

Handbook Changes for Madison

Page 1 – changed year

Page 11 – added Section 504 box at bottom of page

Page 12 – made staff changes

Page 14 – change SRO name to Phillip VanDiepen

Page 15-16 – added USDA Nondiscrimination statement

A MESSAGE FROM THE PRINCIPAL

Welcome to the Madison 2-3 Center,

It's exciting to be starting the 2018-19 year! We feel our schools are special because we have state of the art facilities and grade level buildings. We are able to focus our instruction and activities to meet the needs of second and third grade students. It's honestly a great age level and we have a lot of fun finding ways to teach, support and grow our students.

We believe strongly in being a team. Families are an important part of our team. With your support, we will work hard to improve student's skills in math, reading, writing, behavior and language acquisition. Learning is a fun process that involves the combined efforts of the students, staff and parents.

We have an active Facebook page (Madison 2-3 Center) which is one way you can stay informed and involved in what is happening at our school. We also have a website (www.madisonelementaryhuron.shutterfly.com). Feel free to stop in and visit the office at any time with questions, concerns or just to say hi.

We look forward to another exciting year.

Heather Rozell
Madison Elementary Principal

P practice good manners **A**lways be responsible **W**ill be respectful **S**afe

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.

MADISON ELEMENTARY SCHOOL COMPACT

We feel it is very important to have the school and home working together to ensure your student 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.

As a Parent/Guardian I Will:

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

As a Teacher, I Will:

- *believe that each student can learn.
- *show respect for each student 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

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 or 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.) 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))

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).

- 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))

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, Arena, 150 5th St SW, Huron, SD 57350 (605-353-6997) 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 child's building administrator.

**Section 504 of The Rehabilitation Act and Americans with Disabilities Act
NOTICE OF NONDISCRIMINATION**

It is the policy of Huron School District that no student shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district educational program or activity receiving assistance.

Equal opportunity is a priority of the
Huron School District

Any person having inquiries concerning the school's compliance with the regulations implementing Section 504 is directed to contact:

Site 504 Coordinator: _____Lori Wehlander_____

School: _____Huron School District_____

Phone/Fax: _____605-353-6997_____

Welcome to the Madison 2-3 Center

Madison School is located at 1680 Idaho SE. Our phone number is (605) 353-7885.

Madison School Staff

Heather Rozell.....	Principal
Sue Fleck.....	Grade 2
Staci DesLauriers.....	Grade 2
Kyle Johnson.....	Grade 2
Holly Cundy.....	Grade 2
Dru Strand.....	Grade 2
Becky Moeding.....	Grade 2
Kathy Curr.....	Grade 2
Lindsay Schulz.....	Grade 2
Kate Ashbaugh.....	Grade 2
Mallory Cihak.....	Grade 2
Travis Ladwig.....	Grade 3
Brittini Strand.....	Grade 3
Melissa Peterson.....	Grade 3
Cassandra Timm.....	Grade 3
Kayla McCloud.....	Grade 3
Amber Weber.....	Grade 3
Shar Mees.....	Grade 3
Kelby Van Wyk.....	Grade 3
Lynn Soward.....	Grade 3
Angie Boetel.....	Secretary
Mike Graff.....	Custodian
Sheila Anderson.....	Librarian
Shelly Fuller.....	School Social Worker
Janna Cobb.....	Instructional Coach
Kimberly Freidman.....	Title Para
Briana Sorenson.....	Title Para
Emily Cruse.....	Vocal Music
Al Steffen.....	PE
Megan Smith.....	ESL Teacher
Joselyn Schmitz.....	ESL Teacher
Yeni Tovar-Gonzalez.....	ESL Para
Wah Ka Paw.....	ESL Para
Kristle Christensen.....	Primary Resource Room Teacher
Susie Trapp.....	Para PRR
Hazel Hernandez.....	Para PRR
Lisa Bishop.....	Para PRR
Juliana Janssen.....	Speech Clinician
Jodi Walter.....	Speech Para
Kierstin Lovre.....	Speech Para
Barb Myhre.....	Learning Lab Teacher
Stacey Westby.....	Learning Lab Teacher
Amanda Ladwig.....	SLC Teacher
Jody Berg.....	SLC Para
Charlene Kleinlein.....	SLC Para
Georgi Lackey.....	SLC Para
Karen Ford.....	General Education Para
Nancy Lindstad.....	General Education Para
Louise VanPoll.....	Food Service Cashier
Amanda Schumacher.....	Satellite
Joyce Price.....	Food Service
Ginger Brakke.....	Food Service

GENERALLY SPEAKING

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:

- NWEA/MAP - Measure of Academic Progress (grades 2-3) - fall, winter, spring
- Smarter Balanced Assessment - Grade 3

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

Attendance Information

ARRIVAL

Since there is no playground supervision before 8:00, *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.

MADISON 2-3 Center HOURS FOR GRADES 2-3 8:15 – 3:10

ABSENCE

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.

Attendance is critical in achieving goals. When school is in session, students must be there to benefit. While that seems obvious, chronic absenteeism is a problem not only in South Dakota schools, but nationwide. Missing 10 percent of a school year, or just two days a month, is all it takes to negatively impact student achievement. Students with chronic absences may be referred to the school social worker and/or truancy officer – Officer Phillip VanDiepen.

The Huron School District with regards to truancy concerns of students on Individual Education Plans (IEP) or 504 Accommodation Plans will address absences and tardies with the students team before truancy is referred to State's Attorney.

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.

Attire

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

Temperature	School/Playground Attire
Below 60	Coats/jackets and/or long sleeves
Above 60	Short-sleeved clothing/shorts (please use discretion)

Bike

Bike locks are recommended and all bikes need to be stored in the bike racks. Bikes helmets are recommended but not required.

Breakfast/Lunch Program

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 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.

USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Person with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at

(800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complain of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S> Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

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.

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.

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 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.

Crossing Streets

Please instill in your child the correct procedure for crossing streets. Students should cross at crosswalks only. With many parents picking up students at dismissal time, the area around the school can be hazardous.

Discipline

Each elementary school has a discipline procedure that is followed. Questions concerning the procedure should be directed to the school principal. Madison Elementary is a PBIS, (positive behavior intervention and supports) school. Our students and staff use the PAWS approach to encourage positive behavior.

P-practice good manners **A**-always responsible **W**-will be respectful **S**-safe

Educational Services

The following education programs/services are available to elementary age children and families 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
- ▶ School Social Workers
- ▶ Social Learning Classroom
- ▶ Physical/Occupational Therapy Services
- ▶ Instructional Coach

- ▶ Interpreting Services
- ▶ Home Liasons
- ▶ Tiger Afterschool Program (TAP)

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

Electronic Devices

Electronic devices such as iPods, iPads, radios, CD players, MP3 players, headphones, cell 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.

Emergency Locations

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.

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.

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.

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, except those who are participating in extra-curricular activities and the after school program. These activities generally do not last beyond 5:30 p.m.

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, *written or verbal* 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.

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.

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.

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. Fingerprinting will be required if the volunteer hasn't been fingerprinted in the last 5 years.

As part of their classwork, 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.

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.

Physical Education

Physical education class is enhanced when students wear appropriate clothing.

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.

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

Play Equipment

Personal playground equipment brought to school from home is discouraged. If a basketball, football, etc. is brought, the child's name needs to be marked on the item. 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 child has earned explain the success the student has attained in a subject area in this grading period... Effort markings are shown to provide the level of participation the student 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 grade levels:

GRADES 2 - ACHIEVEMENT MARKINGS

1 = Above Level

Expected learning progression in academics at this marking level is exceptional and well above standards.

2 = On Level

Expected learning progression at this grade level is adequate - at or above average standards.

3 = Below Level

Expected learning progression in academics need to improve to achieve minimum standards at this grade level.

P = Progressing

Learner may be below grade level but continues to show progress.

GRADES 2- EFFORT MARKINGS

O	=	Outstanding	Exceptional participation for ability
S	=	Satisfactory	Expected participation for ability
L	=	Limited	Inconsistent participation for ability
U	=	Unsatisfactory	Inadequate participation for ability

GRADE 3 - ACHIEVEMENT MARKINGS

1 = Above Level

Expected learning progression in academics at this marking level is exceptional and well above standards.

2 = On Level

Expected learning progression at this grade level is adequate - at or above average standards.

3 = Below Level

Expected learning progression in academics need to improve to achieve minimum standards at this grade level.

P = Progressing

Learner may be below grade level but continues to show progress.

GRADES 3 - EFFORT MARKINGS

O = Outstanding

Exceptional participation for ability

S = Satisfactory

Expected participation for ability

L = Limited

Inconsistent participation for ability

U = Unsatisfactory

Inadequate participation for ability

Room Parties

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

Safety Rules

The safety of our students continues to be of utmost importance at Madison Elementary and throughout the Huron District.

To ensure the safety of your child and others, please follow these simple rules:

1. Do not park your car on the east side of the street (yellow curb) during morning drop off and afternoon pick up. The School Resource Officer has informed us that stopping to let your child off in the crosswalk is the same as parking/blocking a cross walk and considered a violation that can be ticketed.
2. If you need to go into the school during this time, park in the designated area across from the school or on the west side of the street.

3. Do not park or stop your vehicle in the areas designated for handicap parking (blue curb). There are both parents and students who need to utilize the designated parking.
4. Please have your child ready to get out of the car when dropping off.
5. **All students are to cross in the cross walks.**
6. When picking up, do not wave to your child to cross the street. Please take time to get your child safely to and from your vehicle.

Monthly safety checks are done by the Police Department to assure that these steps for student safety are being followed and that all of our students are safe.

School Pictures

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

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.

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 office staff 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.)

Video Policy

In accordance with federal copyright law, the Huron School District 2-2 has adopted a video policy, which prevents classrooms from showing videos without classroom instructional purposes. If you have questions, concerning this policy please call your principal or the curriculum office at (605) 353-6992.

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!

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.