

9B PRESCHOOL HANDBOOK 2022-2023

AGENDA ITEM #: 9B

AGENDA ITEM: Preschool Handbook 2022-2023

SUBMITTED BY: Lisa Trautwein, Preschool Director

TYPE OF ACTION: Report ____ Discussion____ Action ___X__

SUMMARY OF ISSUE:

Miss Lisa will review any revisions.

RECOMMENDATION:

Approve the handbook as presented.



Preschool Handbook English

**Wiggins Preschool
Handbook
2022-2023**

**NAEYC Accredited Program
Colorado Shines Level 4**

**413 Main Street
Wiggins, CO 80654
970-483-7783
FAX # 970-483-7743
Email: wiggins50.k12.co.us**

Director: Lisa Trautwein

970-483-7377

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

Wiggins School District is an equal opportunity employer.

Wiggins RE 50 J Mission Statement:

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

Updated 4/2022

Wiggins Preschool/Child Care Mission Statement:

We exist to provide a safe, developmentally appropriate environment for preschool children. Our focus is to offer stimulating early care and education experiences, which promote each child's development, in cooperation with families. Our goal is to support children's desire to be life-long learners.

Wiggins Preschool/Child Care Vision:

We inspire curiosity, independence and a life-long love of learning to help our children enter school ready to succeed and become contributing members of our community and world.

Purpose, Goals and Philosophy

This organization is a nonprofit, interracial, and non-political institution. The Wiggins School District RE-50J is the supervisory organization for the Wiggins Preschool/Child Care.

The purpose of this program shall be to provide facilities for, and to maintain, a developmental early childhood education program in accordance with the standards set by the Colorado Department of Human Services Agency and the Colorado Department of Education for the group care of preschool children.

The goals for this program are:

For the Child:

Provide opportunities to use a large variety of materials appropriate to his/her age constructively and freely; to enhance his/her physical and intellectual development.

Provide opportunities to play and live happily with other children in a group, and to learn to trust adults other than his/her own family members in a new environment.

Develop intellectual curiosity by having questions answered, by having special visitors, and by taking excursions away from the school. To participate in a planned program which promotes good health by including rest, nutritious snacks, and outdoor play.

For the Families:

Provide opportunities to meet and work with other families and teachers who have, as their common concern, the interest and needs of the preschool child.

For the Staff:

Provide opportunities to meet and work with other professionals who have, as their common concern, the interest and needs of the preschool child.

Support and encourage professional growth in the field of Early Childhood Education.

For the Community:

Help meet the needs of the community for an early childhood education facility.

Contribute to the wholesome growth and development of the future of the community.

Provide a setting where people of various social, religious, and ethnic backgrounds can work together for a common interest.

Each child is encouraged to progress at their own rate of speed toward enriched experiences, self-discipline and the ability to make choices. A teacher's function is to help each child to become self-confident, to have an eagerness to learn, and for each child to know they are unique and special.

Enrollment/School Year Program

Children 3, 4, or 5 years of age are accepted. The child must be three (3) years old by June 15. Individual Education Plans may cause exceptions to be made to this policy. Enrollment is limited to 15 children per class with at least 2 preschool staff in each classroom.

Information concerning registration may be obtained by contacting the Wiggins School District at 970-483-7783. Preschool registration will be held in the spring and summer of each year.

Upon completion and return of the registration packet to the preschool staff (which includes a copy of the child's birth certificate, health form and immunization records) the child's name shall be placed on the preschool enrollment list. The enrollment list will state the name and age of child, the number of Colorado Preschool Program (CPP) qualifying criteria, the date of return of the registration packet, and preference of class days and times. The child's preference of days and times is not guaranteed.

Children who will be age-eligible to enroll in kindergarten the following year, or children who have a parent who is an employee of the school district, will have the first opportunity to apply for the all day preschool program. Children in this program will attend the preschool class four days per week from 7:55 a.m. – 3:15 p.m. Please contact the Preschool Director if you would like extended hours.

In the half day program, four-year-old children will be given first priority for preschool openings. Children in the morning preschool program will attend the preschool class four days per week from 7:55 a.m. – 11:00 a.m. Children in the afternoon preschool program will attend the preschool class four days per week from 12:15 – 3:15 p.m. Three-year-old children will be allowed to apply for the program as space allows. Children who apply after August 1 for the current school year, regardless of age, will be accepted only as space allows. If enrollment is at capacity, the child's name will be placed on a waiting list.

Out-of-District students will be accepted only in the following order:

1. The student is a child of a Wiggins District employee.
2. Class space is available after August 25
3. A sibling is currently attending Wiggins School District.

Any behaviors (by parent or child) that detract from an optimal learning environment may be cause for an Out-of-District Student to be dropped from enrollment at any time during the school year.

Enrollment in the preschool shall be granted without discrimination in regard to sex, race, color, national origin, genetic factors, disability, or political belief.

Colorado Child Care Assistance Program

Wiggins Preschool/Child Care is a participant in CCCAP which is administered through the Morgan County Department of Human Services. If your family would like financial assistance in paying the tuition costs associated with our preschool/child care program, you may complete a CCCAP application (ask any preschool staff for the packet or contact the Morgan County Dept. of Human Services at 970-542-3530), submit your application to Morgan County Dept. of Human Services and provide Wiggins Preschool with the approval/denial response letter. If approved, much of your child's tuition costs will be paid through CCCAP funding. CCCAP does require a small parent fee (based on a sliding fee scale) to be paid to Wiggins Preschool. This amount is determined by CCCAP. If your application is denied with CCCAP, Wiggins Preschool/Child Care Program will determine if your child is a candidate for the Colorado Preschool Program funding.

Colorado Preschool Program

Wiggins Preschool is a participant in the Colorado Preschool Program. This is a state funded program, which provides funds to the school district for children who may exhibit at risk criteria. The children in this program attend at no cost to the family.

In order to apply for this program, families must present copies of each household member's Federal and State Income Tax Returns. If no returns were submitted, copies of the last 6 months of payroll information must be provided for each household member. Other documentation, such as unemployment benefits, SNAP information, etc., may also be used in determination of eligibility. This information must be submitted each year and is not a guarantee of enrollment in the Colorado Preschool Program. An interview process, for families unable to provide any of the above documentation, may be conducted by the Director of the program.

Families must sign a contract agreeing to attend family conferences, attend at least two family learning opportunities provided by the preschool and abide by the policies and procedures of the Wiggins Preschool Program Handbook. An attendance rate of at least 90% is required. If your child misses more than 10% of the preschool classes, he/she may be dropped from the program.

Preschool Hours and Costs

Upon registration, you will be asked your preference for the class schedule most convenient for your family. Efforts will be made to accommodate all requests. However, class size is limited, and some schedules may not be available.

Half Day Preschool Program:

Children attend 4 days per week (Four Day – See Calendar)

Morning Preschool 7:55 -- 11:00 a.m.
Tuition for the 4-day AM program is \$173 per month.

Afternoon Preschool 12:15 – 3:15 p.m.
Tuition for the 4-day PM program is \$173 per month

ALL Day Preschool Program:

All Day Preschool (Four Day – See Calendar) 7:55 a.m. – 3:15 p.m.
Tuition for 4-day program is \$425 per month

If child qualifies for reduced lunch, tuition may be reduced.
If child qualifies for free lunch, there may be no cost for tuition.
(A limited amount of CPP slots are available for these two (2) criteria.)

Payment of tuition should be given to the preschool teacher. Checks should be made payable to Wiggins Preschool. Tuition is due on the 1st of each month and is considered delinquent by the 10th. A late charge of \$5 will be assessed if payment has not been made by the 10th. Tuition is determined by adding the total number of school days and dividing by nine months. Tuition is the same for each month – no matter the number of school days for that month. We do this to keep tuition costs the same each month for family budgeting.

There can be no refunds for any absences. Exceptions will be made only upon approval of the Preschool District Council.

*If you are unable to meet the payment deadline, please call the Director.
Something can usually be worked out, and all information is confidential.*

Transition from Home to Preschool

At least one home visit is conducted by the teaching staff every year. This allows your child to meet his/her teachers in an environment where your child feels safe and comfortable. These visits are not lengthy, but allow time for your child and teachers to begin a relationship before the first day of preschool. During the visit, your child's teacher will complete any information required for our files, ask pertinent information and begin the teacher/child bonding. During this visit your family will receive preschool and teacher contact information. Please feel free to call our staff if you have any questions, concerns or updates.

An Open House will be conducted before preschool sessions begin in the Fall. This allows your child and family to visit the program, participate in the classroom activities and continue to strengthen the emotional relationship between child and teachers, while having a trusted adult nearby for support.

Parent/Guardians are welcome to attend the classroom at any time. If you have questions or concerns about your child's transition to preschool, please feel free to contact the teacher or Preschool Director at any time. Feel free to update your child's teacher during the drop off/pick up time as well.

The All Day Classrooms will send home a note every day to keep families informed of your child's daily activities. The teacher will inform you of any transitional needs or supports, as well as, other pertinent information.

Each month, a newsletter will be sent home from each classroom. On the bottom of the newsletter you will find a "Child Update". This portion of the newsletter can be detached and returned to your child's teacher to inform preschool staff of any changes, concerns or updates your child may have.

Periodically, the preschool staff will contact you by phone to conduct a "Sunshine Call". These calls are to keep you informed of your child's progress, answer any questions you may have and provide an opportunity to support communication between home and preschool.

Transition to/from another School or Child Care Program

If a preschool child transfers to another child care or school district all pertinent information will be forwarded to the new site upon parent or custodial written consent. The Preschool Director will meet with the child's parent/guardian to initiate this transfer and will support each transition on an individual basis.

If a child transfers to the Wiggins Preschool Program mid-year, the Preschool Director will meet with the child and family to determine best placement – if space is available. The family will receive a program tour, complete required forms and arrange a home visit by the classroom teacher.

Transition from Wiggins Preschool to Wiggins Kindergarten

Preschool students who are five (5) years of age, on or before June 15th, may be transferred to the Wiggins Kindergarten program for the following school year. In the spring of each year, Kindergarten Teachers are invited to visit the preschool classrooms to meet the upcoming kindergarten students and to observe each child's needs and strengths. Also, each spring, preschool teachers and their upcoming kindergarten students will participate in a kindergarten class activity with current kindergarten students and teachers. This provides preschool students with the opportunity to see the kindergarten classrooms, participate in kindergarten activities and work alongside peers. During the first week of kindergarten, the preschool staff participate in the first few days of kindergarten (or longer if necessary) to ensure all new kindergarten students are comfortable and ready to learn in their new environment. Further information concerning transitions will be discussed during the Spring Parent/Teacher conferences.

A kindergarten transition staffing will occur for preschool students who have an Individual Education Plan through Special Education. Family members, preschool, kindergarten, and BOCES staff and, possibly the Elementary Special Education Teacher and Elementary Principal, will meet to discuss transition needs for these students.

Scholarship Funds

If scholarship funds become available, written notice will be sent to all families encouraging application for tuition support. A due date for all applications will be included in this notice. Family members must submit a scholarship request for each child. Families must present copies of each household member's Federal and/or State Income Tax Returns. If no returns were submitted, copies of the last 6 months of payroll information must be provided for each household member. Other documentation, such as unemployment benefits, SNAP information, etc., may also be used in determination of eligibility. Upon receipt of scholarship applications, the Director and Assistant Director will review all applications, determining amounts of scholarship based on risk factors, family income and any other criteria. Written notice will be sent to all applicants informing families of the tuition assistance decision.

Families receiving scholarship funding must also sign a contract agreeing to attend family conferences, attend at least two family learning opportunities provided by the preschool and abide by the policies and procedures of the Wiggins Preschool Program Handbook. An attendance rate of at least 90% is required. If your child misses more than 10% of the preschool classes, he/she may be dropped from the scholarship program.

Preschool Calendar

Wiggins Preschool will begin the first Tuesday following the Labor Day holiday. A home visit will be conducted by your child's teachers before the start of preschool. An Open House will be scheduled before the first day of classes. Families will be given important information and may ask any questions while the child becomes accustomed to the preschool environment.

Wiggins Preschool will follow the Wiggins District School calendar as much as possible. However, changes beyond our control occasionally occur, which are noted in the monthly newsletter home and on the bulletin boards outside each classroom. The preschool program year begins later and ends earlier than the public school. Please refer to the preschool calendar and the monthly newsletter for days that preschool will not be in session.

Wiggins Preschool/Child Care offers a full day and full year classroom, which is in operation during school breaks (At least 5 children need to be signed up during school breaks for this option to be available).

Health and Safety

A certificate of good health, signed by a health provider, is required before the child may attend preschool. This health form will show that the child has completed immunizations according to current state requirements. Parents, or guardians, of the child are responsible for all costs in obtaining this certificate and immunizations. Such a certificate may also be required before re-entry by a child after any lengthy or serious illness.

Please keep your child at home if he/she has vomited or had a fever within 24 hours prior to the start of class. Your child really doesn't have a good day if he/she is not feeling well. If an illness prevents a child from participating comfortably in activities, creates a greater need for care than the staff can provide without compromising the health and safety of other children or if a child's conditions are suspected to be contagious and requires exclusion as identified by public health authorities, the child will be made comfortable in a location where he/she is supervised by a familiar caregiver. If the child is suspected of having a contagious disease, he/she will be separated from the other children, as well as, any other new individuals. Wiggins Preschool will

immediately notify the parent, legal guardian, or other person authorized by the parent so the child may be taken home.

Please notify the preschool if your child is ill. A note will be posted to inform you of any exposure to infectious or communicable disease. Any communicable illnesses must be reported by the preschool to the local health department.

Preschool staff receives health examinations, as required by their physician and the Department of Human Services.

If a child becomes seriously injured at preschool, the parent or guardian will be notified immediately. If the guardian cannot be reached, the emergency person listed on the child's enrollment form will be contacted. If we are unable to contact the emergency persons listed, the child will be taken to the hospital that is nearest to the preschool for professional medical care. A completed medical report form will be given to the child's guardians.

Under-immunized or Non-immunized Children

One or more children, enrolled in the Wiggins Preschool/Child Care Program, may not have received some, or all, immunizations required by Colorado State Law due to medical, religious or personal exemptions.

If you choose a non-medical exemption for your child's immunizations, a parent/guardian must submit a non-medical exemption form online at www.colorado.gov/vaccineexemption. You will submit a copy of this form with your child's registration packet when you enroll your child in the Wiggins Preschool/Child Care Program.

You may access this site to obtain a medical exemption form as well. The medical exemption form must be completed by your health provider and will need to be submitted by mail or fax to CDPHE. All instructions can be found on the web site listed above. Again, a copy of this form should be submitted with your child's enrollment forms.

If your child's immunizations are not current, and he/she comes into contact with an under-immunized, or non-immunized child, your child may contract a contagious disease.

In the event of an outbreak, students who have not received the required immunizations may be subject to exclusion from school for an extended period of time and may be subject to quarantine.

Oral Health

Children enrolled in the Wiggins Preschool/Child Care Program more than four (4) hours per day will be provided with a toothbrush to brush teeth following the midday meal. Toothbrushes will be kept in a washable, air dry container. Children's names will be prominently marked on each toothbrush. If toothpaste is used it will be placed on individual paper strips for easy child access and sanitation. Staff will monitor child's brushing of teeth. Oral health instruction will be included in the health curriculum of each classroom.

Sunscreen

Preschool families must provide sunscreen for their child, along with a written permission form (this form may be found in the registration packet). The sunscreen must be labeled with the child's first and last name. Children age 4 or older may be allowed to apply sunscreen to themselves under direct supervision of a staff member.

Hot Weather

If, due to excessively hot weather, the Director feels the children's health and welfare could be in danger, all parents will be notified to pick up their child early. Water is available for children at any time.

Insect Repellent

With a signed parent medication form, staff can apply insect repellent on children no more than once per day. Families must provide the repellent for their child.

Hand Washing Policies

Staff and children will wash hands upon entering the classroom environment at the beginning of the day, upon coming in from outdoor play, before eating or preparing food, following toileting, before/after water play, after coughing, sneezing or contact with any body fluids, after touching contaminated objects/surfaces and other such times as deemed necessary.

Suspected Child Abuse

By law, a teacher must report to authorities any suspected child abuse. If you, as a parent or guardian, suspect child abuse, you may call the Morgan County Department of Human Services at 970-542-3530. If you have any questions or concerns about the licensing of this child care center, you may contact the Colorado Department of Human Services at 1575 Sherman Street, First Floor, Denver, CO 80203-1714 or call 1-800-CO-4-KIDS (1-800-264-5437)

Administering Medicines to Students

No prescription, or non-prescription medication, shall be administered at preschool by the school nurse (or other preschool designee as determined by the Director), without the following requirements being met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician and current date, shall be printed on the container.
2. The preschool shall have received written permission from the doctor or dentist to administer the medication.
3. The preschool shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medication also must be presented to the Director by the student's parent or guardian.

All medication shall be safeguarded at preschool to avoid any risk of the medicine being improperly ingested by anyone. Medication may be given only by preschool personnel whom a registered nurse has trained and delegated the task of giving such medication.

Animal/Pet Policy

No animal or pet may be brought into the preschool building if it is not approved by Colorado Department of Human Services. Excluded animals include reptiles, amphibians, birds and poisonous animals.

Families are discouraged from bringing in pets to share with the class due to safety/allergy concerns. If a pet is brought in, proof of vaccinations must be shown to the Director.

Classroom pets will be monitored by the teaching staff and must meet the above requirements.

Diapering/Toilet Training

Although the preschool would prefer that all children are toilet trained, the preschool is equipped to safely and adequately care for the diapering/toilet training needs of any child.

Guidance Plan

We believe each child is an individual who should be treated with honesty and respect in a caring manner. Children deserve the opportunity to learn from their experiences. Children’s behavior is a message about what they need – and the skills they are developing. Our role is to find the meaning behind a child’s behavior and to nurture their learning using a variety of techniques, methods or strategies. Children learn through socialization with their peers and through interaction with adults. Children learn from hands-on, active involvement with their environment. And, most importantly, a child learns through play.

At no time will a child be subject to physically or verbally demeaning punishment. Guidance will be achieved through varying forms, such as:

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| Modeling Appropriate Behaviors | Natural Consequences |
| Stating Developmentally Appropriate Expectations | Redirection |
| Using Rules that are Open, Negotiable and Flexible | Motivational Techniques |
| Appropriate and Safe Environments | Using Direct Instruction |
| Calming Techniques such as Deep Breathing | Helping Child to Problem Solve |
| Routine Based Classroom Model | Reinforcing Positive Behaviors |
| Staff Reflection of Classroom Environment and Expectations | |

This program uses Incredible Years Social/Emotional Curriculum as part of the learning environment. This curriculum engages strong learning and practice activities to support children as they develop social/emotional skills. Basic classroom rules are consistent and consequences are appropriate for the behavior and age of the child.

If the child poses a danger to him/herself, or others, the Director will join the classroom in an effort to support the environment. If the child continues to be a danger to self or others the other children will be taken out of the classroom to engage in another activity until such time as it is safe to reenter the classroom. If it would be more calming for the child to leave the classroom, the Director may do so, engaging in activities with the child such as a walk outdoors, playing or reading with the child or using other techniques associated with the social/emotional curriculum.

If a child’s behavior becomes detrimental to the child, or the classroom environment, a request will be made to discuss the situation with the child’s parent or guardian. A plan will be developed to address the behavior. Progress will be monitored and reviewed by the staff and parents, or guardians, of the child. If needed, outside resources (such as BOCES, Mental Health Therapist, School Counselor, Play Therapy, etc.) may be utilized with parental permission. Parenting supports are offered by the program, or through other resources in the community. Please contact the Director if you are interested in finding out more about these resources.

The role of Wiggins Preschool is to encourage each child’s developmental growth in a positive way. More information may be found in the Wiggins School District Policies JICDA.

Conferences and Communications

At least one home visit is conducted by the teacher every year. This allows the child to meet a teacher in an environment where the child feels safe and comfortable. These visits are not lengthy, but allow time for the child and teacher to begin a relationship before the first day of preschool.

A newsletter will be sent home each month to keep you informed about our activities at preschool. Notes will be sent home before special events, giving you any pertinent information.

Additional information can also be found on the Wiggins School District website (www.wiggins50.k12.co.us) or Wiggins School District Facebook page.

Sunshine phone calls are made periodically by your child's teachers. These calls are an opportunity to share your child's learning activities with you and give you a chance to ask any questions you may have or share updates concerning your child.

Conferences will be held in November and February to inform you of your child's progress and to plan together for the remainder of the year. You may schedule a conference any time by speaking to the teacher. Please feel free to do this if you have any problems, questions, or concerns. We will contact you for a conference if we feel there is a need.

PLEASE NOTE: During class hours, your child's teacher does not have access to cell phone messages, emails or texts. If you wish to contact the teacher, or leave a message, please call the preschool phone at 970-483-7783. **A text message or email during school hours asking to change your child's plans for the end of the day, or to excuse your child for absence, will not be accepted.**

Questions or Concerns

If your family has a question or concern about preschool happenings or policies, please discuss the concern with your child's teacher. If you feel the problem has not been resolved, please contact the Director at 970-483-7783. If a solution has not been determined, the concern may be brought before the District Council. If all other methods have been tried, the issue may then be brought before the Wiggins School Board.

Quality Improvement Plan

Each year our program will survey families to determine if services are meeting the needs of children, families and community. The District Council will review the results of the surveys and develop a Quality Improvement Plan. The current Quality Improvement Plan can be found on the bulletin board in the hallway. If you have any questions or comments, please contact the Director.

Daily Schedule

A class schedule for your child will be given to the family during the home visit. The class schedule is posted in the classroom and can be found outside of each classroom.

Screenings & Assessments

Staff will conduct various screenings & assessments of children while enrolled in the Wiggins Preschool/Child Care Program. Possible (but not limited to) assessments may include:

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| Ages & Stages Questionnaire (Given to families at home visit) | Vision Screenings |
| Gold Curriculum Assessments (Cognitive/Physical/Social/Language) | Dental Screenings |
| Informal Classroom Assessments | Hearing Screenings |
| Incredible Years Assessment (Social/Emotional) | |

These assessments are considered confidential information and will be treated with the same due diligence as any other student record of Wiggins School District RE 50 J.

Preschool Closing

Inclement weather or other emergencies may result in closing schools, delayed opening, or early dismissal, according to district decision by the Superintendent of Schools.

Notice from the School District will be sent out using the automated telephone dialer system. It is the family's responsibility to update your child's classroom teacher immediately concerning new or changed telephone contact numbers.

In the event of a "delayed start time" due to inclement weather, the preschool morning class will be canceled. A delayed start time means the all day program will begin at 10:00 a.m.

If an early dismissal is required parents or guardians will be called immediately. If a parent or guardian cannot be contacted, staff will contact persons listed on the Pick Up List and/or Emergency Contact list.

Arrival

Please do not bring your child before the arrival time of 7:50 a.m. (unless your child eats breakfast – that arrival time is 7:40 a.m.) Teachers will be busy planning and preparing the learning environment for your child. Please enter your sign in information in the Chrome Book system (located in the hallway).

Tardiness

Children who enter the classrooms after 7:55 a.m. will be considered tardy. Tardiness is detrimental to your child's learning and can have negative consequences for your child's upcoming school routines and academic success, as well as, disrupting the learning of the other children in the class. If your child is tardy for more than 10% of preschool class schedule, he/she may be dropped from the Wiggins Preschool Program.

Absences

If your child will be unable to attend preschool, please leave a message at the preschool (970-483-7783) with your child's name, who is calling and the reason your child will be absent. Excessive absences (more than 10% of preschool class schedule) could result in your child being dropped from the Wiggins Preschool rolls.

Parking

Due to ongoing construction needs, preschool parking may be adapted throughout the school year. Information will be provided during the Home Visit and further changes and information may be updated as required.

Late Arrivals

If a child enters the preschool after class has started, please speak to the teacher to insure he/she is aware your child has joined the class. If no one is in the classroom when you arrive, go to the director's office.

Dismissal

Any person (16 years or older) listed on the child's information packet may pick up the child at the end of class. At dismissal time please wait for your child in the hallway. Please complete the dismissal information on the Chrome Book (located in the hallway). Your promptness at dismissal time is important—your child will be waiting and looking forward to seeing you. If you are going to be late, please contact the school in order for us to inform your child. The teachers need to prepare the classroom for the following session therefore, your promptness is appreciated. **A text message, sent to your child's teacher during class hours to change your child's end of day plan, is not acceptable.** You may write a note, and place in your child's backpack, or call 970-483-7783 and speak to the Director.

Late Pick Up

It is important for parents to pick up the children on time. Some children become scared or nervous when they think they have been forgotten. However, there may be an occasion when a parent is unable to pick up their child on time. Please call the preschool to let them know. After two times of late pick up (without prior notification) a \$1 per minute fee will be assessed. This fee must be paid before the child may return to preschool the following day.

If a child has not been picked up by an authorized person within 15 minutes of the end of class, staff will attempt to call the parent or guardian. If there is no response, staff will attempt to call the emergency person listed on the registration forms. If, after all attempts are made, and an authorized person has not picked up the child or contacted the preschool within 30 minutes of the end of the preschool class, the Director may call the Department of Human Services.

Unauthorized Child Pick Up

If a person attempts to take a child from the preschool and he/she is not on the child's authorized person list, the following policies will apply:

Staff will explain the policies concerning child pick up. Only persons (16 years or older) listed on the child's pick up form will be allowed to take the child from the preschool.

If the person refuses to comply with the Staff's instruction, the Principal of the Wiggins Elementary School will be notified and/or the police will be called.

Children will be released only to persons listed on the Pick Up List and/or Student Emergency Information in the registration packet. In the event of a child custody question, a copy of the custody order must be in the child's file.

Closure of the Preschool

The Director will be responsible for closure of the preschool. The Director will insure all children were picked up by the appropriate persons, and that no child is remaining in the preschool.

Lost Child Policy

Periodically, throughout the day, the classroom teacher shall verify all children are accounted for. If a teacher realizes a child is lost, the Director will be notified immediately. The teacher's assistant will stay with the class while the Director and teacher begin a systematic search of the area. If the child cannot be found, the police shall be called to help with the search and the parents will be notified.

Personal Belongings

Each child will have a "cubby" for his/her coat, hat, and any other belongings they may need. Please label all items if possible.

Nap Blankets

Children in the all-day programs will need a blanket from home which will stay at preschool during the year. Please make sure the blanket is no bigger than an average sized beach towel for proper storage. Heavy blankets will not fit well in your child's cubby. Blankets will be washed weekly at preschool. Please do not bring pillows or stuffed animals due to storage concerns.

Rest Time

Colorado Department of Human Services requires children enrolled in the all day program to have a rest time of at least 30 minutes. Wiggins Preschool will provide a raised cot and sheet for each child. If a child is still awake after 30 minutes, he/she may get up and play in another area (under supervision). Staff will wake sleeping children after one (1) hour of rest time.

Television and Video Viewing

Television and/or video viewing may occur in the preschool on an occasional basis. Viewing will be used as an extension of the planned curriculum. An alternate activity will be available for any child not wishing to view the program. Both activities will be in full view of the preschool staff. Adult/child ratios will not be altered.

Other Technology

Children may have access to technology that they can use by themselves, collaboratively with their peers and with teaching staff or a parent. This technology will be used to integrate and enrich the curriculum goals and extend learning within the classroom. The amount of time a child may use these technological tools is 15 minutes per day.

Backpacks/Book Bags

Each child is required to have some type of backpack or book bag to bring to class to carry papers and projects home. Very small bags do not work well in holding projects and papers when going home. Very large backpacks do not fit well in the cubbies. Please check your child's bag every day, as there may be a special note to the family inside. Label the bag clearly with your child's first and last name.

Children with Special Needs

Children with special needs may be enrolled in the preschool program. A wide variety of special education services are available through the district. Such services may include services for children with perceptual/communicative disorders, auditory, visual, behavioral, or physical needs. Services of a school psychologist, counselor and social worker are available at the preschool. Currently, the Wiggins School District is provided special education related services by Centennial BOCES. The South Platte Office is located at 821 West Platte Avenue, Fort Morgan, CO. Centennial BOCES may be contacted by calling 970-867-8297. If you have questions about your child's development, you may contact your child's teacher, the Preschool Director, or Centennial BOCES.

Field Trips

Whenever a field trip is planned, parents will receive written notification prior to the date of the trip. A permission slip is required for any child to participate in a field trip. Adult family members are encouraged to accompany us on these field trips. Additional adults may be required to ensure the children's safety during a field trip. Periodically, the teacher will verify all the children are accounted for while on the field trip.

Clothing

Dress your child comfortably for active, messy play. Smocks will be worn for painting, but there is always the possibility of paint on clothes. Reserve the dressy clothes for special occasions. Cowboy boots and slip on sandals can be dangerous on the climbing equipment.

Unless it is extremely hot or cold, we will spend a part of each day outdoors, so please dress your child appropriately. Hats or hoods, mittens and snow boots are needed on cold, snowy or wet days. It is a lot fun to play outdoors if you are warm, but not if your hands or ears are cold. Please label all clothing that your child may remove at preschool.

Snacks

Snacks will be offered to children as part of the health curriculum and regular classroom schedule and will be provided by the school district food program. Children younger than four (4) years of age will not be given food such as whole hot dogs, whole grapes, nuts, popcorn, pretzels, spoonfuls of peanut butter, or raw carrots larger than those that can be swallowed whole. No juice, or flavored drinks, is allowed. Milk will be provided by the preschool. Please notify the staff of any allergies pertaining to food.

Breakfast and Lunch Program

The preschool uses the services of the school nutrition program for breakfast and lunch. Costs for your child are the same as elementary school age children. Contact your child's teacher for the Free/Reduced Program forms. Please do not bring your child into the preschool for breakfast before 7:40 a.m. Please inform your child's teacher if you want your child to participate in this

food program. If your child brings a lunch, it must provide the same nutritional food requirements of the USDA program. If your child's lunch does not have the required food items, the preschool must offer those food items and will charge your family for a lunch tray. Your child's teacher will provide you with a guideline of all food requirements at the home visit.

Volunteers

Volunteers are always welcome to come to preschool. A volunteer orientation will be held at the beginning of the school year. A volunteer handbook will be distributed, regulations will be discussed and any questions you may have can be answered at that time. Please come as often as you want and when your schedule permits.

Family Visits

Any adult family member is encouraged to visit the classroom at any time. Please do not bring siblings with you during your visits. The recommended time to observe your child interacting with others is during Free Choice Time

Other Visitors

Any visitor wishing to observe or participate in the preschool will be asked for a picture ID. The visitor will then be required to Sign In/Out with the Director of the program. The Director is responsible for making sure all visitors are authorized before allowing them into the preschool.

District Council

The District Council is the Wiggins School District Advisory Committee for early childhood programs in the school district. This Council includes various members of the Wiggins' community, School District staff and, most importantly, Family members. Families are strongly encouraged to be members of this Council. The role of the District Council is to provide suggestions for program services, review annual family and staff surveys, and determine what changes in programming should occur. If you would like to be a part of this District Council, please contact your child's teacher or the director for an information packet and more details.

Program Surveys and Quality Improvement Plans

Wiggins Preschool/Child care will ask families to complete an annual survey to determine if the program is continuing to meet the needs of children, families and the community. Survey results will be reviewed each year by the District Council and any changes made to the program will consider survey results as well. Families will be notified, through classroom newsletters, the results from the surveys and any changes approved by District Council.

Fire Emergencies

In case of fire, the school signal will be one long continuous sound of the school alarm system. The preschool class will exit out the designated door of the classroom to the north playground area.

Tornado Emergencies

In case of tornado, the school signal will be sent out through the school alarm system. Preschool staff will accompany their children to the assigned safety area.

Bomb Threat

In case of a bomb threat, the children will exit out the designated door to the north playground area. Children will be bused to a safe location and the parent or guardian for each child will be notified.

9C INTERNATIONAL TRIP

AGENDA ITEM #: 9C

AGENDA ITEM: International Trip

SUBMITTED BY: Dr. Saulmon

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

Treasures of Central Europe

May 29-June 13 (16 days)

7 Countries: Germany, Czech Rep., Slovakia, Hungary, Austria, France, Switzerland.

7 People traveling: Dr. Saulmon (Sponsor), Sara Kopetzky (Parent), Heidi Knoff (Adult)

Students: Dalen Bodine, Austin Allen, Laura Kopetzky, Makayla Guilbert

Trip was originally scheduled for June 2020 with approx. 20 travelers.

It has been postponed twice.

RECOMMENDATION:

Approve the International Trip.

9D 2022 GRADUATION LIST

AGENDA ITEM #: 9D

AGENDA ITEM: Graduation List

SUBMITTED BY: Board Members

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

The 2022 class of seniors is listed, pending requirements of policy IKF and IKF-E.

RECOMMENDATION:

The administration recommends the approval of the list of seniors for graduation on May 22, 2022 upon the completion of the requirements as stated by the Board of Education in policy IKF and IKF-E.

| | | | |
|----|-------------------|-----------|----------|
| 1 | Allen | Austin | Cole |
| 2 | Alvarado | Anabel | Cristina |
| 3 | Alvarez Del Val | Adolfo | Angel |
| 4 | Arellano | Cristal | NMN |
| 5 | Baessler | Ryder | Rienhart |
| 6 | Barnum | Shaelon | Bruce |
| 7 | Barrett | Jayden | Ryan |
| 8 | Becker | Caleb | Lee |
| 9 | Bodine | Dalen | James |
| 10 | Chezik | Jade | Mikala |
| 11 | Covelli | Brooklyn | Cora |
| 12 | Freauff | Truett | Troy |
| 13 | Frye | Brody | William |
| 14 | Glenetski | Nicholas | John |
| 15 | Gomez-Mendoza | Toribio | Rafael |
| 16 | Guilbert | Zachary | Ryan |
| 17 | Hadden | Tristan | Eugene |
| 18 | Hernandez Ramirez | Cynthia | Annette |
| 19 | Hunt | Gabrielle | Adrienne |
| 20 | Hunt | Kacie | Mae |
| 21 | Ibrahim | Mohamed | |

| | | | |
|----|-------------|----------|-----------|
| 22 | Jenson | Caitlyn | Taylor |
| 23 | Kaufman | Carlie | Barbara |
| 24 | Kopetzky | Laura | Faith |
| 25 | Kyte | Kirsten | Leigh |
| 26 | Melendez | Anyssa | Marie |
| 27 | Mendez | Itzel | |
| 28 | Mendoza | Aaron | Dominic |
| 29 | Midcap | Makayla | Marie |
| 30 | Palmer | Braydon | William |
| 31 | Perez Celis | Ximena | Guadalupe |
| 32 | Perry | Tyler | William |
| 33 | Reed | Anjelina | Denay |
| 34 | Roman | Maria | Dejesus |
| 35 | Stolberg | Kaylee | Ann |
| 36 | Stone | Jacob | Norman |
| 37 | Thomas | Allison | Lillian |
| 38 | Thomas | Neela | Elizabeth |
| 39 | Trusty | Sydney | Rae |
| 40 | Vickers | Amelia | Raigh |
| 41 | Walker | Aiyana | Zoe |
| 42 | White | Rachael | Mae |
| 43 | Wickstrom | Haleigh | Jo |

9E 22-23 PRELIMINARY BUDGET

AGENDA ITEM #: 9E

AGENDA ITEM: 22-23 Preliminary Budget

SUBMITTED BY: Cary Allen

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

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

9F BOE SCHOLARSHIPS

AGENDA ITEM #: 9F

AGENDA ITEM: BOE Scholarships

SUBMITTED BY: Board Members

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

The board awards two scholarships (\$500 each) to graduating seniors each year. Applicant information will be available prior to the meeting. The board will need to select the two recipients.

RECOMMENDATION:

Approve awarding two scholarships, \$500 each.

9G POLICY REVISIONS

AGENDA ITEM #: 9G

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:

Second reading and approval will be at the June meeting.

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)

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

9H YEARS OF EXPERIENCE

AGENDA ITEM #: 9H

AGENDA ITEM: Years of Experience

SUBMITTED BY: Dr. Trent Kerr, Superintendent

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

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.

RECOMMENDATION:

Approve giving certified teachers their years of related teaching experience.

10A ELEMENTARY PROJECT

AGENDA ITEM #: 10A

AGENDA ITEM: Elementary Project

SUBMITTED BY: Dr. Trent Kerr, Superintendent

TYPE OF ACTION: Report Discussion Action

SUMMARY OF ISSUE:

The board will have a work session at 5:30 p.m. prior to the regular meeting.

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: