

# Tiger After-School Program Handbook Proposed Changes for 2018-2019

June 6, 2018

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 Huron School District re-applied for the 21<sup>st</sup> Century Grant this spring and are awaiting results. Therefore, we are submitting this handbook in anticipation of being awarded the grant.

The following changes were made:

- **Added Video Recordings for Student Disciplinary Action (page 4).** This change was made because we did not currently have a policy in place.
- **Added Notice of Nondiscrimination (page 7).** This change was added per Lori Wehlander.

Thank you.

Sherril Nelson (outgoing)

Linda Pietz (incoming)

TAP Director

# **TIGER AFTER- SCHOOL PROGRAM (TAP)**



**Parent Handbook  
2018-2019**

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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 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)
2. Wellness Activities:
  1. healthy snack
  2. structured games and free play
3. Community Partnerships



**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. *\*Attendance Waiver (Appendix D) Upon acceptance into TAP, parents may list the regularly scheduled after school activities in which their children participate and the documented dates/hours will be exempt from the 90% attendance calculation.*

**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 17, 2018 and end on Friday, May 10, 2019.**

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, should 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.



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.

**Video recordings may be used as a basis for student disciplinary action.** Video surveillance recordings involving students are considered to be educational records under FERPA. Video recordings may only be viewed by the TAP Director, school administrators, school officials, or (if deemed appropriate by the TAP Director) school staff members with a direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operations of the system (for technical purposes only).

#### **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. *\*Attendance Waiver (Appendix D) – Upon acceptance into TAP, parents may list the regularly scheduled after school activities in which their children participate and the documented dates/hours will be exempt from the 90% attendance calculation.*

#### **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.

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.

**Procedures for Handling Suspected In-house Child Abuse:**

If a staff member is suspected of abusing or neglecting a child in the program, the staff member will be suspended from child care duties until an investigation is completed by Law Enforcement or Child Protection Services. Once the investigation is completed, the continued employment of the staff will be evaluated depending on the outcome of the investigation. If allegations of abuse or neglect are substantiated, employment will be terminated.

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](mailto:Terry.Nebelsick@k12.sd.us)

Office phone: 605-353-6990

**TAP Program Coordinator:** Marcia Ready

Email: [Marcia.Ready@k12.sd.us](mailto:Marcia.Ready@k12.sd.us)

**TAP Program Director:** Linda Pietz

Email: [Linda.Pietz@k12.sd.us](mailto:Linda.Pietz@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](mailto:Peggy.Heinz@k12.sd.us)

Office phone: 605-353-7875

Madison 2-3 Center

Principal: Mrs. Heather Rozell

Email: [Heather.Rozell@k12.sd.us](mailto:Heather.Rozell@k12.sd.us)

Office phone: 605-353-7885

Washington 4-5 Center

Principal: Mrs. Beth Foss

Email: [Beth.Foss@k12.sd.us](mailto:Beth.Foss@k12.sd.us)

Office phone: 605-353-7895

**TAP Site Supervisors:**

**KG** - Laci Hettinger—[Laci.Hettinger@k12.sd.us](mailto:Laci.Hettinger@k12.sd.us)

Liz Castillo—[Elizabeth.Castillo@k12.sd.us](mailto:Elizabeth.Castillo@k12.sd.us)

**Gr. 1** Jennifer Fuchs—[Jennifer.Fuchs@k12.sd.us](mailto:Jennifer.Fuchs@k12.sd.us)

Kristi Winegar—[Kristi.Winegar@k12.sd.us](mailto:Kristi.Winegar@k12.sd.us)

**Gr. 2** Shari Lord—[Shari.Lord@k12.sd.us](mailto:Shari.Lord@k12.sd.us)

Heather Sieh—[Heather.Sieh@k12.sd.us](mailto:Heather.Sieh@k12.sd.us)

**Gr. 3** Kelby Van Wyk—[Kelby.VanWyk@k12.sd.us](mailto:Kelby.VanWyk@k12.sd.us)

Vanya Munce—[Vanya.Munce@k12.sd.us](mailto:Vanya.Munce@k12.sd.us)

**Gr. 4/5** Amanda.DeJong—[Amanda.Dejong@k12.sd.us](mailto:Amanda.Dejong@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

## **NOTICE OF NONDISCRIMINATION**

### **Section 504 of The Rehabilitation Act and Americans with Disabilities Act**

It is the policy of Huron School District that no student shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district educational program or activity receiving assistance. Equal opportunity is a priority of the Huron School District Any person having inquiries concerning the school's compliance with the regulations implementing Section 504 is directed to contact:

Site 504 Coordinator: Lori Wehlander

School: Huron School District

Phone/Fax: 605-353-6997



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

**Please complete the form and return to your child's school before September 12<sup>th</sup>.  
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 21<sup>st</sup> Century After-School Program Grant and will begin serving children on **Monday, September 17<sup>th</sup>** 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.** *\*Attendance Waiver (Appendix D) Upon acceptance into TAP, parents may list the regularly scheduled after school activities in which their children participate and the documented dates/hours will be exempt from the 90% attendance calculation.*
- 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 11<sup>th</sup> 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 Work Phone # \_\_\_\_\_  
Mother's Cell Phone #: \_\_\_\_\_ Mother's Email/Mailing Address: \_\_\_\_\_  
(Please print clearly)

Father's Name: \_\_\_\_\_ Father's Work Phone # \_\_\_\_\_

Father's Cell Phone #: \_\_\_\_\_ Father's Email/Mailing 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 \_\_\_\_\_

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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.

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**Appendix D:  
Huron School District  
TIGER AFTER-SCHOOL PROGRAM ATTENDANCE WAIVER**

Instructions: Please list all the regularly scheduled after school activities in which your child participates.

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 GRADE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

After School Activity	Month(s)	Day(s) of the Week	Time

\_\_\_\_\_ My child does not participate in any regularly scheduled after school activities.

Parent/Guardian Signature \_\_\_\_\_

- 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. *\*Attendance Waiver (Appendix D) – Upon acceptance into TAP, parents may list the regularly scheduled after school activities in which their children participate and the documented dates/hours will be exempt from the 90% attendance calculation.*