

2023-2024 STUDENT-PARENT HANDBOOK



CLOUD PEAK ELEMENTARY SCHOOL

100 Conrad

Buffalo, WY 82834

Phone: 307-684-0153

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INTRODUCTION

The purpose of this handbook is to acquaint students and parents with some of the everyday procedures and general policies of our schools, and to welcome you to the new school year.

The Cloud Peak Elementary School staff is anticipating an excellent 2023-2024 school year. We hope to promote a school/home relationship based on mutual understanding, cooperation, and teamwork. A child's progress will be greatly affected by how well we work together. Students who know their parents are involved and communicating regularly and effectively with their teachers usually work harder, feel more confident, and strive to do well in their schoolwork. **Interest and enthusiasm are contagious!**

It is important that parents and children take the time to go over the information contained in this booklet. We also encourage you to share ideas or ask questions regarding any part of this handbook.

We look forward to getting to know you and working with you this year.

Sincerely,

Craig L Anderson

Craig Anderson
Principal

2023-2024 Staff List Cloud Peak Elementary

3 rd Grade	4 th Grade	5 th Grade
Marjorie Riddle - 136	Camden Callan - 126	Malerie Bock - 111
Ashlee Seidel* - 135	Billy Farris* - 129	Freya Butterfield* - 110
Kristi Smith - 139	Melodie Gross - 127	Katie Engling - 107
Desiree Townsend - 137	Jeff Hinton - 128	Annie Gripp – 108
	Amy Pierson* - 130	Ryley Scarlett - 109
Special Education		
Haley Tolman - 134	Lauren Williams - 131	Marissa Overton - 112
Laurie Allred - Para	Brittany Scott – Para	Emily Groskop - Para
Kylee Hammond - 138 High Needs	Cory Pickett - SEEs - 119	Erica Mock - SLP -117
Ashley Kolb - 1 on 1 para	Jenn Sommers - SEEs Para	Scott Berglund - OT - 125
	Valerie Scarlett - SEEs Para	Afton Chesbro - APE - 125
Heather Gorman Haas* - Counselor-120	Collin Beecher - SPED Counselor	Connie Frederick - School Psychologist
Interventions		
LaRhonda Cox - 122	Arlene Paulson - Para	TBD - Para
Ashley Teten - 143	Bonnie Rogers - CEIS	
Specials		
Faustyna Bennett – Music - 121	Julie Snyder - Computer Science -106	
Jory Zurcher – 3rd/4th Art - 144	Aimee Shreve* – 5 th Art -144	
Marshall Townsend* – PE - gym	Becky Qualm* - Science - 135	
Library		
Leigh Ann Schimmel - 133	Sherry Zurcher – Library Aide - 133	
Nutrition Services		
Ricci Sanders - 118	Barb Christensen - Kitchen	Sophia Juarez - Kitchen
Custodians		
Matt Crider	Robin Harriet	Mike Verdone
Support		
Maggi Lambert - Literacy Coach - 104	Krystin Alger - Parent Liaison - 105	
Admin		
Brandee Myers–Admin Asst	Lisa Peterson – Secretary	
Craig Anderson – Principal	Ashley Hunkins - School Nurse	

*National Board Certified Teacher

DISTRICT ADMINISTRATION – 307-684-9571

Superintendent	Charles Auzqui	cauzqui@jcsd1.us
Business Manager	Connie Gay	cgay@jcsd1.us
Curriculum & Instruction	Dr. Steven Miller	steven.miller@jcsd1.us
Special Education	Valerie Hurm	vhurm@jcsd1.us
Nutrition Services	Ricci Sanders	rsanders@jcsd1.us
Transportation	Bill McKenzie	wmckenzie@jcsd1.us
Technology & Innovations	Christy Betz	cbetz@jcsd1.us
Facilities & Grounds	John Zink	jzink@jcsd1.us

EQUAL EDUCATIONAL OPPORTUNITIES

The rights 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 [JICFA - Harassment, intimidation and bullying](#) is available by clicking this link.

Title IX concerns or complaints should be directed to Dr. Steven Miller, our Title IX Coordinator, 601 West Lott St, Buffalo, WY 82834 (307) 684-9571.. These can be emailed to TITLEIX@jcsd1.us,

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.

STANDARDS REFERENCED REPORT CARDS

During the 2023-2024 school year, we will once again be using a **Standards Referenced Report Card**. Parent-Teacher Conferences for the 1st quarter of the year will be scheduled during the week of October 30th and for the 3rd quarter during the week of March 25th. Student progress may also be monitored in real time via the PowerSchool Parent Portal. Report cards for the 2nd and 4th quarters will be online only, unless a printed copy is requested.

SCHOOL SAFETY PROTOCOLS

The changing times make it necessary for us to change our protocols in regards to school security. All exterior doors will be locked throughout the school day. The schools main entrance will be secured at the vestibule, requiring that the office make visual contact with a visitor and providing access. There will be a doorbell in the vestibule to allow the visitor to let the office know. We are utilizing Verkada visitor/volunteer software that will provide a quick background check for visitors/volunteers, printing a Visitor Badge. Visitors/Volunteers are required to wear the badge.

Bus students need to board their bus at CPES and not walk to Meadowlark to get on the bus.

Students walking to Meadowlark or Clear Creek Middle School to meet siblings need to wait outside the building for their students to be dismissed. Please make a family plan in regards to where siblings will meet if needed. Students are allowed to walk to meet parents.

CHILD CUSTODY

In most cases, 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, please bring a copy to the office. **Unless your court order is on file with us, we must provide equal rights/access to both parents.**

STUDENT ATTENDANCE

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.

[Policy JH-Student Absences and Excuses](#)

[Policy JH-R - Student Absences & Excuses Regulations](#)

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.

School hours for the 2023-2024 school year will be from 8:00 am to 3:05 pm

Monday-Thursday, and 8:00am to 1:05pm on Fridays. Click on the following link to see the

[CPES Daily Schedule](#). It is very important that parents/guardians notify us as soon as possible (by 8:15 am) when you know your child will be absent or tardy. 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 684-0153).

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. Students should be at school, and in the classroom by 8:05 am, and will be considered tardy when they arrive after 8:10 am. 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.

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).
3. **Unexcused absences will result when the parent/guardian fails to notify the school regarding the reason for a student being absent within two school days of the absence.**

DISMISSAL DURING SCHOOL HOURS

Students will not be dismissed from school unless the request is made by the parent, or they are picked up by the parent. Written authorization by the parent is required for us to do otherwise. **Students must be checked out through the office, and parents may call ahead of time and we will get the student out of class and send them out to the parents when we confirm they have arrived.**

SCHOOL CLOSING

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 District uses an automated messaging system to let parents know of changes to the school day. **It is important that contact information is updated and accurate in PowerSchool. This can be updated by accessing the [Parent Portal](#) and clicking School Forms. This information may also be shared on the District's web page – www.jcsd1.us, &/or school FaceBook pages.**

TECHNOLOGY

Cloud Peak Elementary is a 1 to 1 school with Chromebooks. Each student will have a chromebook assigned to them, that only they will use. Parents and Students need to review the [1 to 1 Initiative Handbook](#). Parents will need to sign and return the last page of the handbook, to either accept or decline the \$30 Device Protection Plan. ***Device Insurance forms not returned by Friday, August 25th, will be considered a refusal of insurance.***

- [Acceptable Use of Technology](#)

Students can conduct research, utilize the wealth of available resources, and communicate with others on this vast, global network. However, **access will be given only to students who agree to utilize the internet in an ethical manner.** Students are expected to take full responsibility for their actions, just as they are responsible for appropriate behavior in all school endeavors. General school rules for behavior and communications shall apply. "Screening" software to help filter out objectionable materials will be utilized wherever and whenever possible.

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 should go to the parents who have cooperated 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.

Route information can be found on the [district website](#) by clicking on transportation.

RULES AND REGULATIONS FOR SAFE BUS STUDENTS

A. Waiting at bus stops

1. Students should stand at least ten feet from the roadway when waiting.
2. Please be on time; the bus will not wait beyond the scheduled pickup time.
3. Walk along the left-hand side, facing traffic if you walk to meet the bus.
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 each other, before, or while boarding the bus.
3. Please board the bus in a single file.
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. Seat belts must be worn on buses that are equipped with them.
2. Children are permitted to visit quietly with others seated near them.
3. Whistling, yelling and other distractions are not permitted.
4. Children are not permitted to change seats or annoy others.
5. Please try to face forward while riding.
6. No fighting or horseplay permitted.
7. Eating, smoking or striking matches is not permitted.
8. Please keep your hands and arms inside the bus.
9. Students will be responsible for damage to the bus.
10. Large articles should be left with the bus driver.
11. Please keep books and personal belongings out of the aisles.
12. The driver's instructions are to be obeyed at all times.

13. Throwing objects in the bus or out the windows is not permitted.
14. In case of a road emergency, children are to remain in the bus unless given specific directions by the driver.
15. Students are to remain seated until the bus has come to a complete stop.
16. Please do not play in areas where buses are loading or unloading.
17. The emergency door is to be used only for emergencies.
18. Riding the bus is a privilege and your good conduct and cooperation is essential.

Throughout the year, students may need to ride a different bus or get off at a place other than their designated stop. Please keep your driver informed with a note from a parent/guardian.

BREAKFAST and LUNCH PROGRAM

Cloud Peak Elementary School participates in the National School Breakfast & Lunch Programs. Breakfast will be served starting at 7:45 am each school day. Breakfast must consist of the following components; grain, fruit, and milk. Lunch must consist of 5 components (meat/meat alternate, vegetable, fruit, grain & milk), with students taking 3 of the 5 components, one of which must be the fruit or vegetable. Individual or ala carte items need to be purchased (ie milk or salad bar if the student is not taking a lunch).

Breakfast prices Student - \$1.60 Adults - \$2.00

Lunch prices - Students - \$3.00 Adult - \$4.30

- **Federal and state regulations make no provision for charging breakfast or lunch items, 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 online by creating a [Family 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.

HEALTH SERVICES

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 the office staff's abilities. **Parents/guardians will be notified as soon as possible if their student becomes ill or gets injured at school.**

Parents/guardians should report student health concerns 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).

Parents/guardians are encouraged to provide the school nurse with updated health information on their students whenever the health status of their students change. 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. A body temperature of 100.4 or greater is a sign of illness and indicates that your child must stay home. Please keep students home for a minimum of 24 hours **after** they no longer have a fever without medications like acetaminophen (tylenol) or ibuprofen (advil). Please review these additional [Guidelines for Exclusion from School](#).

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.

Medications:

A limited supply of over-the-counter medication is available for student use with parental consent in PowerSchool. Prescribed medications or over-the-counter medications from home may be administered at school if such medication cannot be given at home, due to a prescribed administration schedule. Medication to be administered at school must be delivered to school by parents/guardians and must be in its original container with a pharmacy label including directives for dosage and administration. Parents/guardians are required to complete a school-provided [Medication Permission Form](#) for any prescription or over-the-counter medication from home. The medication policy for Johnson County School District is posted on the district website and is available by clicking the link below.

<https://docs.google.com/document/d/1awcmK60ywwzvzbz7Y72qXBZc7YNeK69XxKPhFcFFi2A/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 also 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.

ACCIDENTS

Accidents in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office. Parents will be notified in the event of a serious injury.

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
Accident Claim Form](#)

[Online Enrollment Form](#)

ACCIDENT AND EMERGENCY INFORMATION

Accurate student information is critical. Please use the [Parent Portal in PowerSchool](#) and update information by clicking School Forms. We ask that this is done at least at the beginning of the year, and anytime information may change.

RECESS

Temperatures in Buffalo can vary from day to day, so it is important that your child comes to school properly dressed for these changes. Teachers do try to see that all students are dressed properly before dismissing for recesses. Recesses are scheduled to provide an opportunity for students to get some exercise and fresh air.

We believe that if children are well enough to attend school, they should go out for recess, unless they have a note from their parent/guardian. The recess period is quite short and if a child is properly dressed, the fresh air and exercise are more beneficial than staying in the classroom. In cases of severe weather (zero degrees or below) students remain indoors.

A teacher may also keep a child in for recess in order to complete work resulting from a long absence or other reasons.

DRESS CODE

Student dress and grooming is the responsibility of the students and their parents. Students are encouraged to dress accordingly for freedom of play and comfortable learning. Students are to dress appropriately for the changing Wyoming weather conditions. Dress and appearance shall be proper and in good taste and shall not materially or substantially interfere with or disrupt the operation of the school. Clothing that advertises abusive substances, has profane language or suggestive pictures are inappropriate. Parents will be called and asked to bring a change of clothes.

CRISIS DRILLS

Crisis drills (i.e. fire drills, lockdowns, stay puts, and other evacuations) practiced at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly. The teacher in each classroom will give the students instructions during the first days of school and throughout the year!

PLAY AREAS

Classroom teachers will instruct their children where their designated play area is located on the playground. School personnel will supervise students on the playground during the school day.

PHYSICAL EDUCATION

Each student will have a Physical Education class under the direction of a qualified instructor. All students must wear gym shoes during their Physical Education class period. The students will be able to leave their gym shoes in the classroom.

CELL PHONES & ELECTRONIC 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 to school will need to make sure they are turned off and in their bag. **Devices that are seen or heard will be confiscated and will be returned to the student after school.** Recurring problems will require parents to retrieve the device from the office. The school will not be responsible for damage to or theft of devices.

VISITORS/VOLUNTEERS

Dedicated parents, grandparents, and community members are appreciated and help to make our school a great place for children to learn and grow. With the safety of each student in mind, JCSD #1 has adopted a [volunteer policy \(IJO\)](#). Individuals wishing to volunteer in the schools or to help chaperone students on field trips must agree to registering in our Verkada Visitor/Volunteer portal. Volunteers must also read and agree to the [Volunteer Handbook](#). All visitors must check in at the office and must wear a **VISITOR BADGE** while in the building, or on the playground. ***Aimless visits by unidentified or suspicious persons should be immediately reported to the office.***

Visits during instruction time by siblings, relatives, or friends is discouraged and must be cleared in advance with the building principal.

PARTY INVITATIONS

On occasion, students like to bring invitations for special occasions to the school for distribution. ***This practice is discouraged.*** Children who are not invited to a party feel left out, so parents are encouraged to have their children use either the telephone or the mail to notify those to be invited. **The school cannot provide parents with the addresses and/or phone numbers of students in your child's class.** Doing so would be a FERPA (Family Educational Rights and Privacy Act) violation.

TREATS FOR BIRTHDAYS

If your child wishes, he/she may bring healthy birthday treats during the year. We ask that all treats be prepackaged. Please be aware that some children have allergies to certain foods. Please consult your child's teacher as to the best time to bring in treats, and to ensure there will be enough for all children.

BICYCLES

Bicycles are a convenient means of transportation to and from school. All bikes need to be parked in the bike rack located near the main entrance to the building. We ask that each child lock his/her bike while they are at school, as we cannot be responsible for damage or theft. We encourage students to wear a helmet and to obey bicycle safety rules at all times. **Bikes are to be walked on the sidewalk between the parking lot entrance on Conrad and the front of the building.**

TOYS

Problems with accidents, lack of space, distractions, and theft result in our request that toys and personal items not be brought to school without the approval of the classroom teacher. **Roller skates (healie shoes), skateboards, and pogo sticks may be dangerous on the playground and are not permitted at school.**

LOST AND FOUND

We ask parents to write their child's name on coats, hats, gloves, lunchboxes, etc. This helps to settle the issue of ownership. We will keep lost and found items in the commons. Children and parents are asked to look through the items in case a loss has occurred. Accumulated, unclaimed items will be donated to local charity periodically throughout the year.

FIELD TRIPS

Field trips are an extension of a classroom experience and have educational value relevant to material being studied in the classroom. You will always receive advance notice of upcoming field trips and on occasion, teachers may ask parents to assist in supervision. **Students (and volunteer parents) must ride on the school bus to field trip destinations, unless prior arrangements are made with the principal.**

PARKING

When coming into the building, we ask that parents park in the parking lot and leave the front loop for drop off and pick up only!

ASSESSMENT

Students at Cloud Peak Elementary School will participate in the required WY-TOPP (Wyoming Test of Proficiency and Progress) Assessment in April/May. Students will also participate in the WY-TOPP interim assessments, Fastbridge, & Benchmark Assessment System periodically during the year. Students will also participate in some diagnostic assessments when the need to do so is determined by the educational team serving the student. Communication with parents will be

- [District Assessment schedule](#)

LIBRARY BOOKS

Our school library has a nice selection of books for our students to borrow for a limited time. Use the books with care so they may yield good service to future students. You will be expected to replace the books at your own expense if they are lost or damaged.

WITHDRAWAL FROM SCHOOL

Please let us know at least three days in advance if you are going to withdraw your child from school. We will prepare some transfer materials to help your child get started at a new school. All books, library materials and any amounts owed the school must be cleared before withdrawal.

SCHOOL PICTURES

School pictures will be taken this school year on September 13th, by Lana Wing Photography, with a retake day scheduled toward the end of the first quarter. Parents may choose to have pictures taken elsewhere, but we will have all students sit for a school picture so we have a photo for class composites and school records. Information will be available soon!

STUDENT BEHAVIOR GUIDELINES

The staff of Cloud Peak Elementary School is dedicated to the philosophy of, "all children have the right to a successful learning experience." In order to provide this educational opportunity, it is necessary that rules be followed for the benefit of all. It is our expectation therefore, that each student will **be safe, respectful, and responsible**. Some basic behavior guidelines are:

1. Treat all staff, substitutes, students, and guests with respect
2. Use appropriate language
3. Treat property with care and put litter in the proper containers
4. Enter the building quietly
5. Walk and use quiet voices inside the building
6. Obey classroom, playground and cafeteria rules
7. 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 principal immediately.

BULLYING

Bullying is not tolerated at Cloud Peak Elementary.

Is it Bullying?

When someone says or does something *unintentionally* hurtful and they do it once, that's **RUDE!**

When someone says or does something *intentionally* hurtful and they do it once, that's **MEAN!**

When someone says or does something *intentionally* hurtful and *they keep doing it*, even when you tell them to stop or show them that you're upset, that's possibly **BULLYING**

A person is bullied when there is an imbalance of power and he or she is *repeatedly* targeted by one or more students and treated in a cruel or hurtful way.

Bullying can be perpetrated by either an individual or group. It can be "in your face" or behind your back and can take many forms including:

- verbal/written - using hurtful or threatening words and speak;
- relational - using exclusion and rumors to be hurtful;
- cyberbullying - using technology to be hurtful; and
- physical - causing bodily harm.

Bullies may use prejudice related to race, gender, religion, physical attributes, or mental abilities to justify their behavior or they often make their attack without any real motive, other than that they see their victim as an easy target.

Students found to be bullying another student will be subject to disciplinary action as deemed appropriate by the building administrators, while referencing JCSD #1 Policy [JICFA - Harassment, Intimidation, & Bullying](#).

WEAPONS IN SCHOOL

Possession and/or use of a weapon by a student is a danger to the welfare and safety of the 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.

SPECIAL SERVICES

The following special services are available to your child as a student of Johnson County Schools; special education, school counseling, speech therapy, hearing and vision screening, and school psychologist. At some time during the school year, it may be beneficial for teachers and parents to request the help of these specially trained people in order to provide a better educational program for your child. Other than the vision and hearing screening, your written permission will always be obtained before any special services are initiated.

SCHOOL-WIDE TITLE I

Cloud Peak Elementary has been designated as a School-Wide Title I school. The federally funded Title I Program encompasses reading and math, providing any student with additional assistance beyond the regular classroom instruction. Students are identified for interventions based on individual academic need. The plan for intervention is the result of collaboration among CPES staff and communication with parents.

DISTRICT POLICY MANUAL

The School District has a complete set of policies and regulations in the [District Policy Manual](#). The manuals are located on the District's web site and the Superintendent's office.

SCHOOL BOARD MEETINGS

All meetings of the Board of Trustees, with the exception of executive sessions, shall be open to the public. Regular meetings of the Board of Trustees are typically held the 2nd Monday of each month at 6 pm. You may contact the School Administration Office as to the dates and times of these scheduled board meetings. You can also visit the [Board of Trustees page](#) on our district's website.

TITLE IX

Title IX Coordinator:

Dr. Steve Miller &/or Connie Gay

601 West Lott St, Buffalo, WY 82834

Email: TITLEIX@jcsd1.us,

Telephone: (307) 684-9571

NONDISCRIMINATION STATEMENT

To the extent possible every pupil of this school district will have equal educational opportunities and shall not be discriminated against regardless of race, color, national origin, sex, age, disability or religion. No student on the basis of sex, race, color, national origin, age or disability be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district. This is specifically including, but not limited to, access and participation in course offering, athletics, counseling, employment assistance and extra-curricular activities. The district shall comply with its policy relating to non-discrimination on the basis of sex, race, color, national origin, age or disability is specifically set forth in [Policy File: AC](#).

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. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Johnson County School District #1, Civil Rights Coordinator, 601 W. Lott, Buffalo, Wyoming 82834, (307) 684-9571, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, CO 80204-03582, (303) 844-5695 or TDD (303) 844.3417, OCR.Denver@ed.gov."

