

Wiggins Elementary

Student Handbook

2022-2023



Wiggins Elementary School

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

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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:
 - a. While on school property
 - b. While involved in school-sponsored or related activities
 - c. During any recess or lunch periods on or off school property
 - d. While traveling to and from school
 - e. 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:
 - a. Be aware of the Board policy and regulations and the school's expectations for student behavior and conduct.
 - b. Review the Board policy and regulations and the school's expectations for student behavior and conduct with their students.
 - c. Work with the school to resolve student behavioral issues when they affect their students.
 - d. 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:
 - a. Authority
 - b. Teachers' and other students' property

- c. School property
- d. Ethnic, racial, religious, and gender differences
- e. School attendance and punctuality
- f. Textbooks and equipment
- g. Fire alarms and safety equipment
- h. 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.egovaccess.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 $\frac{3}{4}$ 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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