

# Buchanan 2017-2018 Handbook

Proposed addition for 2017-2018

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Notification of Rights under FERPA for Elementary and Secondary Schools



A Rainbow of Learning - Where Dreams Do Come True!

Buchanan Elementary School  
Handbook for Parents



## MESSAGE FROM THE PRINCIPAL

Welcome to Buchanan Elementary where Dreams Do Come True! Our staff is committed to building on our ideal that at Buchanan, *“Everybody IS Somebody.”* I look forward to working with you and your children as we strive to meet our students’ academic, emotional and social needs.

The time you spend at Buchanan is important. Join us as we work together in the improvement of our school by developing self-discipline, making good choices, respecting others, and accepting responsibility for our own actions.

As you walk through the doors at Buchanan you will see a bright and cheery environment promoting high expectations for all students. You will see enthusiastic teachers individualizing instruction to meet the needs of their students. You will see all staff members committed to one thing and that is your children.

This book is designed to help you get acquainted with the school, if you have any questions or suggestions; we ask that you contact a teacher or administrator. Your interest and involvement is so vital for a successful school.

Sincerely,

Peggy Heinz  
Principal

## HURON SCHOOL DISTRICT MISSION/VISION STATEMENT

### **Mission Statement**

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

### **Vision Statement**

Educational excellence for every child - setting the standard others aim for.

## BELIEF STATEMENTS

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

### **We believe . . .**

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

## STUDENT EXIT OUTCOMES

As a result of emphasis in our instructional program, students 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.
  - 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.

## Welcome to Buchanan School

Buchanan School is located at 555 Mellette SW. The address is PO Box 949. Our phone number is 353-7875.

Buchanan School was built in 1961, and the Helen Buchanan Wing was added in 1978, and another addition was built in 1997. Buchanan School consists of ten classrooms, The Helen Buchanan Wing, a large gymnasium, kitchen, office, and numerous small learning areas. We have a computer lab with fifteen computers and there are two to four computers in each classroom.

Parents are welcomed and encouraged to arrange to visit often. All visitors to our school (including parents) are asked to report in at the office upon arrival in the building. If you wish to eat hot lunch with your child, please call the school 353-7875 before 9:00 A.M.

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

### As a Student, 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.

### A Parent/Guardian I Will:

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

### As a Teacher I Will:

- \*believe that each student can learn.
- \*show respect for each child 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 students, parents, and teachers.

## Buchanan School Staff

Peggy Heinz .....	Principal
Cindi Williams .....	Admin. Assistant
Betty Gussiaas .....	Kindergarten
Leah Jackson .....	Kindergarten
Amy Schoenfelder.....	Kindergarten
Brooke Cunard .....	Kindergarten
Alanna Joy.....	Kindergarten
Halima Kringen.....	Kindergarten
April Ahlers.....	Kindergarten
Carolyn Westby.....	Kindergarten
Jordon Glanzer.....	Kindergarten
Robin Axtmann.....	Kindergarten
Brandi Knipping.....	ESL Teacher
Julie Kasperson .....	Special Education
Jonathan Schouten.....	PE/Boost-Up
Barb Nicholas.....	Vocal Music
Laci Hettinger.....	Counselor
Linda Hanks .....	Social Worker
Dan McCarty.....	PE
Lisa McCarty.....	Instructional Coach
Marisa Krekelberg.....	Pre-School Special Needs
Lisa Strubel .....	Occupational Therapist
Lori Liebing .....	Speech Clinician
Megan Mammenga.....	SLPA
Lindsay Newkirk.....	SLPA
Stephanie Rahder .....	Physical Therapist
Paige Hohertz.....	Special Education
Kelly McFarland .....	Title I Para
Marcia Brown.....	ESL Para
Lisa Schneider.....	DLC Para
Sheena Schoenwetter.....	DLC Para
Annie VanWyhe.....	DLC Para
Peggy Podhradsky.....	Librarian
Nancy Shoultz .....	Food Service Cashier
Lois Dorris .....	Satellite
Tracy Renner.....	Food Service Helper
Ron Curr.....	Custodian
Jessica Van Diepen .....	Nurse
Michelle Chase.....	1 <sup>st</sup> Grade Teacher
Karen Speirs.....	1 <sup>st</sup> Grade Teacher
Abby Johnson.....	1 <sup>st</sup> Grade Teacher
Sabrena Brooks.....	1 <sup>st</sup> Grade Teacher
Shar Wever.....	1 <sup>st</sup> Grade Teacher
Morgan Barthelman.....	1 <sup>st</sup> Grade Teacher
Krissa Korkow.....	1 <sup>st</sup> Grade Teacher
Megan Smith .....	1 <sup>st</sup> Grade Teacher
Tracy Nelson.....	1 <sup>st</sup> Grade Teacher
Tori Whire.....	1 <sup>st</sup> Grade Teacher
Adele VanZee.....	Para
Tricia Wehrmann.....	Para
Debbie Henning.....	Para
Robert Brooks.....	Para
Cassidee King.....	Para
Trisha Jons.....	Para



Liz Castillo.....	ESL Teacher
Lacey Fryberger.....	ESL Teacher
Cheryle Marcus.....	ESL Para
Dawn Daugherty.....	ESL Para
Amy Hofer.....	Pre-School Para
Kathleen Wilson.....	School Psychologist
Melissa Krogman.....	School Psychologist
Nadene Hickey.....	Deaf Educator

## HELPING YOUR CHILD

- Children 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 children who read books. Reading aloud to children is an excellent practice because it develops their interest in reading.
- Once your child has learned to read, listen to him/her when he/she brings a book home, and share your child's enthusiasm and interest.
- Enrich your child's reading through visits to the library.
- Encourage your child to take part in family conversations and take time to answer questions about why things happen.
- Show an interest in your child's reports of his/her experiences.
- Show your child that writing serves many purposes. After your child has learned how to write, give him/her opportunities for writing notices, letters and nametags.
- Make your child aware of how you use math in daily living.
- Enrich your child'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 child the need for sufficient sleep, well-balanced meals and adequate exercise.
- Teach your child proper hygiene habits, and make him/her feel responsible for his/her personal care and cleanliness.
- Teach your child to obey policemen/women and traffic signs and warn him/her never to talk or ride with strangers.
- Urge your child to play with children 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 child to use in doing creative art work at home. Show interest in the creative work your child does and praise him/her for all efforts.

SECTION 504/AMERICANS WITH DISABILITIES ACT  
PARENT/STUDENT RIGHTS IN IDENTIFICATION,  
EVALUATION, AND PLACEMENT

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



You have the right to:

1. Have your child 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 child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities;
6. Have evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data and placement options;
7. Have your child 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 student were placed in a program operated by the district;

9. Have your child 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 child'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 child's records;
13. Request amendment of your child'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 child. 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 child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
16. File a complaint with Mrs. Lori Wehlander, Coordinator, Buchanan School, 5<sup>th</sup> & Mellette SW, Huron, SD 57350 (605-353-6997) or to the Regional Director, Dept. of Education, Office of Civil Rights, 10220 North Executive Hills Blvd., 8<sup>th</sup> Floor, Kansas City, MO 64153-1367. Phone: 816-880-4202; TDD: 816-891-0582; E-mail: [OCR-KansasCity@ed.gov](mailto:OCR-KansasCity@ed.gov)



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

## GENERALLY SPEAKING

### Attendance Information

#### ARRIVAL

Since there is no playground supervision until 8:00am, *early arrival is discouraged*. However, permission will be granted for special circumstances. Breakfast will be served at each school prior to the beginning time listed below. Parents will need to contact their individual school for the exact time for breakfast.

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

#### Buchanan School Hours for the Kindergarten Center 8:15-3:10

### Attire

Temperatures vary greatly in the early fall and late spring. We would offer the following suggestions:

Temperature	School/Playground Attire
Below 60	Coats or jackets or long sleeves
60 or above	Please use discretion

### Bike

Bike locks are recommended and all bikes need to be stored at the bike rack.

### **Book Bags**

### **Change of Address**

Students are encouraged to utilize book bags for the protection of schoolbooks, notices, etc.

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.

### **Crossing Streets**

Please instill in your child the correct procedure for crossing streets. Students should cross at intersections only. With many parents picking up students at dismissal time, the area around the school can be hazardous. Parents are asked to help students cross streets at the corners. At the end of day, ALL students must leave the school grounds, then they may return to play.

### **Electronic Devices**

Electronic devices such as radios, CD players, IPAD, IPOD MP3 players , headphones, cellular phones, pager type devices, and cameras are not to be used or carried while school is in session, unless specifically approved by their teacher. If students are observed to be using or are in possession of one of these devices while school is in session, without permission, the item will be confiscated and may be picked up in the principal's office at the end of the day. If the item continues to be a disruption, it may be confiscated and only returned to a parent/guardian. Students 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.

### **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.

## **Leaving School Grounds**

Children 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. If students leave the school grounds without permission, the school resource officer may be called. Bus students are to remain on the school grounds until bus pickup time. For safety reasons, if a child is to eat lunch at a place other than at home or school, *verbal/written* notice from the parent to the principal should be given *before* lunch

## **Lost & Found**

An area for lost and found articles is kept at school. Please look in this area when you visit school, as many children 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.

## **Messages**

When coming to school to pick up your child, give a message, or deliver school items please stop at the office. This will eliminate the unnecessary disruption of classes.

## **Money**

Students are discouraged from bringing money to school other than for school related purposes.

## **Party Invitations**

Invitations to private parties, May baskets, Valentines, etc., should be sent to school for distribution only when *all children* in the classroom are included.

## **Play Equipment**

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

## **School Pictures**

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

## **Student Records**

### Release of Personally Identifiable Information Regarding Students or Former Students

#### Directory Information

Huron school district designates the following personally identifiable information regarding its students as directory information:

- name
- address and phone number
- date of birth
- school attending
- dates of attendance
- parents or guardian of student
- participation in school-recognized activities
- weight, height, age, and grade of members of athletic team
- awards received
- individual and group photographs pertaining to school activities
- similar information which denotes accomplishment or achievement

#### Right of Parent, Guardian, or Student to Prohibit Release of Information

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

## **Telephone Usage at School**

Children must have permission from their teacher or principal to use the school telephone. Each classroom has a telephone.

*The telephone call must concern illness or school business.* Asking permission to play at a friend's house after school is not considered business. Special transportation after school should be arranged before the child leaves for school in the morning. (A note or phone call from home

is important to communicate the special transportation arrangement.)

## **Toys**

Students should refrain from bringing video games and toys to school. They can often be misplaced and lost. The school is not responsible for lost or stolen toys or video games that are brought to school.

## **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.

## **Educational Services**

The following education programs/services are available to elementary age children in the Huron

Public Schools:

- ▶ Elementary Counseling Program
- ▶ Developmental Learning Classroom
- ▶ Preschool for Children with Special Needs Program
- ▶ Language, Speech and Hearing Services
- ▶ Visually Handicapped Services
- ▶ Learning Lab Program
- ▶ Resource Room Program
- ▶ Nursing Services
- ▶ ESL Program
- ▶ Social Workers
- ▶ Social Learning Classroom
- ▶ Physical/Occupational Therapy Services
- ▶ Boost-Up
- \*Tiger After School Program
- \*Instructional Coach
- \*Home Liasons
- \*Interpreting Services

### **INCLEMENT WEATHER**

KIJV and KOKK will announce school closings during inclement weather. Parents are encouraged to check the “Closeline” on KELOLAND for school cancellations/delays. There is a link on our district webpage. AlertNow system will call all students with this information as well.

When school is in session but the weather is extremely cold or wet, children will be asked to



come into the building before the regular time.

## **Breakfast/Lunch Program**

### *School Nutrition – Breakfast/Lunch at Elementary School*

Free & Reduced Meal Applications will be sent home with all students on the first day of school each year. A new application must be filled out each year. Applications may also be filled out at 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](http://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 also offered at lunch for .40 a carton.

Parents are encouraged to come eat with their child. Please call school before 9:00 a.m. 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](mailto:carol.tompkins@k12.sd.us)

## **Care of School Property**

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

Parents will be held financially responsible for damages to school property incurred by their child.

Students will be assessed a fine for lost or damaged books.

## **Parent & 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, pupils 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 schools parent-teacher organization. You will be receiving information from your school regarding school organizations.

## Health Related Items

### Immunization Requirements

South Dakota Codified Law (SDCL 13-28-7.1) requires 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 children 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 children will remain in the child's school record and be updated as additional immunizations are given. These certificates are NOT to be sent in until the child 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 dose must have been given after the

- age of four, (children over the age of seven receive Td).
2. Three or more doses of Trivalent Oral Polio vaccine) (OPV) or enhanced Inactivated Polio Vaccine (IPV). At least one dose must have been given after age four. OPV can be 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 these doses 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 Chickenpox 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 that your child has had chicken pox.**

## **Medication at School**

No medication, prescription or non-prescription, will be administered to a child at school 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 medications 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.**

## **Staying in During Recess**

Children 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 child 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, usually after the fifth day, a signed statement from the child's doctor may be required by the school's principal.

## Safety Issues

### Bus Rules & Safety

1. The bus driver is in full charge of the students and the bus. The driver's relationship with the students should be on the same level as that of a teacher in the classroom. Bus transportation for students is not entirely a right but is a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands cooperation from the students. It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. It may be necessary to temporarily withhold bus privileges from those students who fail to cooperate accordingly.
2. Students shall obey all instructions from the school bus driver and authorized student monitors.
3. Students shall occupy the seat assigned to them, if seats are assigned.
4. The same courteous conduct as is expected in the classroom is to be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
5. Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy students.
6. Students must not stand in the traffic lanes while waiting for the bus.
7. Students will assist the driver in keeping the interior of the bus clean, sanitary and in orderly condition. Students are not to discard waste paper or rubbish on the floor or out of the windows of the bus.
8. Students will not open or close the windows without the permission of the bus driver. Students must not, at any time, put hands, arms or heads out of the bus windows.
9. Students must not move about inside the bus or try to get on or off the bus while it is in motion.
10. Students will immediately report to the driver any damage occurring to the bus.
11. Students are to follow the instructions of the driver when entering/leaving the bus and when crossing a road or highway.
12. Students must await the signal from the driver to cross a road or highway, then cross promptly. The crossing should be made approximately 10 feet in front of the bus and in

full view of the driver.

13. Students desiring to leave the bus at other than their designated bus stop must present the driver a written permission from their parents.
14. Students will be courteous to the driver, fellow students and the general public.

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

## **Emergency Locations**

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

Provisions are made for emergency locations in each school area. These locations will be used for the children in the event of any evacuation necessary, as in the case of fire or other emergency during school hours. Your principal will inform you of the emergency locations. Lockdown procedures are reviewed yearly and plans are on file at each building.

## **Safety Rules**

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

If you bring your child 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 child to cross the street in front of moving traffic. Each school may have a designated area.

## **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 students, 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 students, parents will be notified. Confiscation of weapons may be reported to the police. The intent of the actions of the students 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.

## Classroom Information

### Assessment

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

- MAP - Measure of Academic Progress (grades K-2) - fall, winter, spring
- 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 teacher or principal at any time.

### Conferences

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

### Discipline

Each elementary school has a discipline procedure that is followed. Questions concerning the procedure should be directed to the school principal. Buchanan Elementary is a PBIS (Positive Behavior Intervention and Support) school. Our students and staff use the HUGS & BUBBLE approach to encourage positive behavior.

HUGS  
H- Helping Others

Bubble  
B- Be Safe

U- Using Manners  
G- Good Citizen  
S- Staying Safe

U- Use Nice Manners  
B- Be Responsible  
B- Be Prepared  
L- Listen  
E- Expect The Best

## **Keeping Children after School**

Children are sometimes kept after school to finish work or for disciplinary reasons. Some children may stay a few minutes after school to help with room duties. Children are given permission to call home to explain their reasons for staying after school, should the time exceed 15 minutes. All other children should be out of the building by 3:15.

## **Physical Education**

Physical education class is enhanced when students wear appropriate clothing. Appropriate clothing includes tennis shoes with proper laces or Velcro fasteners. (No jelly shoes, aqua shoes, slip on tennis shoes or aerobic shoes.) It is particularly important that girls wear slacks or jeans on the days they have physical education.

A student will need a note from home if the parent does not want him/her to participate on a given day due to illness. If the student is not to take part in PE class for an extended period (one week), a statement from a doctor will be needed.

## **Report Card - Explanation of Progress**

The teachers use special markings and provides parents with a report card that reflects the progress in social and academic skill areas.

### **Kindergarten – Achievement Markings**

**E= Exceeding 90%-100%**

**M = Meeting 80%-89%**

**P = Progressing 70-79%**

**N = Needs more time below 70%**

**- = Not addressed at this time**

### **Kindergarten Effort Markings**

**S = Satisfactory**

**N = Needs more time**



## First Grade – Achievement Markings

**1 = Above Grade Level**

**2 = Progressing – On Level**

**3= Progressing – Below Level**

## First Grade Effort Markings

**O = Outstanding**

**S = Satisfactory**

**N = Needs more time**

### **Room Parties**

A short period of time is set aside for room parties on Halloween, the last day of school prior to Christmas vacation, and on Valentine's Day. If parents wish to send a treat on those days or for a child's birthday, arrangements should be made with the teacher.

### **Visiting School**

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 regular 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 party days;
- ◆ the first or last week of school.

***Children visiting school must always be accompanied by an adult!***

## **ABSENCE**

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 presentations.

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

A child may be excused at 11:30 or after 2:30 for piano lessons if the teacher and principal agree that the child can afford to be away from school at these times.

When it is necessary to pick up your child from school before regular dismissal time, please contact the school as soon as possible.

When your child 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 High School. 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 greater than 100.0 degrees, and may return to school after 24 hours without a fever. The fever should be less than 100.0 degrees without the use of fever reducing medication for 24 hours.

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

#### 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

