiggins High School:						381.37
Total for 560 - CLASS OF 2022:						381.37
<hr/>						
564	CLASS OF 2023					
<hr/>						
WHS	Wiggins High School					
013948	05/10/2022	COUNTRY HARDWARE			Michelle Baker	
Printed	05/10/2022		No		Transaction #B177275	19.99
013957	05/13/2022	TRAIL FILNER			Michelle Baker	
Printed	05/13/2022		No		Prom Reimbursement	130.64
013959	05/17/2022	CARD SERVICES			Michelle Baker	
Printed	05/17/2022		No		CC charges - 0294	762.42
Total for WHS - Wiggins High School:						913.05
Total for 564 - CLASS OF 2023:						913.05

Check Detail

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From 05/01/2022 to 05/31/2022.

Activity ID	Activity Name			Approved by	
Site ID	Site Name			Description	Amount
Check #	Issue Date	Vendor Name	1099?	Invoice Number	
Status	Status Date	PO Number			
900 ELEMENTARY ACTIVITIES					
<hr/>					
WHS	Wiggins High School				
013965	05/18/2022	MORNING WOOD		Michelle Baker	
Printed	05/18/2022		No	Gift Cards for Elementary	300.00
013981	05/18/2022	Michelle Baker		Michelle Baker	
Printed	05/18/2022		No	Reimbursement	202.44
Total for WHS - Wiggins High School:					502.44
Total for 900 - ELEMENTARY ACTIVITIES:					502.44
<hr/>					
902 ELEMENTARY SUNSHINE					
<hr/>					
WHS Wiggins High School					
013959	05/17/2022	CARD SERVICES		Michelle Baker	
Printed	05/17/2022		No	CC charges - 0302	174.55
013959	05/17/2022	CARD SERVICES		Michelle Baker	
Printed	05/17/2022		No	CC Charges - 0310	268.72
Total for WHS - Wiggins High School:					443.27
Total for 902 - ELEMENTARY SUNSHINE:					443.27

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From 05/01/2022 to 05/31/2022.

Activity ID	Activity Name	Site ID	Site Name	Check #	Issue Date	Vendor Name	Approved by	Status	Status Date	PO Number	1099?	Invoice Number	Description	Amount
904		ELEMENTARY TPO												
WHS		Wiggins High School												
013932	05/03/2022		SANTIAGO'S				Michelle Baker	Printed	05/03/2022		No		Teacher Appreciation	189.00
013937	05/03/2022		FAJITAS RESTAURANT				Michelle Baker	Printed	05/03/2022		No		Teacher Appreciation	349.39
013938	05/03/2022		DOMINO'S PIZZA				Michelle Baker	Printed	05/03/2022		No		Teacher Appreciation	282.88
013949	05/10/2022		CAROL FRANCONI				Michelle Baker	Printed	05/10/2022		No		Lunch for Students on Field Trip	156.06
013950	05/10/2022		JOSTENS YEARBOOK				Michelle Baker	Printed	05/10/2022		No		Invoice #1285735	1,687.48
013958	05/17/2022		COVER THEATRE				Michelle Baker	Printed	05/17/2022		No		Movie Day	1,975.00
013959	05/17/2022		CARD SERVICES				Michelle Baker	Printed	05/17/2022		No		CC charges - 0286	1,121.95
013959	05/17/2022		CARD SERVICES				Michelle Baker	Printed	05/17/2022		No		CC Charges - 0310	1,881.97
013966	05/18/2022		CASH-WA				Michelle Baker	Printed	05/18/2022		No		Inv#13369135	90.40
013969	05/18/2022		POPE FARMS				Michelle Baker	Printed	05/18/2022		No		TPO Flower Sale	1,578.96
													Total for WHS - Wiggins High School:	9,313.09
													Total for 904 - ELEMENTARY TPO:	9,313.09
908		ELEMENTARY PE												
WHS		Wiggins High School												
013959	05/17/2022		CARD SERVICES				Michelle Baker	Printed	05/17/2022		No		CC charges - 0286	49.08
910		KINDERGARTEN												
WHS		Wiggins High School												
013959	05/17/2022		CARD SERVICES				Michelle Baker	Printed	05/17/2022		No		CC Charges - 0310	583.14

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2022 to 05/31/2022.

Activity ID	Activity Name			Approved by	
Site ID	Site Name	Vendor Name	1099?	Invoice Number	Description
Check #	Issue Date	PO Number			
Status	Status Date				Amount
<hr/> 912 FIRST GRADE <hr/>					
WHS	Wiggins High School				
013959	05/17/2022	CARD SERVICES		Michelle Baker	
Printed	05/17/2022	No		CC charges - 0286	85.51
013964	05/18/2022	STUBS GAS & OIL		Michelle Baker	
Printed	05/18/2022	No		Pizza for NWEA	195.21
013974	05/18/2022	OFFICE DEPOT BUSINESS SOLUTIONS,		Michelle Baker	
Printed	05/18/2022	No		#245460697	116.36
Total for WHS - Wiggins High School:					397.08
Total for 912 - FIRST GRADE:					397.08
<hr/> 914 SECOND GRADE <hr/>					
WHS	Wiggins High School				
013959	05/17/2022	CARD SERVICES		Michelle Baker	
Printed	05/17/2022	No		CC Charges - 0310	948.24
<hr/> 920 FIFTH GRADE <hr/>					
WHS	Wiggins High School				
013959	05/17/2022	CARD SERVICES		Michelle Baker	
Printed	05/17/2022	No		CC charges - 0286	454.23
<hr/> 924 ELEMENTARY STUCO <hr/>					
WHS	Wiggins High School				
013959	05/17/2022	CARD SERVICES		Michelle Baker	
Printed	05/17/2022	No		CC charges - 0286	162.29
<hr/> 926 ELEMENTARY LIBRARY <hr/>					
WHS	Wiggins High School				
013959	05/17/2022	CARD SERVICES		Michelle Baker	
Printed	05/17/2022	No		CC charges - 0286	177.37
Grand Total :					29,381.98



9A ELEMENTARY STUDENT HANDBOOK 2022-2023

AGENDA ITEM #: 9A

AGENDA ITEM: Elementary Student Handbook 2022-2023

SUBMITTED BY: Mr. Bules, Principal

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

Mr. Bules will review any revisions.

RECOMMENDATION:

Approve the handbook as presented.



Wiggins
Elementa...

Wiggins Elementary Student Handbook 2022-2023



Wiggins Elementary School

415 Main Street
Wiggins, CO 80654
Wiggins50.k12.co.us

Board of Education

Kris Musgrave President
Eric Gonzalez Vice President
Val Loose Treasurer
Mike Miller Director
Derek Pope Director

Administration

Trent Kerr Superintendent
Randy Wilson Secondary Principal
Assistant Principal
Kyle Bules Elementary Principal
Carol Francone Assistant Principal

Last updated May 2022

Vision Statement

Positively impact every student, every day.

Mission Statement

The Wiggins School District shall strive to provide a safe environment for all students and staff and meaningful opportunities and innovative educational programs for all students so that they reach their learning potential, including that they meet or exceed state and district content standards, through partnerships between home, school and the community.



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

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Important Phone Numbers

Elementary - (970) 483-7784
Middle\High School - (970) 483-7763
Central Administration - (970) 483-7762
Transportation - (970) 483-7773
Cafeteria - (970) 483-7762 Ext. 4210

Daily Schedule

7:00 AM 7 AM Club (Must be signed up to attend)
7:30 AM Breakfast served
7:50 AM Starting Bell
7:55 AM Tardy Bell
3:20 PM School Dismissed
3:40 PM Students MUST be picked up from school

Student Code of Conduct

General 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:
 1. While on school property
 2. While involved in school-sponsored or related activities
 3. During any recess or lunch periods on or off school property
 4. While traveling to and from school
 5. 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.
2. Parents/guardians play a vital role in developing student behavior and conduct. It is the district's expectation that parents/guardians:
 1. Be aware of the Board policy and regulations and the school's expectations for student behavior and conduct.
 2. Review the Board policy and regulations and the school's expectations for student behavior and conduct with their students.
 3. Work with the school to resolve student behavioral issues when they affect their students.
 4. Cooperate 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:
 1. Authority
 2. Teachers' and other students' property
 3. School property
 4. Ethnic, racial, religious, and gender differences
 5. School attendance and punctuality
 6. Textbooks and equipment
 7. Fire alarms and safety equipment
 8. District policies relating to smoking, alcohol, drugs, and inhalants

Playground Behavior Expectations

Staff members supervise all recesses. Safety and constructive cooperative play are the primary goals of supervised play. 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.

- Appropriate language and sportsmanlike conduct is expected
- No roughhousing
- Only touch football is allowed
- Only plastic bats and wiffle balls are allowed
- No snowballs
- Dress appropriately
- No skateboards
- No roller blades
- No bicycles
- Use equipment as it was designed to be used

Discipline Plan

Types of Infractions

Class A Class 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 the 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

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 Suspension (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
- 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

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.

Parents/guardians are 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 will receive 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.

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

Excused Absences falls into the following areas:

- Illness/injury/death in the immediate family
- Approved appointments
- School-sponsored activities

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

Teachers shall handle routine infractions internally without making Discipline Referrals to Administration. 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.

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.

General Information

Absences, Tardies, and Excuses

Students who are not in school cannot benefit from the day's instruction. We ask for your help in establishing good attendance practices with your student. 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 (970) 483-7784 in the morning. If the office does not receive notification concerning an absence, the elementary school 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.

Students who report to school late must check in with the office to receive a pass before continuing to class. Parents must notify the school ahead of time expressing reasonable cause for a 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.

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.

A student who has at least ten consecutive absences, without notification or documentation, will automatically be withdrawn from school. The student will be readmitted following a conference with the principal. (See Policy JH/JHB)

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/designee in emergency situations. If a student is to be held at school by a teacher, parents/guardians will be notified in advance.

Birth Certificate

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 or 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 (970) 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 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. (See Policy JEB)
Board Meetings

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 Boardroom. Agendas are posted in each school and on the school website prior to the meetings.

Bullying Prevention

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 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. 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.

Child Abuse/Child Protection

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 reasonable 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. (See Policy JLF/JLF-R)

Dress Code

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. Student may not wear the following clothing:

- Designs or lettering generally considered vulgar or obscene or that advertises drugs, alcohol, or tobacco.
- Baggie pants.
- Bare midriffs, crop tops, tank tops with thin straps, or similar clothing with straps
- See-through shirts or mesh shirts
- Hats and sunglasses

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. (See Policy JICA)

Drugs and Alcohol

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.(See Policy JICH)
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 the building and signs them out. Please have your list of authorized designees on file in the office in the proper manner.

Entrance Age Requirements

A child may enter kindergarten in the Wiggins School District at age 5 by June 15 - no exceptions. Students enrolling in the first grade may enter if they are 6 years old prior to September 1 of the year of enrollment. (See Policy JEB)

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

Field Trips

Permission slips will be sent home to gain 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. (See Policy IAOA)

Fire/Safety Drills

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

Grading/Retention

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 the school principal/administrator. (See Policy IKA/IKE)

Insurance for Students

A student accident insurance program may be purchased on an optional basis and offered by a private firm and provide broad coverage at nominal cost to parents/guardians. 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

The Board of Education believes the Internet should be used in schools as a learning resource to educate and to inform. (See Policy JS)

Lost and Found

If your child comes home and says they have lost something, please have them come to the office to inquire.

Opening and Closing

The school day for students starts at 7:55 AM and ends with class dismissal at 3:20 PM. Students should not arrive prior to 7:45 AM, unless they are having breakfast at 7:30 AM, and students should leave immediately after school. Playgrounds will not be supervised before 8:00 AM or after school. Changes to students' after-school accommodations must be submitted to the Elementary office in writing.

Parents as Partners/Volunteers

Parents will be allowed to volunteer on a limited basis. The safety and security of the student population is our top priority; therefore, parent volunteers must have a full background check, sign in through the school security software, be approved by the teacher, and have final approval with the principal. When parents volunteer, it is imperative that parents follow the direction of the teacher, enforce confidentiality, and remain professional at all times. Should a teacher choose not to have parent volunteers in their classroom, they will not be forced to do so.

Parent/Teacher Conferences

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. If additional conferences are needed, parents/guardians or the teacher may schedule them.

Personal Items

Please do not allow students to bring personal items of value 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, water bottles, and lunch boxes should be clearly marked with the student's name. Students 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 student 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. If you do not want your student'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.

School Closure and Cancellations

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 station will be notified between 6:30-8:00 AM.

Radio Stations: KFTM 1400 AM Fort Morgan, KOA 850 AM Denver

Television Stations: KUSA Denver, KMGH Denver (See Policy EBCD)

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 students will be responsible for bringing to school. Supply lists can be obtained in the office or on the website. In certain cases, the teacher may require a fee for school supplies. This fee will not exceed \$25.

Smoking on School Premises at Public Functions

Smoking, vaping, and chewing on school premises is prohibited by law in classrooms, corridors, and restrooms. (See Policy JICG)

Teacher Education Requirements

All elementary teaching staff are to be highly qualified. All elementary teaching staff hold a current teaching license with an elementary endorsement or early childhood.

Telephone Messages

We will deliver messages to students during lunch. Please make after-school arrangements for your students 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 student.

Testing Information

There will be a variety of assessments given. It is our desire that the assessments will provide meaningful data that can be used to evaluate instructional practices.

District Testing: The MAP or NWEA test will be given a minimum of 2 times during the school year.

Testing dates are September, February, and May.

State Testing: The state of Colorado requires grades 3-6 to assess in the areas of math, language arts, science, and social studies depending on the grade level using CMAS (Colorado Measures of Academic Success). The state of Colorado also requires the following formative assessments. Kindergarten must assess students for school readiness; Wiggins Elementary uses GOLD to meet this requirement. To assess reading competency according to the READ Act for grades K-3, Wiggins Elementary uses DIBELS Next. Assessment schedules are available at the beginning of each school year.

Tiger Parent Organization

The Tiger Parent Organization (TPO) is a volunteer organization for parent/guardians and educators who are interested in promoting education at the elementary. The mission of TPO is to support and speak on behalf of students, 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.

Vandalism

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. (See Policy ECAC)

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 students. Violations will be directed to the principal's office to ensure compliance.

Weapons in School

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. (See Policy JICI)

Withdrawals

Parents/guardians of students withdrawing from the school must obtain a withdrawal form from the school office to complete their check-out.

Health Services and Records

Administering Medicines

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 cannot deviate from the state law. Students are not allowed to have any medicines in their possession at school. **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR STUDENT.**

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

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. (See Policy JLCD)

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 7:30 AM - 3:30 PM.

First Aid and Emergency Medical Care

If your student becomes ill or injured at school, the school staff will administer basic first aid, and if the illness or injury warrants, will call emergency services. In most cases, when your student 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. (See Policy JLCE/JLCE-E/JLCE-R)

Illness at School

Please do not send ill or feverish students to school. If a student is contagious, 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

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. (See Policy JLCC)

Exemptions

Please see the school nurse about exemptions as a signed form needs to be on file with the nurse. (See Policy JLCB/JLCB-R)

Immunizations

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

In accordance with Colorado Law, immunizations are required of all students enrolled in the district.

Students 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 4th dose was given on or after the 4th birthday for entry.*

POLIO - 4 doses - *If the 3rd dose was given after the 4th 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 student 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

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

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. Students can ride the bus if they live more than ¾ mile from school. Students can ride the bus if they practice good behavior and contribute to safe transportation.

Waiting at the Bus Stop

Arrive on time. Stay off private property. Do not roughhouse near or stand in the street.

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.

Riding on the Bus

- 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 boomboxes are not allowed on the bus. Electronics must 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

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: For severe infractions, students will not receive 1st and 2nd citations. They will immediately receive citation 3 consequences. Severe infractions 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

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 to 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.

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9B ATHLETIC HANDBOOK 2022-2023

AGENDA ITEM #: 9B

AGENDA ITEM: Athletic Handbook 2022-2023

SUBMITTED BY: Randy Wilson, Athletic Director

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

Mr. Wilson will review any revisions.

RECOMMENDATION:

Approve the handbook as presented.



2022-23
Athletic H...



Wiggins High School Athlete/Parent Handbook 2022-2023

“Success is not given, it is earned.”

**Superintendent: Trent Kerr
Principal: Randy Wilson
Athletic Director:**

Athletic Secretary: Michelle Baker

Home of the State Champion Tigers

Baseball

1985

1986

2002

Football

1999

Wrestling

1994 2000

1996 2001 Volleyball

1999 2002 2021

Boys Basketball

1965

1966

Track

2007 (Boys)

Girls Basketball

1992

- Colors: Black, Orange, White

Mascot: Tigers

School Song

-
Oh! My dear ole' Wiggins High! We'll always loyal be to you.
We will do or die, in every game or contest too. And we'll stand
by you to the end, as well as be your friend. So let's be fair, and
always square, in every loss or victory. Faithful we'll be unto
our colors ever true. Striving to win, in all that we attempt to do.
So raise a cheer for the school that we all love so dear. Oh
Wiggins High School we are proud of you!

-
-
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File AC-E-1

Nondiscrimination/Equal Opportunity

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008 and Colorado law, Wiggins School District RE-50J does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:

Elementary Principal
 Wiggins School District RE-50J
 415 Main Street
 Wiggins, Colorado 80654
 970-483-7762

The alternate compliance officer is:
High School Counselor
Wiggins School District RE-50J
201 Tiger Way
Wiggins, Colorado 80654
970-483-7762

Outside Agencies

Complaints regarding violations of Title VI (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E 17th Ave., Suite 510, Denver, CO 80202 or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Revised: February 6, 2008
Revised: November 5, 2008
Revised: March 1, 2011
Revised: August 1, 2012
Revised: November 7, 2012
Revised: September 2, 2020

Statement of Code of Ethics Colorado High School Activities Association

In order to maximize effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our secondary athletic activities programs to...

In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our secondary athletic and activities programs to...

1. Cultivate awareness that participation in athletics and activities is part of the total educational process and as such, the coach/advisor should neither seek nor expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants.
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent.
4. Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social and emotional well-being of the individual participants.
5. Avoid any practice or technique which would endanger the present or future welfare or safety of any participant.
6. Adhere to policies which do not force or encourage students to specialize or restrict them from participation in a variety of activities.
7. Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity.
8. Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form and other mood-altering substances.
9. Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials or judges.
10. Encourage all to judge the true success of the athletic and activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

Purpose

The purpose of this handbook is to communicate to parents, athletes, coaches, and administrators the philosophies, standards, rules and expectations applicable to participants in the Wiggins School District

interscholastic athletic program. The clear understanding and consistent application of these matters will help ensure that student athletes have the best possible experience in their respective athletic programs.

Mission of Athletic Department

Our mission is to provide opportunities for student-athletes to enrich their high school experience through participation on competitive athletic teams. We are dedicated to providing experiences that promote character development, integrity, sportsmanship, and a strong work ethic, while complementing the academic curriculum

Athletic Philosophy

Wiggins High School believes that a safe and dynamic athletic program is an integral part of the total educational process and is vital to the character and educational development of all student athletes. Wiggins High School's athletic programs provide a variety of experiences that aid in the development of favorable habits and attitudes in students that will prepare them for adult life, including physical development, coordination, a healthy self-concept, pride and good sportsmanship. Good sportsmanship practices have lifelong values. The athlete who acts fairly, who observes laws and customs, who treats others with consideration, and who takes adversity with dignity earns respect. Students in today's schools are tomorrow's community citizens, and as adults will demonstrate many of the attitudes they are now learning.

Wiggins High School's interscholastic athletic programs are in compliance with the constitution and bylaws of the Colorado High School Activities Association and affiliated leagues.

Varsity-level programs are the most competitive of the athletic programs and, for that reason, include the most skilled and/or well-prepared student athletes. The student athlete earns the privilege to make the team. It is the coach's responsibility to field the most competitive team available; starting position and athlete playing time is at the coach's discretion.

Sub-varsity programs are focused toward the development of skills necessary for participation on the varsity level. The student athlete earns the privilege to make the sub-varsity team. The coach of any sub-varsity program should emphasize development of areas needing improvement on an individual and team basis. The coach will be encouraged to play as many participants as possible.

Open Letter to Parents

The role of the parent/guardian in the education of a student is important. The support shown in the home is often manifested in the ability of the student to accept the opportunities presented at school in the classroom and through co-curricular activities.

There is a value system – established in the home, nurtured in the school – that young people are developing. Their involvement in the classroom and other activities contributes to that development. Integrity, fairness and respect are lifetime values taught through athletics, and these are the principles of sportsmanship. With them, the spirit of the competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

A true athlete is an effective leader within the school and the community. As a parent/guardian of a student, your sportsmanship goals should include the following:

Realizing that athletics are part of the educational experience and the benefits of involvement go beyond the final score of a game;

- Encouraging our students to perform their best, just as we would urge them on with their class work, knowing that others will always turn in better or lesser performances;
- Participating in positive cheers that encourage our student athletes; and discouraging any cheer that would redirect that focus;
- Learning, understanding and respecting the rules of the game, the officials who administer them, and their decisions;
- Respecting the task our coaches face as teachers and supporting them as they strive to educate our youth;
- Respecting our opponents as students and acknowledging them for striving to do their best;
- Developing a sense of dignity under all circumstances; and
- Being a fan...**not** a fanatic!

The parent/guardian has a major influence on the student athlete's attitude about academics and athletics. The leadership role taken by the parent/guardian helps create sportsmanship in the student athlete and will

help influence our student athletes and our community for years to come. We look forward to serving you in the year ahead and appreciate your continued support.

Role of Student Athlete

Student athletes who display sportsmanship are positive role models within our school and the community at large. A good sport knows that athletic competitions build character and shape lifetime attitudes. The student athlete experiences additional educational and leadership benefits that come from participation in sports.

Integrity, fairness and respect – these are the principles of sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

As a student athlete at our school, your sportsmanship goals should include the following:

- Developing a sense of dignity under all circumstances;
- Respecting the rules of the game, the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students and acknowledging them for striving to do their best while you seek to do your best at the same time;
- Looking at athletic participation as a potentially beneficial learning experience, whether you win or lose;
- Educating other students and fans to understand the rules of the game and the value of sportsmanship; and
- Accepting the personal responsibility that comes with your actions on the field.

We expect you to take time to review these expectations and those included in the Wiggins High School Athletic Policies Handbook. These expectations give us a roadmap to follow a journey toward a more educational atmosphere for interscholastic athletics.

The student athlete is the spokesperson for Wiggins High School when participating in athletic competitions. Family and friends, opposing fans, the local community and media view your actions. Your display of sportsmanship will show the most positive things about you and our school and, hopefully, will remind us all that in the end, participation in sports is meant to be fun.

We hope the upcoming season will be a rewarding one for you, the student athlete.

Student Athlete Responsibilities FAQ's

(Before an athlete can participate)

High School and Middle School Athletes/Parents:

- **RSchool Account Created for each family with information on each individual student.**
 - <https://wiginssd-ar.rschooltoday.com/>
- **Current signed physical uploaded**
- **Physical history form filled out and signed by the athlete and parent**
- **Parent permission form read and signed**
- **CHSAA Bylaws read and signed**
- **Warning to student and parents read and signed**
- **Proof of insurance**
 - **All of the above forms must be completed online at planeths.com by the student and the parent prior to any involvement in practice or participation**
- **Participation Fee Paid before participation in any competition.**
- **Sportsmanship Contract signed by parent and student.**
- **Tiger Ticket must be completed and presented to head coach before any participation in practice or game.**



This form is to be completed and turned in to your head coach BEFORE you are allowed to practice or compete

Athletes Name: _____ Grade: _____
Sport/Activity: _____
Athlete Contact Info: _____

- Currently enrolled at Wiggins Middle/High School and in good academic standing
- R-School registration is complete including a current physical uploaded
- Athletic Contract signed
- All past and present athletic fees have been paid

Approval: _____
(Signature of Athletic Director or Athletic Secretary)

1. All athletes are to report for practice the day that the first call is made for that sport. Athletes must advise the head coach of the excuse for not doing so.
2. If a participant has been in school, he/she must have permission from the head coach or sponsor to be excused from practice.
3. An athlete must be in school at least one-half day to participate in practice or competition for that day (one-half day constitutes four entire class periods).
4. Any athlete who leaves school after lunch will not be allowed to practice or play in a contest. Exceptions may be made for medical appointments, school activities, funerals, etc.; prior permission must be received from the Principal in order to participate.

E-Learning Attendance

Athletics/Extracurricular Activities

In order to deter abuse of our online learning system, Wiggins School District feels it is necessary to add the following amendment to the Athletics Handbook.

The Wiggins E-Learning opportunity through Google Classroom is intended for students who are at high risk of virus contraction, quarantining due to exposure, currently ill, or for a pre-arranged absence. Therefore, student-athletes should attend in person learning on campus for their high school/middle school classes in order to participate in athletic practices, competitions, or other extracurricular activities. This does not apply to courses through MCC. If extenuating circumstances exist, written permission must be obtained from the Principal or designee (Athletic Director) prior to the day of the activity.

5. Athletes are to report all injuries to their coach so that an injury report and insurance claim can be filed in the Principal's office.
6. Insubordination to coaches will not be tolerated and will result in loss of eligibility.
7. Athletes who are consistently and habitually tardy to practice may be removed from the squad.
8. Profanity by athletes or participants at any time, or in any situation, will not be tolerated and may result in removal from the squad.
9. It is the athlete's responsibility for maintaining proper conduct at all times which is a credit not only to them, but to Wiggins High School. Athletes who cannot control their actions at all school-related activities will be disciplined.
10. Athletes are to be well groomed and dressed according to coaches.
11. Each participant shall meet the requirements of age, attendance and scholastic eligibility as set forth by the Colorado High School Activities Association.

12. Only in emergency or special circumstances will athletes be granted permission to travel other than on the bus to an athletic event. In such a situation, the parent/guardian should make a request at least one day before the scheduled event. Request should be made to the Coach who will relay to Athletic Director and Principal request will be granted or denied at his/her discretion.

13. The athlete is responsible for his/her uniform once it has been issued to the athlete. The athlete is responsible for turning in the same uniform and equipment that was issued. If the athlete fails to turn in all equipment issued, he will be charged replacement cost for the lost equipment and will not be allowed to participate in any other extra-curricular activities until said equipment is returned or paid for.

14. Ineligible participants may not ride the bus to away contests.

15. Coaches will hold parent/athlete meetings at the beginning of each sports season. Rules, expectations, and a brief overview of the program will be presented.

16. When a problem arises, the athlete and/or parent must first contact the head coach to resolve the problem. The Athletic Director will be the next person to be contacted if the problem is not resolved.

17. Student vehicles are to remain in the school parking lot and are not to be used to transport athletes.

18. If there is early dismissal of school due to weather, there will be no practice. If there is no school due to bad weather, practice will be held only with Principal/Athletic Director approval.

19. Athletes wanting to compete in more than one sport during the same season are not discouraged. Upon learning that an athlete would like to compete in more than one sport, a meeting will be set up involving the athlete, their parent(s), coaches of the sports involved and the Principal and/or Athletic Director. Items to be discussed will be practice schedule, contest priority, and overall feasibility. If at any time the athlete's name appears on the ineligibility list for having an F in a class, they will be asked to drop participation in one of the sports.

20. There shall be no school sponsored activity of any sort, including practices, camps, clinics, tournaments, etc. from and including December 24th through December 26th. Practice may resume on December 27th through December 31st. No Practice can be scheduled on January 1st.

21. No high school interscholastic contests, practices for interscholastic contests, nor association between participants and coaches/directors of any activity from the student's school shall take place on Sunday at any time during the school year.

Communication Model

Before the start of each sport, the head coach will conduct a mandatory parent's meeting regarding rules, regulations, and additional team rules beyond the Athletic Handbook.

A student athlete, parent, guardian, coach, or a member of the public with a concern or complaints should first try and resolve the matter directly and informally with the individual(s) concerned. This may be done either verbally or in writing to the individual(s) involved.

If the matter cannot be resolved informally at the initial level, the complainant should submit a written statement describing his/her concerns in a clear, specific and detailed manner to the athletic director.

Quitting or Dropping a Sport

There will be times when some athletes find it necessary to quit playing a sport before, during, or after the season has started. Whatever the reason, an athlete must follow the steps listed below:

- The athlete should think the whole situation through and talk with the coaches to see if a solution can be reached.

- If an athlete decides to quit, the athlete must clean and turn in all equipment to the coach. If equipment has been damaged or if it is not turned in the athlete will have a fee added to their student account.

- If the athlete decides to quit one sport and join another, the athlete must receive written permission from both coaches and the athletic director before beginning the new sport.

- After 5 days the athlete will not receive a refund.

- If an athlete decides to quit, the athlete will not letter or be eligible for post season honors.

Individual Program Expectations

Each program has expectations in addition to the items covered in the Wiggins Athletic Policies

Handbook. The policies set forth in this handbook are the minimum standards of conduct for all student athletes and managers. Individual programs may set standards that exceed these policies provided the administration deems them appropriate and they are included in the coach's contract with the athletes. Coach contracts will be reviewed on an annual basis by the Athletic Director. It is important that all student athletes and parents/guardians understand these expectations and sign individual contracts per sport.

Trip and Behavior Expectations

- All student athletes and managers are expected to follow all policies of the transportation department during all trips.
- All student athletes and managers are expected to ride the bus to and from all contests.
- In special circumstances
 - Student athletes must have a note approved by the coach if athlete will not be riding the bus to the contest.
 - Student athletes can **only** have **parents/guardian** sign them out at the end of contests to ride home with their parents. Best to make prior arrangements.
- All athletic teams are reminded that they represent their community and should conduct themselves in an honorable manner. Appropriate behavior is expected during entire trip.
- All athletic teams are expected to treat our opponent's facilities with respect at all times. Any damage caused by a student athlete will result in a fine being assessed to the athlete found liable.
- There may be times when teams will be allowed overnight trips. In these instances the athlete must:
 - Abide by the curfew set by the head coach
 - Not to be in different gender rooms at any time
 - Be aware that coaches may ask to check the athlete's bags before leaving and during the trip
 - Treat the hotel facility and staff with the utmost respect.

Varsity Letter

1. If an athlete is injured, the number of quarters, halves, games, points, etc. required for lettering will be reduced accordingly.
2. The athlete must finish the season in good standing.
3. The coaching staff reserves the right to letter an individual who has not met the lettering requirements and also reserves the right to not letter an individual who has met the lettering requirements.

VOLLEYBALL – A player must play in at least 50% of the regular season varsity matches or in one post season match.

FOOTBALL – A player must play in 50% of the varsity game quarters (18 of 36) to qualify for a varsity letter or play in a postseason game.

CROSS COUNTRY- Must finish the season as one of the top seven varsity runners.

BASKETBALL (GIRLS & BOYS) – Any athlete that plays in 50% of the regular season varsity quarters. Any athlete who plays in a varsity postseason game (District, Regional, State).

WRESTLING – Any Athlete who earns 26 varsity points during the season.

TRACK (GIRLS & BOYS) – Any athlete who acquires 20 points during the season or qualifies for State. Being ineligible for the week will result in the loss of 5 points toward lettering.

BASEBALL – Any athlete that plays in 50% of the regular season varsity innings. Any athlete who plays in a varsity postseason game (District, Regional, State).

Letter Award

1st Year--**W Letter** (only awarded the first time lettering in High School), Sports Emblem, Certificate

2nd Year--Bar, Certificate

3rd Year--Bar, Certificate

4th Year--Bar, Certificate

Manager/Statistician--**W Letter** (only awarded the first time lettering in High School), Manager or Statistician Pin (each year they letter), Certificate

Wiggins Senior Athlete Award Criteria

1. Good academic standing with a cumulative GPA of at least 3.0
2. Never have been removed from or quit a team during their high school career.
3. Participates in at least 2 different sports during their high school career.

Individual Point System

- 2 points for each varsity letter
- 4 points for all-conference honorable mention
- 6 points for all-conference first team
- 8 points for all-state honorable mention
- 9 points for all-state second team
- 10 points for all-state first team

Team Point System

- 1 point for team league championship
- 2 points for state tournament elite 8
- 4 points for team state final four
- 6 points for team state championship

All senior athletes who meet the first three criteria will then have their points totaled with the top point winner male and female receiving the award. Results will be approved and or reviewed by the Athletic Director and High School Principal.

Eligibility/Dual Sport Athlete

Coaches are to go over eligibility requirements and the policies for Wiggins High School, CHSAA, and their program with athletes at the beginning of each sport season.

All policies and guidelines relating to eligibility as stated by CHSAA will be followed. These include but are not limited to the following:

1. The athlete must not be failing more than one class.
2. The athlete must not be 19 years old prior to August 1.
3. The period of eligibility is limited to eight consecutive semesters.
4. No athlete shall participate in more than four seasons in any one sport.
5. Nine-Day Team Practice Requirement--Each athlete must have had a minimum practice period of nine days (exclusive of Sundays) before competing in a scrimmage or contest.
6. Students must be enrolled in courses which offer a minimum of 2.5 Carnegie units of credit per semester (Five Classes).
7. Any athlete who fails two classes during the 2nd Semester may attend summer school and regain his eligibility for the fall sports season. Classes must be approved by the Principal and be in the same subject as the ones that were failed.

Wiggins Eligibility Requirements:

1. Wiggins High School will issue a weekly eligibility list to coaches during the season. Eligibility will be taken the first school day of the week at 10 a.m. Those athletes with two or more failing grades will not be eligible for contests taking place for 7 days.
2. Quarter grades will determine eligibility for the 1st week of the 2nd and 4th Quarters.
3. Eligibility is cumulative through the Semester.
4. A point system will determine if a student is eligible. If a student has 4 points or more they will be ineligible. D= 1 point F= 2 points
5. A student may be declared ineligible because of discipline or other infractions of school rules subject to approval of the Principal.
6. Suspension, unexcused absences, and truancies forfeit the right to participate in any activity that day or the following if it is a Saturday.
7. Ineligible athletes are not to travel with the team.
8. Home School students must turn in weekly eligibility forms to their coach on Monday. Failure to do so will make those students ineligible for that week (eligibility forms may be picked up at the Athletic Director's office).

Dual Sport Athletes

It is encouraged by Wiggins high school administration and coaches for our athletes to be involved in as many activities as possible. In order to have the best experience for all parties involved these policies must be adhered to.

1. A student who chooses to participate in two sports simultaneously must declare their number one sport prior to the beginning of the season. If any conflict should arise the athlete will attend their declared number one sport.
2. A practice and game schedule will be created for the dual sport athlete by the coaches of each sport, the athletic director and the student athlete before the first contest takes place.
3. If the student athlete receives an F at any eligibility check during the season he/she must withdraw

from their declared second sport.

4. The dual sport athlete must maintain weekly communication with his/her coaches.

Athletic Council

a. The Athletic Council will determine if a student is in violation of the training rules.

The five voting members will represent the following areas: one administrator, Athletic Director and 3 staff members. The Athletic Director is designated as the chairman of the Athletic Council.

Members: 2022-23

AD-

Principal- Randy Wilson

Coach HS – Michelle Baker

Coach MS- Katie Lorenzini

Coach MS/HS- Corey Stumpf

Philosophy of Training Policies

Training policies of athletics are neither numerous nor difficult for any participant to follow. Teams that train well generally have a strong team discipline and great team morale.

Athletic Department Training Rules

- The use or possession of alcoholic beverages is prohibited **at all times**.
- The use or possession of tobacco/nicotine in any form is prohibited **at all times**.
- The use or possession of illegal drugs or narcotics is prohibited **at all times**.
- The use or possession of inhalants is prohibited **at all times**.
- Attendance at a party or get together where underage consumption/use of alcohol or illegal drugs is taking place is prohibited **at all times**.

Training Policies Purpose

- To build character, morality, and responsibility into WHS athletes
- To create uniformity of discipline action throughout the athletic program
- To give WHS athletes a consistent set of training regulations to follow

Definition of terms of Substance Abuse Policy

Controlled substance is any illegal substance or drug, in any form as defined under Colorado Law, including alcoholic beverages, tobacco (including vape pens), intoxicants, inhalants, and marijuana, and shall include any other substances represented as a controlled substance (look a likes) even if it is not actually a controlled substance.

Scope of Substance Abuse Policy

The substance abuse policy shall apply to all Wiggins High School students enrolled in grades 7-12. The provisions and penalties of this policy shall be imposed without regard to whether the violation was related to a school event and regardless of the day of the week on which the violation occurred. All provisions and penalties of the substance abuse policy shall be cumulative in nature and should apply throughout the students' enrollment in Wiggins High School whether continuous or not.

Substance Enhancement Policy

Possession, use or distribution of substances or supplements used or intended for use for abnormal enhancement of athletic performance and/or may atypically alter a body's physiological function are not permitted. This may include, but are not limited to narcotics, stimulants, anabolic agents, diuretics, hormones, masking agents, and other such items. Penalty will be the same as for possessing tobacco products.

Training Rules

1. For the benefit of the individual and every activity, it is necessary that certain rules be followed. The responsibility of abiding by these rules rests with the individual and the parents. Training rules will be enforced from the beginning of the first sport season of the school year and continue until the conclusion

of the school year; and year round if a ticket from police is issued.

- a. The use/possession of tobacco, nicotine, alcohol and any illegal drug is prohibited.
- b. Attendance at parties or functions, where alcohol or illegal drugs are present and consumption of alcohol or use of drugs is the intent, is prohibited.
- c. For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined by law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students.

2. Penalties

- a. First offense – suspension for 50% of the number of scheduled contests the athlete would have participated in:

High School

Volleyball-----	12 Matches
Football-----	5 Games
Cross Country-----	6 Meets
Basketball-----	10 Games
Wrestling-----	6 Dates
Baseball-----	12 Games
Track-----	6 Meets

Middle School

Volleyball-----	5 Matches
Football-----	4 Games
Cross Country-----	3 Meets
Basketball-----	6 Games
Wrestling-----	5 Dates
Track-----	3 Meets

(1). A sport season ends on the day of that sport's last contest and the following day is the first day of the next sport season. Example: A football team's last game was on October 31st; the next sport season begins on November 1st (If the athlete only plays football, his football season for the next year begins Nov. 1st).

(2). If the number of suspended contests cannot be met during the sport season, penalties will be enforced during the athlete's next sport season, even if it continues into the next school year (an athlete must complete his/her next sport season to have fulfilled the penalty).

(3). Upon suspension, the athlete is expected to take part in all practices, meetings and team functions if asked to do so by the coach.

- b. Second offense – Suspension for one calendar year.

- c. Third offense – Dismissal from Wiggins athletic program.

Theft and Vandalism

A student athlete shall not vandalize property at school or at other schools or have in their possession any stolen items from any source, including uniforms or equipment from WHS or other schools.

· **Violation of Theft or Vandalism Policy** - a student committing this offense will be addressed on a case by case basis. A mandatory meeting with the student athlete, parent, Athletic Director, and Head Coach will determine the consequences of this infraction.

Terms of Suspension

The athlete must schedule a session with the high school counseling department prior to being reinstated. This session will include: how to deal with the issue in a positive way, how to set goals in the relationship to becoming eligible again, awareness of infraction, and information on positive choices.

· All suspended student athletes must be in good standing during their suspension. This means attending all practices, meetings, and functions as required by their coach. Any unexcused practices or misbehavior during their suspension time will result in dismissal from the squad and time served for suspension being revoked. The student athlete would have to start their suspension over in the next sport in which they participate.

· A student athlete who transfers into WHS while serving suspensions at his/her previous school will serve out the remainder of his/her penalty at Wiggins. The previous school's penalty will be honored in full and will not be increased or decreased in length.

Appeal Process

Any athlete has the right to appeal removal from a team. A student athlete and his/her parents/guardians have the right to a hearing on the removal from the participation pertaining to violations of the handbook. Parents may appeal handbook violation removals by notifying the Wiggins Athletic Department by phone or in writing within five (5) school days after the removal. The right of appeal is forfeited if this is not required within five (5) school day limit. The purpose of the appeal hearing is to inquire into the student athlete's alleged violation and all the student athletes and parents/guardians to present evidence on behalf of the student athlete. The removal from participation will remain in effect during the appeal process. The student athlete must show just cause to be reinstated. If the reinstatement is rejected by administration, the student athlete must wait an additional 60 days to repeat the process. If the student athlete is reinstated, the athlete will be placed on a probationary contract in which any future violations will result in loss of athletic eligibility at Wiggins High School for the remainder of their Wiggins High School career.

Social Media

Wiggins High School Athletics Department recognizes and supports its student athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student athlete and coach must remember that playing and competing for WHS is a privilege, not a right. As a student athlete you represent the high school and are expected to portray yourself, your team, and the high school in a positive manner at all times.

Guidelines

If you participate on a social networking site, you must keep the following guidance in mind:

- Everything you post is public information - any text or photo placed online is completely out of your control the moment it is placed online - even if you limit access to your site. Information may be accessible even after you remove it.
- Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
- What you post may affect your future. Many employers and school admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information
- Similar to comments made in person, the Athletics Department will not tolerate disrespectful comments and behavior online, such as:
 - o Derogatory or defamatory language
 - o Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person
 - o Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substance; or any other illegal or prohibited conduct, including violating WHS's policy on Prohibited Harassment and Discrimination.

Student-athletes in WHS are required to abide by rules set forth in these guidelines.

The failure to do so will be considered a violation of the student-athlete code of conduct and/or the WHS Athletic Handbook. The violation may result in disciplinary action by the athletics department and the campus.

- **1st Offense** - Parent meeting with the head coach. Consequences will be determined based on the severity of the infraction and may include suspension or dismissal from the team or athletic activities.

- **2nd Offense** – Parent meeting with the head coach and the campus Athletic Director.

Consequences will be determined based on the severity of the infraction and may include suspension or dismissal from the team or athletic activities.

- **3rd Offense** – Parent meeting with the head coach and Athletic Director. Consequences will be determined based on the severity of the infraction and may include suspension or dismissal from the team or athletic activities.

Hazing and Harassment

Wiggins High School policies do not allow for any form of harassment, hazing, intimidation, or bullying. Hazing activities of any type are inconsistent with the educational process. All such activities are prohibited at any time in school facilities, on school property, and at any school corporation sponsored event. Hazing is defined as performing an act, or coercing another person to perform any act of initiation into any class, group, or organization that causes or creates a risk (mental, emotional, or physical harm.) Permission, consent or assumption of risk by an individual subjected to hazing shall not exempt the policy. No form of harassment or hazing (such as unwelcome words, physical contact, written notes, or electronic technical activities which inflict physical or mental harm or anxiety of which demeans or

degrades or disgraces a person, regardless of location, or intent of participants) will be allowed at Wiggins High School. Any student that feels he/she is a victim or witness or hears about a hazing or harassment incident should immediately report the activity to a coach, athletic director, or principal.

NCAA Clearing House Information

The **NCAA Clearinghouse** is an organization outside of the **NCAA** which performs academic record evaluations to determine if a prospective student-athlete is eligible to participate at an **NCAA** Division I or II college as a freshman student-athlete.

[NCAA Eligibility Center](#)

www.eligibilitycenter.org/

The Official Web site of the **NCAA** Eligibility Center. Explore **NCAA** Divisions I and II initial-eligibility requirements and register to participate.

9C 2022-23 OUT OF DISTRICT STUDENTS

AGENDA ITEM #: 9C

AGENDA ITEM: 2022-23 Out of District Students

SUBMITTED BY: Dr. Kerr

TYPE OF ACTION: Report _____ Discussion _____ Action X

SUMMARY OF ISSUE:

The administration is recommending the following out of district students for approval to attend Wiggins School District for the 2022-23 school year.

RECOMMENDATION:

Approve the list of out of district students as presented.

Luxton Sauer	1
Edward Holdcraft	2
Emma Evans	3
Noah Talmich	3
Grant Slavatori	3
Brayden Sauer	4
Axel Lorenzini	5
Jessa Wilson	6
Izabella Talmich	6
Brealynn Huwa	7
Redmond Linton	7
Ainsley Sauer	7
Tavin Fehseke	8
Kayla Francone	8
Carter Roberts	8
Tenleigh Lorenzini	8
Carston Johnson	8
Jackson Epple	9
Nathan Schmidt	9
Landen Sierra	9
Grady Wilson	9
Keith Bugher	10
Steven Linton	10
Breanna Holdcroft	10

Karli Roberts	10
Trey Huwa	11
Payton Malone	11
Cole Epple	11
Tyleigh Fehzeke	11
Grayson Johnson	11
Peyton Nance	11
Americo Lorenzini	11
Dani Moon	12
Hayden Nance	12
Tyler Bellender	12
Jenna Wilcox	12
Trey Fehzeke	12
Shala Sierra	12

9D BOND PROCEEDS INVESTMENT

AGENDA ITEM #: 9D

AGENDA ITEM: Bond Proceeds Investment

SUBMITTED BY: Dr. Kerr

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

Discuss if the board would like to invest part of the bond proceeds.

RECOMMENDATION:

9E GRADUATION DATE CHANGE

AGENDA ITEM #: 9E

AGENDA ITEM: Graduation Date Change

SUBMITTED BY: Dr. Kerr

TYPE OF ACTION: Report ____ Discussion ____ Action ___X__

SUMMARY OF ISSUE:

After the winter weather debacle we almost had the weekend of State Track and Regional Baseball, the administration is recommending to move graduation from the 21st to either the 14th or 15th. The current weekend will always have state track and regional baseball games which could potentially lead to kids making tough choices as these two events can be moved to Sunday since they are state events, (state track has been pushed to Sunday twice the past 12 years). The last weekend of May is also a conflict due to state baseball, girls golf and Memorial Day Weekend. A survey has been sent to the 2023 senior parents.

RECOMMENDATION:

Approve moving the date of graduation.

10A ELEMENTARY PROJECT

AGENDA ITEM #: 10A

AGENDA ITEM: Elementary Project

SUBMITTED BY: Dr. Trent Kerr, Superintendent

TYPE OF ACTION: Report ____ Discussion __X__ Action __X__

SUMMARY OF ISSUE:

Construction:

Pre-school and 3rd-6th: On May 25th a Ground Breaking ceremony was hosted by Adolfsen and Peterson. The elementary students and staff took part in digging some dirt and eating cookies.

The construction area is fenced in for building to take place.

Elementary school abatement will begin in June in the restrooms.

The preschool site will begin to be prepped with the foundation being set during the summer.

RECOMMENDATION:

10B TRANSPORTATION

AGENDA ITEM #: 10B

AGENDA ITEM: Transportation

SUBMITTED BY: Dr. Trent Kerr, Superintendent

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

Dr. Kerr will give an update on transportation issues and discuss any action items needed.

RECOMMENDATION:

10C 2021-22 AMENDED BUDGET and 2022-23 BUDGET

AGENDA ITEM #: 10C

AGENDA ITEM: 2021-22 Amended Budget and 2022-23 Budget

SUBMITTED BY: Dr. Kerr, Superintendent

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

The preliminary budget and budget amendments were presented to the board for review at the May meeting.

RECOMMENDATION:

Approve the 2022-23 Budget and 2021-22 Budget Amendments as presented.

10D POLICY REVISIONS

AGENDA ITEM #: 10D

AGENDA ITEM: Policy Revisions

SUBMITTED BY: Dr. Trent Kerr, Superintendent

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

The following policies have revisions recommended by CASB: DJB Federal Procurement, JICDE* Bullying Prevention and Education, JICDE*-E-2 Bullying Investigation Form.

Administration is recommending revisions to policy GBGG/GBGJ/GBCK.

RECOMMENDATION:

Approve the policies as presented.

DJB

NOTE: Colorado school districts that receive federal funds are required by federal law to adopt procurement procedures and the law contains some specific direction as to the content or language. This sample policy and its accompanying regulation contain the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

As of July 1, 2017, districts that receive federal funds must comply with the UGG for all purchases made with federal funds and must implement procurement procedures that meet the UGG's requirements.

Federal Procurement

This policy and its accompanying regulation shall apply to the purchase of services, supplies, equipment or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of such laws control.

District employees shall **must** follow Board policy concerning employee purchasing authority when making any purchase with federal funds and shall **must** obtain prior Board approval in those instances when it is required by Board policy. District employees shall **must** also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements or procedures including conducting criminal background checks for any person providing direct services to students pursuant to a written contract that do not conflict with this policy and its accompanying regulation.

Federal micro-purchases (less than \$10,000)

NOTE: While the federal micro-purchase threshold will remain at \$10,000, districts may have a lower threshold or may self-certify a micro-purchase threshold up to \$50,000. This self-certification must be done annually and include a justification, clear indication of the new threshold, and supporting documentation of any of the following: (1) a qualification as a low-risk auditee in accordance with the criterion in 2 CFR 200.520 or (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risk.

A "micro-purchase" is a purchase of supplies or services using simplified acquisition procedures, the aggregate **amount** of which does not exceed the micro-purchase threshold.

Micro-purchases may be made or awarded without soliciting competitive **price or** quotations, ~~if to the extent district staff determine that the cost of the purchase is~~ **considers the price to be reasonable based on research, experience, purchase history, or other information and documents its files accordingly.** ~~determine that the cost of the purchase is reasonable. For purposes of this policy, "reasonable" means the purchase is comparable to market prices for the geographic area.~~ For purposes of this policy, "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

Federal simplified acquisition threshold ~~Small purchases~~ (\$10,000 to under \$50,000)

“Simplified acquisition threshold” means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold.

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy’s accompanying regulation, unless:

1. a valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., “single source” procurement); or
2. the district elects to use a more formal competitive bid or request for proposal process.

Competitive bidding threshold (\$250,000 or more)

The district shall **must** conduct a cost or price analysis for purchases that exceed the simplified acquisition threshold, at a minimum, this must include making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A cost analysis means evaluating the separate cost elements that make up the price. A price analysis means evaluating the total price, without looking at the individual cost elements.

Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which shall **must** then be incorporated into any solicitations of bids or proposals.

Unnecessary or duplicative items

The district shall **must** avoid the acquisition of unnecessary or duplicative items.

Consideration shall **must** also be given to consolidating or breaking out purchases to obtain a more economical purchase.

Recordkeeping

The district shall **must** maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

opted: June 7, 2017
 revised: November 3, 2021
 revised: June 1, 2022

GAL REFS.: 2 C.F.R. Part 200 Subpart D (*post-award requirements under the federal Uniform Grant Guidance*)
 2 C.F.R. 200.318 (*general standards for procurement supported by federal funds*)
 2 C.F.R. 200.319 (*written procurement standards required*)
 2 C.F.R. 200.320 (*methods of procurement to be followed*)
 2 C.F.R. 200.323 (*cost or price analysis*)
 2 C.F.R. 200.333 (*record retention requirements*)
 2 C.F.R. 200.336 (*access to records*)
 7 C.F.R. 226 (*USDA procurement thresholds*)
 7 C.F.R. 3016.36 (*USDA's procurement standards*)
 7 C.F.R. 3016.37 (*USDA's procurement requirements for subgrants*)
 34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)
 48 C.F.R. Subpart 2.1 (*micro-purchase and competitive bidding thresholds*)
 C.R.S. 22-32-144 (4) (*background check provision required in service contracts*)

OSS REFS.: BCB, School Board Member Conflict of Interest
 DAC*, Federal Fiscal Compliance
 DJ/DJA, Purchasing/Purchasing Authority
 DJE, Bidding Procedures
 DKC, Expense Authorization/Reimbursement (Mileage and Travel)
 EHB, Records Retention
 GBEA, Staff Ethics/Conflict of Interest

NOTE: The federal government periodically adjusts the threshold amounts for federal procurement. See Office of Management and Budget (OMB) Memo 18-18 (June 20, 2018). This table lists the amounts effective as of July 1, 2018:

Procurement Method	Amount
Micro Purchase Threshold	\$10,000 or less
Simplified Acquisition Threshold (for small purchases)	\$10,000 - \$250,000
Competitive Bidding Threshold	\$250,000 or more

WIGGINS SCHOOL DISTRICT RE-50J

JICDE*

NOTE: Colorado school districts are required by law to adopt a policy on this subject and the law contains some specific direction as to the policy content or language. This sample policy contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs. Districts have discretion to determine the specifics of bullying prevention and education programs.

Bullying Prevention and Education

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

~~Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.~~

Bullying and other behaviors as defined below **are** prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Prohibited behavior

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

Definitions

~~**Bullying** A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.~~

is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual

orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

NOTE: At the Board's discretion, the policy may state "or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109 (1)(II)(I)" instead of listing the specific classes protected by federal and state discrimination laws.

Retaliation is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False accusations of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

Prevention and intervention

The superintendent will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The program will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff ~~and students in taking pro-active steps to prevent bullying from occurring.~~ on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
6. To support ~~victims~~ targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.

9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

NOTE: State law establishes a school bullying prevention and education grant program in the Department of Education. Under the program, a school or group of schools may apply for a grant to fund efforts to reduce the frequency of bullying incidents. C.R.S. 22-93-102.

Pursuant to the State Board of Education's rules for the grant program, districts that apply for the grant must adopt specific policies that include provisions for adequate due processes and safeguards for students accused of engaging in bullying behavior and other requirements that are already incorporated into this policy.

1 CCR 301-99, Rule 3.03.5.

For districts applying for a bullying prevention and education grant pursuant to the State Board rules, the following language is required. If the district does not intend to apply for this grant, the following policy language is optional.

[Required for the School Bullying Prevention and Education Grant Program; otherwise optional: The district's comprehensive program to address bullying will incorporate provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.]

Reporting

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

Investigating and responding

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and

procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the district.

Supports and referrals

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

Adopted: September 5, 2001
Revised: June 4, 2008
Revised: September 7, 2011
Revised: October 3, 2012
Revised: September 2, 2020
Revised: June 1, 2022

REF.: C.R.S. 22-32-109.1 (2)(a)(I)(K) *(policy required as part of safe schools plan)*

REFS.: AC, Nondiscrimination/Equal Opportunity
JB, Equal Educational Opportunities
JBB*, Sexual Harassment
JICDA, Code of Conduct
JICDD*, Violent and Aggressive Behavior
JICJ, Student Use of Electronic Communication Devices
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLDAC, Screening/Testing of Students (And Treatment of Mental Disorders)

*NOTE 1: The law establishes a school bullying prevention and education grant program in the Department of Education. Under the program, a school or group of schools may apply for a grant to fund efforts to reduce the frequency of bullying incidents. However, the grants will not be approved unless and until the grant program is fully funded. C.R.S. 22-93-102.
Pursuant to the State Board of Education's rules for the grant program, districts that apply for the grant must adopt specific policies that include: provisions for adequate due processes and safeguards for*

students accused of engaging in bullying behavior; provisions for the administration of surveys of students' impressions of the severity of bullying in their schools; and the designation of a team of persons at each district school who advise the school administration concerning the severity and frequency of bullying incidents. 1 CCR 301-99, Rule 3.03.5.

NOTE 2: Each school district is encouraged to incorporate into policy provisions for biennial surveys of students' impressions of the severity of bullying in their schools, character building programming, and the designation of a team of persons at each school in the district to advise the administration concerning the severity and frequency of bullying incidents that occur in the school provided in C.R.S. 22-32-109.1 (2)(a)(l)(K).

If the Board elects to adopt provisions regarding surveys, it must do so consistent with C.R.S. 22-1-123 (5)(a), which requires districts to secure written consent prior to requiring students to complete surveys on "illegal, anti-social, self-incriminating or demeaning behavior."

For those districts that pursue funding under the grant program mentioned above, surveys and advisory teams are required to be included in the district's bullying prevention and education policy.

WIGGINS SCHOOL DISTRICT RE-50J, WIGGINS, COLORADO

JICDE*-E-2

NOTE: While Colorado school districts are not required by law to adopt an exhibit on this subject, CASB believes this sample contains the content/language that reflects "best practices." However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Bullying Investigation Form

Instructions: Attach all reports, documents, evidence, and written accounts of the alleged bullying incident(s) to this investigation form.

Date of bullying report: _____

Designated administrator: _____

Date designated administrator received report: _____

Date investigation started: _____ Date investigation completed: _____

Investigator: _____ Position/Title: _____

I. Initial Review

Is the alleged bullying incident(s) within the school district's authority to investigate?
 Yes No *If No, notify the Complainant and provide resources for support. If Yes, move to next question.*

Is the alleged bullying incident(s) within the scope of this exhibit's accompanying policy?

If No, the report should be promptly investigated pursuant to the applicable Board policy.

If Yes, promptly investigate the complaint pursuant to this exhibit's accompanying policy.

If possible criminal conduct is involved, was law enforcement notified?
 Yes No N/A

Date: _____ Contact person: _____

Status, if known:

II. Bullying Report & Investigation Information

Name of Complainant: _____

Check one: Student Parent/Guardian Staff

Other (please specify): _____

If a student, specify school and grade (optional): _____

If a parent/guardian or other, provide contact information: _____

Is the Complainant the target of the alleged bullying being reported? Yes No

Does the Complainant wish to remain anonymous? Yes No

Student(s) reported as targets of alleged bullying (use reverse side if needed):

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Person(s) reported as engaged in alleged bullying conduct (use reverse side if needed):

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Person(s) reported as having witnessed or knowledge about the alleged bullying (use reverse side if needed):

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Description of the alleged bullying incident(s), including date(s), times(s), **and** locations(s), **methods (e.g., physical, verbal, written, electronic/social media, psychological, social, images or items displayed or worn, etc.), how often the incident(s) occurred, whether an imbalance of power exists between the target and the perpetrator/-, an and** the relationships of the involved individuals, **and whether the alleged bullying was based on any protected category under federal or state law or**

- Religion
- Age
- Physical disability
- Gender identity
- Association with a person or group with one or more of the above actual or perceived characteristics
- Other (please specify): _____
- Sex
- Marital status
- Mental disability
- ~~Creed~~~~Gender-related identity~~
- Ancestry
- Military Status
- Sexual orientation
- Gender-related expression

Evidence of alleged bullying provided to the school or in the school's possession (e.g., school or bus surveillance video, cell phone video, photographs, digital images, emails, letters, written statements, notes, police reports, etc.) (attach all evidence):

Have there been any prior incidents of bullying (alleged or substantiated) involving any or all of the involved individuals? _____

Additional school staff, if any, involved in investigation:

Name: _____ Position: _____
Role in Investigation: _____

Name: _____ Position: _____
Role in Investigation: _____

Name: _____ Position: _____
Role in Investigation: _____

III. Special Education Review

Do any of the students involved in the alleged bullying incident(s) receive special education services under an IEP or a Section 504 Plan, or are any of the students in the process of being referred or evaluated for special education services? **If Yes, refer to student's IEP or 504 Plan and contact special education director or Section 504 coordinator.**

Yes No

Name: _____ Date of contact: _____
 IEP 504 Plan Referral or Evaluation

Name: _____ Date of contact: _____
 IEP 504 Plan Referral or Evaluation

Name: _____ Date of contact: _____
 IEP 504 Plan Referral or Evaluation

IV. Interim Measures

Were any interim measures implemented for any of the involved students?

Yes No

Student Name: _____ School: _____ Grade: _____
Description of interim measure (e.g., safety plan, duration, etc.) (attach documentation):

Student Name: _____ School: _____ Grade: _____
Description of interim measure (e.g., safety plan, duration, etc.) (attach documentation):

Student Name: _____ School: _____ Grade: _____
Description of interim measure (e.g., safety plan, duration, etc.) (attach documentation):

of the outcome of the investigation and any other information deemed appropriate by the investigator and designated administrator. The information may be provided, based on school district policy, procedures, and practice, as well as taking into consideration the circumstances of the matter, in the form of a written report or meetings with each student and the student's parents/guardians, and may include an overview of the investigation process, the findings of the investigation, and the actions taken to address the reported incident of bullying. ***Information shared with students and parents/guardians must be in accordance with applicable law and school Board policy.***

Student Name: _____ School: _____ Grade: _____
Parent/Guardian Contacted: _____
Staff Member (name and position/title): _____
Date(s) of Contact: _____
Type of Contact (phone, in person, email): _____
Summary of information provided, discussion, and next steps: _____

Student Name: _____ School: _____ Grade: _____
Parent/Guardian Contacted: _____
Staff Member (name and position/title): _____
Date(s) of Contact: _____
Type of Contact (phone, in person, email): _____
Summary of information provided, discussion, and next steps: _____

Student Name: _____ School: _____ Grade: _____
Parent/Guardian Contacted: _____
Staff Member (name and position/title): _____
Date(s) of Contact: _____
Type of Contact (phone, in person, email): _____
Summary of information provided, discussion, and next steps: _____

VI. Interventions

Interventions to address bullying may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, development of a safety plan, community-based services, and discipline. ***The school district should refer to its code of conduct***

and discipline policies and procedures for next steps regarding any disciplinary actions that may result from a bullying incident.

Student Name: _____ School: _____ Grade: ____
Intervention: _____

Outcome: _____

Student Name: _____ School: _____ Grade: ____
Intervention: _____

Outcome: _____

Student Name: _____ School: _____ Grade: ____
Intervention: _____

Outcome: _____

VI. Recordkeeping

The bullying report, investigation checklist/documentation and evidence, written findings reports (if any), records of any responsive actions in accordance with applicable law, and any other records related to investigating the reported incident(s) of bullying and any responsive actions will~~shall~~ be maintained in accordance with applicable law and school Board policy.

Checklist and documentation submitted to): _____
Date: _____

Investigator Signature: _____ Date: _____

(Issue date)

File: JICDE*-E-2

Adopted June 1, 2022

Wiggins School District RE-50J

GBGG/GBGJ/GBGK



file GBGG-GBGJ-GBGK--Instructional Staff Personal-Emerg...

STAFF SICK/PERSONAL/EMERGENCY LEAVE

SICK/DISCRETIONARY LEAVE

~~The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to a temporary medical problem.~~

Each contracted employee of the district is granted one (1) day of leave per full month of employment worked.

Sick leave is to be used for the employee's illness, or disability or for the illness of members of his/her immediate family. "Immediate family" shall include husband or wife, children, grandchildren, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, grandmother or grandfather of either the employee or the spouse of the employee. Sick leave may also be used for anyone permanently living within the employee's household or for the care of a relative who is solely dependent on the employee.

Evidence of illness may be required for approval of sick leave pay.

For each day of absence beyond the sick/personal discretionary leave benefit, a deduction of one day's salary will be determined by dividing the employee contract salary by a number equal to the number of days worked during the school year. For an absence of more than a half day, including an employee's planning period, a full day will be charged to the sick leave allowance. For an absence of one-half day or less, including the employee's planning period, a charge of one-half day will be made.

CERTIFIED STAFF - Any days over 45 days shall be purchased by the District for the preceding term in September at substitute teacher pay if the employee is returning to the District. When an employee leaves the District and has been an employee of the school district for 15 consecutive years, the employee will receive reimbursement of 25% of the unused sick leave – reimbursed at substitute teacher pay.

CLASSIFIED STAFF – Any days over 45 days shall be purchased by the District for the preceding term in September at minimum wage if the employee is returning to the District. When an employee leaves the District and has been an employee of the school district for 15 consecutive years, the employee will receive reimbursement of 25% of the unused sick leave – reimbursed at minimum wage.

The employee may apply to the Sick Leave Bank for days used over normal sick leave, See policy GBGH, Sick Leave Bank.

PERSONAL LEAVE

A leave that is not an emergency but that is for the personal convenience or pleasure of a staff member shall be classified as ~~personal~~– discretionary leave.

~~Staff members shall be allowed personal leave without loss of pay during the school year based on the following schedule. The balance will be for sick leave.~~

Nine-month employees	up to 3.0 personal days
Ten-month employees	up to 3.5 personal days
Ten and ½ month employees	up to 3.5 personal days
Eleven-month employees	up to 3.5 personal days
Twelve-month employees	up to 4.0 personal days

Staff members must apply for ~~personal~~ discretionary leave at least 48 hours in advance.

~~The personal days cannot be accumulated from year to year. Unused personal days will be added to sick days in September of the following year.~~

~~Personal~~ Discretionary leave shall be for personal business that cannot be postponed until a time when school is not in session and will be granted by the building principal or immediate supervisor and reported to the office of the superintendent of schools. ~~Any discretionary leave four consecutive days or longer must have approved by the building principal and superintendent of schools. If an employee takes leave without approval, employee will not be paid for the days they do not work resulting in a payroll deduction. Payroll deductions for non-approved absences shall be deducted at the daily rate of the employee’s salary for each such day of absence.~~

~~Personal business~~ Discretionary leave will be discouraged in conjunction with the beginning or end of any school vacation or school term; unless the staff member will need to leave in order to attend a function of the School District, in which their child or a child living in their household is a participant. Employees who leave early for a holiday or vacation period may receive a payroll deduction equal to the per diem amount of their annual contract if personal leave is not approved.

~~No employee shall be excused for personal leave to engage in remunerative activities. Employees will not be paid for the days they do not work, except as provided by sick leave or to engage in professional activities as approved by the superintendent. In making payroll deductions for other absences, salary deductions for unexcused absences shall be deducted at the daily rate of the employee’s salary for each such day of absence.~~

BEREAVEMENT LEAVE

A maximum of five (5) bereavement leave days per year may be granted to all eligible employees in case of the death of an employee's immediate family member (grandfather, grandmother, grandchildren, father, mother, sister, sister-in-law, brother, brother-in-law, son-in-law, daughter-in-law, husband, wife or child of either the employee or the spouse of the employee). Absence necessitated by a death in the employee's family of someone other than a member of the immediate family must be approved in advance by the Superintendent or a personal day may be used. ~~A maximum of five (5) additional days may be granted at the discretion of the superintendent and will be counted as sick or vacation leave, at the employee's option.~~

LEGAL LEAVE

The Board of Education recognizes the importance of the jury system in a democracy and the obligation of all citizens to serve as jurors under appropriate circumstances.

Employees of the school district shall be excused for jury duty with no jeopardy to their employment or compensation.

Substitutes for employees, when necessary, shall be obtained in the usual manner and paid by the district.

Any compensation received by an employee for jury service shall be paid by the employee to the school district since the employee will not have been penalized for his absence. However, the employee may deduct his travel and other out-of-pocket expenses for jury duty before reimbursing the district.

The superintendent shall have the authority to request that an employee be excused from service or his service delayed provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service affords to threat to the welfare of the school or the students concerned.

Adopted: January 10, 2001
Revised: May 5, 2004
Revised: September 7, 2011
~~Revised: June 1, 2022~~

LEGAL REFS.: C.R.S. 13-71-119
 C.R.S. 13-71-126
 C.R.S. 13-71-129
 C.R.S. 13-71-132 through 13-71-134