

SOAR WITH THE WIND



**CLARK ELEMENTARY
PARENT/STUDENT
HANDBOOK
2019-2020**

www.pcsd1.org

TABLE OF CONTENTS

Principal's Welcome	3
Board Members	4
District & School Contact Information	5
Clark Daily Schedule	5
Clark Philosophy, Vision, Motto and Improvement Goals	6
Attendance Policy	7
Bus Guidelines	7
Right to Request Teacher Credentials	7
Computer Use	7
Grading and Standards	8
Performance Standards	9
Website	9
Infinite Campus Parent Portal	9-10
Internet Website/Student Photographs	10
Cell Phone or Other Electronic Devices	11
Dress Code	11
Student Security	11
Discipline	11-12
Weapons Policy	13
Harassment	13
Field Trips and Excursions	13
Special Activities	13
Para-professionals	14
Lost or Damaged Books	14
Cafeteria Procedures and Meal Program	14
Procedure for Non-Sufficient Funds Checks	15
Lost and Found	16
Medication and Illness/Injury	16
Illness Exclusion/Head Lice Policy	17
Wyoming Immunization Law	18
Staying in During Recess	19
P.E., Classroom Parties, Playground Safety Rules	19
Emergency School Closure	20
Student Visitors, Volunteer Program	20
Internet Access and Expectations	20
Right to Attend Schools	20
Title IX and Summer School	21
Public Notice to Parents	21
Student Privacy Protection	22
Rights Under FERPA	23
Rights Under PPRA	24
Public Disclosure	26-27
Clark Calendar	28
Parent/Student Sign-Off	29

PRINCIPAL' S WELCOME

Dear Clark Elementary School Families,

Greetings! I am tremendously excited about our upcoming school year together and being part of the Clark family! We will have an outstanding partnership as we join forces in educating our children. We believe that cooperation between home and school will lead to successful school experiences for students. You are encouraged to maintain regular contact with Mrs. Feller as we believe communication between the parents and the school are vital to the success for all children. I will also be visiting Clark regularly.

The purpose of this Parent/Student Handbook is to familiarize you with some of the procedures, routines, and beliefs of Clark Elementary School. Please keep this copy as a reference throughout the 2019-2020 school year.

We take pride in providing your child with the best possible educational program. We feel strongly in the importance, worthiness, and unique qualities of every student. The staff at Clark is here to serve you and your child. All of our team are highly qualified to teach and will do their best to provide instruction based on the needs of your child.

As your principal, I am always willing to meet with you regarding your child. Please feel free to ask questions and share any concerns you may have. I will be happy to adjust my schedule to visit with you.

Sincerely yours,

Jason Hillman
Principal

BOARD OF TRUSTEES
2019-2020

<u>OFFICE</u>	<u>NAME & ADDRESS</u>	<u>TERM OF OFFICE</u>	<u>TELEPHONE</u>
Chairman	Borcher, Greg (Mr.) 1118 Olive Rd.	12/1/06-11/30/22 GMBorcher@pcsd1.org	254-0660
Vice-Chairman	Paul, Trace (Mr.) 1244 Road 9	12/1/10-11/30/22 TRPaul@pcsd1.org	254-1840
Clerk	Condie, Kimberly (Mrs.) 1054 Vali Road	6/17/16-11/30/20 KACondie@pcsd1.org	254-0608
Treasurer	Morris, Tracy (Mrs.) 10 Llama Drive	12/1/16-11/30/20 TDMorris@pcsd1.org	307-250-9599
Trustees	Brazelton, Lillian (Mrs.) PO Box 537	6/17/16-11/30/22 LRBrazelton@pcsd1.org	754-2758
	Dillivan, Kim (Mr.) 620 Ave. F	12/1/16-11/30/20 KDDillivan@pcsd1.org	271-7568 970-570-9881
	Hansen, Donald (Mr.) 1173 Lane 8	12/1/14-11/20/22 DHansen@pcsd1.org	307-899-2225

DISTRICT & SCHOOL CONTACT INFORMATION

TITLE PCSD # 1	NAME	EMAIL ADDRESS	TELEPHONE
Superintendent	Mr. Jay Curtis	JRCurtisl@pcsd1.org	764-6186
<u>Clark</u>			
Principal	Jason Hillman	jehillman@pcsd1.org	764-6182
Teacher	Allison Feller	dafeller@pcsd1.org	645-3241

CLARK ELEMENTARY DAILY SCHEDULE

<u>STUDENTS' DAY M-TH</u>	8:07	- 3:15
<u>STUDENTS' DAY - Friday</u>	8:07	- 12:35
<u>RECESS – MORNING</u>	10:30	- 10:45
<u>LUNCH AND RECESS</u>	12:00	- 12:45
<u>RECESS - AFTERNOON</u>	1:45	- 2:00

(Times may be adjusted after school begins.)

CLARK PHILOSOPHY

In a safe, orderly, and positive environment, where learning is valued, and differences are accepted, each child will achieve mastery of District standards and will develop and progress intellectually, socially, emotionally and physically as an individual.

CLARK VISION

“Ensuring Successful Learning for All Students”

CLARK MOTTO

“Soar With The Wind”

CLARK SCHOOL IMPROVEMENT GOALS

The current Clark school improvement goals which are aligned to our vision statement and District goals are:

- Goal 1: All students will read at grade level by the end of 3rd grade.**
- Goal 2: All students will be at grade level in math by the end of 5th grade.**
- Goal 3: Students will improve writing across the curriculum.**

The Wyoming Department of Education, acting under State statute, revised the school accreditation codes in 1996. One of the new areas reviewed during an accreditation visit is school improvement.

Every school in the state must have an on-going school improvement plan. The plan must be systematically planned, have identified interventions, be measurable, and involve staff, parents, and community.

ATTENDANCE POLICY

Please report absences between 7:30 a.m. – 8:30 a.m. to the Parkside office by calling 764-6182 or to the Clark office between 7:50 a.m.-8:15 a.m. by calling 645-3241. If a child is absent and the school has not been notified, office personnel will contact you. Please assist us by making a call to the office.

And if you know in advance that your child must be out of school for any reason, please notify Clark and Parkside offices. The principal, the designated school attendance officer, will monitor students' attendance.

Academic success is directly related to the amount of time spent in the classroom. There are valuable lessons lost when a student is not in attendance. Please understand that simply completing the written paperwork missed cannot make up for an absence. Class discussions, teacher demonstrations, social interactions, and other activities are examples of the valuable learning missed when a student is absent.

The District recognizes that emergencies, illness or other prearranged absences occur. As a result, ten (10) days per semester can be used for these purposes. If a student exceeds this ten-day limit in a given trimester, he/she may lose credit or be retained. Each building has outlined for parents and students, its process for addressing students with excessive absences. Note: Habitual tardiness is dealt with at the building level. Five (5) tardies to school equal one unexcused absence. Two or more unexcused absences will be reported to law enforcement and/or the county attorney.
(Reference: www.pcsd1.org)

BUS GUIDELINES FOR STUDENTS

All students will abide by the rules and regulations put forth in the Transportation Parent/Student Handbook for the year 2019-2020, which is approved by the School Board on an annual basis.

RIGHT TO REQUEST INSTRUCTOR CREDENTIALS

Parents of our students have the right to request the credentials of our instructors. Please contact the district office to request this information.

COMPUTER USE

Technology is an important part of a student's education. Clark students spend at least 30 minutes a day using the computer for practicing skills taught in the classroom and/or working on computer-assisted instructional programs for remediation practice and enrichment.

Students also practice their basic math facts and learn how to keyboard using a special typing program.

Students generally spend 15 minutes on reading and 15 minutes on math during their 30 minutes of computer time. Data from MAP and DIBELS testing helps us determine the programs best suited to assist each student. Student progress is continually monitored and modified as needed.

For a student to use our network and computers, he/she is required to read and sign the District's acceptable use policy. (See District Administrative Regulation/Operating Procedure, hereinafter referred to as AR/OP, EFCD for complete details.)

GRADING SYSTEM

Each trimester, your child will receive a Standards-Based Progress Report. This report allows you to gauge your student's academic progress using a meaningful measure, the state standard, and your child's overall development and level of proficiency. Over the course of the year, our staff will "do whatever it takes" to help your child master the essential skills at each grade level.

What does the progress report tell you as a parent?

- ✓ It provides you with a report of your child's progress toward grade-level essential skill attainment.
- ✓ It provides you with information on your student's specific areas of progress toward the state standard each trimester.
- ✓ It provides you with an "end of year" determination of the achievement level of your student in relation to the standard.

The following markings will be used on the report card to indicate the student's performance:

- ✓ Students receive a "1" score if they are at an introductory level of understanding of the skill or concept; teacher assistance is usually necessary.
- ✓ Students receive a "2" score if they have shown understanding of the skill or concept; some independence is evident.
- ✓ Students receive a "3" score if they can apply the skill or concept correctly, independently, and consistently.
- ✓ Students receive a "4" if they can apply concepts and processes in multiple contexts that exceed the standards-based targets at this time.

If your child is struggling to meet the grade-level essential skills, you may want to consider the following:

- ✓ Look closely at the progress report.

- ✓ Where does your child score in the section “Characteristics of a Successful Learner?” If this is an area where there is room for improvement, this is the first thing that you as a parent can assist with, whether it is homework, attendance, or behavior.

Characteristics of a Successful Learner - What does this mean?

- ✓ Characteristics are critical to academic success.
- ✓ The teacher is given an opportunity to separate the characteristics of a successful learner from academic achievement.
- ✓ As a parent, you can be assured that you know your child is progressing academically toward his/her grade-level standards.

Performance Standards

State and District Performance Standards are areas of knowledge each student is expected to acquire at his/her particular grade level. Within each area of knowledge (Language Arts, Social Studies, Math, Science, Fine/Performing Arts, P.E., Health, Career/Vocational, and Foreign Language), assessments have been developed and will be used to measure the student’s attainment of the standards. Your child’s progress on the standards will be communicated to you by the teacher through parent conferences and progress reports. Please keep in mind that the standards are set up as the minimum requirements for that subject/grade level.

PERFORMANCE STANDARDS

Clark School is implementing the District Performance Standards through the teaching and monitoring of the essential skills found within those standards. These standards are areas of knowledge each student is expected to acquire at his/her particular grade level. The District teachers are in the process of identifying the essential skills that comprise a standard. We are developing assessments for all the essentials. These assessments are used at each elementary school to insure that all the students in the District are meeting the same standards.

WEBSITE

Park County School District #1 has a website that is currently under construction. You are welcome to check it out periodically at <http://www.park1.org>. You will receive more information when we are officially up and running again.

INFINITE CAMPUS PARENT PORTAL

In the fall of 2007, Park County School District #1 began using a new student management system called Infinite Campus. This software allows us to manage student data in a variety of

ways. One of the best features is the “Parent/Student Portal.” This portal provides access for parents to their children’s Campus information as it is being entered by teachers, counselors, and staff. The Campus Portal encourages active participation by parents in their student’s progress while simplifying the means of obtaining student attendance and grade information. Infinite Campus also provides information regarding the student’s lunch account status. Many of our Clark parents have been using this for the past couple of years. For those of you who haven’t had the opportunity to see how it works, just call the office to ask for your GUIDE number.

Directions for Parent Portal

1. Type in Park County School District website, www.pcsd1.org
2. Click on “Grades” Icon on the top center of the page
3. Select “Parent Portal” from the center of the page
4. If a warning appears, click the button that says “continue to website.” It is a safe site.
5. At the top of the page, it says, “First time using campus Portal? Click here”. After you click, it will ask for your portal activation key, and then you will his submit. **This is the number given to you by the school.** You only have to enter this number once.
6. If it does not prompt you as mentioned in step #5, simply click the “Help” tab and click next to the line: “If you have been assigned a Campus Portal Activation Key, **Click here.**” And enter your activation key.
7. You will then be asked to create a username and password.
8. From now on, all you have to do is go to the www.pcsd1.org website, following the links to Parent Portal and enter the username and password you created. Another option is to send a shortcut to Parent Portal to your desktop and then all you have to do is enter your username and password.

Once you are in Parent Portal, you will see your child’s name on the left. Select “schedule,” and each of his/her classes will appear. All you have to do is click on the name of the course to see their grades. You can also click on “food services” to see your child’s lunch account balance and track how often they are eating breakfast/lunch.

INTERNET WEBSITE / STUDENT PHOTOGRAPHS

Clark School will provide general information to the public such as class schedules, activity schedules, and calendars (just to name a few).

We encourage you to access our site at <http://www.pcsd1.org> to keep up-to-date on school events. You may also access activity schedules for PCSD #1 schools at www.highschoolsports.net or <http://oneschoolstreet.com>.

We may wish to place pictures of our students on our website, newsletters, and other electronic or printed publications. Student names may or may not be published with any photograph.

IF YOU DO NOT WANT YOUR STUDENT’S PICTURE OR WORK PUBLISHED IN ANY DISTRICT PUBLICATION, PLEASE NOTIFY THE SCHOOL IN WRITING.

CELL PHONE OR OTHER COMMUNICATION DEVICES

Students may possess and use cellular telephones, pagers, or other electronic communications devices while at school. These devices must be turned off during the school day except during recess time. If a student interrupts teaching and learning by using a cell phone, the phone will be confiscated for the remainder of the day.

CLARK DRESS CODE

Students may not wear tube tops, halters, etc., to school. Shorts and skirts are acceptable, provided the bottom hem meets or exceeds the student's extended fingertips when the arm is at his/her side. Since this is a drug-free zone, students are not permitted to wear hats or clothing that promote drugs, alcohol, or violence when they are at school.

STUDENT SECURITY

To help ensure the safety of our students while they are at school, all doors will remain locked during the day. All parents and visitors must use the front door by ringing the buzzer when visiting Clark.

CLARK DISCIPLINE STATEMENT

It is the goal of Clark to create an environment that is centered on student learning.

This type of environment is based on specific desirable behaviors being exhibited by students. District policy charges the teachers and principal with insuring that each student has the opportunity "to a free and appropriate education without the fear or act of having their education materially or substantially interfered with or disrupted by other students or persons."

All District elementary schools have adopted the same basic approach to discipline, "Time To Teach." This program is based upon specific desirable behaviors being identified and taught to students before they are held accountable for them. In this manner, knowledge of school rules is not left to chance. Since parents of students at the individual schools were involved in identifying these desirable behaviors, the desired behavior may be slightly different from school to school. However, this is consistent with the "Time To Teach" theme of parent involvement.

Behavior that is inappropriate may be dealt with as a "Refocus" or require a "Student Behavior Referral." Either action may result in disciplinary action such as a loss of recess, loss of privilege of eating in the cafeteria, removal from a class, or In-School Suspension (ISS) to remedy the situation.

An important component of our "Time to Teach" program is the development of "Absolutes"— behaviors which are illegal, unsafe, or both, and which constitute a threat to the overall well- being of individuals in our school. They will **absolutely** not be tolerated.

Following is a list of “Absolutes” developed by staff, students, and parents. Consequences for violation of these absolutes will result in suspension and possible expulsion from school.

- Possession of weapons in the building, on the school grounds, or on buses
- Possession of alcohol or drugs in the school, on school grounds, or on buses
- Physically assaulting another individual with the intent to harm
- Behaving in a sexually inappropriate fashion or sexually harassing another individual

Following is a continuation of Clark’s “Absolutes” developed by staff, students, and parents. Consequences for violation of these absolutes will be an administrative intervention. Interventions may vary from a half-day of in-school suspension, to ten days of out-of-school suspension.

- Openly defying school authority
- Stealing or willfully destroying the property of other students, adults, or the school in general
- Serious disrespect of others such as threatening anyone, spitting at or on anyone, derogatory comments, cursing or swearing at anyone
- Bullying, Harassment & Intimidation - Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal, electronic or physical act that a reasonable person under the circumstances should know will have the effect of:
 - Harming a student physically or emotionally, damaging a student’s property or placing a student in reasonable fear of personal harm or property damage
 - Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school
 - Being sufficiently severe, persistent or pervasive that it creates an intimidation,
 - Threatening or abusive educational environment for a student or group of students.
 - Examples:
 - Verbally: using hurtful words, name calling, gossip, threats, spreading rumors
 - passing notes
 - Looks: making faces, rolling eyes, sneering
 - Getting others in trouble: blaming, falsely accusing
 - Excluding: forcing others out of the group or activity
 - Physically: any physical contact that can injure or make another person feel unsafe
 - Cyber bullying: using digital media to bully another person

Students who violate one of the “Absolutes” will be dealt with in the following manner:

- The student will be removed immediately from the area where the behavior occurred and referred to the principal’s office.
- The student will identify what the inappropriate behavior was, what was desired, and what would have been a more appropriate way to deal with the situation.
- Parents will be called and informed of the consequence or interventions taking place. If a suspension is warranted, parents will be asked to pick up their child and keep them home for the duration of the assigned suspension.
- Students will be welcomed back to the school upon completion of the suspension. Students must meet with the principal or designee upon returning to school.
- Students whose families are either unable or unwilling to pick them up, will be addressed on an individual basis.
- Weapon, drug, or alcohol violations will be reported to the Superintendent for possible extended suspension or expulsion by the Board of Trustees.
- Board Policy allows that credit will be denied for suspended students.
- Students whose behavior consistently places them in an out-of-school suspension situation will be subject to more stringent measures.

WEAPONS POLICY

The Board of Trustees for Park County School District # 1 is committed to providing a safe and orderly environment within the District in which all students can learn, and all teachers can teach. To help ensure this safe environment, the Board will not tolerate the possession or use of any deadly weapons on any school grounds, in any school facilities, or in any school vehicles. The Board also will not tolerate any article that may be used as a deadly weapon on School District properties to be used or threatened to be used to inflict bodily harm and/or intimidate other persons regardless of whether or not the possessor actually uses or intends to use the article to inflict bodily harm or to intimidate other persons. Behavior or actions which threaten to jeopardize the safe and orderly environment for teaching and/or learning will be dealt with swiftly and in accordance with District rules/regulations and State and Federal statutes.

HARASSMENT

State law prohibits harassment. The intent of the law is to provide an atmosphere that is free of any sort of harassment, be it physical, sexual, verbal, or any other form. District policies outline in detail the procedures to be followed if harassment occurs. The District will continue to make students aware of how specific behaviors affect others and the legal ramifications of such behaviors. Students who believe they are being harassed should bring their concerns to the attention of a teacher, counselor, or principal. Appropriate reports will be filled out and investigated by school personnel.

FIELD TRIP AND EXCURSION PERMISSION SLIP

Each year we require a field trip permission form to be signed by the parent for every student. This gives us permission to take students on field trips that are part of our curriculum. It also allows us to seek medical treatment from a doctor and/or hospital if a student is injured on the trip. Every effort will be made to contact the parent before treatment is given. Parents are notified before any field trip is taken. Should a parent accompany his/her student on a field trip and desire to take his/her child with him/her rather than returning to school, a form must be completed and signed for this request and submitted to the teacher prior to leaving with the child.

COST OF SPECIAL ACTIVITIES

There are some field trip opportunities provided to students which require participation fees. Parents should always feel comfortable to contact the principal or classroom teacher if there is a need for financial assistance or a scholarship to participate in any extracurricular activity.

CLASSROOM USE OF INSTRUCTIONAL PARA-PROFESSIONALS

There are instructional para-professionals working in the building. They are assigned to help with specific students and tasks. Assignments include, but are not limited to:

- Work with behaviorally challenged students in the classroom.
- One-to-one conferences with students.
- Computer lab supervision of small groups during word processing, keyboarding, and drill activities.
- Help with data collection/management pertaining to standards.
- Supervision of the students.
- Small group instruction under teacher supervision.

LOST OR DAMAGED BOOKS

Curriculum and library books that sustain damage beyond the wear expected through normal use will require replacement by the student. The principal will determine if a book meets this criterion.

Students will be charged for damaged curriculum books on a five-year pro-rated scale based on the replacement cost. The book will remain in the school's possession. Lost books will be replaced using the same guidelines.

If a library book is 10 years old or older, a replacement fee of \$10.00 will be assessed for the book. For a book nine years old or less, the assessment will be the replacement cost. Paperback books will have a \$3.00 replacement fee, regardless of age. This fee must be paid before the student receives his/her end-of-the-year report card.

CAFETERIA PROCEDURES AND MEAL PROGRAM

1. Lunches are \$2.65 per day, and we encourage you to send **\$ 26.50** for a minimum of ten (10) lunches. Breakfast is \$1.40 per day.
2. Children bringing lunches from home may purchase milk for .40 a day or \$2.00 a week.

Each child uses their WISER (student ID) number. Lunch and milk money are combined in one account. When a student receives milk or lunches, his/her account number is entered, and the correct amount is subtracted from the account.

Parents will be notified when their child's account shows a balance of \$5.30 or less.
NEGATIVE BALANCES are discouraged.

If you would like to join your child for lunch, **the cost for an adult is \$3.65** (\$1.90 for breakfast). Please call the office **before 10:00 AM** to ensure that an accurate lunch count is available to cafeteria personnel.

As a participant in the National School Lunch Program, free and reduced-price meals are available to Clark families who qualify. Applications may be obtained from the school secretary or completed online through Infinite Campus-Parent Portal any time during the school year. Due to Federal Regulations, food and milk are not to be given away or exchanged between students. Parents are encouraged to have lunch with their child at school.

Clark Elementary has a closed campus during school hours. Students are not allowed to leave campus unless accompanied by their parent/guardian.

USDA prohibits discrimination in the administration of its programs. To file a complaint, write to the Secretary of Agriculture, Washington, D.C. 20250.

PROCEDURE FOR COLLECTION OF NON-SUFFICIENT FUNDS CHECKS

SUMMARY

The Business Office will collect on all checks which do not clear the bank either due to non-sufficient funds, account closed, stop payment, or any other reason. This procedure will apply whether the check was written for an activity account fundraiser or a student's lunch account. To ensure accurate record-keeping procedures, the schools must not accept payment on these items and are to refer them to the Business Office.

PROCEDURE

- When the charge-back is received from the bank, the Business Office will mail a letter to the maker of the NSF check with instructions to remit payment to the Business Office by cash or money order within 10 days of the date of the letter. A call from the Business Office will also be placed to the number that we have on file for that individual and, if he/she can't be reached, a message will be left if that option is available.
- If payment is not received in 10 days, the item will be referred to Check Solutions-Collection Professionals in Cody for collection. When Check Solutions collects, they remit the full amount of the original check plus \$5 of the fees they collect to the School District.
- The balance on the student's lunch account will be reduced the following day after the letter has been mailed and the call made. When payment is received, the student lunch account will then be credited. It is suggested in both the letter and the phone call that the parents make arrangements to provide their student with meals from home until they can take care of the NSF check. The school secretaries will be advised of each step as it occurs.
- If the check was received as payment for merchandise from a club fundraiser, the Business Office would request that the school secretaries hold the delivery of the merchandise until the check has been made good. The school's club account will be debited when the chargeback is received from the bank and credited when payment is received. It is important that club

sponsors deposit fundraising checks regularly to help avoid these charge-backs due to closed accounts and/or non-sufficient funds. Gloria Randall and the school secretaries will be advised of each returned item and remitted payment. The school secretaries must inform the club advisors of these transactions.

- A spreadsheet of all checks processed under this procedure will be maintained in the Business Office.

LOST AND FOUND

Lost and found items are placed in the front foyer. Parents and students are encouraged to check these boxes at any time. It is very helpful in locating lost items when personal belongings have been labeled.

MEDICATION

The staff at PCSD#1 realizes that it is sometimes necessary for a student to receive medication at school. These could either be prescription or over-the-counter medications and/or supplements. It is preferred that medication be administered at home whenever possible; however, we do realize the need for administration of such during school hours in certain situations. In order to protect the students, parents, and school, the PCSD#1 School Board has adopted a policy covering the administration of medication/supplements at school.

A "Request for Administration of Medication" form is sent home the first day of school with your student, requesting permission to administer over-the-counter medication (e.g., Advil, Tylenol, Tums, and Cepacol throat lozenges) to your student during school hours, if the need arises. Students will not be given these medications without parental permission.

If your student is in need of having any prescription medication/and or supplement on a daily basis at school, the parent will need to obtain the form "Request for Administration of Prescription Medication" and have the prescribing physician fill out the requested information and sign the form. The parent will also need to sign this form. If this form is not filled out, the medication will not be administered.

All prescription medication/supplement or over-the-counter medication that the parent is requesting the school to administer MUST be in the original container/package before it will be given. All medication will be secured in a locked cabinet. All medication will be administered to your child by either the School Nurse or the school's designee at the designated time.

Both forms noted above are available from the school secretary. If your child needs to use an inhaler or nebulizer at school, you will need to obtain the "Request for Administration of Prescription Medication" form and have your physician sign it.

ILLNESS/INJURY WHILE AT SCHOOL

Every school in the District attempts to provide an environment in which the children will be safe from accidents and illness so as to maximize access to learning opportunities. However, if an accident or sudden illness occurs at school, first aid and/or CPR will be administered by the school nurse and/or other qualified personnel as soon as possible. No care beyond first aid, defined as immediate, temporary care given in case of an accident or sudden illness, will be given by school personnel. If the student's illness or injury is determined to be serious, the parent/guardian will be notified. Under no circumstances will the child be sent home unattended.

Exclusion From School Due To Illness

For the welfare of all students, we ask that if your child does contract a communicable disease, you notify the office and keep your child home until the threat of spreading such is past. The following list might be of help to you:

- Chicken Pox: Until recovery—at least 7 days from the onset and/or until skin lesions have healed and the crusts have fallen off.
- Strep Throat and Scarlet Fever: Until mucus membranes of the nose and throat appear normal and all complications have ceased, OR permission from the family physician is obtained.
- Ringworm and Impetigo: Isolated from school until permission from the family physician is obtained, or treatment by a physician has begun.
- Head Lice: Active head lice infestation.

Fever: Any temperature of 100.4° Fahrenheit (38° Centigrade) is a fever. Not only are fevers a sign of some sort of infection, it also usually means that they are shedding germs right and left. Please do not send your child to school if they are running a fever of 100.4 or higher. If during the course of school day your child develops a fever of 100.4 we will call you to have them picked up.

Pediculosis (Head Lice) Policy Guidelines:

Pediculosis (infestation by head lice) should not disrupt the educational process. Head lice is not a disease. The school nurse's primary role is one of education and support for the family. The student's privacy, as well as the family's right to confidentiality, must be maintained.

If a child is suspected of having an active head lice infestation, the following shall occur:

1. The student will be examined to determine if there is an active infestation of live lice or nits less than ¼ inch from the scalp. Siblings will also be checked if live lice or nits are found.
2. If there are live lice present or nits within ¼ inch of the scalp, the school nurse will contact the parent/guardian to report the condition and discuss treatment. The nurse will send home the CDC

- Treating Head Lice Packet with the student. Parents are encouraged to notify close contacts.
3. The student may stay in school for the remainder of the school day if there are only nits found. If live lice are found, the student must go home.
 4. The student must receive treatment prior to returning to school.
 5. The school nurse will check the student on the first day of returning to school after having treatment, and again after the 10-day follow-up treatment.

For Chronic or Recurrent Pediculosis:

1. If live lice are present after 2 treatment cycles with over the counter products, the nurse will recommend physician consultation for possible resistance. Public health can be utilized as a resource.
General notifications of parents:
2. In elementary schools, the nurse will consult with the principal on notification to parents when the infestation reaches 20% of a classroom.

Information about head lice will be available to parents on the District website

*Sources referenced in the development of this district policy are as follows: American Academy of Pediatrics, National Association of School Nurses, and the CD

WYOMING IMMUNIZATION LAW

Wyoming State law, W.S. 21-4-309, requires the parent to submit a completed official record of immunization to your child’s school within 30 calendar days after the first day of attendance. Failure to do so means your child will not be allowed to attend school.

The immunization requirements are as follows:

Kindergarten Students

- 5* DTP/DtaP/DT (at least one dose must be administered on or after the fourth birthday)
- 4** Polio (at least one dose must be administered on or after the fourth birthday)
- 3 Hepatitis B
- 2*** MMR

Students in Grades 1-6

- DTP/DtaP/DT/Td (age appropriate series complete)
 - Polio (age appropriate series complete)
 - 2*** MMR
- * If a fourth DTP dose was administered on or after the fourth birthday, a fifth dose is not required.
- ** Administration of 4 doses is considered optimal. Sequential OPV or IPV may be used, but the final dose must be given on or after the age of four, even if this means a fifth dose. If a third dose is received on or after age 4, no additional doses are required.
- *** For students 7 years of age and older who were not immunized prior to the seventh birthday, a total of 3 doses of Td vaccine, 3 doses of Polio vaccine and 2 doses of MMR are required.

Exemption: A medical or religious exemption can be granted upon special circumstances. Please talk to the school nurse for more information.

A completed "Request for Administration of Prescription Medication" form is also required should your child need to use an inhaler or nebulizer at school. Both forms noted above are available from the school secretary.

STAYING IN DURING RECESS

We want students to attend school, but sometimes, due to illness, this isn't possible. If necessary, upon his/her return to school after an illness, the student may be excused from recess for up to two days with a note from the parent. If a student needs to be excused from recess for more than two days, a doctor's note will be required. Students are expected to participate in all activities at school, and recess is a required activity.

PHYSICAL EDUCATION

Students have physical education twice a week for 45 minutes. To insure their safety and full participation, they are expected to wear tennis shoes or rubber-soled shoes. Sandals, boots, and slip-on shoes are not appropriate. If your child wears a dress to school, please send long pants or shorts to wear for PE.

If a student is unable to participate because of illness or injury, a note from a parent is required. If a student needs to be excused from class for more than two days, a doctor's excuse will be required.

CLASSROOM PARTIES

The school has three-holiday parties. Parties are scheduled for Halloween, Christmas and Valentine's Day. These parties start at 2:00 p.m. and last one hour. Parents are generally asked to help with these parties.

We ask that invitations for parties held at home not be delivered at school unless everyone is invited. We also ask that gifts such as flowers, balloons, etc., are not delivered to students during school.

PLAYGROUND SAFETY RULES & SAFETY ON EQUIPMENT

- Only one person on the swing at a time.
- No one is to jump off the swings.
- Students may swing side-to-side as long as they are not interfering with another student.
- NO going down slides backward or head first.
- NO running up the slide.
- NO jumping off the platform.
- Jump ropes are for jumping--no tug-of-war.

Conduct:

- No-tag (running on the platform.)
- No bodily contact, i.e., roughhousing.
- No inappropriate language or name-calling.

Ask permission to go behind the building.

EMERGENCY SCHOOL CLOSURE

Should severe weather or emergency situations require the closing of school or make it impossible for school buses to operate safely, announcements will be made on local radio stations beginning at 7:00 a.m. These stations include:

KPOW	1260 AM
KODI	1400 AM
KCGL	104.1 FM
KTAG	97.9 FM

Announcements will also be made at the District web site: www.pcsd1.org.

STUDENT VISITORS

We often have requests for a child to spend the day with one of our students while at school. We are glad to have these friends or relatives come for lunch, but they cannot spend the day.

VOLUNTEER PROGRAM

The Clark volunteers are a very vital force in the day-to-day operations of the school. Volunteers serve in a variety of roles to help ensure that a strong educational program is provided to each of the students attending Clark. Please contact your child's teacher or the office if you wish to help.

INTERNET ACCESS AND EXPECTATIONS

The District's goal in providing Internet access is to promote educational opportunities and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges and/or other disciplinary actions. In accordance with District policy, the system administrator and teachers will deem what is inappropriate use, and their decision(s) will be final. The District may, at any time, deny, revoke, or suspend specific user access. All students must complete an Internet agreement before they can use the Internet.

RIGHT TO ATTEND SCHOOL

The public schools shall at all times be equally free and accessible to all child residents therein over five (5) years of age [and under the age of twenty-one (21)] on or before September 15 of any year.

TITLE IX

Park County School District Number One shall be in compliance with Title IX Guidelines, which prohibit sex discrimination in the educational programs and activities in the District, as well as in the employment practices of the District. The District is an equal opportunity employer. Discrimination is prohibited on the basis of race, creed, age or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to Park County School District #1, Ginger Sleep, Civil Rights Coordinator, 160 North Evarts, Powell, Wyoming 82435-2730, or Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, or (303) 844-5695 or TDD (303) 844-3417.

SUMMER SCHOOL

It is the intent of the administrative and teaching staffs of the Powell Elementary Schools to provide additional time and individualized instruction for K-2 students who are behind or lack basic skills sufficient to be successful in attaining the essential skills established by PCSD #1 in the area of reading.

The summer school program has been established to provide extra time for mastery of basic skills in language arts. Failure to attend or satisfactorily complete grade-level performance standards could result in student retention. The District provides students an opportunity to work on their essential skills in language arts during a four-week summer school. Summer school generally operates the month of July from 8:00 to 11:30 a.m. Bus service is provided from each elementary school, including Clark, to and from the summer school location.

PUBLIC NOTICE TO PARENTS LEGAL GUARDIANS, AND ELIGIBLE STUDENTS

Park County School District #1, Powell, Wyoming, hereby announces the rights of parents, legal guardians, and eligible students under the provisions of the Family Educational Rights and Privacy Act.

1. Under the provisions of the Family Educational Rights and Privacy Act, you are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of forty-five (45) days in which to comply with that request.
2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.), it may presume that either parent has the legal right of access to the records of students and may honor the written request from either parent.
3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.
4. It is permissible to require that the educational records be examined in the presence of a school district official. If you request a copy of the records, the request must be honored. (Costs of the reproduction will be borne by the parent, legal guardian, or eligible student.)
5. If you feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of

privacy or other rights of students, you may request that the records be amended.

6. If the school agrees with the request, the records will be amended, and you will be advised, in writing, of the amendment.
7. If the school does not agree with the request for amendment, you are advised that you have a right to a hearing on your request for amendment. The request should be made to the Superintendent.
8. If, after a hearing, the Board of Trustees determines that an amendment will be made, the records will be amended, and you will be informed, in writing, of the changes.
9. If the hearing does not result in a record amendment, you are advised as a parent, legal guardian, or eligible student that you have the right to place a statement of disagreement in the educational records of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.
10. Park County School District #1 will make available, to the public, directory information pertaining to students at Park County School District #1. Directory information includes the following: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above - described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.
11. Any person having questions concerning the provisions of the Family Educational Rights and Privacy Act should contact the building principal of each respective school. Records are kept at each school that the student attends.

Park County School District #1 Board of Trustees

STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL

The parents of a student enrolled in Park County School District #1 shall have the right to inspect, upon written request, a survey created by a third party before the survey is administered or distributed by the school to the student. Upon receiving such written request, the school shall provide the parent requesting such survey information a copy of the survey within two (2) business days of receiving the request. The school shall ensure that it will give a copy of the survey to the parent prior to administering or distributing the survey to that parent's child.

The District recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, antisocial, self-incriminating, or demeaning behaviors;
- critical appraisals of other individuals with whom the respondent has close family relationships;
- legally recognized privilege or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parents; and
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, the District shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. This notice shall inform the parents of their right to inspect the survey. The notice shall further notify the parents

that their child is not required to respond to those particular subjects listed above. If a parent desires that his/her child shall not take the survey, that parent must notify the school in writing of his/her request.

Any parent of a student of Park County School District #1 may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the principal's office. Upon receiving such written request, the principal or his/her designee shall respond to the written request by notifying the parent when he/she may inspect the requested material. The principal or his/her designee shall respond within a reasonable time following the receipt of such written request and shall make the requested materials available for inspection within a reasonable time following receipt of such written request. The materials shall be open to inspection by the parent who requested such inspection during the normal business hours of the school.

From time to time, the District may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to, hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the District shall directly notify the parents of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled. The District may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents of any non-emergency, invasive physical examination or screening that is a) required as a condition of attendance; b) administered by the school and scheduled by the school in advance; and c) not necessary to protect the immediate health and safety of the student or of other students. Parents who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such scheduled screening or examination, and such written notice shall specifically state that the parent does not want his/her child to be subject to the particular screening or examination. The District may also perform physical examinations or screenings without notice to the parents in an emergency situation where a student has been injured in a manner which requires immediate attention.

Occasionally, the school may administer surveys involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing, for selling that information, or for otherwise providing that information to others for that purpose. The District shall notify parents at the beginning of the school year when such surveys may be administered or when they are expected to be scheduled. In the event of the administration of such a survey, the District will take measures to protect student privacy, such as using student codes rather than names or online surveys.

Each parent of a student at Park County School District #1 shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

NCLBA Reference: Title X, Part F, '1061

Statutory Reference: 20 U.S.C. '1232(h)(c)(2)

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want to be changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Park County School District # 1 will make available to the public directory information pertaining to students at Park County School District # 1. Directory information includes the following: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ◆ *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student=s parent;
 2. Mental or psychological problems of the student or student=s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- ◆ *Receive notice and an opportunity to opt a student out of -*
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except

for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- ◆ *Inspect*, upon request and before administration or use -

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted this administrative regulation/operational procedure in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. School District will make this a notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- ◆ Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- ◆ Administration of any protected information survey not funded in whole or in part by ED.
- ◆ Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

WHAT DOES YOUR WYOMING SCHOOL DISTRICT DO WITH YOUR PERSONAL INFORMATION?

Who are we?	
Who is providing this notice?	Your local School District's Superintendent
Facts	
Why?	Local Educational Agencies (LEAs) are required to decide what, when, and how long your personal information is managed and shared for legitimate educational and non- educational intent. Although federal law gives parents the right-to-consent before certain information is shared, state and federal law also permits/requires certain information to be disclosure regardless of your consent. Please read this notice carefully to understand what we do with your personal information.
What?	The types of personal information we collect and share depend on the Local, State, and Federal guidelines. We typically serve as the go-between you, your personal information, and information required to be collected (under the Statutory Authority legislated) to various agencies.
How?	Any entity with a "legitimate educational interest" can also request your information. Every District administrative team member serves as your representative in evaluating each and every request for your information. This 'Risk Management Team' is also responsible for assuring that our copies of your personal information (including all backups of your information) are deleted and destroyed, at the time it is no longer necessary.

What we do?	
How do Districts protect my personal information?	To protect your personal information from unauthorized access and use, we use information privacy, and security measures include role-based authorized-access only, computer safeguards, and secure file & building access.
How do Districts collect my personal information?	For example, you provide your personal information for our collection from your <ul style="list-style-type: none"> • Student Registration • Employment • Free/Reduced Lunch Applications
Why can't I limit all sharing?	Federal, State, & local requirements guide our disclosure of certain aspects of your information; <ul style="list-style-type: none"> • "Directory Information" for sports schedules, ...(see over) • Legitimate educational use (WYTOPP, Lexia, Dibels, ...) Federal requirements ensure our right for consent to disclosure(s) for • Directory Information • Non-educational use
What happens when I limit sharing?	District respects/honors your choice to NOT share your information

Definitions	
FERPA	Family Educational Rights and Privacy Act
IDEA	THE Individuals with Disabilities Education Act
PPRA	The Protection of Pupil Rights Amendment
HIPPA	Health Information Portability & Privacy Act
504	Rehabilitation Act of 1973
CIPA	Children's Internet Protection Act
COPPA	Children's Online Privacy Protection Rule

Reasons we share your personal information	Does your district share	Can you limit this sharing
<p>Your schools' sports, music, & art programs may contain aspects of Directory Information:</p> <ul style="list-style-type: none"> Your name/Student's name, address, telephone listing Date and place of birth Participation in officially recognized activities and sports Date of attendance Most recent previous educational agency or institution attended Singular degree, award, or score 	<p>YES</p> <p>(Directory Information is considered that information which can be released without consent to individuals. This is information which would not generally be considered harmful or an invasion of privacy if disclosed.)</p>	<p>YES</p> <p>(If Parents are unwilling to allow any or all of the above-described Directory Information to be released without their consent, they must notify the Office of the Superintendent within thirty (30) days from the date of this notice.)</p>
<p>Disclosure for legitimate educational interest authorizes our disclosure of your personal information to school officials, federal/state/local agencies, and contracted third-parties. This includes but is not limited to school transfers, student information system vendors, federal lunch program, judicial orders, organizations that may conduct survey(s), appropriate officials with concern to health/safety issues, state & local authorities, ...</p>	<p>YES</p> <p>(Personal Information is shared within the context of Federal, State, and local rules, regulations, codes, and legislation).</p>	<p>NO</p>
<p>Disclosure for legitimate non- educational interest requires District to seek your consent prior to the disclosure of any student personal information. Sharing of employee personal information required by Federal, State, or local agencies do not require consent.</p>	<p>YES</p>	<p>YES</p> <p>(With regards to student personal information)</p>
<p>Certain financial information about you, your student, or family</p>	<p>YES</p>	<p>NO</p>
<p>Legitimate FERPA, HIPPA, IDEA, PPRA, DPPA or 504 protected information- such as Social Security numbers, Ethnicity, Gender, Nationality, Health Information, etc.</p>	<p>YES</p>	<p>NO</p>
<p>Other related Federal & State agency rules, codes, regulations</p>	<p>Internal Revenue Service, WY Department of Labor (Workman's Compensation), WY Department of Health & Human Services (New Hire, child support), WY Department of Education (Teacher Certification, variety of reports), WSBAIT (medical accounts),....</p>	
<p>For questions or to limit our sharing...</p>	<p>Please call or visit your local District Office</p>	

CLARK SCHOOL CALENDAR, 2019-2020

August	16	Building Staff Orientation (New Staff)
	19-23	District Professional Development
	22	Clark Open House 5:30-6:30 p.m.
	26	Students' First Day
September	2	Labor Day (No School)
	6	Staff Development 1:00-4:00
	17	Constitution Day
	20	Staff Development 1:00-4:00
	27	Staff Development 1:00-4:00
October	2	Clark's Picture Day
	11	Staff Development 1:00-4:00
	14	Columbus Day
	18	No School
	25	Staff Development 1:00-4:00
	25	End of First Quarter – MS (43 days)
November	1	Staff Development 1:00-4:00
	8	End of First Trimester (53 days)
	11	Veterans' Day
	13 & 14	Parent Teacher Conferences
	22	Staff Development 1:00-4:00
	27	Parent /Teacher Trade Day (No School)
	28 & 29	Thanksgiving Vacation (No School)
December	29	Nellie Tayloe Ross' Birthday
	6	Staff Development 1:00-4:00
	7	Pearl Harbor Remembrance Day
	10	Wyoming Day
	14	End of 1 st Semester (HS 80 days)
	17	Clark's Christmas Program
	22-31	Winter Break (No School)
	January	1
2 & 3		Professional Development (No School)
6		Classes Resume
10		Staff Development 1:00-4:00
10		End of 2 nd Quarter – MS (42 days)
24		Staff Development 1:00-4:00
February	14	Staff Development 1:00-4:00
	17	President's Day (No School)
	21	End of 2 nd Trimester (61 days)
	28	Staff Development 1:00-4:00
March	9 & 10	Parent/Teacher Conferences
	13	End of 3 rd Quarter – MS (44 days)
	16	Parent/ Teacher Trade Day (No School)
	17-20	Spring Break (No School)
April	3	Staff Development 1:00-4:00
	10-13	Easter Break (No School)
	24	Staff Development 1:00-4:00
May	1	Staff Development 1:00-4:00
	12	4 th Grade Wyoming Day
	24	High School Graduation
	25	Memorial Day
	28	Last Day for Students
	29	Professional Development/ Teachers' Last Day

These dates could change. Monthly calendars will be sent home.

