



HANDBOOK 2020-2021

“...Where Students Dig Deeper to Achieve Academic Excellence”

GLOSSARY

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MESSAGE FROM THE SCHOOL PRINCIPAL

Students and Families:

Welcome back! On behalf of the staff at the Washington 4-5 Center, I am happy to welcome you to the **2020-2021** school year. We embark on this journey with a pledge to you, our **students**, and parents that there will be engaging, meaningful, and vigorous work in our classrooms, combined with many special events to encourage all to be involved and stay connected.

Before we begin this new school year, please take the time to read this handbook with your **student**. This handbook is designed to inform you and your **student** about school rules and procedures that have been developed to provide the best learning environment. The handbook will help you better understand the workings of the Washington 4-5 Center. Research shows well informed parents and **students** promote a positive school environment. **It is our hope that you will work and communicate with us to achieve the maximum benefit for your student.**

As we begin the **2020-2021** school year, we wish all **students** entering through our doors a successful school year in a place...“where **Students** Dig Deeper to Achieve Academic Excellence”.

Fondly,
Kari Hinker, Principal
Washington Staff

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

STAFF DIRECTORY

Kari Hinker	Principal
Mandy Hofer	Administrative Assistant
Bonnie Bartholow	Instructional Coach
Jeff Johnson	Counselor
Jessica VanDiepen	Nurse
Breanne Olsen.....	Title 1 Para Educator
Nancy Kempf.....	Title 1 Para Educator
Michelle Lyon.....	Title 1 Para Educator
Ann Blondheim.....	4 th Grade Teacher
Erica Boomsma.....	4 th Grade Teacher
Lexi Eckmann.....	4 th Grade Teacher
McKenzie Gill.....	4 th Grade Teacher
Linda Halter.....	4 th Grade Teacher
Anne Larson.....	4 th Grade Teacher
Nicholle Mudge.....	4 th Grade Teacher
Rebecca Sadler.....	4 th Grade Teacher
Julie Zell.....	4 th Grade Teacher
Sydney Katz.....	4 th Grade ESL Teacher
Amanda Ladwig.....	4 th Grade Special Ed Teacher
Excell Daguinotan.....	4 th & 5 th Grade Special Ed Teacher
Licia Wallace.....	Para Educator
Michelle Azar.....	5 th Grade Teacher
Amber Eichstadt.....	5 th Grade Teacher
Tim Hedblom.....	5 th Grade Teacher
Schuyler Holtrop.....	5 th Grade Teacher
Michelle Hotchkiss.....	5 th Grade Teacher
Damon Macleary.....	5 th Grade Teacher
Abby Masat.....	5 th Grade Teacher
Lyndsay Scott.....	5 th Grade Teacher
David Westby.....	5 th Grade Teacher
Desiree Glanzer.....	5 th Grade ESL Teacher
Michelle Vissia.....	5 th Grade Special Ed Teacher
Sylvia Vlasman.....	Special Ed Para Educator
Megan Hein.....	SLC Teacher
Ann McLaury.....	SLC Para Educator
Lori Kopfmann.....	SLC Para Educator
Maria Ptak.....	SLC Para Educator
Cheryl Brotherton.....	SLC Para Educator
Cindie Almond.....	SLC Para Educator
Todd Preston.....	Resource / DLC Teacher
Chad Zachrison.....	Special Ed Para Educator
Joyce Maras.....	Special Ed Para Educator
Lisa Bishop.....	Special Ed Para Educator
Jessica Skorheim.....	Library Aide
Mathew Goth.....	PE
Kristi Kattner.....	Vocal Music Teacher
Laura Beck.....	Band Teacher
Mia Kruse.....	4 th Grade Orchestra Teacher
Beth Neitzert.....	5 th Grade Orchestra Teacher
Kathy Meyer.....	Food Service Cashier
Nakita Miiller.....	SLPA
Rod Witte.....	Custodian
Hannah Schouten.....	Social Worker
Linda Eck.....	School Home Liaison
Dawn Marshall.....	School Home Liaison
Nayeli Adatao.....	Spanish Interpreter
Ethan Moo.....	Karen Interpreter

HURON SCHOOL DISTRICT GENERAL INFORMATION

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

PERSONAL INFORMATION

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

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

Right of Parent, Guardian or 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 in writing which of the above directory information items may not be released in respect to the particular **student**. Such notification may be made at any time.

Student Records Policy

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

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

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

HURON SCHOOL DISTRICT MISSION/VISION

MISSION STATEMENT

Lifelong learners will be inspired through effective teaching in a safe and caring environment.

VISION STATEMENT

RESPECT- PRIDE-EXCELLENCE FOR ALL

BELIEF STATEMENTS

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

WE BELIEVE . . .

All **students** are capable of learning, achieving, and succeeding.

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

STUDENTS' 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.
- acquiring necessary skills for recreational/leisure activities.
- recognizing the value of participation in both cooperative and competitive activities.

HELPING YOUR STUDENT

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

WASHINGTON 4 – 5 CENTER COMPACT

We feel it is very important to have the school and home working together to ensure your **student** receives the best education possible. In order to promote that idea, each year we have our **student**, 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.



ARRIVAL

Since there is no playground supervision before the starting times, *arrival prior to 7:45 is discouraged*. No students are allowed to arrive prior to 7:30. Doors open at 7:30 AM at the Washington 4-5 Center.

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

ATTENDANCE & ABSENCES

Washington 4-5 Center • 8:15 – 3:10

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

Student attendance will be reviewed periodically, and the **students** whose attendance appears to be causing them academic problems may be subject to intervention. **Parents will be contacted by letter after 4, 8, and 12 absences, and a parent conference will be held when the student reaches 12 absences. If a student is judged to be truant, the school's resource officer or the state's attorney may be called. The Huron School Board believes attendance is vital to the progression of student learning and has set a goal of 90% attendance rate (10 days or less absent).**

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

When your **student** has been absent because of a contagious disease (measles, mumps, chicken pox), he/she must have written permission to return to school. You may obtain permission from the school nurse by making an appointment at the Washington 4-5 Center. You may also get written permission from your doctor or the county health nurse if that is more convenient for you. Your child will be sent home if they have a fever of 100.5° or higher, and may return to school only after 24 hours without a fever and without the use of fever reducing medications for 24 hours.

MESSAGES

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

Change of Transportation:

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

KEEPING **STUDENTS** AFTER SCHOOL

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

LEAVING SCHOOL GROUNDS

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

STAYING IN DURING RECESS

Students 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 **student** to remain in the building during recess, a note from the parent must be written to the teacher. In the event of a long-term request, a signed statement from the **student's** doctor may be required by the school's principal.

CONDUCT PLAN

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

Respect **O**pen Arms **A**ctive Learners **R**esponsible **S**afe

The Conduct Plan:

1. Identifies for the student what they have done wrong.
2. Works with the student on how to solve the problem.
3. Helps the student to assume responsibility for their actions.

Minor Conduct Violations:

Violations of the following expectations:

1. Students will leave all food, gum, candy, and drinks out of the school building.
2. Students will remove all hoods and hats upon entering the building.
3. Students will respect the learning environment and will refrain from causing disruptions.
4. Students will follow the procedures of the school and classroom expectations.

* Minor conduct problems will be handled on the spot by the appropriate staff member. Consequences will be determined by the staff to include before or after school detention, behavior contract, parent conference, or loss of school privileges.

Major Conduct Violations:

Violations of the following expectations:

1. Students will use appropriate language.
2. Students will display actions towards individuals without intent to cause injury.
3. Students will treat others, self, and property with dignity and respect.
4. Students will respect the authority of school staff in the classroom, lunchroom, and playground without verbal abuse.
5. Students will not use any type of aggressive behavior or threats of aggressive behavior.

*Major conduct violations will be handled with an office referral. Consequences will be determined by the principal to include a parent meeting, before or after school detention, removal from class, referral to law enforcement, suspension, or expulsion.

ATTIRE

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

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

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

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

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

Please follow these guidelines for outside attire:

Temperature	School/Playground Attire
Below 40	Snow pants, hats, gloves, boots
Below 60	Coats, jackets or hoodies
60 or above	Please use discretion on advising your student

VISITING

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

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

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

Children visiting school must always be accompanied by an adult!

INCLEMENT WEATHER

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

EMERGENCY PROCEDURES

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

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

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

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

MEDICATION AT SCHOOL

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

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

PHYSICAL DEVELOPMENT

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

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.

SCHOOL PICTURES

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

REPORT CARD-EXPLANATION OF PROGRESS

The achievement markings that the **student** 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 4th / 5th grade level:

EFFORT MARKINGS

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

GRADE 4/5 - ACHIEVEMENT MARKINGS

- A = Advanced (90%-100%)**
Expected learning progression in academics at this marking level is often exceptional and well above standard quality for a **student**.
- B = Proficient (80%-89%)**
Expected learning progression in academics at this marking level is adequate or above standard quality for a **student**.
- C = Basic (70%-79%)**
Expected learning progression in academics at this marking level needs to improve and is below standard quality for a **student**.
- D = Below Basic (60%-69%)**
Expected learning progression in academics at this marking level is inadequate and much below minimum standard quality for a **student**.
- F = Failing (59% and below)**
Expected learning progression in academics at this marking level is without success and greatly below standard quality for a **student**.

CONFERENCES

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

ASSESSMENTS

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

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

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

ACTIVITIES

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

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.

CARE OF SCHOOL PROPERTY

Please help your **student** 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 **student**. **Students** will be assessed a fine for lost or damaged books.

PLAY EQUIPMENT

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

ELECTRONIC DEVICES

Electronic devices such as iPods, handheld games, tablets, iPad, headphones, cellular phones, and cameras are not to be used or carried into any classroom, lunchroom or playground unless specifically approved by the teacher for that period, and returned to lockers after that period. If **students** are observed to be using or are in possession of one of these devices while in the classroom without permission, the item will be confiscated, taken to the office, and may be picked up at the end of the day. A second violation will be considered insubordination and will result in an office referral. The item will be confiscated and only returned to a parent/guardian. 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.

SAFETY RULES

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

If you bring your **student** 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 **student** to cross the street in front of moving traffic. If you are going to walk your **student** into the school, please park in the parking lot. Do not park on the side of the street in the morning. After school, **students** need to cross the street using the crosswalk. Please be off your phone when dropping off or picking up your **student**.

HOMEWORK

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

BOOK BAGS

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

TEXTBOOKS

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

LOST AND FOUND

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

PARENT AND COMMUNITY INVOLVEMENT

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

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

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

PTO

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

ROOM PARTIES

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

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.

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.

EDUCATIONAL SERVICES

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

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

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

SCHOOL NUTRITION

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 anytime during the year.

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

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

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

Breakfast is served at 7:45.

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.

Persons 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 complaint 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

Misconduct on the buses will not be tolerated and will result in forfeiture of the privileges of riding. Students are expected to discipline themselves and comply with the instructions of the bus driver. The driver will be in full charge of the bus and the passengers. There must be no disturbances of any kind that might distract the driver and imperil the safety of the passengers. When a child is riding, boarding, or leaving the bus, the bus driver has supervisory control over the student. In view of the fact that a bus is an extension of the classroom, students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Children who do not follow the Rules of Conduct or direction of the bus driver or other supervisory personnel on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. Students will observe the following rules while riding school buses.

BUS RIDING RULES

- The Bus Driver can and will assign seats at ANY time.
- Always follow the instructions of the Bus Driver and be respectful.
- Alcohol, tobacco products, vape devices, or weapons are NOT ALLOWED.
- You must stay on your seat in your seat. Standing will not be tolerated. All body parts & objects must stay inside the bus.
- Hands to yourself at all times. Always be respectful to others & their space.
- Fighting, punching, kicking, pushing, tripping, spitting WILL NOT BE TOLERATED!
- English will be spoken while on the bus, just as in the classroom.
- Screaming and yelling are not allowed. (You MUST use your classroom voice while on the bus.)
- All garbage must go into the trash buckets. Eating and drinking are not allowed. Any damage/vandalism to the bus will be paid for by YOU.
- Throwing objects is NOT allowed.
- ZPass must be scanned every time.

CONSEQUENCES

ANY VIOLATION OF THE RULES CAN RESULT IN SUSPENSION OR REVOCATION OF BUS RIDING PRIVILEGES AS WELL AS IN-SCHOOL CONSEQUENCES.

Misconduct and/or not abiding by the bus rules will result in consequences. Those consequences will be enforced by the following progressive conduct classifications.

School Transportation – Inappropriate Bus Behavior and Consequences					
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
<p><u>Class 1-Conduct</u></p> <ul style="list-style-type: none"> ● Standing/walking while bus is moving ● Throwing items ● Loud/boisterous behavior ● Littering ● Eating and/or drinking 	Warning- driver talks with student	Warning- driver, transportation director, and/or school principal notify parent	Official conduct is written for student and is recorded accordingly on DDN. Parents are notified by transportation director and/or principal.	Detention or other school consequence given Parent meeting may be required (A bus conduct will be recorded and parent contact will be made.)	Becomes a Class 2 Conduct
<p><u>Class 2- Conduct</u></p> <ul style="list-style-type: none"> ● Inappropriate language ● Obscene gesture ● Disrespectful actions toward driver or other personnel ● Name calling ● Harassment of others ● Horseplay ● Writing on seats or other parts of the bus ● Spitting ● Lying/cheating 	Warning- Bus conduct Loss of bus privileges for 1 day Parent contacted by school official (Transportation director/building principal)	Bus conduct Parent contacted by school official (Transportation director/building principal)- Student visits with building principal 2 day suspension of bus privileges	Bus conduct Parent contacted by school official (Transportation director/building principal)- Student visits with building principal 3 day suspension of bus privileges	Becomes a Class 3 Conduct	

<p><u>Class 3- Conduct</u></p> <ul style="list-style-type: none"> Fighting/physical aggression Vandalism Threat to safety: verbal, written, or physical Theft Abusive language Gross insubordination 	<p>Parent contacted by school official (Transportation director/building principal)-</p> <p>Student visits with building principal</p> <p>Suspension at school 1 day - as determined by building administration</p> <p>5 day suspension of bus privileges</p>	<p>Parent contacted by school official (Transportation director/building principal)-</p> <p>Student visits with building principal</p> <p>OSS/ISS for 2-3 days</p> <p>Suspension at school - as determined by building administration</p> <p>7-10 day suspension of bus privileges - as determined by transportation administration.</p> <p>Damage to bus will be paid for.</p>	<p>Becomes a Class 4 Conduct</p>		
<p><u>Class 4- Conduct</u></p> <ul style="list-style-type: none"> Alcohol, Tobacco, Vape devices, etc. Weapon with no intent 	<p>Parent contacted by school official (Transportation director/building principal)-</p> <p>Student visits with building principal</p> <p>OSS/ISS 3+ days -as determined by building principal</p> <p>5-15 day suspension of bus privileges – as determined by transportation administration.</p> <p>SRO will be notified</p>	<p>Becomes a Class 5 Conduct</p>			
<p><u>Class 5 – Conduct</u></p> <ul style="list-style-type: none"> Weapon w/ intent Use of lighter or matches on the bus 	<p>SRO will be notified.</p> <p>Bus privileges suspended for the remainder of the school year (following year privileges will be determined by administration)</p> <p>School suspension as determined by administration</p>				

*All OSS/ISS consequences will be at the Principal's discretion.

ZPass

The ZPass is **required** for every student kindergarten through fifth grade that utilizes the school bus for transportation. The only exception to this is if the parent(s) has signed a Waiver of Liability and Hold Harmless Transportation Agreement.

It is **mandatory** for every student to scan their ZPass **every time that they get on and off of all buses**. Failure to comply with this rule will result in the following consequences:

1st conduct = warning

2nd conduct = 1 day suspended from the bus

3rd conduct = 2 days suspended from the bus

4th conduct = 3 days suspended from the bus

5th conduct = 4 days suspended from the bus

Etc.

Keeping track of the issued ZPass is the responsibility of the student. Any student needing a replacement ZPass should **immediately** notify their bus driver and the school office.

The cost for a replacement ZPass is \$5.

IMMUNIZATION REQUIREMENTS

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

This law applies to all **students** 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 **students** will remain in the **student's** school record and be updated as additional immunizations are given. These certificates are NOT to be sent in until the **student** enters Kindergarten.

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

B. Kindergarten Immunization Requirements

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

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

**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 **student** and to inform you of your rights if you disagree with any of these decisions.*

You have the right to:

1. Have your **student** 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 **student**.
4. Have your **student** 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 **student** an equal opportunity to participate in school and school-related activities;
5. Have your **student** 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 **student** 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 **student** 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 **student'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 **student's** records;
13. Request amendment of your **student'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 **student**. 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 **student'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, 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 **student'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

**Sección 504 de la Rehabilitation Act (Ley de Rehabilitación) y la Americans
with Disabilities Act (Ley de Americanos con discapacidades)**

NOTIFICACIÓN DE IMPARCIALIDAD

Es la política del Huron School District (Distrito Escolar de Huron) que, a base de una discapacidad, no se debe de excluir a ningún estudiante de participar en, negar los beneficios de, ni sujetarlo a discriminación en ningún programa educativo o actividad del distrito que recibe asistencia.

Ofrecer igualdad de oportunidades es una prioridad del
Huron School District (Distrito Escolar de Huron)

Toda persona que tiene preguntas sobre la conformidad de la escuela con las regulaciones que implementan Sección 504 se pueden comunicar con:

Coordinadora del sitio de 504: Lori Wehlander

Escuela Huron School District (Distrito Escolar de Huron)

Teléfono/Fax: 605-353-6997

**တၢ်ကူစါယါဘျါတၢ် တၢ်ဖံးတၢ်မၤ ဒီးပှၤအခဲရကၤဖိလၢ အက့ၢ်ဂီၤတဂ့ၤတဘၣ်တဖၣ် တၢ်ဖံးတၢ်မၤအ
ပျါလၢ အကူၣ် ၅၀၄ အပူၤ
တၢ်တက့ၢ်တလီၤတၢ် အတၢ်ဘိးဘၣ်သ့ၣ်ညါ**

အဝဲအံၤမ့ၢ်ဝဲ ဟူရ်ဂီၢ်ရၣ်လီၢ်ကဝီၤက့ၢ် အတၢ်ဘျါသနူလၢ ပှၤက့ၢ်ဖိတဂ့ၤတဂ့ၤလၢ လၢအအိၣ်ဒီး က့ၢ်ဂီၤတဂ့ၤတဘၣ် တလၢတ
ဝဲၤ အပတၢ်ဒီးလဲၣ်ဂ့ၢ်လဲၣ်ဂ့ၢ် တဘၣ်တၢ်တြီၤအီၤလၢအကဟ်ဖိၣ်မၤသကိးတၢ်လၢ.တဘၣ်တၢ်ကွၢ်ကဟ်ကွၢ်အတၢ်န့ၣ်ဘျုးန့ၣ်
ဖိၣ်လၢ.တဘၣ်တၢ်ကွၢ်တလီၤအီၤလၢ ကီၢ်ရၣ်လီၢ်ကဝီၤတၢ်ကူၣ်ဘၣ်ကူၣ်သ့တၢ်ရဲၣ်တၢ်ကျဲၤအပူၤ မ့တမ့ၢ် လၢတၢ်ဟူးတၢ်ဝဲၤ အပူၤ
ဘၣ် န့ၣ်လီၤ.

တၢ်ခွဲးတၢ်ယၢ်ထံသိးတုၤသိးမ့ၢ်ဝဲ
ဟူရ်ဂီၢ်ရၣ်လီၢ်က့ၢ် အတၢ်ဂၢ်လၢအရၢဒိၣ်ဒီးအလီၢ်ဆိကတၢ်န့ၣ်လီၤ.

ပှၤတဂ့ၤတဂ့ၤလၢ အအိၣ်ဒီးတၢ်သံကွၢ်သံဒီး လၢအဘၣ်ထွဲဘၣ်ယးဒီး က့ၢ်အတၢ်လူၤပိၢ်မၤထွဲတၢ်သိၣ်တၢ်သီ လၢအကူၣ်
၅၀၄အပူၤတဖၣ် ဆဲးကျိးအီၤလီၤလီၤဆူ ...

အကူၣ် ၅၀၄ ဖိးမံမူဒါဒိၣ်... _____ လီၢ်ရဲၣ်ဝဲၤလဲၤဒါၣ် _____
 က့ၢ် _____ ကီၢ်ရၣ်လီၢ်ကဝီၤက့ၢ် _____
 လီၤတဲစိ.ဝဲးကွဲးဒီးဆုၤလံာ် နီၢ်ဂံၢ်.... _____ ၆၀၅-၃၅၃-၆၉၉၇ _____

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

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.)

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

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))