

Mission: *To develop lifelong learners through effective teaching in a safe and caring environment.*
Vision: *Educational excellence for every child – setting the standard others aim for.*

AGENDA
BOARD OF EDUCATION – REGULAR MEETING
Instructional Planning Center/Huron Arena
December 12, 2016
5:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Adoption of the Agenda**
5. **Dates to Remember**

December 23	Parent/Teacher Comp Day – No School
December 26-30	Christmas Break – No School
January 1	Happy New Year!
January 2	Calendar Committee – 3:45 p.m. IPC – Public Testimony Welcome at 3:45
January 9	Board of Education Meeting – 5:30 p.m. – IPC
January 11	Early Release
January 16	Martin Luther King Day – No School
January 21	Credit Recovery Day
January 23	Board of Education Meeting – 5:30 p.m. – IPC
January 30	HHS Registration Open House 5:30 – 8:45
6. **Community Input on Items Not on the Agenda**
7. **Conflict Disclosure and Consideration of Waivers** - The School Board will review the disclosures and determine if the transactions or the terms of the contracts are fair, reasonable, and not contrary to the public interest.
 - a)
8. **CONSENT AGENDA**

The superintendent of schools recommends approval of the following:

 - a) **Approval and/or Correction of Minutes of Previous Meetings**
 - b) **Consideration and Approval of Bills**
 - c) **Approval and/or Correction of the Financial Report**
 - d) **Board Approval of New Hires**

As was mentioned previously, classified personnel and substitute teachers/classroom aides must be approved in order to be covered by our workers' compensation plan.

 - 1) June Wheeler / Graduation Coach / \$31.00 per hour
 - 2) Linda Thelen / Graduation Coach / \$31.00 per hour
 - 3) Nancy Kempf / Graduation Coach / \$20.00 per hour
 - 4) McKenzie Culver / Graduation Coach / \$20.00 per hour
 - 5) Kristi Winegar / ½ Oral Interp Advisor – HMS / \$768.00 per season
 - 6) Kira Carabantes / ½ Oral Interp Advisor – HMS / \$768.00 per season
 - 7) Tyler Volesky / Substitute Teacher / \$100.00 per day
 - 8) Carla Picek / TAP Classroom Leader / \$17.02 per hour
 - e) **Contracts for Board Approval**

f) Resignations for Board Approval

- 1) Tony Grace / Study Hall Supervisor – HHS / 3 months
- 2) Dawn Coughlin / Librarian-Media Specialist – HHS / 31 years
- 3) Becky DeBoer / SPED Para-Educator @ Buchanan K-1 Center / 1 year
- 4) Jenny Mallard / TAP Classroom Leader / 2 years

g) Permission to Bid

Permission to advertise for bids to pave the parking lots at Tiger Stadium. The project will be split into two bids. One bid will be for gravel, curb and gutter, concrete, and fence. The second bid will be for asphalt paving. The sidewalk and fence around the north side of the track will be bid as an alternate.

h) Request to Open “HMS Counseling Club” Account

Heather Sieh, Huron Middle School Counselor, is seeking permission to create an activity account for the counseling office at the Middle School. Letters from Ms. Sieh and Mr. Taplett are attached.

(The consent agenda may be approved with one motion. However, if a board member wishes to separate an item for discussion, he may do so.)

9. CELEBRATE SUCCESSES IN THE DISTRICT:

CONGRATULATIONS:

- 1st Team All State Linebacker – Senior Sam Kretschmar.
- 1st Team All State Defensive Back – Senior Hyland Heinz.
- Honorable Mention All State – Senior Ty Evers.
- Jolene (Assistant Principal – Huron High School) and Grant Konechne on the birth of their son, Charles Douglas Konechne, born November 18th.
- Jon (Adaptive PE/Boost Up Teacher - Buchanan K-1 Center) and Hannah Schouten on the birth of their son, Theo Jack.
- Eh Myee Paw (ESL Para-Educator/Interpreter – Huron Middle School) who will be graduating from Northern State University Saturday, December 10th, with an Associate of Arts Degree in General Studies.
- All State Cheer Sydney Shillingstad (Senior), Deyona Little (Junior), and Quincee Goeller (Junior).
- Jaylin Koerner (8th Grade HMS) for doing an awesome job reporting the weather on KSFY News.
- 1st Team All State Volleyball – Senior Karissa Schroder.
- 2nd Team All State Volleyball – Junior Jayda Shillingstad.

THANK YOU TO:

- Jen Bragg and all of the volunteers and staff at Buchanan who helped with the Krispy Kreme Fundraiser.
- Ms. Willemsen, Ms. King, Mr. Buddenhagen, and Georgia Langbehn (Client Services Officer – Huron Area Center for Independence) for their organization and planning which allows the partnership with the Center for Independence and “Lead for Life” program with the Huron Middle School 6th graders to happen. The Center for Independence thanks the 6th graders for partnering with them and investing in the lives of people with disabilities and kids – this changes our community and our world.

10. REPORTS TO THE BOARD

- a) **Classified Employee of the Month – Presented by Mr. Rotert & Mr. Sawvell**
Darla Halbkat, Administrative Assistant – Activities Office/Buildings & Grounds, has been selected as Classified Employee of the Month for December 2016. Nomination comments are included in this packet. Congratulations Darla!
- b) **Good News Report** – Washington 4th/5th Grade Center – “Wellness at Washington” – Beth Foss, Rita Baszler
- c) **Business Manager’s Report**
- d) **Superintendent’s Report**
 - Calendar Committee
 - Legislative Update

11. OLD BUSINESS

- a) **TAP Handbook Revisions – 2nd Reading**

12. NEW BUSINESS

- a)

13. ADJOURNMENT

**Huron School District
New Hire Justification**

Date: December 1, 2016

Applicant Information

Applicant Name: June Wheeler

Address: 1030 Arrowbee Court

Phone: 605-354-1946

Education: BS, Teaching Certificate

Experience: 18 years, teaching

References: Robin Axtman, Rhonda Kludt, Krissa Korkow

Reason for New Hire

New Position: new position from school improvement funds

Replacement:

Position Information

Department: School Improvement, 1003

Position: Graduation Coach

Supervisor: Peggy Heinz, Sherri Nelson, Kari Hinker

Responsibilities:

- Work with students to make transition to the next grade level
- Assist parents to improve academic performance or other circumstances that influences the student's success rate
- Monitor attendance

Hours: 19 per week

Hiring Information

Wages: \$31.00 per hour

Classification: Certified Teacher

Wage Justification:

Start Date: January 2 (with training hours in December)

Requested by: Peggy Heinz, Sherri Nelson, Kari Hinker
(Administrator)

**Huron School District
New Hire Justification**

Date: December 1, 2016

Applicant Information

Applicant Name: Linda Thelen

Address: 1164 Kansas Ave SE

Phone: 605-350-4218

Education: BS, Teaching Certificate

Experience: 30 years, teaching

References: Michelle Chase, Sue Fleck, Adele VanZee

Reason for New Hire

New Position: new position from school improvement funds

Replacement:

Position Information

Department: School Improvement, 1003

Position: Graduation Coach

Supervisor: Heather Rozell, Sherri Nelson, Kari Hinker

Responsibilities:

- Work with students to make transition to the next grade level
- Assist parents to improve academic performance or other circumstances that influences the student's success rate
- Monitor attendance

Hours: 19 per week

Hiring Information

Wages: \$31.00 per hour

Classification: Certified Teacher

Wage Justification:

Start Date: January 2, with training hours in December

Requested by: Heather Rozell, Sherri Nelson, Kari Hinker
(Administrator)

**Huron School District
New Hire Justification**

Date: December 1, 2016

Applicant Information

Applicant Name: Nancy Kempf

Address: 1865 Illinois Ave

Phone: 605-353-1441

Education: LAVTI

Experience: 6 years para at HPS

References: Beth Foss, Kelly Rotert, Karen Speirs

Reason for New Hire

New Position: new position from school improvement funds

Replacement:

Position Information

Department: School Improvement, 1003

Position: Graduation Coach

Supervisor: Beth Foss, Sherri Nelson, Kari Hinker

Responsibilities:

- Work with students to make transition to the next grade level
- Assist parents to improve academic performance or other circumstances that influences the student's success rate
- Monitor attendance

Hours: 20 per week

Hiring Information

Wages: \$20.00 per hour

Classification:

Wage Justification:

Start Date: January 2

Requested by: Beth Foss, Sherri Nelson, Kari Hinker
(Administrator)

**Huron School District
New Hire Justification**

Date: December 1, 2016

Applicant Information

Applicant Name: McKenzie Culver

Address: 221 S. Creek Street

Phone: 605-412-1366

Education: BHSU, Teaching Certification in process

Experience: 6 years para at HPS

References: Leah Branaugh, Michelle Kretschmar, Jessica Olson

Reason for New Hire

New Position: new position from school improvement funds

Replacement:

Position Information

Department: School Improvement, 1003

Position: Graduation Coach

Supervisor: Mike Taplett, Sherri Nelson, Kari Hinker

Responsibilities:

- Work with students to make transition to the next grade level
- Assist parents to improve academic performance or other circumstances that influences the student's success rate
- Monitor attendance

Hours: 30 per week

Hiring Information

Wages: \$20.00/hr, to move to \$31/hr when teaching certificate is issued by DOE

Classification: Certified Teacher

Wage Justification:

Start Date: January 2

Requested by: Mike Taplett, Sherri Nelson, Kari Hinker
(Administrator)

Huron School District
New Hire Justification

Date: 12/1/16

Applicant Information

Applicant Name: Kristi Winegar
Address: 21190 403rd Ave Huron, SD 57350
Phone: 350-6318

Education: Northern State U. (1999-2003) BS

Experience: 7th ELA & HMS (Aug. 2005)

References: Yes Heidi Blue
Mandy DeJong
Sharon Engelhart

Reason for New Hire

New Position:

Replacement: Mr. Heyd

Position Information

Department: Extra Duty GCBA-2(N)

Position: MS Oral Interp

Supervisor: M. Taplett

Responsibilities:

Hours: 5-6 wks (3:30-5:00 PM) M-T-Th-F

Hiring Information ^{1 competitive contest, usually @ Mitchell}

Wages: 3.0 pts. \$1,536.00

Classification: split duties

Wage Justification: \$768.00

Start Date: Feb. 21 - Mar. 31, 2017

Requested by: M. Taplett (Administrator)

Huron School District
New Hire Justification

Date: 12/1/16

Applicant Information

Applicant Name: Kira Carabantes

Address: 625 14th St SW Huron, SD 57350

Phone: 354-2393

Education: Mid American Nazarene U., KS. (2005-2010) BS
(2012-2015) MA

Experience: 8th ELA @ HMS (Aug. 2014) / HS ELA + Spanish (2010-2012)
Waubay-Summit HS

References: Yes Justin Heyd
Shari Lord
Lanra Maag

Volunteer Oral Interg Coe

Reason for New Hire

New Position:

Replacement: Mr. Heyd

Position Information

Department: Extra Duty GC BA-2(N)

Position: MS Oral Interg

Supervisor: M. Taplett

Responsibilities:

Hours: 5-6 wks. (3:30-5:00 PM) M-T-Th-F

Hiring Information

Wages: 3.0 pts. \$1,536.00

Classification: Split duties

Wage Justification: \$ 768.00

Start Date: Feb. 21 - Mar. 31, 2017

Requested by: M. Taplett (Administrator)

**Huron School District
New Hire Justification**

Date: 12-6-2016

Applicant Information

Applicant Name: Carla Picek

Address: 543 Lawnridge St. SE, Huron, SD 57350

Phone: 605-350-0437

Education: Northern State University – 1 year

Experience: Currently a Para at Huron High School

References: Kari Eulberg, Jonna Reid, Karen Hofer

Reason for New Hire

New Position: n/a

Replacement: Adding TAP staff to reduce overtime expenses

Position Information

Department: TAP

Position: Classroom Leader

Supervisor: Sherri Nelson

Responsibilities: Implement after-school learning activities

Hours: Schedule varies - 3:30-5:30 pm

Hiring Information

Wages: \$17.02/hr.

Classification: Classified

Wage Justification: Pre-determined hourly rate

Start Date: December 12, 2016

Requested by: Sherri Nelson

I Tony Grace am resigning from the Huron High School. I no longer will be the High School study Hall supervisor starting December 12th, 2016

Tony Grace

12/2/16

December 2, 2016

To: Huron School District Board of Education, Mr. Nebelsick and Mr. Christopherson,

Please accept this as my official notice of resignation from my position as School Library Media Specialist at Huron High School. My resignation will be effective at the completion of the 2016-17 school year and fulfillment of my current contract.

Thank you for the opportunity to work with students and staff in the Huron School District in a variety of positions. I have enjoyed them all and appreciate the opportunities I was allowed to advance within the district. Also, I truly appreciate the School Board and administration team supporting the library program in our district, it is a program we can be proud of and that can continue to grow.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Coughlin". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Dawn Coughlin
SLMS
Huron High School

On 12/5/16, 10:17 AM, "DeBoer, Becky" <Becky.DeBoer@k12.sd.us> wrote:

>It is my intent to resign my paraprofessional position at Buchanan
>effectively immediately due to personnel reasons. I would like to still
>be a substitute custodian and be considered for FT employment in the
>future. I have spoken with Rex about this as wrll and he would like to
>utilize me as needed.

>

>Respectfully

>Becky DeBoer

1045 18th Street SW
PO Box 949
Huron, SD 57350-0949
605-353-6900
Fax: 605-353-6913



Michael Taplett
Principal
mike.taplett@k12.sd.us
Laura Willemssen
Assistant Principal
laura.willemssen@k12.sd.us

December 6, 2016

Mr. Taplett,

I would like to request that a new activity account be created for the counseling office here at Huron Middle School. This account could be titled "HMS Counseling Club." With starting Kindness Club this year as well as "Girls Night Out," we will be receiving donations to help fund the club as well as activities promoted through the counseling office. So far we have been given \$300.00 and I anticipate with contributions coming in from local businesses to help fund our "Girls Night Out" activity in the coming month that we will receive a larger amount of donations. It only makes sense that we start an activity account as these will be ongoing activities each year and there is potential for additional clubs and activities through the counseling office that would require funding. Please pass this on to the school board for approval. Thank you!

Sincerely,

Heather Sieh
Professional School Counselor
heather.sieh@k12.sd.us
Huron Middle School
1045 18th St. SW
Huron, SD 57350

Venables, Dolly

From: Taplett, Mike
Sent: Tuesday, December 06, 2016 4:31 PM
To: Christopherson, Kelly; Nebelsick, Terry; Venables, Dolly
Cc: Sieh, Heather; Willemssen, Laura L; Snyder, Brenda
Subject: Trust & Agency Club

Dear Board of Education,

I have received a request from Huron Middle School Counselor: Heather Sieh, wanting to establish a Trust & Agency Account for her counseling office. This account would be titled "HMS Counseling Club."

In her letter, she explains that the Middle School has started a Kindness Club this year and received a monetary donation of \$300 from the local Kiwanis Club. Later in the school year; Feb., 2017, Ms. Sieh plans to host a "Girls Night Out" with our students and may be receiving additional donations from the community to help sponsor this event.

We see these activities as on-going within the Middle School and thus would like to have a separate Trust & Agency Account to deposit funds and make payments, etc.

I have scanned Ms. Sieh's letter and sent to kelly.christopherson@k12.sd.us

I ask that you consider granting the addition of "HMS Counseling Club" to the list of Trust & Agency Accounts; I fully support her efforts.

Thank you for your consideration.

Mike Taplett

Principal

Huron Middle School

"A Great Place To Learn"

1-605-353-6900

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Classified Employee of the Month

Name	<u>Darla Halbkat</u>
Position	<u>Administrative Assistant – Activities Office / Buildings & Grounds</u>
Date	<u>December 12, 2016</u>

Darla is a true joy to work with. Her competency to work in a fast paced office goes above and beyond and her professionalism is evident in everything she does. Many of Darla's responsibilities involve deadlines which she meets with ease and efficiency. She is always willing to assist her co-workers when asked and she does so with a pleasant attitude, humor, and a smile. The Huron School District is lucky to have her on staff. Congratulations, Darla, on a job well done!

Darla puts her heart into everything she does but doesn't want to take any of the credit for all the amazing things she is involved with. I have learned this by working with her over the last few years during state events. She does so many things that most people are not aware of that are outside of her job description. Darla does an amazing job at having everything ready to go for the hospitality room for state events, which at times includes making many of the different foods that are provided. She makes my job of supervising the hospitality room easy. The Huron School District is blessed to have such a great person on staff!

Darla greets everyone with a smile and treats them with kindness and professionalism. She regards their question or concern as though it is the only thing that she has to do, and completes each task meticulously.

Darla is the ultimate professional. She is very task oriented and can handle numerous projects at one time. She is always pleasant and a pleasure to work with. She is very deserving of this award.

Darla is amazing! Working with her at local and state events is always a pleasure. She is positive and takes on every task with a smile. Just knowing that she will be there for that extra knowledge and support makes large events less stressful (at least for us!). Such a deserving award for an awesome lady.

Words will not do justice for my appreciation to Darla. I am thankful everyday that she works in the Huron Arena/Activities Office. The amount of tasks completed by Darla is mindboggling. Her organization and dedication to her job is what allows her to complete all the tasks asked of her.

There is so much work that needs to be completed in preparation for an athletic season, home games, state events, arena rentals, eligibility of student-athletes, ordering for all custodians/grounds, etc. It takes a special person and one who loves the challenge of this job to be successful. Darla has gone above and beyond what I expected when she was hired here four years ago and I am forever grateful for all the things she does for this office and me personally.

TIGER AFTER- SCHOOL PROGRAM (TAP)



**Parent Handbook
2016-2017**

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Introduction:

The information in this handbook is provided for all parents/guardians of students enrolled in the Tiger After-school Program (TAP). Please contact the Program Director if you have any questions about the program that are not addressed in this handbook.

Program Mission:

Provide academic support and enrichment, wellness activities and caring relationships in a safe and secure environment beyond the school day.

Program Objectives:

1. Students will develop and improve in reading, math and science knowledge and skills to be academically successful.
2. Students will develop physical fitness habits through organized gym and movement activities.
3. Students will practice good health and nutrition habits.
4. Students will grow culturally, socially and emotionally through positive interaction with peers and adults.
5. Students will be enriched by art, music and community service activities.

TAP Program Description**Program Components:**

1. Academic Support and Enrichment:
 - KidzLit and KidzMath programs (Developmental Studies Center)
 - Academic enrichment clubs are held at Huron Middle School, as well as study time, if requested.
 - Study Time (will vary depending on grade level)
 - 9-12 tutoring at the Huron High School will end by 4:20 each day.
2. Wellness Activities:
 1. Healthy Snack
 2. Structured games and free play
3. Community Partnerships
4. Activities from partnering entities

GENERAL POLICIES:

Registration:

Registration forms are available at each school building and in the Instructional Planning Center in the Huron Arena. Registration forms must be returned before a student can attend the program. Registration papers must be completed and signed by a parent for each program year. Registration forms must be updated as information changes concerning phone numbers, addresses, emergency contacts as well as schedule changes. A signed student registration is considered acceptance by the parent/guardian of the policies and regulations laid out in this handbook and in the school district policy.

All records and information about children and their families will be protected with the strictest confidentiality. Any changes to the schedule will be communicated as soon as possible to the parents/guardians.

Parent support, communication, and involvement are key factors of each child's development and are essential for the successful operation of TAP. We will work closely with parents/guardians to understand your child's needs.

Staff:

Staff members at TAP are screened before hiring. A thorough orientation process is completed with each staff member.

Child Abuse and Abandoned Children Policy:

As a public school district, all Huron School District staff and volunteers are under obligation by law to report any suspected cases of child abuse or neglect.

Attendance Policy:

It is the responsibility of the parent/guardian to contact the Site Coordinator if your child will NOT be attending as scheduled.

Cost:

There will be no charge for any student attending TAP.

Hours:

Program hours are from 3:30-5:30 Monday through Friday for grades K-8. Grades 9-12 will end at 4:20 each day. These are examples of when there will be **no TAP--school vacation days, early release teacher in-service days, Parent-Teacher Conference, when school is canceled, or when school is dismissed early due to weather conditions**. Parents will be notified by the site coordinator when TAP will not occur by sending notes home with students, 'NO TAP' signs on front doors of school, placed in school announcements, etc.. **TAP will begin on September 19, 2016 and end on Friday, May 12, 2017.**

If a child has not been picked up from the After-school Program by 5:30 p.m., the Site Coordinator will attempt to contact the parent and other adults listed on the child's registration form. If the parent is not at the school at this time,-the Site Coordinator has been instructed to call the district's resource officer.

Transportation:

Transportation to and from TAP is the responsibility of the parent/guardian.

Location:

Check-in/out for TAP will be at a specific location within each building.

Accidents, Illness, Medications, Allergies and Other Emergencies:

When your child is absent from school because of illness, or becomes ill during school, please **DO NOT** allow your child to attend TAP. When a child becomes sick at TAP, parents will be notified and expected to make arrangements to pick up the child immediately.

When a child becomes ill or is injured during the after school program, the parent/ guardian will be notified and expected to make arrangements to pick up the child immediately.

Children who become ill and need to be excluded because of a communicable illness will be separated from other children and monitored until they are picked up. The program will follow the Department of Health's recommendations for addressing a communicable disease and will notify the Department of Health of those illnesses that are required to be reported.

If the parent cannot be reached, our staff will adhere to the emergency contact information on your child's registration form. Please notify us immediately if changes occur in addresses, phone numbers or emergency contacts for your family. Should we not be able to reach anyone, we will call 911 for transport to needed medical facilities. Our staff will complete the Student Accident Report and send it to the TAP Director. (Appendix B)

Our staff will not dispense any type of medication to our students.

If your child has any allergies, please note that information on the enrollment forms. We will further discuss this information with you to develop a plan to prevent exposure to allergens and to treat your child in the event of an allergic reaction.

Children enrolled in the program have submitted verification of current immunizations when they enrolled in school. Our program does not collect this information again as it is already on file with the school.

Staff receive training when hired, on the handling and storage of hazardous materials and the disposal of bio-contaminants, and are required to follow recommended procedures as outlined in the training and as set in policy by this program.

Our program has developed an emergency preparedness and response plan to address emergency issues that may arise at the program. Staff review this plan upon hire and the plan is reviewed again on a yearly basis to make changes and updates as needed.

Emergency Contact:

Registration forms must have at least one emergency contact listed of someone over the age of 18. Emergency contacts can be friends, neighbors, relatives or co-workers. If this adult is picking up your child, they must show photo identification.

Sign-Out/Attendance Policy for Grades K-5:

Attendance will be documented daily before snack time.

Children will not be released to persons not listed on the enrollment form without written authorization (signed and dated by the parent/guardian). Family or friends authorized to pick up your child/children **must be over the age of 18 and** must show photo identification. Do not be offended if the site coordinator calls for verification, we are concerned for your child's well being. Children will only be allowed to walk home with written permission from the parent/guardian (please specify a time in which they can leave). The Huron School District will not be responsible for children after they leave the building.

Behavior/Discipline:

The Huron School District discipline/behavior policies will be in effect during TAP. Realizing that all children require discipline at one time or another we feel that consistent, pre-taught discipline and consequences are very important. We will use positive guidance, redirection and removal.

Brief separation or removal from an activity will be used to discourage unacceptable behavior. If unacceptable behavior is chronic or extreme, the parent/guardian will be contacted immediately by the Site Coordinator so we can work together to find a solution. A child who is a threat to other children or staff at TAP will be removed from the program. Please share with us discipline practices that are successful for you at home. The TAP staff will complete the Behavior Incident Form (Appendix C) and send to the Director of TAP.

Should a student continue to be disruptive in TAP, the following applies:

1. Staff will give a verbal reminder/warning describing the behavior.
2. Time out for disruptive students will be used and the parent/guardian will be notified by staff in writing or via e-mail of the child's behavior.
3. A conference will be held with the parent/guardian, program staff, and Program Director to discuss the student's disruptive behavior and to develop a behavior plan.

Termination of Services:

Students may be suspended or permanently dismissed from the program due to excessive late pick-up or discipline problems.

Notification of TAP Closing:

Parents will be notified through a note sent home, provided by the Site Coordinator with input from the TAP Coordinator, of any closure dates. TAP will be **closed if the regular school is closed due to inclement weather, or if conditions are such that travel might be dangerous.** In case of **early school release**, all bus students will be sent home on their regular buses. If you live in an area not served by a school bus, you must arrange to have your child picked up immediately. Announcements are made over the district-wide message service (Campus Messenger) and on our TAP Facebook page.

Snack:

The After-school Program will provide a healthy snack each day. Please let us know of any special dietary needs and we will accommodate those requests.

Confidentiality of Records:

It is the responsibility of the Huron School District employees to provide proper administration of student records.

Confidential information about TAP students, either written or verbal may be shared with school staff members, Nurse, parent/guardian, the student themselves, and Federal and Government officials who are privileged to conduct record inspections. TAP staff will share information with parents/guardians concerning their child's health, development and behavior.

Job Duties:

The TAP Coordinator and Site Coordinators will be responsible for activities and snack planning. Also to ensure that TAP is sufficiently staffed to provide for the children in care and that substitute staff is available to replace regular staff that is unable to work. The Site Coordinator and classroom leaders will have daily involvement in preparation of activities, and assisting students with homework, when needed.

The Program Director will provide notification to a parent/guardian when a significant change happens with center services or policies.

Huron School District Board Policies and/or school handbooks will be in effect for the Tiger After-school Program.

Volunteer Opportunities:

The Tiger After-School Program has opportunities for parental involvement. If you would like to volunteer to assist in this program, please contact the TAP Director or TAP Coordinator.

TAP Contacts:

Parents are required to contact the school office or Site Coordinator if an emergency occurs and also make other arrangements for having their child picked up.

Superintendent: Mr. Terry Nebelsick

Email: Terry.Nebelsick@k12.sd.us

Office phone: 605- 353-6990

TAP Program Coordinator: Marcia Ready

Email: Marcia.Ready@k12.sd.us

TAP Program Director: Sherri Nelson

Email: Sherri.Nelson@k12.sd.us

Office phone: 605-353-6992

K-12 Principals:

Buchanan K-1 Center

Principal: Mrs. Peggy Heinz

Email: Peggy.Heinz@k12.sd.us

Phone: 605-353-7875

TAP Site Coordinators:

Laci Hettinger—Laci.Hettinger@k12.sd.us

Hannah Dean—Hannah.Dean@k12.sd.us

Robin Axtmann—Robin.Axtmann@k12.sd.us

Madison 2-3 Center

Principal, Mrs. Heather Rozell

Email: Heather.Rozell@k12.sd.us

Phone: 605-353-7885

Jennifer Fuchs—Jennifer.Fuchs@k12.sd.us

Colleen Jensen—Colleen.Jensen@k12.sd.us

Kristi Winegar—Kristi.Winegar@k12.sd.us

Washington 4-5 Center

Principal, Mrs. Beth Foss

Email: Beth.Foss@k12.sd.us

Phone: 605-353-7895

Bobbie Matthews—Bobbie.Matthews@k12.sd.us

Amanda.DeJong—Amanda.Dejong@k12.sd.us

Huron Middle School

Principal: Mr. Mike Taplett

Email: Mike.Taplett@k12.sd.us

Phone: 605-353-6900

Huron High School

Principal: Mr. Mike Radke

Email: mike.radke@k12.sd.us

Phone: 605-353-7800

Appendix A:

Huron School District Tiger After-School Program (TAP) REGISTRATION

Please complete the form and return to your child's school by September 13th.
TAP will begin on Monday, September 19, 2016 and end May 12, 2017.

Child's name: _____ Grade: _____
School of Attendance: _____ Classroom Teacher: _____
Mailing Address: _____ Home Phone: _____

The Huron School District is a proud recipient of the 21st Century After-School Program Grant and will begin serving children on **Monday, September 19th** from 3:30-5:30 Monday through Friday. There will be no charge to attend TAP.

ALL TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT.

With parent signature, parent accepts responsibility for the following:

- Ensure that children will attend on the designated days, unless prior arrangements have been made.
- Children **must be** picked up by 5:30 pm. Pick up location will be determined at each program site.
- If there is no school such as an early release, inclement weather, school vacation, etc, there will be no after-school program.
- There will be no TAP if the building has parent-teacher conferences, a music program or etc. This may vary from building to building. Please check with the building site coordinator if you have questions.

This program has limited enrollment. Preference will be given to full time students. You will receive notification if your child has been accepted into the TAP program.

CONTACT INFORMATION:

Mother's Name: _____ Mother's Mailing Address: _____

Mother's Cell Phone #: _____ Mother's Email Address: _____
(Please print clearly)

Father's Name: _____ Father's Mailing Address: _____

Father's Cell Phone #: _____ Father's Email Address: _____
(Please print clearly)

First emergency contact person and number: _____

Second emergency contact person and number: _____

Please complete back page 

For 5:30 pick up from the program, my child should do the following:
(Please discuss these instructions with your child)

_____ Have my child remain at school until I pick him/her up

_____ Walk/Ride Bike home

_____ Ride the People's Transit Bus (arrangements must be made with People's Transit 353-0100)

_____ Send my child with: _____
(List names of all adults who the child can be released to. These adults must show ID before child will be released to their care)

_____ Other _____

I, _____, Parent/Guardian of _____ hereby authorize and consent to the use of his/her visual image by the TAP (Tiger After-School Program) for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications and websites. I give this consent with no claim for payment.

I hereby give permission for emergency medical treatment for my child, if needed by the after-school site coordinator.

Your child will receive a healthy snack every day as part of the TAP program. If your child has any special dietary needs, please indicate what they are:

Please note that my child is **allergic** to the following (i.e.—medication/food/insect bites/other):

It is also important to note that my child has the following special medical conditions:

Parent / Guardian

Date

Appendix B:

Huron Public Schools
Tiger After-School Program
Student Accident Report

Instructions: Fill in at the time of the accident by the person who was supervising the student.

Student Name: _____

Grade: _____ School: _____

Date: _____ Time: _____ Location of Accident: _____

Person in attendance: _____

NATURE OF THE ACCIDENT		PART OF BODY INJURED		
Abrasion	Head Injury*	Abdomen	Eye*	Head
Bump/Bruise	Fracture	Ankle*	Face	Knee*
Burn	Laceration	Arm*	Finger*	Leg*
Cut	Puncture	Back	Foot*	Teeth
Convulsion	Shock	Chest	Hand*	Wrist*
Dislocation	Sprain	Elbow		
Other:		Other:		
<i>*Fill out head injury sheet to send home</i>		<i>*Left, right, both</i>		

How did It happen?

Were parents notified? Yes No When:

Was a nurse notified? Yes No When:

Doctor called? _____ When:

Treatment and disposition:

Follow-up:

Signature

Appendix C:

TIGER AFTER SCHOOL PROGRAM BEHAVIOR INCIDENT FORM

STUDENT NAME _____ DATE _____

DESCRIPTION OF INCIDENT:

ACTION TAKEN and/or FURTHER ACTIONS NEEDED (in accordance with TAP Handbook):

Verbal reminder/warning describing the behavior.

Time out requiring parent notification.

Other _____

Conference with parent, program staff, and Program Director to discuss behavior plan.

Suspension or permanent dismissal due to excessive discipline problems.

STAFF COMPLETING FORM _____

What action would you like the TAP Director to take due to this behavior?
