

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
September 11, 2017
5:30 p.m.

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

September 18	Board of Education & Administrators Goal Setting Session / 5:30 - IPC
September 25	Board of Education Meeting 5:30 p.m. - IPC
September 29	Homecoming – Early Release
October 2	HHS Parent/Teacher Conferences 5:30-8:45
October 4	Early Release
October 9	Native American Day – No School
October 10	Board of Education Meeting 5:30 p.m. – IPC (TUESDAY)
October 23	Board of Education Meeting 5:30 p.m. – IPC
October 23 & 24	HMS Parent/Teacher Conferences 3:30 – 6:45
October 26 & 30	2 nd /3 rd Grade Parent/Teacher Conferences 3:30 – 6:45
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) Ruth Wollman / Substitute Teacher / \$120 per day
 - 2) Ryan Glanzer / Special Education Para-Educator-HHS / \$13.81 per hour
 - 3) Rose Kluth / Substitute Para-Educator / \$13.66 per hour
 - 4) Jose L. Ramirez / Elementary Custodian – Buchanan / \$35,805.00 per year plus night duty allowance
 - 5) Dianna M. Neuharth / Substitute Teacher / \$120 per day
 - e) **Contracts for Board Approval**
 - 1) Brandi Fitzgerald / Revised Contract / \$52,341
 - f) **Resignations for Board Approval**
 - 1) Cheryl Davidson / Substitute Bus Driver / 1 year
 - 2) Mary Aylward / Concessions Worker / 19 years

g) **Request for Approval of Open Enrollment Request**

The administration has received open enrollment request #OE-2017-04 and #OE-2017-05 for Board approval.

(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:**

- **Huron Dance Team** for earning first place at the Pierre Cheer & Dance Invitational held on Saturday, September 2nd. Congratulations team!

THANK YOU TO:

- **Farmers & Merchants Bank** for providing staff with donuts on the first day of school. We appreciate you remembering us each fall.

10. **REPORTS TO THE BOARD**

- a) **Business Manager's Report**
- b) **Superintendent's Report**

11. **OLD BUSINESS**

- a) **Policy JHCC – Student Communicable Diseases – 2nd Reading – Rita Baszler**
- b) **Policy GCDB – Background Checks – (Correspondence Included) 2nd Reading**
- c) **Policy GCDB-E(1) – Noncriminal Justice Applicant's Privacy Rights – 2nd Reading**
- d) **Huron School District 2-2 Transportation Department Policies & Procedures Handbook 2017-2018 – 2nd Reading**
- e) **Tiger After-School (TAP) Program Handbook 2017-2018 – 2nd Reading – Sherri Nelson**

12. **NEW BUSINESS**

- a) **Huron School District Bullying Prevention Data Collection 2016-2017 School Year - Mr. Nebelsick**

13. **EXECUTIVE SESSION**

1-25-2 Executive or closed meetings may be held for the sole purpose of:

- (4) Preparing for contract negotiations or negotiating with employees or employee representatives.

14. **ADJOURNMENT**

**Huron School District
New Hire Justification**

Date: 8/7/17

Applicant Information

Applicant Name: Ryan Glanzer

Address: 38976 202nd St., Wolsey, SD

Phone: 605-354-3500

Education: Bachelors of Science DSU

Experience:

References: Cindy Niederbaumer, Stacie Dowling, Darwin Hofer

Reason for New Hire

New Position: HS DLC Para

Replacement:

Position Information

Department: SPED

Position: Para at HS DLC

Supervisor: Samantha Rieck

Responsibilities: SPED Para

Hours: 7.5 Hours

Hiring Information

Wages: \$13.81

Classification: SPED Para

Wage Justification: Step 1 College Degree

Start Date: Fall 2017

Requested by: - Lori Wehlander (Administrator)

8/25/14

**Huron School District
New Hire Justification**

Date: September 01, 2017

Applicant Information

Applicant Name: Jose L. Ramirez

Address: 1350 4th St. SW, Lot 35, Huron, SD 57350

Phone: (507) 530 2318

Education: Coachella Valley High School

Experience: Has been doing part time custodial work for us.

References: T. Wood, R. Hernandez, V. Villegas

Reason for New Hire

New Position: XX

Replacement:

Position Information

Department: Buildings and Grounds

Position: Elementary Custodian

Supervisor: Rex Sawvell

Responsibilities: Will be responsible for cleaning classrooms and hallways at Buchanan School in the evening.

Hours: 3:00-11:30 p.m.

Hiring Information

Wages: \$35,805.00 (Step 1, Elementary Custodian) plus night duty allowance

Classification: Class 4

Wage Justification: 2017-2018

Start Date: September 05, 2017

Requested by: Rex Sawvell

TEACHER'S CONTRACT
Huron School District No. 2-2, Huron, South Dakota

Brandi Fitzgerald

August 25, 2017

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of **\$ 52341** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **8/28/2017** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

Your election is subject to the school laws of the State of South Dakota and to the salary schedule and contractual elements rules and regulations of the Board of Education of the Huron School District No. 2-2, which are hereby by reference, incorporated in and made a part of this contract as though set forth herein at length, subject to the right of said Board to terminate the contract for cause, to be determined upon by the Board, and subject to your right to resign upon giving thirty (30) days notice thereof, in writing to said Board within 15 days of issuance of contract.

It is further contracted and agreed that your failure to complete the term of teaching prescribed herein for any cause, including but not limited to dismissal or resignation, constitutes a financial damage to the Huron School District No. 2-2 and that from the nature of the case it might be impractical or difficult to fix the actual damage. **THEREFORE**, it is understood and agreed that your failure to complete the term provided herein shall result in the following liquidated damages: failures occurring May 15 through May 31 for the ensuing year, damages shall be assessed at \$250.00. For breaking a contract June 1 through June 10, damages shall be assessed at \$500.00, for breaking of a contract June 11 through June 20, \$750.00 and for breaking of a contract June 21 through June 30, \$1000.00. For breaking a contract July 1 through July 31, damages shall be assessed at \$2,000.00 and breaking of contract August 1 and for the duration of the first semester, damages shall be assessed at \$3,000.00. Damages will be assessed at \$1,500.00 for breaking of a contract anytime during the 2nd semester. The Board reserves the right to request the Department of Education to suspend the employee's certification for one year in lieu of monetary damages in accordance with SDCL 13-42-9. Teachers who are not full-time employees of the district shall be assessed damages at a percentage which matches their percent of employment.

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold or appropriate from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

This agreement becomes a binding contract when signed by the teacher and the Board of Education.

BS+15

The above salary includes \$7,477.00 which is compensation for a 7th class taught both semesters during the 2017-2018 school year and includes one hour of prep time daily outside of the current 8 hour day.

For those electing the Wellness Benefit, an additional \$600 will be paid in September. The benefit is NOT reflected in the contract total.

SCHOOL DISTRICT NO. 2-2 OF THE CITY OF
HURON, BEADLE COUNTY, SOUTH DAKOTA

ATTEST:

.....
Business Manager of the School District

By
Chairman of School District Board

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2
CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

I hereby accept the position mentioned in the foregoing contract of hiring in the Public Schools of Huron, South Dakota, at the salary and upon and under the terms and conditions of the above and foregoing contract and have carefully read said contract and am fully informed as to the contents. I agree to attend such pre-school planning days as are scheduled exclusive of the designated number of teaching days. "I clearly understand that it is my responsibility to be fully certified with the State of South Dakota for the duration of this contract. I accept that my pay will cease on October 1, and my employment may be terminated or suspended without pay until such time that I meet the certification requirements of the job."

Witness my hand this 28th day of August, 2017

Witness: [Signature]

Sign here: [Signature: Brandi Fitzgerald]
Teacher

8/31/17

To who^{it} may concern,

I am resigning my position
as bus driver from Huron Public School,
as of today

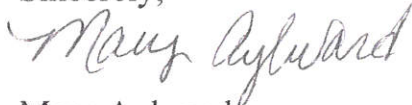
Sincerely
Cheryl Dawson

August 27, 2017

Dear Carol,

With this letter I hereby resign from working for the Huron School District Concessions effective August 28, 2017. I want to thank you and the Huron School District for the opportunity to work with some very dedicated employees. I have enjoyed my years working concessions but feel that it is time for me to retire.

Sincerely,

A handwritten signature in cursive script that reads "Mary Aylward". The signature is written in dark ink and is positioned above the typed name.

Mary Aylward
893 10th SW
Huron, SD 57350

SECTION J – STUDENTS
POLICY REVIEW
2017

CHANGE LOG

1. CHANGE CHART IN JHCC TO THE ATTACHED CHART

AS YOU PROCEED THROUGH THIS DOCUMENT, THE CURRENT POLICY IS FIRST AND THE CHANGED CHART FOLLOWS.

STUDENT COMMUNICABLE DISEASES

The board recognizes its responsibility to provide a healthy environment for students and school employees.

The determination of whether an infected student should be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the building principal/building administrator or designee.

In situations where the decision requires additional knowledge and expertise, the principal will refer the case to a team for assistance in the decision-making.

The team may be composed of the following:

1. representation from the South Dakota Department of Health,
2. the student's physician,
3. the student's parent(s) or guardian(s),
4. the school principal,
5. the school nurse,
6. the superintendent or designee, and
7. primary teacher(s) and other appropriate school personnel.

In making the determination, the team shall consider the following:

1. the behavior, developmental level, and medical condition of the student,
2. the expected type(s) of interaction with others in the school setting,
3. the impact on both the infected student and others in that setting; and,
4. the South Dakota Department of Health policy and guidelines.

The team may officially request assistance from the South Dakota Department of Health.

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1. the behavior, developmental level, and medical condition of the student,
2. the expected type(s) of interaction with others in the school setting,
3. the impact on both the infected student and others in that setting; and,
4. the South Dakota Department of Health policy and guidelines.

The team may officially request assistance from the South Dakota Department of Health.

Student Communicable Diseases (Continued)

JHCC

If an infected student is not permitted to attend classes or participate in school activities, the district will provide the student with an appropriate education program. If that requires personal contact between the student and other school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the principal:

Information will be provided, as appropriate, to school employees who have regular contact with the affected student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

It is recognized that personal hygiene measures are part of creating a healthy environment. Thus, good hand washing techniques are imperative in the school setting. Thorough maintenance cleaning is part of this environment. Instruction in appropriate handling of blood and body fluids will be provided.

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STUDENT COMMUNICABLE DISEASE GUIDELINES

Disease and Incubation Period	Rules for Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 months-5 years	Determination should be made by the team process as outlined in the Student Communicable Disease Policy.
Chicken Pox 14-21 Days	The student may attend school after all pox are dry and scabbed. A medical permission slip is required upon return to school.
Cytomegalovirus (CMV)	The student may attend school. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
Fifth Disease (6-14 days) Erythema Infectiosum)	The student may attend school with physician's permission.
<u>Giardiasis</u>	The student may attend school if he or she practices independent and hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions and the area of lesion is covered.
Impetigo Infectious Hepatitis 15-40 days (average 25 days)	The student may attend school as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection.
Measles (Red, Hard, Rubeola, 7-day) 8-14 days	The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date.
Mono (Infectious Mononucleosis, Glandular Fever) 2-6 weeks	The student may attend school with physician's permission. The student may need adjusted school days and activities.
Mumps 12-21 days	The student/employee may attend school/work after swelling has disappeared.

STUDENT COMMUNICABLE DISEASE GUIDELINES

Disease	Guidelines for Attendance
Fever	Exclude when temperature reaches >100.0 Fahrenheit. Student may return to school when fever-free for 24 hours without the use of fever-reducing medications.
HIV, Hepatitis B, Hepatitis C, and other bloodborne diseases	Generally, no exclusions; considerations may exist if there is potential for bloodborne exposure. Consult healthcare provider for guidance.
Chicken Pox (Varicella)	Exclude until all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
Diarrheal diseases	Exclude while symptomatic only if person is unable to practice independent hygiene.
Haemophilus influenza type B, invasive (HIB)	Exclude until after 24 hours of antibiotic treatment
Hepatitis A	Exclude until one week after onset of illness.
Influenza and Influenza-like illness	Exclude as long as fever \geq 100.0 degrees Fahrenheit is present in an unmedicated states. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidelines.
Meningococcal disease (Neisseria meningitides)	Exclude until after 24 hours of antibiotic treatment
Methicillin-resistant Staphylococcus aureus (MRSA)	Exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
Pertussis (Whooping Cough)	Exclude until completion of five days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of symptoms.
Pink Eye, Ringworm, Herpes Gladiatorum, Molluscum Contagiosum, and skin rashes without fever	Generally no exclusions; considerations may exist for certain sports, extracurricular activities or behaviors that might increase the risk of transmission. Consult healthcare provider for guidance.
Rubella	Exclude until seven days after onset of rash
Scabies	Exclude until treatment has been completed
Shingles (Herpes Zoster)	Generally no exclusion if lesions can be covered. If lesion cannot be covered, exclude until rash or lesions have crusted over.
Strep throat and Streptococcal skin infections (Impetigo)	Exclude until after 24 hours of antibiotic treatment.
Tuberculosis	Exclude until physician and Department of Health determine a person is not infectious.

<u>Disease and Incubation Period</u>	<u>Rules for Attendance</u>
Pediculosis (lice, "crabs")	The student may attend school after treatment. After repeated infestation of the same student, he or she may be excluded until all nits are removed.
Pink Eye (Conjunctivitis)	The student may attend school after the eye is clear or treatment is verified.
Plantar Warts	The student may attend school. Students should not be permitted to walk barefoot.
Ring Worm (scalp, body, athlete's foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.
Rubella (German, 3-day measles) 14-21 days	The student may attend school after a minimum of 4 days. Prevent exposure to pregnant women.
Scabies (7-year itch or mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 24 hours after initiating oral antibiotic therapy and treatment is verified.

Mumps	Exclude until five days after the onset of parotid gland swelling
Measles	Exclude until after four days of onset of rash.
Cytomegalovirus (CMV)	The student may attend school. Precautions should be taken by contacts with immuno- suppression as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
Fifth Disease Erythema Infectiosum	The student may attend school with physician's permission.
Giardia	The student may attend school if he or she practices independent and hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions and the area of lesion is covered.
Mono (Infectious Mononucleosis, Glandular Fever)	The student may attend school with physician's permission. The student may need adjusted school days and activities.
Plantar Warts	The student may attend school. Students should not be permitted to walk barefoot.
Scabies (7-year itch or mites)	The student may attend school after treatment.
Ring Worm (scalp, body, athlete's foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.
Pediculosis – Head Lice	The student may attend school after treatment. After repeated infestations of the same student, he or she may be excluded until all nits are removed.

Student Communicable Diseases

JHCC

Reporting of Exposure Incidents

Through the use of various procedures, every effort will be made to prevent exposure to body substances. When an exposure incident occurs, steps to bring the exposure incident to resolution will occur as quickly as possible. It is the responsibility of the exposed student to follow the established procedures.

A significant exposure is defined as the specific exposure to the eye, mouth, other mucous membrane, broken or open skin, or peritoneal contact to blood or other potentially infectious materials that results from the performance of a student's duties. Examples of an exposure incident include: blood or body fluid splash to mouth, nose or eyes, puncture wound with contaminated sharps or human bite; mouth-to-mouth resuscitation with a resuscitative device. Body fluids include: peritoneal fluid, pericardial fluid, amniotic fluid, and other body fluid, including saliva, that is visibly contaminated with blood.

Procedure:

- 1) When a suspected exposure incident has occurred, the school nurse, Huron Regional Medical Center, and/or the immediate supervisor will be notified.
- 2) The Accident/Injury Report form must be completed. The report will include information regarding route of exposure, circumstances under which the exposure occurred, and identification of the source individual, if known.
- 3) The school nurse will investigate the exposure incident for the possibility of a blood-bourne disease exposure. If the investigation indicates that an exposure incident has occurred, the procedure below will be followed:
 - a) The student will be referred to his/her personal physician.
 - b) The school nurse will provide the physician with a copy of the regulation, a description of the exposed student's duties, a copy of the Accident/Injury Report, results of the source individual's blood testing, if available, and all medical records relevant to the appropriate treatment of the student including vaccination status.
- 4) Post-exposure evaluation and follow-up will be provided at no cost to the student. All laboratory evaluations will be done at an accredited lab.

Student Communicable Diseases

JHCC

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Procedure:

- 1) When a suspected exposure incident has occurred, the school nurse and/or the immediate supervisor will be notified.
- 2) The Accident/Injury Report form must be completed. The report will include information regarding route of exposure, circumstances under which the exposure occurred, and identification of the source individual, if known.
- 3) The school nurse will investigate the exposure incident for the possibility of a blood-borne disease exposure. If the investigation indicates that an exposure incident has occurred, the procedure below will be followed:
 - a) The student will be referred to his/her personal physician.
 - b) The school nurse will provide the physician with a copy of the regulation, a description of the exposed student's duties, a copy of the Accident/Injury Report, results of the source individual's blood testing, if available, and all medical records relevant to the appropriate treatment of the student including vaccination status.
- 4) Post-exposure evaluation and follow-up will be provided at no cost to the student. All laboratory evaluations will be done at an accredited lab.

07/17

- 5) Post-exposure prophylaxis, counseling, and evaluation of reported illness will be provided through the physician.
- 6) Medical records for students who have had exposure will be maintained as required by OSHA regulations.

Student Communicable Diseases (Continued)

JHCC

- 5) Post-exposure prophylaxis, counseling, and evaluation of reported illness will be provided through the physician.
- 6) Medical records for students who have had exposure will be maintained as required by OSHA regulations.

Definitions

Authorized Persons: Individuals determined by the superintendent or designee to need access to or need to view criminal history record information in their official capacity with the district.

Criminal History Record Information (CHRI): A criminal history of an individual obtained through the South Dakota Division of Criminal Investigation (SDDCI) and/or the Federal Bureau of Investigation (FBI) using the individual's fingerprints. CHRI includes information on the arrest, detention, complaint, indictment or former criminal charge of an individual as well as the disposition of any charges. The FBI rules differ from the DCI rules regarding the disclosure of criminal history record information.

Criminal Justice Information Services (CJIS): The FBI's Criminal Justice Information Services Division, or CJIS, provides a range of state of-the-art tools and services to law enforcement, national security and intelligence community partners, and the general public. Its purpose is to equip law enforcement, national security, and intelligence community partners with the criminal justice information needed to protect the United States and the public. The CJIS Division was established in 1992 to serve as the focal point and central repository for criminal justice information services in the FBI. It is the largest division in the FBI.

Local Agency Security Officer (LASO): liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall (1) maintain a list of users who have access to CHRI, (2) Identify and maintain a list of persons who are authorized to use the approved hardware, software and firmware to access CHRI and ensure no unauthorized individuals have access to this technology, (3) identify and document how the equipment is connected to the state system, (4) ensure that personnel security screening procedures are being followed, (5) ensure that approved and appropriate security measures are in place and working as expected, (6) promptly notify the MSHP of any security incidents, and (7) support any district security audits.

Noncriminal Agency Coordinator (NAC): primary contact person for the District who serves as the liaison between the District and SD Division of Criminal Investigation, responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current and such other duties as required.

Point of Contact (POC): District's contact person when SDDCI sends out Audit information, the contact person when an onsite Audit is scheduled.

Security Incident: An act of violating an explicit or implied security policy regarding CHRI including, but not limited to (1) attempts (either failed or successful) to gain unauthorized access to a system or its data, (2) unwanted disruption or denial of service, (3) the unauthorized use of a system for the processing or storage of data, and (4) changes to system hardware, firmware or software characteristics without the district's knowledge, instruction or consent.

Policy Statement

The District is committed to providing a safe learning and working environment. As part of this effort, and in accordance with state and federal law, regulations, and policies, the district will require each person over eighteen years of age hired by the district, who is a **regularly scheduled** volunteer ~~two or more times~~ during the school year, **or is a volunteer chaperoning an overnight trip**, or is employed by an entity which provides the District direct or indirect student services shall be required to submit to a criminal background investigation, by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation. The district and its employees, officers and agents will only obtain CHRI when authorized by law and will only use CHRI, or the personally identifiable information first obtained by the district in CHRI, for the purposes of determining whether a person should be employed by the district.

In accordance with law and to protect the district's students, criminal background checks on persons who are employed in the district, who **is a regularly scheduled** volunteer ~~two or more times~~ during the school year, **or is a volunteer chaperoning an overnight trip**, or are employed by an entity which provides the District direct or indirect student services shall be required. The criminal background

investigation shall be done by means of fingerprint checks by the Division of Criminal Investigation. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check. The district and district employees will comply with state and federal law, rules, procedures and policies regarding the receipt, use and dissemination of criminal history record information of any individual.

Designations

1. The Superintendent, as the Agency Representative, is responsible for signing the SD Division of Criminal Investigation (SDDCI) User Agreement on behalf of the District.
2. The Superintendent Superintendent's Administrative Assistant shall be the District's Point of Contact(POC) and Noncriminal Agency Coordinator (NAC) to act as the primary contact person for the District, shall serve as the liaison between the District and SD Division of Criminal Investigation, and will fulfill all responsibilities of the POC/NAC, including but not limited to being the contact person when SDDCI sends out Audit information, shall be the contact person when an onsite Audit is scheduled, and responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current.
3. The Superintendent Business Manager is designated to be the Local Agency Security Officer (LASO) to act as liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall be knowledgeable in CHRI, policies and mandated rules and regulations as well as knowledge of IT security procedures. The LASO shall actively represent the District in all matters pertaining to information security, dissemination of information security alerts and other material within the District, and responsible for contacting SDDCI if there has been misuse of CHRI.

Criminal Background Checks

1. Each person over eighteen years of age hired by the district, who is a regularly scheduled volunteer ~~two or more times~~ during the school year, or is a volunteer chaperoning an overnight trip, or is employed by an entity which provides the District direct or indirect student services shall be required to submit to a criminal background investigation.
2. The school district shall submit completed fingerprint cards to the Division of Criminal Investigation before the prospective new employee or volunteer enters into service.
3. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
4. The District shall not pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose employment with the District is subject to the requirements of this section. The District shall pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose ~~employment with the District~~ or status as a volunteer is subject to the requirements of this section.
5. Any person hired to officiate, judge, adjudicate, or referee a public event sponsored by a school district is not required to submit to a criminal background investigation.
6. Any person whose employment or status as a volunteer is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The District may, without liability, withdraw its offer of employment or terminate the temporary employment or status as a volunteer without notice if the report reveals a disqualifying record.
7. The criminal investigation required by this section with respect to a student teacher completing requirements for teacher certification shall be conducted by the District, and the District may rely upon the results of that investigation for employment of that person as an employee of the district.

Results of a criminal background investigation conducted by another South Dakota public school district of a student teacher, hired by the District, may be relied upon by the District.

~~8. A District employee who is employed simultaneously with another school district is only required to obtain one criminal background investigation, if the background investigation was conducted less than five years before the person was first employed by the District.~~

~~9. The District shall run a background check on employees of or applicants for employment with a contractor that does business with the district if the person will be working on school property. The contractor shall be responsible for the cost of the criminal background check.~~

10. No person may be employed by the District, either directly or by contract, and no person employed by a contract provider and who would have direct student responsibilities may provide direct student services, if the person has been convicted of a crime of violence (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device), sex crimes (including but are not limited to, rape, felony sexual contact with a minor under sixteen, sexual contact with a person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor), or distribution or trafficking in controlled substances or distribution of marijuana.

- a. The District may also refuse to employ a person who has been convicted of a crime involving moral turpitude. "Moral turpitude" is defined "an act done contrary to justice, honesty, principle, or good morals, as well as an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general.

- b. The District may consider any criminal conviction in making a hiring decision. The District has the sole and absolute discretion to determine whether the results of a criminal background investigation disqualify a person from employment within the District.
 - c. For purposes of this policy, the term conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere (no contest) in this state or any other state.
11. The District's employment application form shall inform applicants that if no SD statutorily disqualifying conviction is identified at the state level the fingerprints will be forwarded by the S.D. Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
 12. The application form shall also inform applicants that if the applicant believes the criminal background result is incorrect or incomplete in any respect and the applicant wishes changes, corrections or updating of the alleged deficiency, the applicant should make application directly to the agency which contributed the questioned information or direct the applicant's challenge as to the accuracy or completeness of any entry on the applicant's record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.
 13. Should an applicant be disqualified from employment due to the results of a criminal background check, the District shall inform the applicant that the criminal background check results prohibit the District from employing the person. The District will not delay the employment hiring decision solely because the applicant seeks to correct his or her FBI criminal history record information (CHRI).
 14. Before a person's conditional employment is terminated as a result of the person's CHRI, the District shall inform the person whose conditional employment is subject to termination that the criminal background report reveals a conviction which prohibits the District from employing the person,

and inform the person of his or her right to appeal the accuracy or completeness of the CHRI to the SDDCI or FBI. Employees shall be afforded procedural due process consistent with their employment status (i.e., whether the person is an employee-at-will, a school-year employee, or a ten month or twelve month employee) should termination of conditional employment be a possibility following the District's receipt of the CHRI.

15. All employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district in writing if they are convicted of any offense of domestic violence, child abuse, sex offense, drug (including marijuana) or any felony offense. This notification must be made as soon as possible, but no later than five business days after the event.
16. The District reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense. The district reserves the right to require any employee of an entity which provides the District direct or indirect student services to submit to additional criminal background checks which shall be at the entity's or person's expense.
17. As required by state law, SDCL 13-10-15, if, as the result of a criminal conviction the school board suspends an employee without pay, or an employee resigns, or an employee is terminated, the superintendent shall within ten days of the date of the suspension or the date the employment is severed report the circumstances and the name of the employee to the S.D. Department of Education.

Training

The District will ensure that all employees who have access to CHRI shall be trained by SDDCI on the rules and responsibilities for the confidentiality, receipt, use and dissemination of the CHRI.

Confidentiality

1. Before requesting CHRI on any individual, the district will give the individual written notification that his or her fingerprints will be used to obtain the CHRI of the individual, and the district will provide the individual a copy of the statement "Noncriminal Justice Applicant's Privacy Rights." Exhibit GCDB-E(1).
2. Information received by the district pursuant to a criminal background check is confidential. Only authorized persons within the district may access, view or use CHRI. Authorized persons may not share or otherwise disclose information contained in CHRI to unauthorized persons unless explicitly allowed for in this procedure.
3. Unless otherwise allowed by law, the District will only use this information for the district's internal purposes in determining the suitability of an applicant, employee, or other worker on district property. The district will note in an employee's or applicant's personnel file that the background check was completed and if the person was disqualified by the CHRI for employment or assignment. The District will keep the CHRI in a separate file in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the District.
4. Individuals that have access to CHRI will receive CJIS security training provided by SD DCI. Once the individual has completed the CJIS online training and has taken the test each individual will receive and acknowledge in writing the receipt of the following: (1) User Rules of Behavior Acknowledgement form, (2) CHRI Disciplinary Policy, and (3) Acknowledgment Statement of Misuse. The District will keep a copy of the signed documents in each individual's personnel file.

Access and Retention

1. The District may print or electronically share records when necessary to determine whether the person is authorized to work for the district. In those situations, the physical or electronic copy will be destroyed immediately after the decision is made.

2. If the District runs a background check on employees of a contractor that does business with the district, the district will not provide the CHRI to the contractor. Instead, the district will provide a clearance letter notifying the contractor whether the employee is cleared to provide services in the district.
3. The District will not disseminate CHRI across state lines.
4. Upon request the district will provide a copy of the SDDCI CHRI to the person who is the subject of the background check. The SDDCI CHRI will only be released to the individual and not to relatives, spouses or friends. The District will note in the dissemination log that a copy was provided to the individual.
5. FBI rules prohibit the District from providing a copy of the FBI CHRI to the person who is the subject of the criminal background check.
6. The results of the background investigation done by the District **may** ~~shall~~ be transferred to another South Dakota public school district if the other public school district, or current District employee, submits a written request to the District that the results be transferred to the other public school district. The District employee who was the subject of the criminal background investigation must sign a written release authorizing the transfer. The information will be sent by U.S. Mail or encrypted email.

Recordkeeping

A Secondary Dissemination Log shall be maintained in which all authorized disseminations of FBI and State DCI criminal background check results are recorded. The following shall be recorded in the District's Secondary Dissemination Log:

1. name of District;
2. name of person subject to the criminal background check review;
3. date of birth of person subject to the criminal background check review;

4. SD public school district requesting FBI and DCI criminal background check results and person/title requesting on behalf of the SD public school district;
5. written request signed by person subject to the criminal background check review for a copy of the SDDCI criminal background check results, attached to the Secondary Dissemination Log; NOTE: FBI CHRI cannot be released to the person who is the subject of the criminal background check.
6. date of release of criminal background check results;
7. description of the record that was shared;
8. how the record was sent or received
9. person to whom criminal background check results were disseminated;
10. signature of District employee disseminating the criminal background check review pursuant to a valid request.

The Secondary Dissemination Log shall be maintained until the onsite audit is complete and the District receives from the SD Division of Criminal Investigation written notice of a successful Policy Compliance Review, unless the log is needed or required for other purposes

Security

The district will provide for the security of any CHRI received, including the appropriate administrative, technical and physical safeguards to provide for the security and confidentiality of the information. This includes, but is not limited to, the following:

1. The LASO shall maintain a list of school district authorized persons who have access to CHRI.
2. In those cases when the District has physical copies of CHRI, the District will restrict access to authorized persons only. Physical copies of CHRI, if any, will be maintained in a controlled, secure environment, such as a locked

cabinet in a room that is free from public or unauthorized access. The room or the locked cabinet will include an "Authorized Personnel Only" sign.

3. The District will not routinely maintain electronic copies of CHRI; however, in the rare instance where the district has electronic copies of CHRI, the district will restrict access to authorized persons only. Electronic data will be protected with encryption as designated by the state or federal government or will only be accessible by individual password. Computers, printers and monitors used to access CHRI must be situated to prevent unauthorized viewing of the information. CHRI cannot be accessed using computers available to the general public or personal devices. CHRI will not be stored on a server that is unprotected or accessible by an unauthorized entity.
4. CHRI will not be relocated, transmitted or transported outside a secure location unless encrypted according to FBI standards or transported in a locked container or in folders where the information is not visible to the public. A log must be kept if electronic information systems, such as a laptop, flash drive or CD with CHRI information on it, leaves a secured area.
5. The District will dispose of records securely. Physical records will be cross-shredded or incinerated. If the district contracts out for record destruction, the destruction must be supervised. The District shall notify SDDCI of the entity with whom the District contracts for records destruction and must receive SDDCI approval to use the contractor for purposes of disposing of CHRI. Electronic records will be deleted and overwritten as required by the SDDCI or FBI.
6. The District will not provide auditors access to CHRI unless the auditor is authorized by the SDDCI or the FBI.

Security Incident Response Plan

All District employees will immediately report to the LASO information security incidents such as the theft or loss of physical records or the hacking or failure of electronic systems or suspicions that an incident has or will take place. The LASO

will document receipt of all reports, investigate incidents and report incidents to SDDCI. LASO documentation will include (1) date of security incident, (2) location of security incident, (3) systems affected, (4) method of detection, (5) nature of security incident, (6) description of security incident, (7) actions taken/resolution, (8) current date, and (9) contact information for LASO.

Consequences

Employees who fail to keep background check results confidential or fail to follow this policy or any laws or rules regarding the access, receipt, use or dissemination of CHRI as required by law will be subject to disciplinary action up to and including termination. Unauthorized requests, receipts, release, interception, dissemination or discussion of CHRI may also result in criminal prosecution.

Christopherson, Kelly

From: Christopherson, Kelly
Sent: Thursday, August 03, 2017 9:03 AM
To: Rodney Freeman Jr.
Cc: Nebelsick, Terry; Venables, Dolly
Subject: ASBSD Sample Background Check Policy
Attachments: GCDB Background Checks.docx; GCDB-E(1) Noncriminal Justice Applicant's Privacy Rights.docx

Hi Rodney,

ASBSD recently made a sample Background Check policy available to the schools. I have attached it and another sample policy – Noncriminal Justice Applicant's Privacy Rights. It is required that schools have a background check policy now.

I have several things to run by you regarding these new policies.

1. Background Check Policy – Page 2 – First paragraph under Policy Statement. In accordance with state and federal law, regulations, and policies, the district will require each person over 18 years of age to be fingerprinted if they provide direct or indirect student services. This will be a change for us if we have any students providing direct or indirect student services. We have not fingerprinted any of our current students until they graduated. I don't think this will require us to fingerprint our current students on the grounds crew, arena clean-up crew, or school board meeting video crew. What do you think?
2. Background Check Policy – Page 2 – First paragraph under Policy Statement. In accordance with state and federal law, regulations, and policies, the district will require each person who is a volunteer 2 or more times to be fingerprinted if they provide direct or indirect student services. This will be a change for us, we have not fingerprinted our volunteers unless they were "regularly scheduled" or are chaperoning an overnight trip. Do you think we can change this policy to say "regularly scheduled" or are chaperoning an overnight trip?
3. Background Check Policy – Page 4 – number 4. We currently do not pay for employees to be fingerprinted and we do pay for volunteers to be fingerprinted. We plan to change this to say the prospective employees must pay for their own fingerprints.
4. Background Check Policy – Page 4 – number 8. I will recommend the school board completely remove number 8. I don't want to be forced to accept a 5 year old background check completed by another school district. If we hire someone who happens to be working in another school district at the same time I want to be able to require fingerprints. What do you think?
5. Background Check Policy – Page 5 – number 9. I will recommend the school board completely remove number 9. I don't think it is feasible for us to try to enforce this. What do you think?
6. Background Check Policy – Page 6 – number 13. I like this wording in number 13. Compare this wording to the other sample policy, Noncriminal Justice Applicant's Privacy Rights, page 1, bullet 3, "the officials making a determination of your suitability for the employment must provide you the opportunity to complete or challenge the accuracy of the information in the record." These 2 policies seem to be sending a conflicting message. I would like to change the Noncriminal Justice Applicant's Privacy Rights policy to say "The District will not delay the employment hiring decision solely because the applicant seeks to correct his or her FBI criminal history record information (CHRI)." What do you think?
7. Background Check Policy – Page 6 – number 14. "Employees shall be afforded procedural due process consistent with their employment status (i.e., whether the person is an employee-at-will, a school-year

employee, or a ten month or twelve month employee) should termination of conditional employment be a possibility following the District's receipt of the CHRI." Are you okay with this wording?

8. Background Check Policy – Page 9 – number 6. In line one I plan to recommend changing “shall” to “may”. We don't plan on transferring our fingerprint results to any other school district except an area school that we may share a substitute teacher with. We plan to decline all other requests. This is based on advice from DCI to me. What do you think?

Please let us know if you have any other advice on this policy before we take it to the School Board.

Thanks

Kelly Christopherson
Business Manager
Huron School District 2-2
605-353-6995

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Christopherson, Kelly

From: Rodney Freeman Jr. <rffreeman.huronlaw@midconetwork.com>
Sent: Tuesday, August 08, 2017 2:19 PM
To: Christopherson, Kelly
Subject: RE: ASBSD Sample Background Check Policy

Kelly,

Regarding the ASBSD Sample Background Check Policy, I worked with Gerry Kaufman and several other school attorneys to put that policy together although Gerry did 99% of the work. As far as your specific questions, I also checked with Gerry on a couple that I wasn't 100% sure about and I'll just go through in the order you presented and respond.

1. Kelly I agree with you that we don't need to do it for the students.
2. I have no problem with changing the policy to say regularly scheduled or chaperoning.
3. This is optional with us whether we pay or not. We are not required to, so you can change it anyway you and the board want.
4. We are certainly free to eliminate no. 8.
5. We are free to completely remove no. 9 as that is not a federal or state requirement.
6. I have no problem with your change of language.
7. I think your wording is good.
8. I don't have any problem with changing shall to may.

Thanks Kelly,
Rodney Freeman
Churchill, Manolis, Freeman,
Kludt, Shelton & Burns, LLP
333 Dakota Avenue S, 2nd Floor
PO 176
Huron, SD 57350
Phone Number: (605) 352-8624
Fax Number: (605) 352-2205
E-mail: Rffreeman.huronlaw@midconetwork.com

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NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

GCDB-E(1)

As an applicant who is the subject of a national (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment), you have certain rights which are discussed below.

- You must be provided written notification (1) that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.(2)
- If the FBI criminal background check reveals that you have a criminal history record, the District will not delay the employment hiring decision solely because the applicant seeks to correct his or her FBI criminal history record information (CHRI). ~~the officials making a determination of your suitability for the employment must provide you the opportunity to complete or challenge the accuracy of the information in the record.~~
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. (3)

FBI rules prohibit the District from providing you a copy of the FBI record. You may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

(1) Written notification includes electronic notification, but excludes oral notification.

(2) <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>.

(3) See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d)

Tiger After-School Program Handbook Proposed Changes for 2017-2018

August 17, 2017

The Tiger After-School Program (TAP) director has reviewed and revised the TAP Handbook and is submitting the document to the Huron School District Board of Education for approval.

The following changes were made:

- **Removed 9-12 tutoring at the Huron High School (page 1).** This change was made prior to last year and the handbook now reflects this change.
- **Added middle school clubs/homework help (page 1).** Middle School TAP was not offered last year due to lack of funds. Reduced spending last year put us in a position to reinstate the middle school program.
- **Added writing curriculum for grades 3-5 (page 1).** This change was made to strengthen writing skills.
- **Revised the attendance policy (page 2, page 4, and appendix A).** Each month, students must fully attend TAP 90% of the days they attend school (3:30 pm -5:00 pm). This change was made for two reasons:
 - i. Enrollment is limited due to staffing and funding. Students who are not accepted into the program are placed on a waiting list. In prior years, we have had many students on the waiting list.
 - ii. Classroom leaders struggle to implement the curriculum when students do not attend regularly or leave early.
- **Added Notification of Rights under FERPA (page 6).**
- **Revised how enrollment will be determined (appendix A).** Enrollment will be determined by a lottery that will take place in the Instructional Planning Center at the Huron Arena on September 12th at 4:00 pm. Parents/guardians do not need to be present to be eligible for enrollment. If a child is accepted into the program, his/her siblings will also be accepted. Children of TAP employees will automatically be enrolled. Parents/guardians will receive notification if their child has been accepted into TAP. This change will give every child an equal chance of being accepted into the program and will ensure TAP is adequately staffed.

Thank you.

Sherri Nelson
TAP Director

TIGER AFTER- SCHOOL PROGRAM (TAP)



**Parent Handbook
2017-2018**

TABLE OF CONTENTS

Introduction	1
Program Mission	1
Program Objectives.....	1
TAP Program Description.....	1
Program Components	1
General Policies:	
Registration.....	2
Staff.....	2
Child Abuse and Abandoned Children Policy.....	2
Attendance Policy	2
Cost	2
Hours	2
Transportation.....	2
Location.....	2
Accidents, Illness, Medications, Allergies, and Other Emergencies.....	3
Emergency Contact	3
Sign-Out/Attendance Policy for Grades K-5	3
Behavior/Discipline	4
Termination of Services	4
Notification of TAP Closing	4
Snack	4
Confidentiality of Records.....	4
Job Duties.....	5
Volunteer Opportunities.....	5
TAP Contacts.....	5
K-12 Building Principals	5
Notification of Rights Under FERPA	6
Appendix “A” (Registration Form).....	7-8
Appendix “B” (Student Accident Form).....	9
Appendix “C” (Behavior Incident Report).....	10

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 improve reading, writing, math, and science knowledge and skills.
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 through art, music, and community service activities.

TAP Program Description**Program Components:**

1. Academic Support and Enrichment:
 - writing curriculum
 - reading intervention/enrichment
 - study time (will vary depending on grade level)
 - academic enrichment clubs and homework help – at Huron Middle School
2. Wellness Activities:
 1. healthy snack
 2. structured games and free play
3. Community Partnerships

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/guardian for each program year. **Registration forms must be updated when information changes concerning schedules, phone numbers, addresses, and emergency contacts.** A signed student registration is considered acceptance by the parent/guardian of the policies and regulations laid out in this handbook and 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:

To maintain enrollment in the TAP program, children must fully attend TAP 90% of the days they attend school each month (from 3:30 pm – 5:00 pm). Students who do not meet the attendance criteria will be immediately withdrawn from the program at the end of the month.

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-5. There will be **no TAP on school vacation days, early release teacher in-service days, parent-teacher conference days and when school is canceled or dismissed early due to weather conditions.** Parents will be notified by the site supervisor 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 18, 2017 and end on Friday, May 11, 2018.**

If a child has not been picked up from the after-school program by 5:30 p.m., the site supervisor will attempt to contact the parent and other adults listed on the child's registration form. If the parent is not at the school by this time, the site supervisor 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 show photo identification. Family or friends authorized to pick up your child, 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 supervisor 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 the site supervisor will send the completed form to the program director and coordinator.

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.

Students who do not meet the attendance criteria will be immediately withdrawn from the program at the end of the month. To maintain enrollment in the TAP program, children must fully attend TAP (3:30 pm – 5:00 pm) 90% of the days they attend school each month.

Notification of TAP Closing:

Parents will be notified through a note sent home, provided by the site supervisor with input from the program 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 program coordinator and site supervisors will be responsible for activities and snack planning. They will also ensure the TAP is sufficiently staffed to provide for the children in care. The site supervisors and classroom leaders will have daily involvement in preparation and delivery of activities and assisting students with homework, when needed. Each staff member must report to work as scheduled. If unable to work, they must secure a qualified substitute and email the program coordinator before the scheduled start time of his/her shift.

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 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 program director or program coordinator.

TAP Contacts:

Parents are required to contact the school office or site supervisor if an emergency occurs and 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-8 Principals:

Buchanan K-1 Center

Principal: Mrs. Peggy Heinz

Email: Peggy.Heinz@k12.sd.us

Office phone: 605-353-7875

Madison 2-3 Center

Principal: Mrs. Heather Rozell

Email: Heather.Rozell@k12.sd.us

Office phone: 605-353-7885

Washington 4-5 Center

Principal: Mrs. Beth Foss

Email: Beth.Foss@k12.sd.us

Office phone: 605-353-7895

Huron Middle School

Principal: Mr. Mike Taplett

Email: Mike.Taplett@k12.sd.us

Office phone: 605-353-6900

TAP Site Supervisors:

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

Liz Castillo—Elizabeth.Castillo@k12.sd.us

Gr. 1 Jennifer Fuchs—Jennifer.Fuchs@k12.sd.us

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

Gr. 2 Shari Lord—Shari.Lord@k12.sd.us

Heather Sieh—Heather.Sieh@k12.sd.us

Gr. 3 Kelby Van Wyk—Kelby.VanWyk@k12.sd.us

Vanya Munce—Vanya.Munce@k12.sd.us

Gr. 4/5 Bobbie Matthews—Bobbie.Matthews@k12.sd.us

Amanda.DeJong—Amanda.Dejong@k12.sd.us

HMS Laura Willemssen—Laura.Willemssen@k12.sd.us

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Huron School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

**Appendix A:
Huron School District
Tiger After-School Program (TAP)
REGISTRATION**

**Please complete the form and return to your child's school before September 12th.
TAP will begin on Monday, September 18, 2017 and end May 11, 2018.**

Child's name: _____ Grade: _____
School of Attendance: _____ Classroom Teacher: _____
Mailing Address: _____ Preferred Phone Contact: _____
Name(s) of siblings also registering for TAP _____

The Huron School District is a proud recipient of the 21st Century After-School Program Grant and will begin serving children on **Monday, September 18th** 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:

- **To maintain enrollment in the after-school program, children must fully attend TAP 90% of the days they attend school each month (3:30 pm – 5:00 pm). Students who do not meet the attendance criteria will be immediately withdrawn from the program at the end of the month and children from the waiting list will be added to the after-school program.**
- Children **must be** picked up by 5:30 pm. Pick-up location will be determined at each program site.
- If there is no school due to 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 other scheduled events. This may vary from building to building. Please check with the building site supervisor if you have questions.

This program has limited enrollment. Enrollment will be determined by a lottery that will take place in the Instructional Planning Center at the Huron Arena on September 12th at 4:00 pm. You do not need to be present to be eligible for enrollment. If a child is accepted into the program, his/her siblings will also be accepted. Children of TAP employees will automatically be enrolled. You will receive notification if your child has been accepted into the TAP.

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 School District Tiger After-School Program Student Accident Report

Instructions: The person who was supervising the student must complete this form at the time of the accident. The site supervisor must email this form to the program director and coordinator before his/her work shift ends.

Student Name: _____

Grade: _____ School: _____

Date: _____ Time: _____ Location of Accident: _____

People 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 the injury happen?

Were parents notified? Yes No When: By Whom:

Was a nurse notified? Yes No When: By Whom:

Doctor called? Yes No When: By Whom:

Treatment and disposition:

Follow-up:

Signature

Appendix C:
Huron School District
TIGER AFTER-SCHOOL PROGRAM BEHAVIOR INCIDENT FORM

Instructions: The person who was supervising the student must complete this form. The site supervisor must email this form to the program director and coordinator before his/her work shift ends.

STUDENT NAME _____ DATE _____
GRADE: _____ SCHOOL: _____

DESCRIPTION OF INCIDENT:

ACTION TAKEN BY STAFF (in accordance with TAP Handbook):

- Verbal reminder/warning describing the behavior.
- Time out requiring parent/guardian notification.
- Other _____

Due to this behavior, what action would you like the TAP Director to take?

- Parent/guardian contacted immediately by site supervisor for chronic/extreme behavior.

STAFF COMPLETING FORM _____

FURTHER ACTIONS (in accordance with TAP Handbook):

- Conference with parent, program staff, and/or program director to discuss behavior plan.
- Suspension or permanent dismissal due to excessive discipline problems.

Huron School District

Bullying Prevention Data Collection
2016-2017 School Year

The superintendent is responsible to monitor the effectiveness of the bullying/harassment prevention efforts and the timely reporting to the Board of Education. The principal will annually report to the superintendent the number and type of complaints investigated under this policy and the results, including disciplinary actions taken and the effectiveness of those actions, including follow-up contacts. The documentation supplied by the building principals will be reviewed by central administration to coordinate data district-wide and formulate a comprehensive report. The report will include the number and type of complaints filed under this policy with comparative data from previous years as it becomes available. The report may also include district-wide or individual building survey results related to bullying and harassment.

	Number of Alleged Incidents	Number of Founded Incidents	Disciplinary Actions					Location					
			Conference	Detention	Suspension	Expulsion	Other	Hallway	Classroom	Lunch Room	Bus	Technology	Other
September	1	0	1										1
October	4	2	2				1			2			
November	9	3	6		1		2	1	5				2
December	4	2	3	1			1			1		1	2
January	2	0	1				1	1	1	1			
February	5	2	3	1			1						1
March	10	4	2	1	1			1		2		1	
April	2	1	1				1		1				
May	7	1	4				2	1	1	2		2	
TOTAL	44	15	23	3	2	0	9	4	8	8	0	4	6
TOTAL from 2015-16	31	12	16	6	0	0	11	3	13	6	1	4	6
TOTAL from 2014-15	40	21	20	12	5	0	4	6	7	8	2	6	10

Based on number of founded incidents

How many perpetrators were identified 40

How many victims were identified 31

Bullying prevention program plan for each building:

The school counselor teaches Second Step in each classroom in the elementary buildings. Second Step curriculum is also taught at the Middle School in the STRIPES program. Teachers are trained in observing and reporting any alleged bullying/harassment. Title IX compliance is addressed at the district in-service. Counseling sessions with students help with bullying issues. Increased cyber bullying has created a need to make for awareness. Health lessons by the nurse

and the counselor have been implemented. At the high school, Mr. Radke and Mrs. Konechne discuss the bullying policies with the freshman during their orientation, and reviews policy with each grade on the first day of school. In early October, the principals and counselors met with the freshman and sophomores to discuss prevention with special emphasis on the role technology plays in bullying.

Madison	0	0											
Washington	0	0											
HMS	2	0	1				1		1	1			
HHS	0	0											
Total	2	0	1				1		1	1			
February													
Buchanan	0	0											
Madison	0	0											
Washington	2	2	2	1			1						1
HMS	1	0	1					1					
HHS	2	0											
Total	5	2	3	1			1	1					1
March													
Buchanan	0	0											
Madison	1	1											
Washington	0	0											
HMS	0	0											
HHS	10	4	2	1	1			1		2		1	
Total	11	5	2	1	1			1		2		1	
April													
Buchanan	0	0											
Madison	0	0											
Washington	1	1	1				1		1				
HMS	0	0											
HHS	1	0											
Total	2	1	1				1		1				
May													
Buchanan	0	0											
Madison	0	0											
Washington	0	0											
HMS	5	0	3				2	1	1	2		1	
HHS	2	1	1									1	
Total	7	1	4				2	1	1	2		2	
Year end TOTAL	44	15	23	3	2	0	9	4	8	8	0	4	6