

# Madison 2/3 Center



**HANDBOOK**  
**2024-25**

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## **Message From The Principal**

Welcome to the Madison 2-3 Center,

Welcome to the 2024-25 school year! We feel our schools are special because we have state of the art facilities and grade level buildings. We are able to focus our instruction and activities to meet the needs of second and third grade students. It's honestly a great age level and we have a lot of fun finding ways to teach, support and grow our students.

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

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

We look forward to another exciting year.

Heather Rozell

Madison Elementary Principal

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

Madison 2/3 Center is located at 1680 Idaho SE.

Our phone number is (605) 353-7885.



## **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

Shelly Siemonsma

Tim Van Berkum

Craig Lee

Ray Cardona



Dr. Kraig Steinhoff

***Superintendent***

Phone: 605.353.6900

150 5<sup>th</sup> Street SW  
Huron, SD 57350

Linda Pietz, MA

***Director of Curriculum, Instruction, &  
Assessment, and Title IX***

Phone: 605.353.6992

150 5<sup>th</sup> Street SW  
Huron, SD 57350

Ralyna Schilling, MA

***Director of Special Services***

Phone: 605.353.6997

150 5<sup>th</sup> Street SW  
Huron, SD 57350

Laura Willemsen, MA

***Middle School Gr. 6-8 Principal***

Phone: 605.353.6900

1045 18<sup>th</sup> St. SW  
Huron, SD 5735



Kelly Christopherson, CPA

***Business Manager***

Phone: 605.353.6995

150 5<sup>th</sup> Street SW  
Huron, SD 57350

Jolene Konechne, Ed. S.

***Director of ESL, Federal Programs &  
Accreditation, and CTE***

Phone: 605.353.8660

150 5<sup>th</sup> Street SW  
Huron, SD 57350

Rodney Mittelstedt, MA

***High School Principal***

Phone: 605.353.7800

701 18<sup>th</sup> St. SW  
Huron, SD 57350

James Cutshaw, Ed. S.

***High School Assistant Principal***

Phone: 605.353.7800

701 18<sup>th</sup> SW  
Huron, SD 57350



Lyndi Hudson, MA  
***Middle School Assistant Principal***  
Phone: 605.353.6900

1045 18<sup>th</sup> St. SW  
Huron, SD 57350

Heather Rozell, Ed. S.  
***Madison 2/3 Center Principal***  
Phone: 605.353.7885

1680 Idaho SE  
Huron, SD 57350

Roger Ahlers, MA  
***Technology Director***  
Phone: 605.353.7800

701 18<sup>th</sup> SW  
Huron, SD 57350

John Halbkat  
***Director of Buildings & Grounds***  
Phone: 605.353.7867

150 5<sup>th</sup> Street SW  
Huron, SD 57350

Kathie Bostrom  
***Director of Transportation***  
Phone: 605.353.6989

700 Lincoln Ave NW  
Huron, SD 57350

Heather DeBoer, MS  
***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

Scott DeBoer, MS  
***Activities Director and Arena Manager***  
Phone: 605.353.6973

150 5<sup>th</sup> Street SW  
Huron, SD 57350

Amanda Reilly  
***School Nutrition Director***  
Phone: 605.353.6909

1045 18<sup>th</sup> St. SW  
Huron, SD 57350



## Madison 2/3 Center Staff



Heather Rozell .....	Principal
Rebekah Williams .....	Grade 2
Kyle Johnson .....	Grade 2
Holly Cundy .....	Grade 2
Tammy Luce.....	Grade 2
Becky Moeding .....	Grade 2
Taylor Stuart.....	Grade 2
Kelby Johnson .....	Grade 2
Kate Ashbaugh .....	Grade 2
Bailey Thompson .....	Grade 2
Alexis Scott .....	Grade 2
Megan Kopfmann.....	Grade 3
Melissa Peterson.....	Grade 3
Sami Shoultz.....	Grade 3
Kayla McCloud .....	Grade 3
Lynne Marcus.....	Grade 3
Angel Hovde.....	Grade 3
Lynn Soward .....	Grade 3
Kristle Christensen .....	Grade 3
Angie Boetel.....	Secretary
Wade Bergquist .....	Custodian
Steve DeBoer.....	Custodian
Kayleen Dornacher.....	Librarian
Tisha Harvey .....	School Nurse
Shelly Fuller .....	School Social Worker
Staci DesLauriers .....	Instructional Coach
Emily Salinas.....	Vocal Music
Al Steffen .....	PE
Megan Smith .....	ESL Teacher
Joselyn Schmitz.....	ESL Teacher

Dania Lowe .....	Special Education Teacher
Kristie Clark .....	Special Education Teacher
Stacey Westby .....	Special Education Teacher
Tracy Albrecht.....	Special Education Teacher
Juliana Janssen .....	Speech Clinician
Susan Peterson.....	Speech Clinician
MiKayla Williams .....	SLPA
Casey Trowbridge .....	Braille Instructor
Heather Buckmaster .....	Para
Jaycee Clark .....	Para
Paw They Day .....	Para
Lucy Dschaak .....	Para
Karen Ford.....	Para
Kim Freideman.....	Para
Becky Harris.....	Para
Haley Heffner .....	Para
Amber Jacobs .....	Para
Hayden Owen .....	Para
Danyell Palmquist .....	Para
Lar Eh Paw .....	Para
Charlene Polsean .....	Para
Lily Ramirez.....	Para
MaKiah Schweigert.....	Para
Joe Skorheim .....	Para
Jessica Urena .....	Para
Kyle Will .....	Para
Wayne Wilson .....	Para
Brenda Nelson .....	Food Service Cashier
Pam Deutsch.....	Food Service
Ginger Brake .....	Food Service



## School Calendar 2024-25



August 15 .....	Open House
August 20 .....	1 <sup>st</sup> Day of School
August 20-23.....	Kindergarten Screening
August 26 .....	1 <sup>st</sup> Day of School for Kindergarten
August 28.....	Early Release
August 29-September 2 NO SCHOOL .....	State Fair
September 11 .....	Early Release
September 20 .....	Homecoming
October 2 .....	Early Release
October 14 NO SCHOOL .....	Native American Day
October 28-29.....	Parent / Teacher Conferences
November 6 .....	Early Release
November 11 NO SCHOOL .....	Veterans' Day
November 27.....	Early Release
November 28-29.. .....	Thanksgiving Break
December 11.....	Early Release
December 23 – January 3 .....	Christmas Vacation
January 8. ....	Early Release
January 20 NO SCHOOL .....	Martin Luther King, Jr. Holiday
February 5.....	Early Release
February 17 NO SCHOOL .....	Presidents' Day
March 5 .....	Early Release
March 14 NO SCHOOL .....	Spring Break
March 17-18 .....	Parent / Teacher Conferences
March 21 NO SCHOOL .....	Spring Break
April 2 .....	Early Release
April 18-21 NO SCHOOL .....	Easter Vacation
May 7 .....	Early Release
May 19 .....	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, 5<sup>th</sup> & Mellette SW, Huron, SD 57350 (605-353-6997) or to the Regional Director, Dept. of Education, Office of Civil Rights, 10220 North Executive Hills Blvd., 8<sup>th</sup> Floor, Kansas City, MO 64153-1367. Phone: 816-880-4202; TDD: 816-891-0582; E-mail: [OCR-KansasCity@ed.gov](mailto:OCR-KansasCity@ed.gov)

**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: Director of Special Services

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: \_\_\_\_\_

Escuela Huron School District (Distrito Escolar de Huron)

Teléfono/Fax: 605-353-6997

တၢ်ကူစါယါညါတၢ် တၢ်ဖဲးတၢ်မၤ နီးပှၤအမဲရကၤဖိလၢ၊ အကုၢ်ဂီၤတဂ့ၤတဘၣ်တဖၣ် တၢ်ဖဲးတၢ်မၤနီအ  
ဖျါလၢ၊ အကူၣ် ၅၀၄ အပူၤ  
တၢ်တက့ၢ်တလီၤတၢ် အတၢ်ဘိးဘၣ်သ့ၣ်ညါ

အဝဲအိမ်မှာပဲ ဟူရိုက်ကီရိုက်လီကဝီကို အတိတ်ဘုရားသန့်လေး ပွားကွဲမိတက၊ဂု၊တက၊ဂု၊ လာအဆိပ်ဒီး ကုဂီတဂု၊တဘဉ် တလောတ  
ဝဲ၊ အပတိန်လဲဉ်ဂု၊လဲဉ်ဂု၊ တဘဉ်တံတြိ၊အီ၊လောအကဟ်ဖိုဉ်မ၊သကိးတံလော၊တဘဉ်တံကွက်ကဟ်ကွက်အတံ၊န့ဉ်ဘျူးန့ဉ်  
ဖိုဉ်လော၊တဘဉ်တံကွက်တလီ၊အီ၊လော ကီရိုက်လီကဝီတံကွက်ဘဉ်ကွက်သုတံရဲဉ်တံကျဲ၊အပူ၊ မုတမု၊ လောတံဟူးတံဂဲ၊ အပူ၊  
ဘဉ် န့ဉ်လီ၊

တၢ်ခွဲးတၢ်ယၢ်သးတၢ်သးမ့ၢ်ဝဲ  
ပူၤရိၣ်ကီၢ်ရၣ်လီၤကိၢ် အတၢ်ဂၢ်လၢအရၣ်ခိၣ်ဒီးအလီၤဆိကတၢ်န့ၣ်လီၤ.

ပုဂံတက္ကသိုလ်၊ အဆိပ်နီတပ်ကွပ်ကဲရေး၊ လာအိုဘက်ကွပ်ကဲရေး၊ ကိုအောင်လွင်တို့ကွပ်ကဲရေး၊ လာအိုဘက်  
၅၀၄အပူတပ်ဆင်းကွပ်ကဲရေး၊ အီလီလီလီဆူ ...

အကူ၌ ၅၀၄ ဖိမိမိခါး... လီရီရီလဲလဲ...  
 ကို... ကိုရီရီလဲလဲ...  
 လီလဲလဲ... ဖိမိမိခါး... ၆၀၅-၃၅၃-၆၆၆၆





## 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](http://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

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

#### **ABSENCE**

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

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

When it is necessary to pick up your child from school before regular dismissal time, please contact the school as soon as possible. When your child has been absent because of a contagious disease (measles, mumps, chicken pox; not flu or cold), he/she must have written permission to return to school. You may 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. We will follow current/updated SD Department of Health and CDC guidelines regarding attendance of school. Please send a note to your child's teacher when he/she is to leave for an appointment.

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

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

## ARRIVAL & HOURS

Since there is no playground supervision before 7:45, *early arrival is discouraged*. However, permission will be granted for special circumstances. School doors open at 7:30, but arrival prior to 7:45 is discouraged. No students are allowed to arrive prior to 7:30 a.m. Breakfast will be served at each school prior to the beginning time listed below. Breakfast is served from 7:45-8:15am.

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



### **Madison 2/3 Center 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:

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

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

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

## **Physical Education**

Physical education class is enhanced when students wear appropriate clothing.

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

Using physical activity and withholding physical education class as punishment is strongly discouraged or used as a last resort.

## **Report Card Explanation**

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

### **GRADES 2 - ACHIEVEMENT MARKINGS**

#### **1 = Above Level**

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

#### **2 = On Level**

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

#### **3 = Below Level**

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

#### **P = Progressing**

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

### **GRADES 2- EFFORT MARKINGS**

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

### **GRADE 3 - ACHIEVEMENT MARKINGS**

#### **1 = Above Level**



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

**2 = On Level**

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

**3 = Below Level**

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

**P = Progressing**

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

### **GRADES 3 - EFFORT MARKINGS**

**O = Outstanding**

Exceptional participation for ability

**S = Satisfactory**

Expected participation for ability

**L = Limited**

Inconsistent participation for ability

**U = Unsatisfactory**

Inadequate participation for ability



## **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. Students should ask the secretary for assistance if the nurse is not available. Parents can contact the school nurse by calling the school or sending an email to (building nurse email).

### **Immunization Records and Requirements**

[South Dakota Codified Law 13-28-7.1](#) (Rev. 2016) requires that any pupil entering school or an early childhood program in this state shall, prior to admission, be required to present to school authorities certification from a licensed physician that the child has received, or is in the process of receiving, adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola (measles), rubella, mumps, tetanus, meningitis and varicella (chickenpox), according to the recommendations of the State Department of Health.

This law applies to ALL children entering a South Dakota school district for the first time. This would include children in early intervention programs, preschool, as well as kindergarten through twelfth grade. Children under 4 need to be age-appropriately immunized.

Minimum immunization requirements for kindergarten through twelfth grade are defined as receiving at least:

1. Four or more doses of **diphtheria, pertussis and tetanus containing vaccine**, with at least one dose administered on or after age 4.
2. Four or more doses of **poliovirus vaccine**, at least one dose on or after age 4.
3. Two doses of a **measles, mumps, and rubella vaccine (MMR or MMRV)**.
4. Two doses of **varicella vaccine (Varicella or MMRV)**. History of disease is acceptable with parent/guardian signature on the certificate of immunizations.

**NOTE: Hib, Hepatitis A, Hepatitis B, HPV, annual Influenza, and Pneumococcal vaccines are recommended but not required.**

Medical and religious exemptions are allowed as long as all signatures are obtained on the certificate of immunization. There are no other exemptions.

For questions regarding immunizations, please contact your provider or click the link below.

South Dakota School Required Immunizations:

<https://doh.sd.gov/family/childhood/immunization/school.aspx>

### **Medication at School**

Select over-the-counter(OTC) medications may be administered by school staff without parent or doctor authorization to treat immediate needs during the school day. Examples include, but are not limited to, antibiotic cream, anti-itch cream, eye drops, cough drops, and antacids. Please contact the school nurse if you do not wish for your child to receive these treatments.

Medication must be age appropriate and FDA approved; no vitamins/herbal treatments will be given at school.

Students are not allowed to carry medications with them with the exception of rescue medications (i.e. inhalers, EpiPens, insulin, glucagon, etc.)

Medications are secured in a locked cupboard and only administered by trained staff per SD codified law. A record of medications administered to students is kept in the nurse's office.

### **Over the Counter (OTC) Medications**

Students may take OTC medications at school as long as the following are in place.

- Administration of Medications form must be signed by the parent/guardian.
- Medications must be brought to school in the original container with the directions clearly visible.
- Medications must not be expired.

### **Prescription Medications**

Students who need prescribed medications at school may do so as long as the following are in place.

- Administration of Medications form must be signed by the parent/guardian AND prescribing provider.
- Prescribed medications cannot be given until the form is returned to the school with the provider's signature.
- Medications must be brought to school in the original pharmacy container with the pharmacy label attached.

**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 or nurse.



## **Policies & Procedures**



### **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.

- Hats, caps, bandanas, and sweatshirt hoods should not be worn during the academic day.

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

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

## **Bike**

Bike locks *are recommended* and all bikes need to be stored at the bike rack. Bike helmets are recommended but not required.

## **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. 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, smart watches, 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. A rental fee may be included.

## **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**

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

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

1. Do not park your car on the east side of the street (yellow curb) during morning drop off and afternoon pick up. The School Resource Officer has informed us that stopping to let your child off in the crosswalk is the same as parking/blocking a cross walk and considered a violation that can be ticketed.
2. If you need to go into the school during this time, park in the designated area across from the school or on the west side of the street.
3. Do not park or stop your vehicle in the areas designated for handicap parking (blue curb). There are both parents and students who need to utilize the designated parking.
4. Please have your child ready to get out of the car when dropping off.
5. **All students are to cross in the cross walks.**
6. When picking up, do not wave to your child to cross the street. Please take time to get your child safely to and from your vehicle.

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

### **School Pictures**

School pictures are taken 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. Madison Elementary is a PBIS, (positive behavior intervention and supports) school. Our students and staff use the PAWS approach to encourage positive behavior. **P**-practice good manners **A**-always responsible **W**-will be respectful **S**-safe

### **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.



<b>School Transportation – Inappropriate Bus Behavior and Consequences</b>					
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b><u>Class 1-Conduct</u></b> <ul style="list-style-type: none"><li>• Standing/walking while bus is moving</li><li>• Throwing items</li><li>• Loud/boisterous behavior</li><li>• Littering</li><li>• Eating and/or drinking</li></ul>	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

<u><b>Class 2- Conduct</b></u> <ul style="list-style-type: none"> <li>• Inappropriate language</li> <li>• Obscene gesture</li> <li>• Disrespectful actions toward driver or other personnel</li> <li>• Name calling</li> <li>• Harassment of others</li> <li>• Horseplay</li> <li>• Writing on seats or other parts of the bus</li> <li>• Spitting</li> <li>• Lying/cheating</li> </ul>	<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>	
<u><b>Class 3- Conduct</b></u> <ul style="list-style-type: none"> <li>• Fighting/physical aggression</li> <li>• Vandalism</li> <li>• Threat to safety: verbal, written, or physical</li> <li>• Theft</li> <li>• Abusive language</li> <li>• Gross insubordination</li> </ul>	<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><b><u>Class 4- Conduct</u></b></p> <ul style="list-style-type: none"> <li>Alcohol, Tobacco, Vape devices, etc.</li> <li>Weapon with no intent</li> </ul>	<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><b><u>Class 5 – Conduct</u></b></p> <ul style="list-style-type: none"> <li>Weapon w/ intent</li> <li>Use of lighter or matches on the bus</li> </ul>	<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:

1<sup>st</sup> conduct = warning

2<sup>nd</sup> conduct = 1 day suspended from the bus

3<sup>rd</sup> conduct = 2 days suspended from the bus

4<sup>th</sup> conduct = 3 days suspended from the bus

5<sup>th</sup> 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                     | *Tiger After School Program |
| ▶ Developmental Learning Classroom                  | *Instructional Coach        |
| ▶ Preschool for Children with Special Needs Program | *Home Liaisons              |
| ▶ Language, Speech and Hearing Services             | *Interpreting 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  |                             |

### 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](http://myschoolbucks.com). Remaining account balances carry over for the next year.

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

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

If you have any special nutritional needs, please have your parents contact the administration or the Nutrition Office and they will help you with these needs. Contact Amanda Schumacher, Director of School Nutrition at 353-6909 or email at [Amanda.schumacher@k12.sd.us](mailto:Amanda.schumacher@k12.sd.us).

## **USDA Nondiscrimination Statement**

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

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

Person with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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](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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.