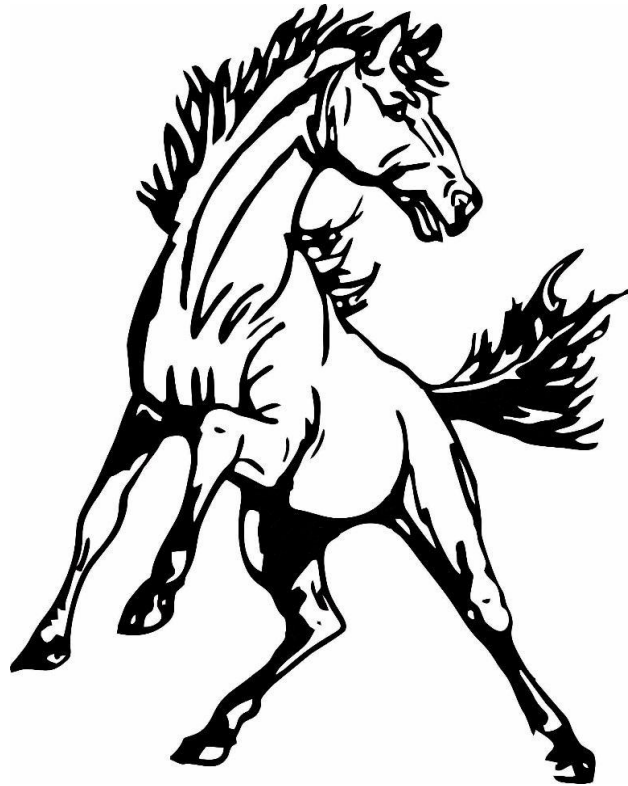


Meadowlark Elementary School

Student-Parent Handbook

2023-24



"Building a Strong Foundation as We Celebrate Learning"

Meadowlark Elementary School
550 South Burritt Street
Buffalo, WY 82834
(307) 684-9518
<http://www.jcsd1.us/mes.cfm>

Wyoming Hathaway Scholarship Program (make college a reality)

The State of Wyoming provides Hathaway Merit and Needs-based scholarships to Wyoming students attending the University of Wyoming and Wyoming Community Colleges. Every student who meets the requirements can earn Hathaway Merit Scholarship. Contact your school counselor for more information.

Building a Strong Foundation as We Celebrate Learning



Mission and Vision of MDLK 2023-24

Mission

Our mission is to build a strong foundation as we facilitate and celebrate the learning of every child.

Vision

Our vision is to empower every child with a strong foundation of skills through an environment that enriches being safe, respectful, and responsible.

Collective Commitments

- We commit to communicate with all stakeholders to develop flourishing and healthy relationships within the learning community.
- We commit to creating an engaging school environment where learning is fun and celebrated.
- We commit to practice trust, dependability, and support of each other to build a safe place to work, learn and play.
- We commit to using data and standard focused activities to drive our instruction to help each child reach proficiency.



Dear Meadowlark Families,

Welcome to Meadowlark Elementary! I am excited to continue the journey with all of you and our amazing, dedicated staff! The Professional Learning Communities that we have established, allow us to have frequent conversations focused on student data and growth. Through this collaboration, we also grow as individuals and an educational community. Most importantly, we believe in an "all means all" philosophy here at Meadowlark Elementary. Everyone: teachers, office staff, cooks, custodians, and paraprofessionals all have a critically important role in raising our most precious resource, the children.

Coming from an extensive and rich teaching background, and seven years in an administrative role, I continue to appreciate the dedication, care, and concern I have seen exhibited by the staff of this fine school and school district. We search to establish the most meaningful professional development possible, in order to build our instructional toolkits. The building and shifting of curriculum is continually a work in progress, as there is no "one size fits all" model and it is critically important to reach each child at his or her own learning capacity.. Completing the circle of support for the students, are the parents, guardians, and caregivers. We made significant progress in this area over the last school year in establishing the "Meadowlark HERD". This group of dedicated parents and caregivers were extremely helpful in providing insights and support as we grew together as an educational community.

Please know that the staff and myself encourage and welcome open communication from you all. We can be reached at 307-684-9518, or I can be reached via email: lgraves@jcsd1.us.

Additional information regarding Meadowlark Elementary School and Johnson County School District #1 is available on the district website at www.jcsd1.wy.us

Thank you for your trust and the privilege of teaching your children.

Sincerely,

Laurie Graves



Staff

Principal

Laurie Graves

Administrative Assistant

Anna Merritt

Secretary

Jennifer Strong

Junior Kindergarten

Kari Kinder-Hanson

Mary Jean Wodahl

Kindergarten

Audrey Ludwig

Jessica Kavitz

Nicole Asay

Lauren Mills

First Grade

Annika Walker

Sarah McKenzie

Amber McClure

Annie Humphrey

Second Grade

April Baumgartner

Stephanie Townsend

Roxanne Hulick

Brandi Sullivan

Alicia LaVigne

Special Education

Linda Danforth-Speech Path

Amy Aguilar-JrK SpEd Teacher

Krista Dunn-K SpEd Teacher

Jill Wright-1 SpEd Teacher

Megan Boggs-2 SpEd Teacher

Scott Berglund-OT

Hannah Alcorn-SEE Specialist

Olivia Kirkey-Life Skills SpEd Teacher

Title One

Janice Anderson

Gina Sheets

Physical Education/Adaptive PE

Kelsey Warren

K-2 Music

Art

Jory Zurcher

Computer Science

Krista Sweckard

Library

Leigh Ann Schimmel

Counselor & Guidance

Lisa Stine

Special Education Counselor

Collin Beecher

Psychologist

Constance Frederick

Nurse

Ashley Hunkins

Paraprofessionals

Gina Gonzalez

Carol Gagliano

Jamie Day

Betsy Peterson

Linda Washut

Melissa Ramey

Kristen Carmichael

Farrah Patterson

Michelle Geis

Joyce Fried-SEE para

Kathy Zorbas-CEIS/SpEd para

Izabela Dewald-Title IA para

Misty Sutton Library Aide

Custodial

Brook Ochs-Head

Bertina Harmon

Gary Fried

Food Service

-Head

Katie Ramirez

Tarah Fink

Facilities and Grounds

John Zink-Head

Mike Dollison

Donnie Wipple

Corey Stolten

Matt Overton

Central Administration

Superintendent

Director of Curriculum

Director of Finance

Director Special Ed.

Director of Transportation

Charles Auzqui

Steven Miller

Connie Gay

Valarie Hurm

Bill McKenzie

Staff members may be reached via e-mail by entering the person's first initial and last name followed by @jcsd1.us



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**Meadowlark
Mustangs**



Our Student-Parent Handbook is updated annually. Please email any ideas or suggestions you may have to lgraves@jcsd1.us



BOARD OF TRUSTEES

Jan Johnson - Chairperson
Lynette Fox- Vice Chairperson
Kristen LeDoux -Treasurer
Jodi Verplanke- Clerk

Randy Brown - Trustee
Dave Belus - Trustee
Marcia Goddard- Trustee
Travis Pearson- Trustee
Casey Rodriguez-Trustee

All meetings of the Board of Trustees, with the exception of executive sessions, are open to the public. Regular meetings of the Board of Trustees are held once each month. You may contact the Central Administration Office at 684-9571 as to the dates and times of these scheduled board meetings or visit the district website at www.jcsd1.us for more information.

BELL SCHEDULE

7:45-8:05 a.m. Breakfast is served
8:10 a.m. First bell rings
8:15 a.m. Tardy bell rings
10:50 a.m. Kindergarten lunch
11:20 a.m. First grade lunch
11:40 a.m. Second grade lunch
3:10 p.m. Dismissal bell rings

ACCIDENT AND EMERGENCY INFORMATION

Please keep this information up to date. **If it changes at any point during the school year, please enter Power School and update your information.** It is very important that records be kept up to date for the protection of your child.

VOLUNTARY STUDENT ACCIDENT INSURANCE

Johnson County School District No. 1 does not assume financial responsibility for accidents occurring to students while they are attending school or participating in any extracurricular activities. Administration shall annually provide parents with information related to purchasing voluntary student accident insurance.

[23-24 Student Voluntary Accident Coverage Online Enrollment Form](#)
[Accident Claim Form](#)



STUDENT ABSENCES AND EXCUSES

Regular attendance and being on time are two habits that help your child be successful in school. Absences and tardiness disrupt a student's schedule, requires adjustments to the classroom routines, and slows down learning.

State statutes require regular school attendance of each school age child, and the School Board places a high priority on regular attendance as essential criteria for success in school. Therefore, absences shall be excused only for the following reasons:

- A. Illness of the student
- B. Necessary medical, dental, or other health care for the student.
- C. Family emergency requiring the student's presence
- D. Other reasons with the "prior" approval of the school principal.____

It is very important that parents/guardians notify us as soon as possible (by 8:00 am) when you know your child will be absent. If we don't hear from you in the morning, we use an automated calling system that will contact you and ask you to contact the school. Your call to us will save time and help protect your child (call 684-9518).

TRUANCY

Truancy is defined as an unexcused absence, which indicates a willful, irresponsible, or premeditated violation of attendance requirements. According to Wyoming Compulsory Attendance laws, a habitual truant is any student who accumulates five (5) or more unexcused absences in any school year. When a student is truant, the procedures listed shall be followed by the principal serving as the attendance officer:

1. The principal shall give written notice to the parent, guardian, or custodian of any child having an unexcused absence and that the attendance of such child at school is required by law.
2. If attendance issues continue, after such notice has been given, and in which the principal reasonably believes was due to the willful neglect or failure of the parent, guardian, or custodian of the child, then he/she will notify the County Attorney's office and/or the Department of Family Services (DFS).

TARDINESS

When a child misses school, or they come in late, they miss out on key areas of skill development, background information, and discussion relating to each new concept that is taught. We appreciate the parent's efforts in stressing the importance of being in school and on time daily. A plan between the school and the family will be developed when the number of tardies reach an unacceptable level. The MDLK tardy bell will ring at 8:20 am.



TECHNOLOGY

K-2 students will be issued a Chromebook for classroom use. These devices will be checked out to the students and, if there was a need, be taken home for virtual instruction and learning purposes. Below is the link to the current 1:1 Technology Handbook. Parents and students are required to sign this agreement prior to the device checkout.

[1:1 Technology Handbook](#)

BEHAVIOR EXPECTATIONS

Positive Behavior Intervention Support (PBIS) is the program that guides behavior and school rules in all areas of the building and on the school grounds. Whether a child is engaged in classroom learning, eating lunch in the cafeteria, or enjoying recess on the playground, there are three expectations that remain consistent throughout the school day. Our PBIS expectations are easy for children to learn and remember.

1. Be Safe.
2. Be Respectful.
3. Be Responsible.

Children are taught what it looks and sounds like when these expectations are being followed in different areas of the school. Teachers review the PBIS expectations frequently with students, and the expectations are also posted throughout the building to support children in building positive behavior habits.

Your child may be awarded a behavior coupon called a "Mustang Buck" for following school expectations. By writing his or her name on the Mustang Buck and placing it in the classroom bucket, your child will be entered in a drawing for a prize or special recognition at a school assembly. You can help your child remember and understand the PBIS expectations by asking your son or daughter to name the three school expectations and how to follow these expectations in different areas of the school.

Appropriate behavior will be reinforced in the school and on the playground. Re-teaching, time-out, and teacher communication will be used for level 1 and 2 offenses.

Students who struggle with making choices that align with these three expectations have the opportunity to receive additional support from Mrs. Graves as well. Serious behaviors, Levels 3 and 4, (i.e. threatening the safety of students and/or staff, property destruction, etc.) will be referred to the principal. At these levels, parents will be contacted.



Level 1 Student Behavior	
Not following directions Running in hallways Excessive talking Inappropriate language/facial expressions/gestures Derogatory notes/pictures Teasing/putdowns	Eye rolling Interrupting Name calling Misuse of Materials Wandering Mocking
<p>Level 1 Intervention Options: Teacher interviews students to gather their side of the issue. Explain to student:</p> <ul style="list-style-type: none">• What a better choice would be• Support student making restitution for their actions• Inform parent/guardian when appropriate• Classroom consequence as appropriate• Frequent teacher instruction and coaching of appropriate, replacement prosocial behavior	

Level 2 Student Behavior	
Frequent, intense Level 1 Student Behaviors Back talking/arguing Taunting Refusing to work Open defiance School Refusal Stealing	Cheating Lying Throwing objects without intent to harm others or property Threatening bodily harm to others Elopement (running and hiding from staff)
<p>Level 2 Intervention Options: Interview students to gather their side of the issue.</p> <ul style="list-style-type: none">• Referral to administration and inform parent/guardian if appropriate• Loss of classroom privileges if appropriate• Assigned seating if appropriate• Increased supervision if appropriate• Support student making restitution for their actions• Meeting with counselor as appropriate• Small group, direct instruction and coaching if appropriate, replacement prosocial behavior	



Level 3 Student Behavior	
Frequent, intense Level 2 Student Behaviors Fighting Damaging property Bullying Stealing Pulling fire alarm	Harassment, including sexual harassment Physical aggression: hitting, kicking, biting, throwing objects at someone or with intent to damage property
Level 3 Intervention Options: Interview staff/students to gather the full story. <ul style="list-style-type: none">• Referral to administration and call home• Make restitution for behavior• Referral to BIT and/or supportive outside agencies if appropriate• Referral to counselor if appropriate• Referral to law enforcement if appropriate• Detention and/or ISS if appropriate• OSS while safety plan developed if appropriate• Utilization of the Refocus Room if appropriate• Individual direct instruction and coaching of appropriate, replacement prosocial behavior• Loss of field trip and incentive activities if appropriate	

Level 4 Student Behavior
Illegal Drugs Bringing Weapons on School Property Use of a Dangerous Instrument to Inflict Serious Bodily Harm Leaving School Property Without Permission
Level 4 Intervention Options: Interview staff/students to explore the full situation <ul style="list-style-type: none">• Referral to administration and conference with parents• Referral for Threat Assessment by School Psychologist if appropriate• Notify authorities• Loss of field trip and incentive activities• Detention, ISS, OSS, or Expulsion if appropriate



BICYCLES

Designated areas have been established for parking bikes during school hours. We ask that each child lock his or her bike while at school as the school cannot be responsible for damage or theft. Children are expected to obey bicycle safety rules at all times, cross streets at the designated crosswalk and walk their bikes on the playground and sidewalks.

BIRTHDAY TREATS

If your child wishes, he or she may bring birthday treats to school. Please visit with your child's teacher about a good time to bring in treats and to ensure there will be enough for all children in the class. Be aware that some children have allergies to certain foods. It is a good idea to check with your child's teacher to see if any children in the class have a food allergy. *Please consider bringing healthy snacks as we move toward becoming a more active and healthy school community.*

BUSES

Johnson County School District #1 is proud of its record in the transportation of our children. The transportation department is aware that much of the credit for its fine record goes to the parents who have worked together with us by instructing their children in safe bus riding procedures. We are extremely grateful to you for this effort. We hope to continue to provide a transportation system that is both efficient and safe, and one that the District and patrons can be proud of. We know that this takes a cooperative effort from everyone involved. Visit the district website at www.jcsd1.us for information regarding bus routes and transportation. Please feel free to visit with me about any concerns you may have.

Dennis Zexas

Transportation Director 684-5276

RULES AND REGULATIONS FOR SAFE BUS STUDENTS

A. Waiting at bus stops

1. Children should stand at least 10 feet from the roadway unless specifically directed to do otherwise.
2. Please be on time. The bus will not wait beyond the scheduled pick up time.
3. Children who have to walk along a roadway to catch a bus should walk on the left-hand side facing traffic.
4. During inclement weather, it is a good idea to be at the bus stop a few minutes early.

B. Receiving and discharging pupils

1. All students shall enter and exit from the right front entrance of the bus. If students must cross the roadway, they shall pass **only** in front of the bus and cross the roadway **only** on signal from the bus driver.



C. Boarding the Bus

1. Please do not move toward the bus until it has come to a complete stop.
2. Students shall not push before or while boarding the bus.
3. Please board the bus in a single file line.
4. Students should go directly to a seat and not block the aisle.
5. Students are to follow the driver's instructions as to seating arrangements.

D. Student Conduct on the Bus

1. Children are permitted to visit quietly with others seated near them.
2. Whistling, yelling and other loud noises are not permitted.
3. Children are not permitted to change seats or annoy others.
4. Please face forward while riding.
5. No fighting or scuffling permitted.
6. Eating, smoking or striking matches is not permitted.
7. Please keep hands and arms inside the bus.
8. Treat the bus equipment as you would furniture in your own home. Students will be responsible for damage to the bus.
9. Large articles should be left with the bus driver.
10. Please keep books and personal belongings out of the aisles.
11. The driver's instructions are to be obeyed at all times.
12. Throwing objects in the bus will not be permitted. Students shall not throw anything out of the windows.
13. In case of a road emergency, children are to remain in the bus unless given specific directions by the driver.
14. In leaving the bus, pupils are requested to remain in their seats until the bus has come to a complete stop.
15. Please do not play in areas where buses are loading or unloading.
16. The emergency door is to be used **only** for emergencies.
17. Please remember that riding the bus is a privilege and your good conduct and cooperation is essential. Throughout the year, a student may need to ride a different bus or get off at a place other than their designated stop. Please keep your driver informed. A written note signed by a parent or guardian is required for any changes in bus service.



CHILD CUSTODY

In most cases when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy must be on file in the office. *Unless your **court order** is on file with the school, the school must provide equal rights to both parents.*

CHURCH NIGHT

In cooperation with our local churches, the school attempts to refrain from planning school activities or assigning homework on Wednesday evenings.

DEVELOPMENTAL PHILOSOPHY

Johnson County School District supports the developmental philosophy that children are viewed as total beings. The physical, social, emotional and intellectual aspects of development depend on and support each other. All four areas are considered when supporting children in their growth.

DISTRICT POLICIES

The School District has a complete set of policies and regulations in the District Policy Manual. This manual is available at the Central Administration Office at 601 West Lott Street and may also be accessed by visiting the district website at www.jcsd1.us, clicking on the parent tab, and clicking on the information center.

DRESS CODE

Student dress and grooming is the responsibility of students and their parents. Children are encouraged to dress appropriately for freedom of play and comfortable learning. The weather in Wyoming can turn cold and inclement. Students are to dress according to weather conditions. Dress and appearance must be in good taste and must not interfere with or disrupt the operation of the school. Clothing that advertises abusive substances or has profane language or suggestive pictures are inappropriate. Students who wear this type of clothing to school will be required to change into appropriate attire. **Hats are to be removed upon entering the building.**

EQUAL EDUCATIONAL OPPORTUNITIES

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, race, religion, handicap, national origin, pregnancy, parenthood, marriage, or for any other reason not related to the student's individual capabilities. All children have the right to attend school in a non-threatening environment. Student harassment or bullying will not be tolerated. If you feel that your child is being harassed or bullied, please contact your child's teacher or the building administrator immediately. The full policy regarding harassment, intimidation and



bullying is available in the school office or by visiting the district website at www.jcsd1.us, or clicking on this link to Policy JICFA Harassment, Intimidation and Bullying:

[HARASSMENT, INTIMIDATION AND BULLYING-File: JICFA PARENT BILL OF RIGHTS](#)

FIELD TRIPS

Field trips are planned to provide additional educational experiences for children and are an extension of topics being studied in class. Permission is necessary for your child to go on a field trip and, if it is not received, your child will remain at school. You may grant permission for field trips scheduled for this current school year when you update all student and parent information in PowerSchool. This update must be done annually. You will receive advance notice of upcoming field trips and teachers may ask parents to assist in supervision.

FIRE DRILLS

Fire drills and other types of drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone follow fire drill procedures and clear the building as quickly as possible. The teacher in each classroom will teach students fire drill procedures and will review these procedures throughout the year.

HEALTH SERVICES

School Nurse:

The school nurse provides various nursing services including the provision of first aid and emergency care, management of acute and chronic illnesses and administration of medication/treatments as needed. Cloud Peak Elementary and Meadowlark Elementary share a school nurse and the building office staff have been trained to take care of minor illnesses or injuries that occur when the nurse is out of the building. The nurse will be called to handle all health issues outside of office staff abilities.

Parents/guardians should report any student health concerns and health changes/updates to the school nurse (i.e. allergies, vision or hearing difficulties, diabetes, seizure disorders, asthma, heart issues, medications, recent surgeries or major injuries/illnesses - any condition that might impact a student during school or necessitate assistance during school). This information should be updated annually *and as needed* in PowerSchool. Current and accurate health information is critical for the school nurse to provide efficient and effective care.

Parents/guardians should not send their students to school if they are sick. Though good attendance is vital, sick students may jeopardize the health of others. Parents/guardians will be notified as soon as possible if their student becomes ill or gets injured at school. Below is a link to guidelines for when to keep students home:



https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1483/JCSD1/641626/Excursion from School Guidelines.pdf

Medications:

A limited supply of over-the-counter medication is available for student use with parental consent in PowerSchool. The Johnson County Health Officer approves what medication is available within the school on an annual basis. Prescribed medications or over-the-counter medications from home may be administered at school if the medication cannot be given at home due to a prescribed administration schedule. (Medications prescribed three times a day should be given before the student comes to school, after school and at bedtime.) Medication to be administered at school must be delivered to school by parents/guardians and must be in its original container with pharmacy label including directives for dosage and administration. Parents/guardians are required to complete a school provided, district medication permission form for any prescription or over-the-counter medications from home. The form can be found here:

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1483/JCSD1/2117041/Medication_Form_v2022.pdf

The medication policy for Johnson County School District is posted on the district website and can be found here:

<https://docs.google.com/document/d/1awcmK60ywwzvzbz7Y72qXBZc7YNeK69XxKPhFcfFFi2A/edit>

Student Screening and Physical Examinations:

Early identification and detection of any health problems that may interfere with a student's learning and development is essential. In efforts to identify current and potential health issues in individual students, the Johnson County School Board recommends physical examinations for all Kindergarten students and all new students entering Johnson County School District. The school district provides annual vision, hearing and dental screenings conducted by school staff and community health professionals. Parents will be notified when screenings will take place, and will have the option to ask that their child not participate in screenings.

Immunizations:

Johnson County School District strictly adheres to the Wyoming State Statute 21-4-309, school immunization law, which requires students to be compliant with all required immunizations or have official State of Wyoming immunization exemptions on file. Students without the required immunizations or approved immunization exemptions within 30 days after the first day of school will not be allowed to attend school until they meet immunization requirements set forth by state law. Most incoming Kindergartners will need booster shots. Please contact your provider for questions about your child's immunization status.

<https://docs.google.com/document/d/1ChcNixh9Ey9Y9Uaq8sNQMHnen5Lf92lZ/edit?usp=sharing&oid=109447112670421811821&rtpof=true&sd=true>



LEAVING THE BUILDING DURING SCHOOL HOURS

If your child will be leaving school early, please come to the office to sign your child out of the building. Written authorization by a parent is required for the school to do otherwise. Children will not be excused from school unless a request is made by their parent or they are picked up by their parent, or designated individual.

LOST AND FOUND

Please label or place a name tag on items such as boots, coats, mittens, etc. Labels or name tags help to settle the issue of ownership. A lost and found bin is kept in the school and is usually overflowing with unclaimed items. Children and parents are asked to look through these items in case a loss has occurred. **At Christmas break and again at the end of the school year, articles not claimed will be donated to local charities.**

BREAKFAST AND LUNCH PROGRAMS

For the 2023-24 school year, the federal government will no longer be supporting free breakfasts and lunches. Parents are encouraged to complete the free & reduced lunch form for additional support if eligible.

On a regular year the following applies for lunches and breakfasts: Meadowlark Elementary School participates in the National School Breakfast & Lunch Programs. Each breakfast must consist of the following components; grain, fruit, and milk.. Lunches will consist of protein, fruit and/or vegetables, grain, and milk.

- **Breakfast** (all schools) – \$1.50/\$0.30 for those qualifying for a reduced priced breakfast, and we also have free breakfast for those qualifying
- **Elementary School Lunch** – \$2.75/\$0.40 for those qualifying for reduced lunches
- **Salad Bar** (Grades K – 12) – \$2.25 ~ Students with a cold lunch are charged \$2.25 for the salad bar. Salad Bar is included in the pricing of the school lunch and is “all you can eat.”
- **Adult Breakfast** – \$1.75
- **Adult Lunch** – \$4.00 (salad bar included)
- **Adult Salad Bar** – \$3.75 (no main lunch)

Federal and state regulations make no provision for charging breakfast or lunch, so please help us follow these regulations by making sure lunches are paid for in advance. Information regarding the *free and reduced price lunch program* is emailed to families at the beginning of the school year, or can be found on the [Nutrition Services](#) page of the district website. Those who wish to apply may complete the application while updating your child’s demographic information on the parent portal, or by calling the school office for assistance. **This information must be updated annually (on or after July 1st of the current school year).** Please review the current [Negative Meal Balance Policy](#). The USDA prohibits discrimination in the administration of its programs. To file a complaint, write the Secretary of Agriculture, Washington, D.C. 20250.



MESSAGES FOR STUDENTS

If you would like to leave a message for your child, please do so no later than **2:00 p.m.** to ensure that all messages are received by children before the end of the school day.

Please do this only in emergencies. It is disruptive to the classrooms & education of all students.

PARENT VISITORS AND VOLUNTEERS

Meadowlark teachers will determine the need for volunteers and/or visitors. There will be a formal document and training for volunteers (individuals offering support on a scheduled, regular basis) and there will be a digital screening device located in the Meadowlark Elementary office for ANY visitors and/or volunteers.

PARENTS' RIGHTS TO STUDENT RECORDS

Parents have the right to review their child's school records at any time. School employees respect the privacy of student records and recognize that only important, factual information should be in permanent records.

PARKING

Parking is available in the front lot at the south end of campus. **Parking along the curb in the entrance is strongly discouraged. This fire lane is to be kept clear at all times.**

Please use a designated parking space in the front lot. When dropping off or picking up students before and after school, please do not double park. Parking and drop-off are not permitted in the one-way lane between Meadowlark School and Clear Creek Middle School. Thank you for your cooperation in keeping our children safe.

PARTY INVITATIONS

On occasion, students like to bring invitations for special occasions to the school for distribution. Children who are not invited to a party feel left out. Please make arrangements to deliver invitations outside of school if total inclusion is not embraced.

PETS

Students may want to bring a pet to school and are allowed to do so with the permission of the classroom teacher. Visiting pets must be current on all immunizations. Pets may not be transported to and from school on the school bus.

TOYS

Bringing toys and personal items to school can distract learning and create issues with storage space, theft, and loss. The school will not be responsible for lost or stolen toys. For safety reasons, roller skates, skateboards, and pogo sticks are not permitted at school.



PHOTOGRAPHS

School pictures are taken in the fall. Students will have the opportunity to purchase a packet of pictures. A retake day will be scheduled for students who are absent on picture day.

PHYSICAL EDUCATION

Every child will participate in a physical education class under the direction of a qualified instructor. Students must wear gym shoes with clean, non-marking soles during their Physical Education class period. Children will be able to leave their gym shoes in the classroom.

PLAYGROUND

Classroom teachers will instruct their children where their designated play area is located on the playground. For insurance and liability reasons, children who are not enrolled at Meadowlark Elementary are not to use the playground during school hours.

RECESS

Buffalo's climate varies from day to day, so it is important for your child to come to school appropriately dressed for these changes. Teachers try to see that all students are dressed properly before dismissing for recesses. Children need vigorous exercise and the opportunity to play. Outside recess time on the playground provides this opportunity.

It is a policy of our schools that if children are well enough to attend school, they will go out for recess unless a written excuse is provided by a doctor. Students will have an indoor recess if the temperature or wind chill dips below zero degrees.

The recess period is quite short. If a child is properly dressed, fresh air and exercise are more beneficial than staying in the classroom. Exceptions to this policy may include recovery from recent surgery or illness. A teacher may also keep a child in for recess in order to complete work resulting from a long absence or other reason. The above policy allows for flexibility to promote the health needs of children.

For liability reasons, siblings and visitors who are not enrolled at Meadowlark School may not be on the playground during school hours.

REPORT CARDS

Report cards are issued through PowerSchool at the end of each quarter, or nine-week session. Parent-teacher conferences are held at the end of the first and third quarters. A letter will go home with your son or daughter noting the time that has been reserved for you to visit with your child's teacher about his or her progress.

SCHOOL CLOSURE

In case of severe weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may cause school to be dismissed early. The **ThrillShare** messaging system is used to place a call to all parents in the event of a cancellation, delayed start time, or early dismissal. Visit the district website at www.jcsd1.us for information about the ThrillShare communication system or to check for school closings.



JUNIOR KINDERGARTEN PROGRAM

Junior Kindergarten (JrK) is designed for students who turn five between August 1st and September 15th. Students in this grade level show the need for additional time to develop academic and/or social skills. The Kindergarten team and other support staff will use a research based screener to determine student readiness. Other students outside of this calendar window, prior to August 1st, may also qualify for JrK.

SECTION 504

Section 504 of the *Rehabilitation Act of 1973* protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance, including federal funds. The Section 504 regulation requires a school district to provide a "free appropriate public education" (FAPE) to each qualified person with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the person's disability.

SPECIAL EDUCATION SERVICES

Special services are available to your child as a student of Johnson County Schools as determined by an Individualized Education Program team. Parents' written permission will always be obtained before any special services are initiated. If you have any questions please contact the Special Programs office at 307-684-4550.

SPORTS & EXTRACURRICULAR ACTIVITIES

Our community is proud of its excellent reputation for academics and athletics, and we encourage families to support our local athletes and scholars. To show your support and help our kids follow the three PBIS expectations of being safe, being respectful, and being responsible, **please keep your child seated with you at all times while attending sporting or other extracurricular events at all school-sponsored activities.** Please accompany your child if he or she needs to use the restroom or visit the concession stand. Your cooperation in following these expectations keeps all children safe and allows fans of all ages to cheer on our team in a positive, respectful environment. Go Bison!

DEVICES

Students are encouraged to use the school telephones only in cases of emergencies, and then only with permission of the teacher, secretary, or the principal. Students that bring cell phones and/or other electronic devices, like SMART watches, to school will need to make sure they are turned off and in their backpack. **Devices that are seen or heard will be confiscated and will be returned to the student after school.** Recurring problems may require parents to retrieve the phone from the office. The school will not be responsible for damage to or theft of cell phones, or other devices.



TESTING AND ASSESSMENT

A universal screener will be given to all students three times a year. All students will be Benchmarked (literacy assessment) at least twice a year. Parents will receive a report of their child's performance. If you have any questions or concerns, please call or arrange a conference with your child's teacher. Second grade students will take the spring WY-TOPP interim assessment.

TEXTBOOKS AND LIBRARY BOOKS

Please treat books and all school property with care and respect. Students will be responsible for replacing lost or damaged books.

TITLE I SERVICES

The federally funded Title I Program encompasses math and literacy, providing all K-5 children with additional assistance beyond regular classroom instruction if necessary. The scope of instruction depends upon the individualized program designed to meet a child's specific needs. The course of this program is determined in conferences with the classroom teacher, grade level support team, Title I staff, and parents.

WEAPONS IN SCHOOL

Possession or use of a weapon by a student is a danger to the welfare and safety of students and school personnel associated with the Johnson County School District. Accordingly, possession or use of a weapon on district property or in association with any district related or school sponsored event is strictly prohibited. A student found to be in possession of or using a weapon on district property at any time or during any school-sponsored activity is subject to disciplinary and/or legal action.

WITHDRAWAL FROM SCHOOL

Please let the school know at least three days in advance if you are moving or planning to withdraw your child from school. Transfer materials will be prepared to help your child get started at a new school. All books, library materials and any amounts owed to the school/school district must be cleared before withdrawal.

FERPA and JCSD1 Policy JRA (-R; E1; E2; E3; JRAB)

We want to inform you about JCSD1 policies JRA (-R; E1; E2; E3; JRAB) that protect your privacy and the confidentiality of your education records: the Family Educational Rights and Privacy Act (FERPA) and the JCSD1 Policies JRA (-R; E1; E2; E3; JRAB).

FERPA gives you certain rights to access and control your education records. It also limits the release of personally identifiable information without your consent. We take the protection of your information seriously and have strict security measures in place.



The JRA(-R; E1; E2; E3; JRAB) policies ensure that only authorized staff and coaches involved in managing interscholastic activities and athletics can access your relevant records. It outlines how we collect, store, and share information while respecting your privacy rights.

To learn more about these policies, visit our school website or ask our administration. If you have any questions or concerns, please reach out to us. We value your privacy and are committed to creating a safe and respectful environment.

NONDISCRIMINATION STATEMENT

Johnson County School District #1 does not discriminate on the basis of race, color, national origin, sex, age disability, or religion, or any other basis protected by federal, state, or local law, in its employment, programs or activities.

[District Harassment Policy](#)