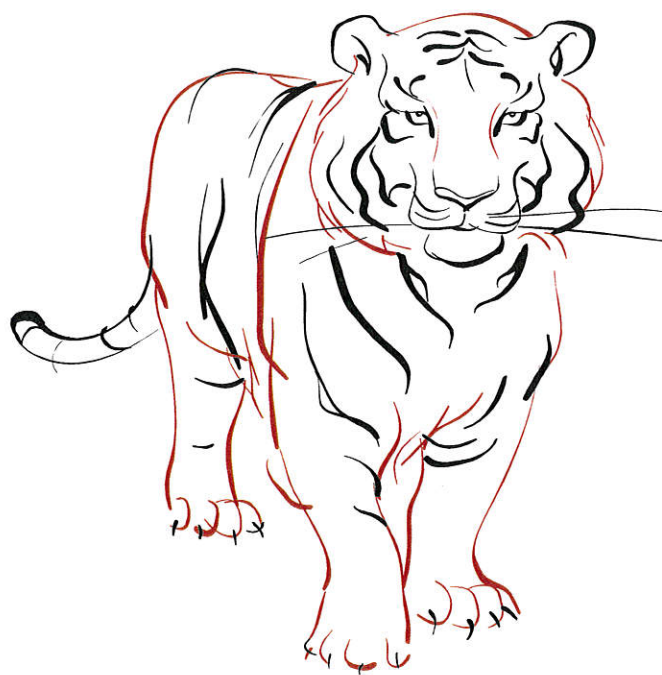


Washington 4 – 5 Center Handbook Proposed Changes for 2017-2018

- added page numbers
- added a glossary
- changed the school year to 2017-18
- updated the “Message from the School Principal” page number 2
- updated staff directory page number 3

Washington 4 - 5 Center Handbook

1451 McClellan Drive
Huron, SD 57350
Phone (605) 353-7895



2017 – 2018

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MESSAGE FROM THE SCHOOL PRINCIPAL

Scholars and Families:

On behalf of the staff at the Washington 4-5 Center, I am happy to welcome you to the 2017-2018 school year. We are looking forward to a productive partnership with you to ensure all of our scholars can achieve their highest potential.

This handbook is designed to inform parents and their scholars about school rules and procedures that have been developed to provide the best learning environment for all scholars. Please take time to read the handbook with your scholar. The handbook will help you better understand the workings of the Washington 4-5 Center. Research shows well informed parents and scholars promote a positive school environment. Plan to work and to communicate with us to achieve maximum benefit for every scholar.

As we begin our 3rd year together as the 4-5 Center, we wish all scholars entering through our doors a successful school year in a place...“where Scholars Dig Deeper to Achieve Academic Excellence”.

Fondly,
Beth Foss, Principal
Washington Staff

**Washington 4 – 5 Center
1451 McClellan Drive
Huron, SD 57350
353-7895**

Parents are welcomed and encouraged to arrange to visit the classroom. All visitors to our school (including parents) are asked to report in at the office upon arrival in the building. Please sign in and obtain a Visitor's Pass prior to going to your location. If you wish to eat hot lunch with your scholar, please call 353-7895 before 9:00 AM in order to be included in the lunch count for the day.

Foss, Elizabeth	Principal
Baszler, Rita	Nurse
Beck, Laura.....	Band Teacher
Blondheim, Ann.....	4th Grade Teacher
Boomsma, Erica	4th Grade Teacher
Buesing, Carol	Learning Lab
Eck, Linda	School Home Liaison
Ehlke, Courtney	ESL Teacher
Eichstadt, Amber	5th Grade Teacher
.....	ESL Para Educator
Fabian, Sandra	Special Ed Para Educator
Gill, McKenzie	4th Grade Teacher
Halter, Linda	4th Grade Teacher
Hanks, Linda	Social Worker
Hanson, Abbie	5th Grade Teacher
Hedblom, Tim	5th Grade Teacher
Hein, Megan	SLC Teacher
Hill, Jason	4th Grade Teacher
Holtrop, Schuyler	5th Grade Teacher
Hotchkiss, Michelle	5th Grade Teacher
Johnson, Jeff	Counselor
Kattner, Kristi	Vocal Music Teacher
Kaufman, Lori	SLC Para Educator
Kleinsasser, Alison	Library Aide
Krogman, Melissa	District Psychologist
Lodmel, Deb	Special Ed Para Educator
Lyon, Michelle	Administrative Assistant
Marshall, Dawn	School Home Liaison
McCarty, Dan	PE
McLaury, Ann	SLC Para Educator
Meyer, Kathy	Food Service Cashier
Moo, Ethan	Interpreter
Mudge, Nicholle	SLC Para Educator
Olsen, Bre	Special Ed Para Educator
Passmore, Lindsey	Interpreter
Pietz, Linda	Instructional Coach
Preston, Todd	Resource / DLC Teacher
Radke, Danielle	Title 1 Para Educator
Rotert, Kelly	District Special Education Academic Evaluator
Steffen, Al	PE
Treglia, Anne.....	4th Grade Teacher
Vissia, Michelle	5th Grade Special Ed Teacher
Westby, David	5th Grade Teacher
Whitney, Crystal	Special Ed Para Educator
Wilson, Kathleen	District Psychologist
Wipf, Samantha	4th Grade Teacher
Witte, Rod	Custodian
Zell, Julie	4th Grade Teacher

HURON SCHOOL DISTRICT GENERAL INFORMATION

Scholars at the Washington 4-5 Center have the basic constitutional rights that are guaranteed to all citizens. In exercising these rights, scholars have a responsibility to respect the fundamental rights of all citizens. One purpose of schools is to encourage the responsible use of these rights, and develop good citizenship within the framework of an educational society. The school is a community, and the rules of a school are the laws of that community. To enjoy the right of citizenship in the school, scholars must also accept the responsibilities of

PERSONAL INFORMATION

The Huron School District designates the following personally identifiable information regarding its scholars as Directory Information:

- Name
- Address and phone number
- Date of birth
- Dates of attendance
- Parents or guardians of scholars
- Participation in school-recognized activities
- Weight, height, age and grade of athletic teams
- Awards received
- Individual and group photos of activities
- Information that denotes accomplishments

Right of Parent, Guardian or Scholar to Prohibit Release of Information

A parent, guardian or scholar over 18 years of age may refuse to permit the release of any of the directory information by notifying the principal in writing which of the above directory information items may not be released in respect to the particular scholar. Such notification may be made at any time.

Scholar Records Policy

The Board of Education has adopted an educational records policy. In implementing the release of information, this policy should be considered. This policy is on file in the Washington Elementary Office.

Special Interest Instructional Materials (9IIIAK/KFA) (MPAA MOVIES AND VIDEOS)

The use of movies, videos and other audiovisual materials may be used in the classroom according to school board policy. This policy may be reviewed in the principal's office.

CHANNEL 1

Channel 1 is a news program that is viewed daily by scholars. Teachers use and discuss the information presented by Channel 1 as it pertains to their curriculum.

<p>SECTION 504/AMERICANS WITH DISABILITIES ACT PARENT/SCHOLAR RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT</p>
--

The following is a description of the rights granted under Section 504 to scholars with disabilities. The intent of the law is to keep you fully informed concerning decisions about your scholar and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your scholar take part in and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your scholar.
4. Have your scholar receive a free appropriate public education. This includes the right to be educated with scholars without disabilities to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow your scholar an equal opportunity to participate in school and school-related activities;
5. Have your scholar educated in facilities and receive services comparable to those provided to scholars without disabilities;
6. Have evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the scholar, the evaluation data and placement options;
7. Have your scholar receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the scholar were placed in a program operated by the district;

9. Have your scholar be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your scholar's identification, evaluation, educational program and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your scholar's records;
13. Request amendment of your scholar's educational records if there is reasonable cause to believe that they're inaccurate, misleading or otherwise in violation of the privacy rights of your scholar. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing;
14. File a 504 grievance if you have a disagreement with the school;
15. Request mediation or an impartial due process hearing related to decisions or actions regarding your scholar's identification, evaluation, educational program or placement. You and the scholar may take part in the hearing and have an attorney represent you;
16. File a complaint with Mrs. Lori Wehlander, Coordinator, or to the Regional Director, Dept. of Education, Office of Civil Rights, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367. Phone: 816-880-4202; TDD: 816-891-0582;
E-mail: OCR-KansasCity@ed.gov

Any questions in regard to 504 or the Americans with Disabilities Act should be directed to your scholar's building administrator.

HURON SCHOOL DISTRICT MISSION/VISION

MISSION STATEMENT

To develop lifelong learners through effective teaching in a safe and caring environment.

VISION STATEMENT

Educational excellence for every scholar – setting the standard others aim for.

BELIEF STATEMENTS

An educational institution proceeds, based upon certain beliefs about scholars, schools, and society.

WE BELIEVE . . .

All scholars are capable of learning, achieving, and succeeding.

- 1) High expectations produce high achievers.
- 2) Our schools provide the opportunity and incentive to challenge each scholar to develop to the best of his/her ability.
- 3) Our greatest resource is people.
- 4) In the worth and dignity of the individual.
- 5) The primary responsibility of education begins in the home and is shared by the scholar, family, school, and community.
- 6) Our school system is accountable to our community.
- 7) That the acquisition of academic skills is the primary objective of our schools.
- 8) Our schools emphasize the development of technical and occupational skills.
- 9) Change is essential for growth and improvement.
- 10) In the ideals on which the constitution is based and that educated and involved citizens are essential for a democratic society.
- 11) A quality school system enhances the quality of the community.
- 12) In the interrelationship of personal virtues, civic values and ethical conduct.
- 13) Schools assist in the development of the whole scholar.

SCHOLARS' EXIT OUTCOMES

As a result of emphasis in our instructional program, scholars will demonstrate the knowledge and skills to:

Link key concepts in the areas of language arts, mathematics, science, and social studies.

Use various technologies to develop products of high standards which are intellectual, artistic, practical, physical, and original.

Problem solve, including:

- accessing, organizing, summarizing, interpreting, and producing information.
- making logical decisions.
- distinguishing fact from opinion.
- generating effective solutions to problems.

Communicate, including:

- reading, writing, listening, and speaking effectively for both general information and recreation.
- reading and interpreting technical information.
- understanding and developing non-verbal skills.
- recognizing that the arts are a form of human communication.

Practice American citizenship, including:

- understanding how government operates at the community, state and national level.
- understanding a wide variety of community and world cultures in which different governments operate.
- promoting responsible care of the environment.
- developing an understanding of the benefits of the economic system of free enterprise.

Be productive in the world of work, including:

- following directions, practicing timeliness, and demonstrating initiative.
- developing responsibilities associated with the variety of roles required in the work place (i.e., team member, leader, facilitator, and independent worker).
- identifying appropriate strategies to achieve success in the workplace.

Maintain physical, social and emotional well-being, including

- understanding the importance of health and safety skills as related to self and others.
- acquiring necessary skills for recreational/leisure activities.
- recognizing the value of participation in both cooperative and competitive activities.

HELPING YOUR SCHOLAR

- Scholars are eager learners and there is a lot that can be done at home to stimulate their growth and development. Many learning activities should be planned within the family.
- Parents who read books usually have scholars who read books. Reading aloud to scholars is an excellent practice because it develops their interest in reading.
- Once your scholar has learned to read, listen to him/her when he/she brings a book home, and share your scholar's enthusiasm and interest.
- Enrich your scholar's reading through visits to the library.
- Encourage your scholar to take part in family conversations and take time to answer questions about why things happen.
- Show an interest in your scholar's reports of his/her experiences.
- Show your scholar that writing serves many purposes. After your scholar has learned how to write, give him/her opportunities for writing notices, letters, and nametags.
- Make your scholar aware of how you use math in daily living.
- Enrich your scholar's life with family trips and excursions, encouraging him/her to be curious by calling attention to the world around him/her.
- Impress upon your scholar the need for sufficient sleep, well-balanced meals, and adequate exercise.
- Teach your scholar proper hygiene habits, and make him/her feel responsible for his/her personal care and cleanliness.
- Teach your scholar to obey Police Officers and traffic signs, and warn him/her never to talk or ride with strangers.
- Urge your scholar to play with scholars of his/her age and participate in a variety of play activities.
- Try to provide proper paper, crayons, scissors, paste, and other materials for your scholar to use in doing creative art work at home. Show interest in the creative work your scholar does and praise him/her for all efforts.

WASHINGTON 4 – 5 CENTER COMPACT

We feel it is very important to have the school and home working together to ensure your scholar receives the best education possible. In order to promote that idea, each year we have our scholars, parents, and staff members sign the following School Compact:

As a Scholar, I Will:

- *believe that I can learn and will learn.
- *always do my best in my work and behavior.
- *show respect for myself, my school, and other people.
- *come to school prepared with my homework and supplies.

As a Parent/Guardian I Will:

- *see that my scholar attends school on time.
- *provide a home environment that encourages my scholar to read and learn.
- *communicate regularly with my scholar's teacher.
- *show respect and support for my scholar, the teacher and the school.

As a Teacher, I Will:

- *believe that each scholar can learn.
- *show respect for each scholar and his/her family.
- *provide an environment conducive to learning.
- *seek ways to involve parents in the school program.
- *demonstrate professional behavior and a positive attitude.

As a Principal, I Will:

- *provide an environment that allows for positive communication between the scholars, parents, and teachers.



ARRIVAL

Since there is no playground supervision before the starting times, *early arrival is discouraged*. However, permission will be granted for special circumstances. Doors open at 7:30 AM at the Washington 4-5 Center.

All scholars are urged to return home or to their after school supervisor immediately after school. This is essential so that parents or after school providers will know where their scholars will be playing. Parents are asked to encourage their scholars to do this each day.

ATTENDANCE INFORMATION

Regular attendance is essential in order to benefit from an educational program. Making up homework does not adequately compensate for what has been missed during the class presentation. All make up work must be completed to the teacher's satisfaction in order for the scholar to receive credit. The "give and take" between teacher and scholar, as well as scholar discussion, are essential parts of the class and are very difficult to make up.

Scholar attendance will be reviewed periodically, and the scholars whose attendance appears to be causing them academic problems may be subject to intervention.

Washington 4-5 Center • 8:15 – 3:10

ABSENCE

When your scholar will be absent, please contact the school as early as possible. If your scholar is staying with someone else during your absence from the city, please inform the school.

Scholars may be excused anytime from school by calling 353-7895 and leaving a message. Messages for staff members may also be left at this number. During regular school hours, the phone will be answered in person by the secretary, but you may leave a message as she does check them regularly. If you know that you are going to be gone ahead of time, please have your parents write a note to the office or call so that you can get your assignments ahead of time. Remember, if at all possible, your assignments should be completed and handed in before you leave.

When your scholar has been absent because of a contagious disease (measles, mumps, chicken pox; not flu or cold), he/she must have written permission to return to school. You may obtain permission from the school nurse by making an appointment at the Washington 4-5 Center. You may also get written permission from your doctor or the county health nurse if that is more convenient for you. Your child will be sent home if they have a fever of 100° or higher, and may return to school only after 24 hours without a fever and without the use of fever reducing medications for 24 hours.

Please send a note to your scholar's teacher when he/she is to leave for an appointment.

ACTIVITIES

Scholars in Grade 4 may participate in orchestra. Scholars in Grade 5 may participate in orchestra and band. Weekly lessons are given to each participant. Large group rehearsals are scheduled after the year begins.

ATTIRE

Parents are encouraged to take a keen interest in the appearance of their scholars. Attire that is inappropriate or disruptive to class is not allowed.

The following list is not all inclusive, but gives examples of inappropriate scholar dress:

- Clothing that displays derogatory, obscene, suggestive, or off-colored messages or advertises/promotes alcohol, tobacco or drug use.
- Clothing that unnecessarily distracting in the school and learning environment.
- Low riding jeans, pants or shorts that permit undergarments or skin to show. Even when a shirt is used to cover the top of jeans, it is unacceptable to wear jeans with the waist below bottom of the tailbone.
- Clothing that is cut up, shredded or full of holes.
- Undergarments that are worn as outer garments.
- Tops or shirts that do not touch the top of jeans or shirt.
- Tops such as mesh, that permit undergarments to be seen.
- Tops that are excessively revealing or permit excessive exposure. Tank tops must have high back and high neckline, small arm holes and cover all undergarments and straps.
- Hats/caps/bandanas/sweatshirt hoods in the building from 7:30 AM until the end of the academic day.
- Coats and/or jackets are not to be worn to classes. They should be placed in the scholar's locker at the beginning of the day.

If it becomes necessary to ask a scholar to leave school because of attire or appearance, parents will be advised. When a scholar is unsure of what is considered appropriate, he/she should check with the office. Scholars who have multiple violations of these policies may face disciplinary action.

PE ATTIRE

Proper workout attire is required every day in physical education class. This includes shorts (no cutoffs), sweatpants, T-shirts or sweatshirts. Tennis shoes must be non-marking with no black soles unless they are name brand.

Weather attire for fall and late spring. We follow these guidelines:

Temperature	School/Playground Attire
Below 40	Snowpants, hats, gloves, boots
Below 60	Coats, jackets or hoodies
60 or above	Please use discretion on advising your scholar/ scholar what to wear

ASSESSMENT

Various state and local assessments are used throughout the school year to determine your scholar's level of achievement as well as their progress. These assessments include but are not limited to the following:

- MAP/NWEA- Measure of Academic Progress (grades 4-5) - fall, winter & spring
- Smarter Balanced
- Dakota Step - Science 5th Grade
- Access
- WAPT

The results of these assessments may be shared with you during parent teacher conferences. You are invited to discuss these results with your scholar's teacher or principal at any time.

BOOK BAGS

Scholars must utilize book bags for the protection of schoolbooks, notices, etc.

BUS RULES AND SAFETY

Failure to observe these rules as determined by the principal, bus supervisor, or bus drivers will necessitate the following action:

1st violation: Warning from the bus driver and a written report to the school Principal to be passed on to the parent.

2nd violation: Notice to parents and suspension of bus privileges for five school days.

3rd violation: Notice to parents and suspension of bus privileges for ten school days.

Notice to Parents - Continued violations could result in further ten-day suspensions or suspension of bus privileges for the remainder of the school year. If this action is taken, parents will have the opportunity to visit with the bus driver, the bus supervisor, and the Principal.

Parents' and scholars' complete support and cooperation with the bus rules/regulations and disciplinary action is needed at all times to ensure the continued safety of bus scholars to and from school.

CARE OF SCHOOL PROPERTY

Please help your scholar develop a sense of responsibility for school property. Instilling in scholars respect for all public facilities promotes good citizenship.

Parents will be held financially responsible for damages to school property incurred by their scholar. Scholars will be assessed a fine for lost or damaged books.



CHANGE OF ADDRESS

Please notify the school of any change of address or telephone number. If you plan to move out of town or transfer from one school area to another, please notify the school office in time to prepare the necessary withdrawal or transfer information.

CONFERENCES

Parent-teacher conferences provide an opportunity for a discussion of your scholar's work. Conferences are held twice a year. A unified effort of home and school is important for the scholar's happiness and success. Parents are invited to consult with the teacher or principal at any time.

DISCIPLINE

The Washington Conduct Plan is designed to improve the education for all scholars. Scholars have a right to attend a school that is orderly and safe with an atmosphere conducive to a positive learning environment. This plan has been written to clarify the role of scholars, teachers, administrators, and support staff. Washington 4-5 Center is a PBIS School. Our staff uses R.O.A.R.S. for positive behavior.

Respect

Open Arms

Active Learners

Responsible

Safe

The Conduct Plan:

Identifies for scholars what they have done wrong

How to solve the problem they created

How to assume the responsibility for their actions

It is our intention to use logical and realistic consequences leaving the scholars' dignity intact. Minor offenses are handled on the spot.

Major Conduct Problems

Violations of the following expectations:

Scholars shall use appropriate language.

Scholars will not throw objects at individuals with the intent to cause injury.

Scholars shall treat others, self, and property with dignity.

Scholars will respect the authority of school personnel in the classroom, lunchroom, and playground.

Scholars shall avoid any type of aggressive behavior.

Using physical activity and withholding physical education class as punishment is prohibited.

EDUCATIONAL SERVICES

The following education programs/services are available to all age scholars in the Huron Public Schools:

- ▶ Counseling Program
- ▶ Developmental Learning Classroom
- ▶ Preschool for Scholars with Special Needs Program
- ▶ Language, Speech, and Hearing Services
- ▶ Visually Handicapped Services
- ▶ Learning Lab Program
- ▶ Resource Room Program
- ▶ Nursing Services
- ▶ ESL Program (English as a Second Language)
- ▶ Social Workers
- ▶ Physical/Occupational Therapy Services
- ▶ Tiger After School Program (TAP)
- ▶ SLC
- ▶ Instructional Coaches
- ▶ Home Liaisons
- ▶ Interpreting Services

Contact your building principal or your scholar's teacher if you wish further information about these programs and/or services.

ELECTRONIC DEVICES

Electronic devices such as ipods, handheld games, tablets, ipads, headphones, cellular phones, and cameras are not to be used or carried into any classroom, lunchroom or playground unless specifically approved by the teacher for that period, and returned to lockers after that period. If scholars are observed to be using or are in possession of one of these devices while in the classroom without permission, the item will be confiscated, taken to the office, and may be picked up at the end of the day. A second violation will be considered insubordination and will result in an office referral. The item will be confiscated and only returned to a parent/guardian. Scholars choosing to bring these electronic devices, do so at their own risk. The school is not responsible for lost or stolen electronic devices. Laser lights and other nuisance items are not permitted in the building at any time.



EMERGENCY LOCATIONS

Detailed instructions are posted in each room. Scholars should be certain they know these rules. In case it becomes necessary to exit from a classroom or the building because of an emergency, please remember the following:

- Never assume it's merely a drill.
- Walk, do not run. Move in single file.
- No talking.
- Move at least 100 feet from the building.
- Stay within your group for roll call.
- Wait for signal before re-entering the building.

In case of emergency that requires confinement within the building, each class will report to an assigned specific location. Classroom teachers will give scholars specific instructions for emergency evacuation procedures.

The school district is required to have two bus evacuation drills each year. This is to familiarize all scholars with the emergency exits in the bus and the proper procedure to be used if an emergency arises.

GYM USE

Sponsoring adults may utilize the school gym for scouting, basketball practice, etc. Arrangements can be made through the school office. A certificate of liability is needed or a school employee needs to attend all practices. An agreement needs to be signed by all responsible parties.

HOMEWORK

At times it is necessary for a class or for certain individuals to complete some of the days work at home. In addition to such requirements by the teacher, voluntary projects or activities, which reinforce or extend the classroom learning, are recommended.

INCLEMENT WEATHER

KIJV, KOKK & KELO-TV will announce school closings during inclement weather. In an effort to improve parent-school communications, the Campus Messenger will be used for this purpose, as well as other important information sharing. An emergency weather form will be completed. Please keep this information current as to how your scholar is to go home due to school closing because of weather. Please check HuronSDSchools (Twitter), Huron SD Supt (Facebook) and www.huron.k12.sd.us (Website).

CHANGE OF TRANSPORTATION

Please call the office (do not email) before 2:30 to notify your scholar of a change of transportation plans.

IMMUNIZATION REQUIREMENTS

South Dakota Codified Law (SDCL 13-28-7.1) required any pupil entering school shall, prior to admission, be **required** to present to school authorities certification from a licensed physician that he or she has received a test, or are in the process of receiving, adequate immunization for childhood diseases.

This law applies to all scholars entering a South Dakota school system for the first time. At a **minimum**, these requirements are:

A. Pre-Kindergarten Program Requirements

1. Four doses of DTP vaccine.
2. Three doses of OPV (polio).
3. Two doses of MMR administered after 12 months of age.
4. One dose of Hib vaccine administered after 12 months of age. (Hib is not required after the 5th birthday).
5. Two doses of Chicken Pox vaccine after 12 months of age.

Certificates of Immunization on Pre-Kindergarten scholars will remain in the scholar's school record and be updated as additional immunizations are given. These certificates are NOT to be sent in until the scholar enters Kindergarten.

Complete dates of immunization (Month/Date/Year) are strongly encouraged to be used on the Certificate of Immunization, or a legible copy. Series complete or check marks will not be accepted.

B. Kindergarten Immunization Requirements

1. Four or more doses of DTP vaccine. At least one does must have been given after the age of four, (scholars over the age of seven receive Td).
2. Three or more does of Trivalent Oral Polio Vaccine (OPV) or enhanced Inactivated Polio Vaccine (IPV). At least one dose must have been given up until the 18th birthday.
3. Two doses of MMR vaccine administered after 12 months of age, with a minimum interval of 30 days between does OR physician diagnosed measles.
Two doses of rubella vaccine administered after 12 months of age with a minimum interval of 30 days OR having demonstrated serological evidence of rubella antibodies.
Two doses of mumps vaccine administered after 12 months of age with a minimum interval of 30 days.
4. Two doses of Chicken pox vaccine administered after 12 months of age with a minimum interval of 30 days.

Law requires verification of chicken pox vaccination or a written statement your scholar has had chicken pox.

KEEPING SCHOLARS AFTER SCHOOL

Scholars are sometimes kept after school to finish work or for disciplinary reasons. Some scholars may stay a few minutes after school to help with room duties. Scholars are given permission to call home to explain their reasons for staying after school, and parents will be notified no later than 2:30. All other scholars should be out of the building by 3:10 except those who are participating in the Tiger After School Program (TAP). These activities generally do not last beyond 5:30 PM.

LOST AND FOUND

An area for lost and found articles is kept at school. Please look in this area when you visit school, as many scholars do not easily recognize their own clothing. Please mark boots and coats when possible. Articles not claimed after a period of time are given to charitable organizations.

LEAVING SCHOOL GROUNDS

Scholars are not permitted to leave the school or playground before the regular dismissal time unless permission has been given by the principal or their designee. Bus scholars are to remain on the school grounds until bus pickup time. For safety reasons, if a scholar is to eat lunch at a place other than at home or school, written or verbal notice from the parent to the principal should be given *before* lunch.

MEDICATION AT SCHOOL

No medication, prescription, or non-prescription, will be administered to a scholar without meeting the following requirements:

1. All medication must be brought to school in the original labeled container.
2. Medication must be age appropriate and FDA approved; no vitamins/herbal treatments given at school.
3. Completed authorization and release for medication form must be on file, including the parent/guardian signature for non-prescription medications, and both the parent/guardian and prescribing healthcare provider signatures for all prescription medications. Medication concerns or questions shall be directed to the school nurse. This also includes cough drops.

MESSAGES

Scholars must have permission from their teacher or principal to use the school telephone. Each classroom has a telephone. Our phones are very busy during the school day. We encourage you to make all arrangements with your scholar before they come to school. Any messages for scholars other than for emergencies will be communicated to the scholar at the end of the school day.

PARENT AND COMMUNITY INVOLVEMENT

Citizens from the community are encouraged and invited into the school to provide additional learning experiences in the curriculum. Individuals interested in volunteering their services or expertise to the school, are encouraged to contact the school office. Volunteers are needed to assist teachers as room parents.

As part of their class work, scholars are also taken on trips to places of interest in the community. These trips are valuable because they offer concrete learning experiences and opportunities for training in courtesy, citizenship, and safety.

Parents are encouraged to become involved with their local school community by becoming active members in their school's Parent / Teacher Organization. You will be receiving information from your school regarding school organizations.

PTO

Are you a parent or volunteer that might like to get involved in our school? Would you like to help promote educational and fun activities for all scholars? The PTO is an important part of our school's success. They strive to help us make Washington a better school for all scholars. PTO meetings are usually held on a monthly basis.

PHYSICAL DEVELOPMENT

A program for fourth/fifth grade scholars regarding physical development, sexual harassment, and bullying is presented each year. A series of videos are shown to scholars under the direction of the Nurse and Coach. Parents will be invited to preview these materials before they are presented to scholars.

PLAY EQUIPMENT

Personal playground equipment brought to school from home is not allowed. The District is not responsible for lost or stolen personal property that is brought to the school.

REPORT CARD — EXPLANATION OF PROGRESS

The achievement markings that the scholar has earned, explain the success the scholar has attained in a subject area in this grading period. Effort markings are shown to provide the level of participation the scholar has attempted during the grading period. Skill areas are provided to show the parent the essential abilities and their attainment needed in a subject area. The following is an explanation of the markings at the 4th / 5th grade level:

EFFORT MARKINGS

O = Outstanding	Exceptional participation for ability
S = Satisfactory	Expected participation for ability
N = Needs Improvement	Inconsistent participation for ability
U = Unsatisfactory	Inadequate participation for ability
P = Progressing	Continues to show progress

GRADE 4/5 - ACHIEVEMENT MARKINGS

A = Advanced (90%-100%)

Expected learning progression in academics at this marking level is often exceptional and well above standard quality for a scholar.

B = Proficient (80%-89%)

Expected learning progression in academics at this marking level is adequate or above standard quality for a scholar.

C = Basic (70%-79%)

Expected learning progression in academics at this marking level needs to improve and is below standard quality for a scholar.

D = Below Basic (60%-69%)

Expected learning progression in academics at this marking level is inadequate and much below minimum standard quality for a scholar.

F = Failing (59% and below)

Expected learning progression in academics at this marking level is without success and greatly below standard quality for a scholar.

ROOM PARTIES

A short period of time is set aside for room parties. If parents wish to send a treat on those days or for a scholar's birthday, arrangements should be made with the teacher.

SAFETY RULES

Safety precautions and rules are discussed in each classroom. Please discuss safety rules with your scholar, including walking to and from school and riding bicycles.

If you bring your scholar to school by car or pick him/her up at dismissal time, it is advisable to stop your car in a place that does not require your scholar to cross the street in front of moving traffic. If you are going to walk your scholar into the school, please park in the parking lot. Do not park on the side of the street in the morning. After school, scholars need to cross the street using the crosswalk. Please be off your phone when dropping off or picking up your scholar.

SCHOOL NUTRITION

Breakfast/Lunch at Elementary School

Free & Reduced Meal Applications will be sent home with all scholars on the first day of school each year. A new application must be filled out each year. Applications may also be filled out anytime during the year.

We use a computerized Point of Sale system to record all our meal transactions. Parents should deposit money and maintain a positive account balance. Deposits can be made with school nutrition cashiers or online at myschoolbucks.com. Remaining account balances carry over for the next year.

Classroom milk tickets are offered for students in elementary school who wish to participate. Cost of a 10 punch milk ticket is \$4.00. Milk is offered at lunch for .40 a carton.

Parents are encouraged to come and eat lunch with their child. Please call school before 9:00 am on the day you plan to join your child for lunch.

If you have any special nutritional needs, please have your parents contact the administration or the Nutrition Office and they will help you with these needs. Contact Carol Tompkins at 353-6909 or email carol.tompkins@k12.sd.us

SCHOOL PICTURES

School pictures are taken during the early part of the school year and in the spring. A letter of explanation will be sent home prior to pictures being taken. The purchase of the pictures is voluntary.

STAYING IN DURING RECESS

Scholars may not remain in the building during recess time except at the request of parent, teacher, or the principal. If it is necessary for health reasons for a scholar to remain in the building during recess, a note from the parent must be written to the teacher. In the event of a long-term request, a signed statement from the scholar's doctor may be required by the school's principal.

TEXTBOOKS

Textbooks have been checked by the classroom teacher for their overall condition and marked accordingly on a master sheet. In the spring, prior to school dismissal, these books are checked again for damage above and beyond normal use. A fee will be assessed to those books receiving more than the normal wear and tear. Please instill in your scholar respect for school property.

VIDEO POLICY

In accordance with federal copyright law, the Huron School District 2-2 has adopted a video policy, which prevents classrooms from showing home videos without classroom instructional purposes. If you have questions, concerning this policy, please call your principal or the curriculum office at 353-6992.

VISITING

Parents are invited and encouraged to visit school. A telephone call to the office or a note to the principal prior to a visitation is appreciated. However, it is not advisable to visit at these times:

- When the teacher is absent.
- When a student teacher is teaching the class.
- The day before or after a vacation period.
- On a special day, such as Halloween or other party days.
- The first or last week of school.

Children visiting school must always be accompanied by an adult!

WEAPONS IN THE SCHOOL

Schools should be an example of what is taught regarding the observance of and respect for law. Schools also must be highly conscious of the health, safety, and welfare of scholars, staff, and the public.

Board policy forbids the bringing of weapons (a weapon is defined as any firearm, knife, or device, instrument, material, or substance whether animate or inanimate, which is calculated or designed to threaten, do bodily harm, or inflict death) to school or school-sponsored activities. When weapons are taken from scholars, parents will be notified. Confiscation of weapons may be reported to the police. The intent of the actions of the scholars will be considered in any report to the police. Appropriate disciplinary and/or legal action shall be pursued by the building principal. No firearms are permitted on any school premises, school vehicle, or any vehicle used for school purposes, in any school building, or other premises used for school functions. Exceptions would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at the fire ranges, gun shows, and supervised school training sessions for use of firearms.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records 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 education 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, clearly identify the part of the record they want 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Huron 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

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that the Huron School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Huron School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Huron School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;

- The annual yearbook;

- Honor roll or other recognition lists;

- Graduation programs; and

- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws

require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary*

Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. ¹

If you do not want the Huron School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. The Huron School District has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student’s name -Participation in officially
- Address recognized activities and sports
- Telephone listing -Weight and height of members of
- Electronic mail address athletic teams
- Photograph -Degrees, honors, and awards
- Date and place of birth received
- Major field of study -The most recent educational agency or
- Dates of attendance institution attended
- Grade level
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA).

Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Have a Great School Year!

