

Buchanan K/1 Center



HANDBOOK
2020-2021

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Rainbow of Learning - Where Dreams Do Come True!

🐾 Message From The Principal 🐾

Welcome to the Buchanan K/1 Center where Dreams Do Come True! **Our staff is committed to building on our ideal that at Buchanan, “Everybody IS Somebody.”** I look forward to working with you and your children as we strive to meet our students’ academic, emotional and social needs.

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

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

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

Sincerely,

Peggy Heinz
Principal

Buchanan K/1 Center is located at 555 Mellette SW. The address is PO Box 949. Our Phone number is (605) 353-7875.

Buchanan School was built in 1961, and the Helen Buchanan Wing was added in 1978 with another addition built in 1997. Buchanan was renovated in 2014 and is now the Buchanan K/1 Center and SPED Preschool with over 500 students. We are very fortunate to have beautiful facilities.

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

Mission, Vision, & Belief Statements

Mission

Lifelong learners will be inspired and developed 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 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.



Huron School Board & District Administration



Garret Bischoff
President

Shelly Siemonsma
Member

Tim Van Berkum
Vice President

Craig Lee
Member

David Wheeler
Member

Victoria Larson
Student Board Member



Terry Nebelsick, Ed. S.
Superintendent
Phone: 605.353.6900

Kelly Christopherson, CPA
Business Manager
Phone: 605.353.6995

150 5th Street SW
Huron, SD 57350

150 5th Street SW
Huron, SD 57350

Linda Pietz, MA
Director of Curriculum, Instruction, & Assessment, and Title IX
Phone: 605.353.6992

Jolene Konechne, Ed. S.
Director of ESL, Federal Programs & Accreditation, and CTE
Phone: 605.353.8660

150 5th Street SW
Huron, SD 57350

150 5th Street SW
Huron, SD 57350

Ralyna Schilling, MA
Director of Special Services
Phone: 605.353.6997

Mike Radke, Ed. S.
High School Principal
Phone: 605.353.7800

150 5th Street SW
Huron, SD 57350

701 18th St. SW
Huron, SD 57350

Laura Willemsen, MA
Middle School Gr. 6-8 Principal
Phone: 605.353.6900

Rodney Mittelstedt, MA
High School Assistant Principal
Phone: 605.353.7800

1045 18th St. SW
Huron, SD 5735

701 18th SW
Huron, SD 57350

Lyndi Hudson, MA
Middle School Assistant Principal
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1045 18th St. SW
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Heather Rozell, Ed. S.
Madison 2/3 Center Principal
Phone: 605.353.7885

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Roger Ahlers, MA
Technology Director
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701 18th SW
Huron, SD 57350

John Halbkat
Director of Buildings & Grounds
Phone: 605.353.7867

150 5th Street SW
Huron, SD 57350

Kathie Bostrom
Director of Transportation
Phone: 605.353.6989

700 Lincoln Ave NW
Huron, SD 57350

Peggy Heinz, MA
Buchanan K/1 Center Principal
Phone: 605.353.7875

555 Mellette SW
Huron, SD 57350

Kari Hinker, MA
Washington 4/5 Principal, Colony Principal
Phone: 605.353.7895

1451 McClellan Drive
Huron, SD 57350

Terry Rotert, MA, CAA
Activities Director and Arena Manager
Phone: 605.353.6973

150 5th Street SW
Huron, SD 57350

Amanda Schumacher
School Nutrition Director
Phone: 605.353.6909

1045 18th St. SW
Huron, SD 57350

 **Buchanan K / 1 Staff** 

Peggy HeinzPrincipal
Cindi Williams Administrative Assistant
Danielle Radke Administrative Assistant
Laci GuyCounselor
Jessica Van DiepenNurse
Patricia Wehrmann Custodian
April Ahlers Kindergarten Teacher
Robin Axtmann Kindergarten Teacher
Breanne Brandenburg Kindergarten Teacher
Brooke Cunard Kindergarten Teacher
Jordon Glanzer Kindergarten Teacher
Alanna Joy Kindergarten Teacher
Leah Jungemann Kindergarten Teacher
Halima Kringen Kindergarten Teacher
Renee Person Kindergarten Teacher
Amy Schoenfelder Kindergarten Teacher
Carolyn Westby Kindergarten Teacher
Alex Babcock 1st Grade Teacher
Morgan Boomsma 1st Grade Teacher
Sabrena Brooks 1st Grade Teacher
Michelle Chase 1st Grade Teacher
Sierra Crater 1st Grade Teacher

Abby Johnson 1st Grade Teacher
 Krissa Korkow 1st Grade Teacher
 Kelsey Small 1st Grade Teacher
 Tara Ulvestad 1st Grade Teacher
 Tori White 1st Grade Teacher
 Lacey Fryberger ESL Teacher
 Brandi Knippling ESL Teacher
 Gretchen Beyer Special Education
 Caitlin Ziegenbein Special Education
 Jonathan Schouten PE/Boost-Up
 Barb Nicholas Vocal Music
 Lisa McCarty Instructional Coach
 Alyssa Aker Early Childhood Special Needs
 Marisa Krekelberg Early Childhood Special Needs
 Amy Hofer Early Childhood Para
 Peggy Podhradsky Librarian
 Occupational Therapist
 Lori Eggleston Speech Clinician
 Katelyn Hinker..... Speech Clinician
 Kelsey Range SLPA
 Marcia Brown ESL Para
 Kelli McFarland ESL Para
 Linda Gibson DLC Para
 Toni Harp DLC Para
 Deb McAlister DLC Para
 Alexis Reilly DLC Para

Lisa Schneider	DLC Para
Robert Brooks	SPED Para
Kerry Rieck	SPED Para
.....	SPED Para
Cheryle Marcus	Title I Para
Cassidee King	Title I Para
.....	Title I Para
.....	Title I Para
Alicia Graff	Para
Debbie Henning	Para
Adele VanZee	Para
Annie VanWyhe	Para
Nancy Shoultz	Food Service Cashier
Lois Dorris	Food Service Helper
Kerry Schnabel	Food Service Helper
Hannah Schouten	Social Worker
Melissa Krugman	School Psychologist
Nadine Savery	Deaf Educator

School Calendar 2020-2021

August 20	Digital Open House
August 24	1 st Day of School
August 24 – 27	Kindergarten Screening
August 28	1 st Day of School for Kindergarten
September 2	Early Release
September 3-7 NO SCHOOL	State Fair
September 18	Homecoming
October 7	Early Release
October 12 NO SCHOOL	Native American Day
November 4	Early Release
November 9 – 10	Parent / Teacher Conferences
November 11 NO SCHOOL	Veterans' Day
November 25	Early Release
November 26 – 27	Thanksgiving Break
December 3	Early Release
December 23	Early Release
December 24 – January 1	Christmas Vacation
January 13	Early Release
January 18 NO SCHOOL	Martin Luther King, Jr. Holiday
February 3	Early Release
February 15 NO SCHOOL	Presidents' Day
March 3	Early Release
March 12 NO SCHOOL	Spring Break
March 19 NO SCHOOL	Spring Break
March 22-23	Parent / Teacher Conferences
April 2 – 5 NO SCHOOL	Easter Vacation
April 14	Early Release
May 5	Early Release
May 20	Last Day of Class

FERPA Notification

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 who wish to inspect their child's or their education records 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 their child's or their education 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district 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, contractor, or consultant who, while not employed by the school, 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 typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of

another school or 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. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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

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

Rights to Nondiscrimination

The Huron school district does not discriminate in its employment policies and practices, or in its educational programs or activities on the basis of race, color, creed, religion, age, marital status, gender, disability, national origin, or ancestry.

Questions on Title VI or Title IX may be referred to Mrs. Linda Pietz or Mrs. Jolene Konechne, Coordinators, Huron School District, Huron, SD 57350 (605-353-6992).

Section 504 / American Disabilities Act

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 you 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 Director of Special Services, Coordinator, Buchanan School, 5th & Mellette SW, Huron, SD 57350 (605-353-6997) or to the Regional Director, Dept. of Education, Office of Civil Rights, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367. Phone: 816-880-4202; TDD: 816-891-0582; E-mail: OCR-KansasCity@ed.gov

Right of the Disabled

All students with disabilities in the Huron school district are entitled to the benefits of a free, appropriate educational program. For specific information about eligibility and services, please contact the Special Services Director, Ralyna Schilling (353-6997).

Right to Confidentiality of School Records / Directory Information

The Family Education Rights and Privacy Act of 1974 assures the confidentiality of students' records. A parent, guardian, or student over 18 years of age may refuse to permit the release of any information about a student by notifying the principal in writing.

Please address any concerns that you have over compliance of our schools to the FERPA laws to:

Terry D. Nebelsick, Superintendent, 150 5th St SW, Huron, SD 57350

Phone: (605) 353-6990.

For additional information, you may call 1-800-872-5327, or you may communicate with the following address:

Family Policy Compliance Office, US Dept. of Education, 400 Maryland Ave, SW, Washington, DC 20202-8520

www.ed.gov/policy/gen/guid/fpc/ferpa/index.html

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

Right to Due Process

The phrase "due process" means that any person accused of a violation of a rule, responsibility, or policy of law is entitled:

- A. to know what charges are against him/her.
- B. to have the opportunity to present his/her viewpoint before a final disciplinary decision is made.

A student facing serious disciplinary action such as long-term suspension, mandatory reassignment, or expulsion will receive from the school a copy of school policy that outlines a specific procedural process mandated by law to insure due process. If a decision for disciplinary action is made, the student has the opportunity to appeal that decision to a higher authority and must state his/her intent to do so. Disciplinary action must then await the outcome of the appeal. For a copy of the appeal's process, please contact the school office.

Attendance

**Buchanan School
Hours for the K/1 Center
8:15-3:10**

ABSENCE

Regular attendance is essential in order to benefit from an educational program. Making up homework does not adequately compensate for what has been missed during the class presentations.

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

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

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

When your child has been absent because of a contagious disease (measles, mumps, chicken pox; not flu or cold), he/she must have written permission to return to school. You may obtain permission from the school nurse by making an appointment at the Buchanan K/1 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 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.

ARRIVAL & HOURS

School doors do not open until 7:30 AM. No students are allowed to arrive prior to 7:30 AM. Breakfast starts serving at 7:45 AM. **All students go outside at 8:00 AM.** Parents are asked to drop off their students at the front door at arrival time.

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.

School Compact

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

As a Student, I Will:

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

A Parent/Guardian I Will:

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

As a Teacher I Will:

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

As a Principal I Will:

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

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.

Parent & Community Involvement

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

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

Parents are encouraged to become involved with their local school community by becoming active members in their school's parent-teacher organization. You will be receiving information from your school regarding school organizations.

Assessment

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

- MAP/NWEA - Measure of Academic Progress (grades K-2) - fall, winter, spring
- Access
- WIDA Model

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

Conferences

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

Keeping Students After School

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

Physical Education

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

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

Report Card Explanation

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

Kindergarten – Achievement Markings

E = Exceeding 90%-100%

M = Meeting 80%-89%

P = Progressing 70-79%

N = Needs more time below 70%

- = Not addressed at this time

Kindergarten Effort Markings

S = Satisfactory

N = Needs more time

First Grade – Achievement Markings

1+ = Above Grade Level

1 = Proficient

2 = Approaching Proficiency

3 = Below Proficiency

First Grade Effort Markings

O = Outstanding

S = Satisfactory

N = Needs more time

Health Related Items

Nursing Services

There is a school nursing facility in the office for students who are injured or become sick during the school day. Students who are ill or injured should report to the school office. Students who have a temperature of 100.0 or higher are asked to go home. They may return to school after being fever free for 24 hours without the use of Tylenol or Ibuprofen. Other school exclusions are listed on the district website. The school nurse is not always in the building.

Immunization Records

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

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

A. Pre-Kindergarten Program Requirements

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

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

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

B. Kindergarten Immunization Requirements

1. Four or more doses of DTP vaccine. At least one dose must have been given after the age of four, (children over the age of seven receive Td).
2. Three or more doses of Trivalent Oral Polio vaccine) (OPV) or enhanced Inactivated Polio Vaccine (IPV). At least one dose must have been given after age four. OPV can be given up until the 18th birthday.
3. Two doses of MMR vaccine administered after 12 months of age, with a minimum interval of 30 days between these doses OR physician diagnosed measles.

-Two doses of rubella vaccine administered after 12 months of age with a minimum interval of 30 days OR having demonstrated serological evidence of rubella antibodies.

-Two doses of mumps vaccine administered after 12 months of age with a minimum interval of 30 days.

4. Two doses of Chickenpox vaccine administered after 12 months of age with a minimum interval of 30 days.

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

Medication at School

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

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

Medication concerns or questions shall be directed to the school nurse.

Staying Inside 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 third day, a signed statement from the child's doctor may be required by the school's principal.

Policies & Procedures

Attire

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

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

Bike

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

Book Bags

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

Care of School Property

Please help your child develop a sense of responsibility for school property. Instilling in student's 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.

Crossing Streets

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

school can be hazardous. **Parents are asked to help students cross streets at the corners.** At the end of day, **ALL** students must leave the school grounds, then they may return to play.

Electronic Devices

Electronic devices such iPad, iPod, MP3 players, headphones, cellular phones, pager type devices, and cameras are not to be used or carried while school is in session, unless specifically approved by their teacher. If students are observed to be using or are in possession of one of these devices while school is in session, without permission, the item will be confiscated and may be picked up in the principal's office at the end of the day. If the item continues to be a disruption, it may be confiscated and ***only*** returned to a parent/guardian. **Students choosing to bring these electronic devices, do so at their own risk.** The school is not responsible for lost or stolen electronic devices. ***Laser lights and other nuisance items are not permitted in the building at any time.***

Emergency Procedures

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.

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

Gym Use

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

Leaving School Grounds

Children are ***not permitted*** to leave the school or playground before the regular dismissal time unless permission has been given by the principal or their designee. If students leave the school grounds without permission, the school resource officer may be called. Bus students are to remain on the school grounds until bus pickup time. For safety reasons, if a child is to eat lunch at a place other than at home or school, ***verbal/written*** notice from the parent to the principal should be given ***before*** lunch

Lost & Found

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

Messages

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

Money

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

Party Invitations

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

Play Equipment / Toys

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

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

Room Parties

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

Safety Rules

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

If you bring your child to school by car or pick him/her up at dismissal time, it is advisable to stop your car in a place that does not require your child to cross the street in front of moving traffic. Each school may have a designated area.

School Pictures

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

Telephone Usage at School

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

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

Video Policy

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

Visiting 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!

Weather Related Announcements

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.

Standards of Conduct & Discipline

Discipline

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

Buchanan B's

Be Safe

Be Kind

Be Responsible

Be Ready to Learn

Bus Rules & Safety

Student Conduct on School Buses: (Regulations)

1. Misconduct on the buses will not be tolerated and will result in forfeiture of the privileges of riding.
2. 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.
3. When a child is riding, boarding, or leaving the bus, the bus driver has supervisory control over the student.
4. 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.
5. 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.
6. 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.

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School Transportation – Inappropriate Bus Behavior and Consequences					
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
<u>Class 1-Conduct</u> <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 	<p>Warning- Bus conduct Loss of bus privileges for 1 day</p> <p>Parent contacted by school official (Transportation director/building principal)</p>	<p>Bus conduct</p> <p>Parent contacted by school official (Transportation director/building principal)-</p> <p>Student visits with building principal</p> <p>2 day suspension of bus privileges</p>	<p>Bus conduct</p> <p>Parent contacted by school official (Transportation director/building principal)-</p> <p>Student visits with building principal</p> <p>3 day suspension of bus privileges</p>	<p>Becomes a Class 3 Conduct</p>	
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<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 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>		
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<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.**

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.

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.

Student Services

Educational Services

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

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

School Nutrition

Breakfast/Lunch at Elementary School

Free & Reduced Meal Applications will be sent home with all students on the first day of school each year. A new application must be filled out each year. Applications may also be filled out at any time 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 Amanda Schumacher, Director of School Nutrition at 353-6909.