

Mission: *Lifelong learners will be inspired and developed through effective teaching in a safe and caring environment.*

Vision: *Respect – Pride – Excellence for All*

AGENDA
BOARD OF EDUCATION – REGULAR MEETING
Instructional Planning Center/Huron Arena
September 9, 2019
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 11	Early Release
September 16	Goal Setting Session – Board of Education & Admin – 5:30 p.m. IPC – No Meal
September 23	School Board Meeting – 5:30 p.m. - IPC
September 27	Homecoming – Early Release
October 2	Early Release
October 14	Native American Day – No School
October 15	School Board Meeting – 5:30 p.m. – IPC – Tuesday
October 28	School Board Meeting – 5:30 p.m. - IPC
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, substitute teachers/classroom aides, and volunteers must be approved in order to be covered by our workers' compensation plan.

 - 1) Winona Stahl/Volunteer/Madison 2/3 & Washington 4/5 Centers
 - 2) Jonna Reid/Substitute Teacher - \$120 per day / Substitute Para-Educator \$14.88 per hour
 - 3) Richard Lincoln/ Substitute Teacher - \$120 per day / Substitute Para-Educator \$14.88 per hour
 - 4) Bonnie Biel/TAP – Classroom Leader/\$18.11 per hour/Site Supervisor/\$32.77 per hour
 - e) **Contracts for Board Approval**
 - 1) Michelle Hotchkiss/Revised Contract - +15 hours/+\$1,500.00
 - f) **Resignations for Board Approval**
 - 1) Nicole Gerber/Food Service-Salad-Breakfast Person/3 years

- 2) Cheryl Puhl/Teacher-HMS/33 years/Effective End of School Year 2019-2020
- 3) Julie Kasperson/Special Education Teacher-Buchanan K-1 Center/25 years/
Effective End of School Year 2019-2020

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

**9. CELEBRATE SUCCESSES IN THE DISTRICT:
CONGRATULATIONS:**



THANK YOU TO:

- F & M Bank for providing donuts to the Huron School District staff on the 1st day of school.
- Huron Smiles for the 2 bags of school supplies donated to the Kindergarteners and 1st graders at the Buchanan K-1 Center.

10. REPORTS TO THE BOARD

- a) America's Farmers Grow Rural Education Grant Presentation by Bayer to Linda Pietz and Jolene Konechne on behalf of Huron School District - \$25,000.00
- b) Business Manager's Report
- c) Superintendent's Report

11. OLD BUSINESS

- a) Policy IKF - Graduation Requirements - 2nd Reading
- b) Revised Tiger After-School Program (TAP) Handbook 2019-2020 - 1st Reading

12. NEW BUSINESS

- a)

13. ADJOURNMENT

**Huron School District
New Hire Justification**

Date: August 30, 2019

Applicant Information

Applicant Name: Bonnie Biel

Address:

Phone:

Education:

Experience:

References:

Reason for New Hire

New Position:

Replacement:

Position Information

Department: TAP

Position: classroom leader \$18.11/hr

Site supervisor \$32.77/hr

Supervisor: Rhonda Kludt / Coordinator

Responsibilities:

Hours:

Hiring Information

Wages:

Classification:

Wage Justification:

Start Date:

Requested by: Linda Pietz

(Administrator)

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

Michelle Hotchkiss

August 27, 2019

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 **\$ 46452** 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 **8/26/2019** 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.

BA+15

Hired 2014-15 with BA .. No formal teaching experience. BA+15 earned August 2019 - \$1,500.00;

CONTRACT MUST BE SIGNED AND RETURNED TO THE SUPERINTENDENT'S OFFICE BY WEDNESDAY, SEPT 4, 2019

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 27th day of August, 2019

Witness: Dolly Venables

Print Name: Michelle Hotchkiss

Sign here: Michelle Hotchkiss

Teacher

I, Nicole Gerber resign from
my position at the school
nutrition office as of August 23, 2019

Nicole Gerber

Ms. Cheryl Puhl
6th grade teacher Huron Middle school
174 9th Street SE
Huron, SD 57350

Revd 7/31/2019
Effective end
of 2019-2020
School Year
DP

August 20th, 2019

Mr. Terry Nebelsick Superintendent
150 5th Street SW
Huron, SD 57350

Dear Mr. Nebelsick,

Please accept this letter as notification of my retirement with the Huron School District. My retirement will be effective the last teacher day of the 2019-2020 school year. I have genuinely enjoyed the time I spent at this school. I am happy that I spent 33 years teaching 6th grade at the Huron Middle School. I have always given my best to my students. In return, they gave their best to me. I am always proud of their test scores and of their eagerness to learn new things.

During my years of service at Huron Middle School, I have grown and flourished. I have learned much from the other teachers and administrators. I wish you and the students in Huron all the best in the years to come. I have many wonderful memories as an educator in this district and take much pride in my accomplishments over the years. I will miss the work and my colleagues. Please let me know if you need any additional information and do not hesitate to contact me by phone 605 352 9033 or email c.puhl@hur.midco.net.

Sincerely,



Ms. Cheryl Puhl
6th grade teacher
Huron Middle School

Rec'd
8-29-2019
(DV)

Dear Mrs. Heinz, Mrs. Wehlander, Mr. Nebelsick, and Huron School Board,


Please accept this letter as my official resignation from my position as K/1 special education teacher with the Buchanan Elementary School. My final day will be at the end of the 2019-2020 school year.

I have thoroughly enjoyed my time in the district and am honored to have had the chance to touch the lives of so many children, their supportive parents, and teach alongside so many exceptional educators. Thank you so much for the opportunity.

Sincerely,



Julie Kasperon

	Huron School District #2-2	Code: IKF Graduation Requirements
	Policies and Regulations	

Graduation Requirements

In an effort to help students graduating from Huron High School be adequately prepared in today's society, minimum graduation requirements have been established. These requirements are listed in the Huron High School student handbook for each graduating class currently enrolled in Huron High School. These requirements are updated and approved by the School Board each year prior to the beginning of the school year. The current graduation requirements may be listed with this policy; however, the specific requirements will be documented in the student handbook.

NOTE: A student may graduate with a regular high school diploma awarded to the preponderance of students in the district by having completed a specific program as described in the student's IEP that aligns with the state standards and state graduation requirements. A student will receive a "Certificate of Attendance" if the IEP does not meet state graduation requirements and is aligned to the alternate academic standards and alternate assessment.

Tiger After-School Program (TAP)

TAP Handbook Changes - August 30, 2019

- Updated the **TAP Site Supervisors** for 2019-2020 on page 6

TIGER AFTER-SCHOOL PROGRAM (TAP)



Parent Handbook
2019-2020

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Introduction:

The information 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:

- Students will improve reading, writing, math, and science knowledge and skills.
- Students will develop physical fitness habits through organized gym and movement activities.
- Students will practice good health and nutrition habits.
- Students will grow culturally, socially, and emotionally through positive interaction with peers and adults.
- Students will be enriched through art, music, and community service activities.

TAP Program Description***Program Components:***

- Academic Support and Enrichment:
 - Writing curriculum
 - Reading intervention/enrichment
 - Study time (will vary depending on grade level)
- Wellness Activities:
 - Healthy snack
 - Structured games and free play
 - 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/guardian, signs will be posted and flyers distributed at the TAP sites and the TAP and Huron School District Social Media pages will be updated.

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 - 4:45 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 16, 2019 and end on Friday, May 15, 2020.**

If a child does not arrive at the after school program, the program will check with the child's teacher and/or school office to determine if the child was absent from school or left school early. If the child was in school at the end of the day and cannot be located in the school building, the child's parents or emergency contacts will then be notified that the child did not arrive at the after school program. If the program cannot make contact with the parents or emergency contacts and the child's whereabouts are still unknown, then the SRO or law enforcement will be contacted for further assistance.

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, the child is not allowed to attend TAP that day.

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.

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. 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. The completed Behavior Incident Form will not be given to anyone without the approval of the Director of TAP. A child who is a threat to other children or staff at TAP will be removed from the program for the remainder school year.

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.
4. If disruptive behavior persists the child may be removed from the program for the remainder of the school year.

Students who previously have been removed from the program due to disruptive or dangerous behavior may be re-admitted to the program on a probationary status.

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 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 - 4:45 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.

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.

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
Office phone: 605-353-6990

TAP Program Director: Linda Pietz
Email: 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
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

TAP Program Coordinator: Rhonda Kludt
Email: Rhonda.Kludt@k12.sd.us

TAP SITE SUPERVISORS:

KG: Brandi Knippling - Brandi.Knippling@k12.sd.us
Karen Speirs - Karen.Speirs@k12.sd.us

Grade 1: Terri Anderson-Schlader - Terri.Schlader@k12.sd.us
Amanda DeJong - Amanda.Dejong@k12.sd.us

Grade 2: Kelby Johnson - Kelby.Johnson@k12.sd.us
Heather Sieh - Heather.Sieh@k12.sd.us

Grade 3: Jennifer Fuchs - Jennifer.Fuchs@k12.sd.us
Shari Lord - Shari.Lord@k12.sd.us
Kristi Winegar - Kristi.Winegar@k12.sd.us

Grade 4/5: Anne Larson - Anne.R.Larson@k12.sd.us
Sydney Munce - Sydney.Munce@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 on or before September 6th.
TAP will begin on Monday, September 16, 2019 and end May 15, 2020.

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

_____	Grade	_____	Grade
_____	Grade	_____	Grade

The Huron School District is a proud recipient of the 21st Century After-School Program Grant and will begin serving children on Monday, September 16th 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 - 4:45 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 9th at 3:00 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 only if they are listed on the registration form. 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 (not parent):

Second emergency contact person and number (not parent):

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: _____

How did the injury happen?

Nature of Injury:

Part of Body Injured:

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. This form is kept on file.

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 Coordinator 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.

*For internal use only

**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 - 4:45 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.*