

**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 – SPECIAL MEETING**  
**Instructional Planning Center/Huron Arena**  
**September 23, 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 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 – <b>Tuesday</b>
October 28	School Board Meeting – 5:30 p.m. – IPC
November 6	Early Release
November 11	Veterans’ Day Holiday – No School
November 12	School Board Meeting – 5:30 p.m. – IPC – <b>Tuesday</b>
November 25	School Board Meeting – 5:30 p.m. – IPC
November 27	Early Release
November 28	Holiday Break – No School
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) **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) Crystal Lien/Volunteer/Assistant Strength & Conditioning Coach
    - 2) Caleb Schoenfelder/Substitute SPED Para-Educator-JV & HT/\$14.88 per hour
    - 3) Kristin Pichura/Substitute Teacher - \$120 per day / Substitute Para-Educator - \$14.88 per hour
    - 4) William Watson/ Substitute Teacher - \$120 per day / Substitute Para-Educator - \$14.88 per hour
    - 5) Patricia Shoemaker/ Substitute Teacher - \$120 per day / Substitute Para-Educator - \$14.88 per hour
    - 6) Dean Lindstad/Substitute Bus Driver/\$25 per hour
    - 7) Kelly Schell/Food Service-MS/\$15.12 per hour
  - b) **Contracts for Board Approval**
    - 1)

c) **Resignations for Board Approval**

- 1) Sandy Story/Food Service-HS Cashier/Prep Person/6 months
- 2) MaKayla Hofer/Special Education Para-Educator-HS/1 year

d) **Consideration and Approval of Bills – See attached list**

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

The administration has received open enrollment request #OE-2019-08 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/she may do so.)

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

**CONGRATULATIONS:**



**THANK YOU TO:**

- BCNU Extension Club for the cash donation made in memory of Elna Hewitt. Elna has passed away but was always concerned about how the children (her grandchildren and great grandchildren) were doing in school. This memorial is to be used for the needs of children at Buchanan in the Kindergarten classes for school supplies.

10. **REPORTS TO THE BOARD:**

- a) **Good News Report – Mike Radke – Huron High School**
- b) **Superintendent’s Report**

11. **OLD BUSINESS**

- a) **Tiger After-School Program (TAP) Handbook 2019-2020 – 2<sup>nd</sup> Reading**
- b) **Adoption of Tax Request for 2019 Taxes Payable in 2020**

12. **NEW BUSINESS**

- a) **Huron School District Bullying Prevention Data Collection 2018-2019 School Year – Mr. Nebelsick**
- b) **Special Education Supplemental Budget**
- c) **Branding Guide – Proposed Changes & Additions - 1<sup>st</sup> Reading**

13. **ADJOURNMENT**

**Huron School District  
New Hire Justification**

**Date:** September 9, 2019

**Applicant Information**

**Applicant Name:** Kelly Schell  
**Address:** 1608 Ohio Ave. S.W., Huron, SD 57350  
**Phone:** (605) 467-1054  
**Education:** Kindred High School, Kindred, ND  
**Experience:** Food industry 23 years experience  
**References:** Steve Hilibrands, Tom Shields, Tarah Jackson

**Reason for New Hire**

**New Position:** -----  
**Replacement:** Replaces Nicole Gerber

**Position Information**

**Department:** Food Service  
**Position:** MS Head Salad/Breakfast Person  
**Supervisor:** Carol Tompkins  
**Responsibilities:** Prepare daily fruits, vegetables, and breakfast  
**Hours:** 6:30 am – 1:30 pm

**Hiring Information**

**Wages:** \$15.12 per hour  
**Classification:** IIIB  
**Wage Justification:** Food Service Hiring Schedule  
**Start Date:** September 24, 2019  
**Requested by:** Carol Tompkins (Administrator)

Carol

9-11-2019

My last day for working at HHS in  
Kitchen will be on the 25<sup>th</sup> of Sept. 2019

Thank you  
Sandy Story

September 16, 2019  
Mrs. Lori Wehlander  
Huron School District  
150 5<sup>th</sup> St SW,  
Huron SD, 57350

Dear Mrs. Wehlander,

I am writing to notify you that I am resigning from my position. Please accept this letter as a formal notification that I am respectfully resigning from my position as a Para Professional with the Huron High School. My last day will be Friday September 27<sup>th</sup>.

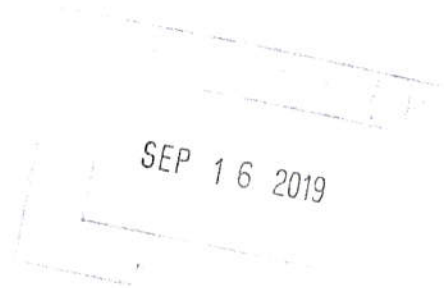
I have been offered a full time position in Huron elsewhere. This is an opportunity that I am very excited to explore this new path in my career journey.

I am incredibly grateful for the opportunity to work at the Huron High School for the past year. It has been a wonderful experience working with the students and teachers of HHS. I greatly appreciate the opportunities I've had, and I've learned a lot in the short time that I was here, all of which I will take with me throughout my career. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,



MaKayla Hofer



<u>Vendor Name</u>			<u>Vendor Description</u>	<u>Amount</u>	
Checking		1			
<b>Checking</b>	<b>1</b>	<b>Fund: 10</b>	<b>GENERAL FUND</b>		
ALPHA FACTOR			SUPPLIES	2,284.63	
MIDCONTINENT COMMUNICATIONS			COMMUNICATIONS	4,640.00	
NORTHWESTERN ENERGY			UTILITIES	25,602.79	
SHERATON SIOUX FALLS			TRAVEL	1,755.00	
			<b>Fund Total:</b>		<b>34,282.42</b>
<b>Checking</b>	<b>1</b>	<b>Fund: 21</b>	<b>CAPITAL OUTLAY FUND</b>		
MUTH ELECTRIC, INC.			SUPPLIES	55,431.00	
			<b>Fund Total:</b>		<b>55,431.00</b>
<b>Checking</b>	<b>1</b>	<b>Fund: 22</b>	<b>SPECIAL EDUCATION FUND</b>		
LRP PUBLICATIONS			SUPPLIES	1,038.00	
			<b>Fund Total:</b>		<b>1,038.00</b>
			<b>Checking Account Total:</b>		<b>90,751.42</b>

## 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](mailto:Terry.Nebelsick@k12.sd.us)  
Office phone: 605-353-6990

**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 Program Coordinator:** Rhonda Kludt  
Email: [Rhonda.Kludt@k12.sd.us](mailto:Rhonda.Kludt@k12.sd.us)

**TAP SITE SUPERVISORS:**

**KG:** Brandi Knippling - [Brandi.Knippling@k12.sd.us](mailto:Brandi.Knippling@k12.sd.us)  
Karen Speirs - [Karen.Speirs@k12.sd.us](mailto:Karen.Speirs@k12.sd.us)

**Grade 1:** Terri Anderson-Schlader - [Terri.Schlader@k12.sd.us](mailto:Terri.Schlader@k12.sd.us)  
Amanda DeJong - [Amanda.Dejong@k12.sd.us](mailto:Amanda.Dejong@k12.sd.us)

**Grade 2:** Kelby Johnson - [Kelby.Johnson@k12.sd.us](mailto:Kelby.Johnson@k12.sd.us)  
Heather Sieh - [Heather.Sieh@k12.sd.us](mailto:Heather.Sieh@k12.sd.us)

**Grade 3:** Jennifer Fuchs - [Jennifer.Fuchs@k12.sd.us](mailto:Jennifer.Fuchs@k12.sd.us)  
Shari Lord - [Shari.Lord@k12.sd.us](mailto:Shari.Lord@k12.sd.us)  
Kristi Winegar - [Kristi.Winegar@k12.sd.us](mailto:Kristi.Winegar@k12.sd.us)

**Grade 4/5:** Anne Larson - [Anne.R.Larson@k12.sd.us](mailto:Anne.R.Larson@k12.sd.us)  
Sydney Munce - [Sydney.Munce@k12.sd.us](mailto: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 6<sup>th</sup>.  
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 21<sup>st</sup> Century After-School Program Grant and will begin serving children on Monday, September 16<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 - 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 9<sup>th</sup> 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?

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Nature of Injury:

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Part of Body Injured:

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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:

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Follow-up:

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\_\_\_\_\_  
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:

---

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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.*



## ADOPTION OF ANNUAL BUDGET

Let it be resolved, that the school board of the Huron School District #2-2, after duly considering the proposed budget and its changes thereto, to be published in accordance with SDCL 13-11-2 hereby approves and adopts its proposed budget and changes thereto, to be its annual budget for the fiscal year July 1, 2019 through June 30, 2020. The adopted annual budget totals are as follows:

General Fund	\$ 20,960,000
Capital Outlay Fund	\$ 10,218,000
Special Education Fund	\$ 4,552,000
Building Fund	\$ 5,000
Elementary Bond Redemption	\$ 1,423,000
Food Service Fund	\$ 1,659,000
Enterprise Fund	\$ 183,000

The adopted annual budget tax levy / tax dollar request are as follows:

### Tax Levy Request

<u>General Fund</u>	<p>\$1.473 / per \$1,000 of ag valuation          \$3.296 / per \$1,000 of owner-occupied valuation          \$6.821 / per \$1,000 of commercial valuation          \$6.821 / per \$1,000 of utilities valuation</p>
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<u>Special Education Fund</u>	\$1.616 / per \$1,000 of total valuation
-------------------------------	--

### Tax Dollar Request

<u>Bond Redemption - Elementary</u>	\$ 1,423,000
<u>Capital Outlay Fund</u>	To Be Determined, \$3,607,592 is the Maximum
<u>General Fund Opt Out Amount</u>	\$ 0

\_\_\_\_\_  
 Kelly Christopherson, Business Manager

\_\_\_\_\_  
 Date

Received and filed in my office this \_\_\_\_\_ day of \_\_\_\_\_

Signature of County Auditor \_\_\_\_\_

# Maximum Allowable Tax Request for Capital Outlay Fund

as of 3/6/2019



Dist #	School District Name	CPI Pay 2017	Growth Pay 2017	Max Allowable Capital Outlay Pay 2017	CPI Pay 2018	Growth Pay 2018	Max Allowable Capital Outlay Pay 2018	CPI Pay 2019	Growth Pay 2019	Max Allowable Capital Outlay Pay 2019	CPI Pay 2020	Growth Pay 2020	Max Allowable Capital Outlay Pay 2020
6002	FREDERICK AREA	0%	0.8%	\$ 759,893	1%	1.9%	\$ 781,930	2.1%	1.5%	\$ 810,080	2.4%		\$ 829,522
33001	FREEMAN	0%	0.9%	\$ 1,169,367	1%	0.5%	\$ 1,186,908	2.1%	0.6%	\$ 1,218,954	2.4%		\$ 1,248,209
49004	GARRETSON	0%	1.2%	\$ 832,824	1%	1.5%	\$ 853,645	2.1%	1.3%	\$ 882,669	2.4%		\$ 903,853
63001	GAYVILLE-VOLIN	0%	0.3%	\$ 383,480	1%	0.1%	\$ 387,698	2.1%	0.1%	\$ 396,228	2.4%		\$ 405,737
53001	GETTYSBURG	0%	0.6%	\$ 771,185	1%	0.6%	\$ 783,524	2.1%	1.2%	\$ 809,380	2.4%		\$ 828,806
26004	GREGORY	0%	0.5%	\$ 822,506	1%	0.4%	\$ 834,021	2.1%	0.6%	\$ 856,540	2.4%		\$ 877,097
6006	GROTON AREA	0%	0.4%	\$ 3,269,693	1%	1.1%	\$ 3,338,357	2.1%	0.8%	\$ 3,435,169	2.4%		\$ 3,517,613
27001	HAAKON	0%	0.8%	\$ 1,277,612	1%	1.1%	\$ 1,304,442	2.1%	0.7%	\$ 1,340,967	2.4%		\$ 1,373,150
28003	HAMLIN	0%	1.1%	\$ 1,633,139	1%	0.8%	\$ 1,662,536	2.1%	1.0%	\$ 1,714,075	2.4%		\$ 1,755,212
30001	HANSON	0%	0.8%	\$ 982,382	1%	0.5%	\$ 997,118	2.1%	0.4%	\$ 1,022,046	2.4%		\$ 1,046,575
31001	HARDING COUNTY	0%	1.4%	\$ 869,130	1%	1.2%	\$ 888,251	2.1%	0.5%	\$ 911,345	2.4%		\$ 933,217
41002	HARRISBURG	0%	8.4%	\$ 6,086,525	1%	8.7%	\$ 6,676,917	2.1%	8.5%	\$ 7,384,671	2.4%		\$ 7,561,903
14002	HENRY	0%	0.6%	\$ 328,394	1%	0.7%	\$ 333,977	2.1%	0.7%	\$ 343,328	2.4%		\$ 351,568
10001	HERREID	0%	0.8%	\$ 527,645	1%	6.6%	\$ 567,746	2.1%	0.7%	\$ 583,643	2.4%		\$ 597,650
34002	HIGHMORE-HARROLD	0%	0.3%	\$ 1,968,699	1%	0.3%	\$ 1,994,292	2.1%	0.2%	\$ 2,040,161	2.4%		\$ 2,089,125
51002	HILL CITY	0%	2.4%	\$ 1,432,673	1%	2.7%	\$ 1,485,682	2.1%	2.0%	\$ 1,546,595	2.4%		\$ 1,583,713
56006	HITCHCOCK-TULARE	0%	0.4%	\$ 1,636,360	1%	4.5%	\$ 1,726,360	2.1%	0.3%	\$ 1,767,793	2.4%		\$ 1,810,220
23002	HOT SPRINGS	0%	1.3%	\$ 1,165,259	1%	1.8%	\$ 1,197,887	2.1%	1.9%	\$ 1,245,802	2.4%		\$ 1,275,701
53002	HOVEN	0%	0.3%	\$ 1,589,800	1%	0.3%	\$ 1,610,468	2.1%	0.6%	\$ 1,653,950	2.4%		\$ 1,693,645
48003	HOWARD	0%	0.4%	\$ 1,925,379	1%	2.1%	\$ 1,985,066	2.1%	0.4%	\$ 2,034,693	2.4%		\$ 2,083,525
2002	HURON	0%	0.8%	\$ 3,350,030	1%	1.3%	\$ 3,427,081	2.1%	0.7%	\$ 3,523,039	2.4%		\$ 3,607,592
22006	IPSWICH	0%	0.8%	\$ 1,803,250	1%	1.7%	\$ 1,851,938	2.1%	0.8%	\$ 1,905,644	2.4%		\$ 1,951,380
13003	IRENE - WAKONDA	0%	0.4%	\$ 1,247,959	1%	0.5%	\$ 1,266,679	2.1%	0.5%	\$ 1,299,612	2.4%		\$ 1,330,803
2003	IROQUOIS	0%	0.2%	\$ 1,278,458	1%	4.4%	\$ 1,347,495	2.1%	0.3%	\$ 1,379,835	2.4%		\$ 1,412,951
37003	JONES COUNTY	0%	0.7%	\$ 864,321	1%	0.6%	\$ 878,150	2.1%	0.2%	\$ 898,347	2.4%		\$ 919,908
35002	KADOKA AREA	0%	0.7%	\$ 947,637	1%	1.2%	\$ 968,485	2.1%	0.5%	\$ 993,666	2.4%		\$ 1,017,514
7002	KIMBALL	0%	1.1%	\$ 1,200,712	1%	1.6%	\$ 1,231,930	2.1%	0.1%	\$ 1,259,032	2.4%		\$ 1,289,249
38003	LAKE PRESTON	0%	0.9%	\$ 791,208	1%	0.8%	\$ 805,450	2.1%	0.7%	\$ 828,003	2.4%		\$ 847,875
45005	LANGFORD	0%	0.6%	\$ 1,282,104	1%	0.5%	\$ 1,301,335	2.1%	0.4%	\$ 1,333,869	2.4%		\$ 1,365,882
40001	LEAD-DEADWOOD	0%	1.8%	\$ 2,573,205	1%	2.6%	\$ 2,665,841	2.1%	2.1%	\$ 2,777,806	2.4%		\$ 2,844,474
52004	LEMMON	0%	0.8%	\$ 963,055	1%	0.9%	\$ 981,353	2.1%	0.5%	\$ 1,006,869	2.4%		\$ 1,031,033
41004	LENNOX	0%	4.1%	\$ 1,751,089	1%	4.1%	\$ 1,840,395	2.1%	1.8%	\$ 1,912,170	2.4%		\$ 1,958,063
44002	LEOLA	0%	0.7%	\$ 1,050,304	1%	0.6%	\$ 1,067,109	2.1%	0.5%	\$ 1,094,853	2.4%		\$ 1,121,130
42001	LYMAN	0%	0.7%	\$ 1,588,851	1%	0.7%	\$ 1,615,862	2.1%	0.8%	\$ 1,662,722	2.4%		\$ 1,702,627
39002	MADISON CENTRAL	0%	1.6%	\$ 2,354,575	1%	3.7%	\$ 2,465,240	2.1%	1.2%	\$ 2,546,592	2.4%		\$ 2,607,711
60003	MARION	0%	1.4%	\$ 619,717	1%	1.3%	\$ 633,971	2.1%	11.9%	\$ 722,727	2.4%		\$ 740,072
43007	MCCOOK CENTRAL	0%	0.6%	\$ 1,063,513	1%	0.7%	\$ 1,081,592	2.1%	0.7%	\$ 1,111,877	2.4%		\$ 1,138,562
15001	MCINTOSH	0%	0.8%	\$ 312,419	1%	0.7%	\$ 317,730	2.1%	0.3%	\$ 325,356	2.4%		\$ 333,164
15002	MCLAUGHLIN	0%	2.2%	\$ 345,018	1%	2.1%	\$ 355,714	2.1%	0.1%	\$ 363,539	2.4%		\$ 372,264
46001	MEADE	0%	1.6%	\$ 5,210,206	1%	1.8%	\$ 5,356,092	2.1%	2.1%	\$ 5,581,048	2.4%		\$ 5,714,993
33002	MENNO	0%	1.1%	\$ 779,270	1%	1.0%	\$ 794,855	2.1%	0.9%	\$ 818,701	2.4%		\$ 838,350
25004	MILBANK	0%	2.0%	\$ 1,915,542	1%	31.2%	\$ 2,532,347	2.1%	1.5%	\$ 2,623,511	2.4%		\$ 2,686,475
29004	MILLER AREA	0%	0.6%	\$ 3,087,454	1%	0.4%	\$ 3,130,678	2.1%	0.5%	\$ 3,212,076	2.4%		\$ 3,289,166
17002	MITCHELL	0%	2.1%	\$ 3,834,581	1%	1.4%	\$ 3,926,611	2.1%	1.4%	\$ 4,064,042	2.4%		\$ 4,161,579
62006	MOBRIDGE - POLLOCK	0%	0.6%	\$ 806,930	1%	1.1%	\$ 823,875	2.1%	0.5%	\$ 845,296	2.4%		\$ 865,583
43002	MONTROSE	0%	0.3%	\$ 522,788	1%	3.8%	\$ 547,882	2.1%	1.1%	\$ 565,414	2.4%		\$ 578,984
17003	MOUNT VERNON	0%	2.4%	\$ 683,582	1%	0.9%	\$ 696,570	2.1%	0.9%	\$ 717,467	2.4%		\$ 734,686
51003	NEW UNDERWOOD	0%	1.2%	\$ 342,939	1%	0.5%	\$ 348,083	2.1%	0.5%	\$ 357,134	2.4%		\$ 365,705
9002	NEWELL	0%	1.3%	\$ 681,260	1%	0.6%	\$ 692,160	2.1%	0.6%	\$ 710,848	2.4%		\$ 727,909
56007	NORTHWESTERN AREA	0%	0.2%	\$ 2,082,701	1%	2.2%	\$ 2,149,348	2.1%	0.2%	\$ 2,198,783	2.4%		\$ 2,251,554
23003	OELRICHS	0%	0.4%	\$ 159,279	1%	1.5%	\$ 163,261	2.1%	0.6%	\$ 167,669	2.4%		\$ 171,693
65001	OGLALA LAKOTA	0%	2.0%	\$ 116,767	1%	4.6%	\$ 123,306	2.1%	3.2%	\$ 129,842	2.4%		\$ 132,958



# Huron School District

Bullying Prevention Data Collection  
2018-2019 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
<b>September</b>	10	1	4	1					3	1			1
<b>October</b>	6	1	2	1			2	1	3				
<b>November</b>	4	0	2				1	2	1				
<b>December</b>	6	0	3				2	2	2	1			
<b>January</b>	5	2	3				2	1	2			1	
<b>February</b>	7	3	3	2			1	1	3	1			1
<b>March</b>	5	1					2		1			2	
<b>April</b>	2	0					1					1	
<b>May/June</b>	1	1	1								1		
<b>TOTAL</b>	46	9	18	4	0	0	11	7	15	3	1	4	2
<b>TOTAL 2017-18</b>	49	16	26	4	5	0	18	8	16	7	2	7	8
<b>TOTAL 2016-17</b>	44	15	23	3	2	0	9	4	8	8	0	4	6
<b>TOTAL 2015-16</b>	31	12	16	6	0	0	11	3	13	6	1	4	6
<b>TOTAL 2014-15</b>	40	21	20	12	5	0	4	6	7	8	2	6	10

Based on number of founded incidents

How many perpetrators were identified       7      

How many victims were identified       7

Bullying prevention program plan for each building:

The school counselors teach Second Step lessons in each classroom in the elementary buildings. PBIS interventions and parent involvement activities are emphasized at the Buchanan K-1 Center to alleviate bullying problems. At the Madison 2-3 Center, thirty-minute lessons on social & emotional well-being are taught weekly.

Second Step is taught at the Middle School through the STRIPES program. The middle school counselor meets with a school climate committee near the beginning of the school year to determine an educational program to promote kindness and inclusion. Teachers are given anti-bullying resources to use with students, and they use STRIPES time to review our bullying policy and reporting procedures. The 6<sup>th</sup>-grade physical education classes join with the Center for Independence to bring awareness to physical disabilities and labeling through their Lead for Life inclusion program, which includes guest speakers talking about growing up with disabilities. The middle school celebrates Unity Day by wearing orange and by holding hands while surrounding the middle school building. Students make kindness posters that are displayed around the middle school for the remainder of the school year.

At the high school, the principals discuss the bullying policies with the freshman during their orientation, and review policy with each grade on the first day of school. In September, the principals and counselors meet with the freshman and sophomores to discuss bullying prevention, with special emphasis on the role technology plays in bullying.

Across the district 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, as well as promoting anti-bullying measures. The nurses and counselors teach health and social skills lessons at the elementary and middle schools. Assemblies at the schools have been implemented with such topics as respect and kindness.

	Number of Alleged Incidents	Number of Founded Incidents	Disciplinary Actions					Location				
			Conference	Detention	Suspension	Expulsion	Other	Hallway	Classroom	Lunch Room	Bus	Technology
<b>September</b>												
Buchanan	0	0										
Madison	0	0										
Washington	0	0										
HMS	4	0	3	1				3	1			
HHS	6	1	1									1
<b>Total</b>	10	1	4	1				3	1			1
<b>October</b>												
Buchanan	0	0										
Madison	0	0										
Washington	0	0										
HMS	4	1	2	1			2	1	3			
HHS	2	0										
<b>Total</b>	6	1	2	1			2	1	3			
<b>November</b>												
Buchanan	0	0										
Madison	0	0										
Washington	0	0										
HMS	3	0	2				1	2	1			
HHS	1	0										
<b>Total</b>	4	0	2				1	2	1			

<b>December</b>											
Buchanan	0	0									
Madison	0	0									
Washington	0	0									
HMS	5	0	3			2	2	2	1		
HHS	1	0									
<b>Total</b>	<b>6</b>	<b>0</b>	<b>3</b>			<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>		
<b>January</b>											
Buchanan	0	0									
Madison	0	0									
Washington	0	0									
HMS	5	2	3			2	1	2		1	
HHS	0	0									
<b>Total</b>	<b>5</b>	<b>2</b>	<b>3</b>			<b>2</b>	<b>1</b>	<b>2</b>		<b>1</b>	
<b>February</b>											
Buchanan	0	0									
Madison	0	0									
Washington	0	0									
HMS	5	2	2	2		1	1	3	1		
HHS	2	1	1								1
<b>Total</b>	<b>7</b>	<b>3</b>	<b>3</b>	<b>2</b>		<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>		<b>1</b>
<b>March</b>											
Buchanan	0	0									
Madison	0	0									
Washington	0	0									
HMS	3	1				2		1		2	
HHS	2	0									
<b>Total</b>	<b>5</b>	<b>1</b>				<b>2</b>		<b>1</b>		<b>2</b>	
<b>April</b>											
Buchanan	0	0									
Madison	1	0									
Washington	0	0									
HMS	1	0				1				1	

<b>HHS</b>	0	0												
<b>Total</b>	2	0					1					1		
<b>May</b>														
<b>Buchanan</b>	0	0												
<b>Madison</b>	0	0												
<b>Washington</b>	0	0												
<b>HMS</b>	1	1	1									1		
<b>HHS</b>	0	0												
<b>Total</b>	1	1	1									1		
<b>Year end TOTAL</b>	46	9	18	4	0	0	11	7	15	3	1	4		2

Huron School District 2-2  
Adoption of Supplemental Budget  
Resolution 2019-09-23-01  
September 23, 2019 Board Meeting

Let it be resolved, that the school board of the Huron School District 2-2, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total for the Special Education Fund:

Appropriation	Means of Finance	Amount
Severe Disabilities (22-1222)	Fund Balance	150,000
	Total	150,000

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Presiding Officer

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Business Manager

## Branding Guide Change Log

Changed approved dark grey from 60% to 80% and adjusted logos accordingly  
 (60% was only used on the Full Body Tiger with the circle around it)  
 (80% was used on "Respect Pride Excellence For All")

Page	Old Page	
2	40	Added Kelly & Tiffany's Contact Information Added "Huron Tigers" trademark information
5	4	Spacing Etching
6	5	Changed Dark Grey from 60% to 80% Added Green for the Tiger Eyes
9		New Page
11	9	"HURON TIGERS" Black and White Logo
12	10	Changed BW Logos "Tigers" to White
15	13	Added "Transportation"
18		New Page Added "Transportation" Moved "Tigers" to this page
19-25	16-22	Added "Tiger Athletics" "Speech & Debate" "Tiger Network" Moved logos around
26-30	23-27	Added "Tiger Athletics" "Speech & Debate" "Tiger Network" Moved logos around
31-37	28-34	Added "Speech & Debate" "Network" Moved logos around
35-43	35-39	Added "Speech & Debate" "Network" Moved logos around
44		New Page

RESPECT PRIDE EXCELLENCE FOR ALL



**SCHOOL DISTRICT**

Brand Identity Guidelines  
HURON SCHOOL DISTRICT



All logos and artwork included in this guide are trademarks of Huron School District. The words “Huron Tigers” are trademarked, therefore any use of the words in any size, font or color is included in the trademark.

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For information about the specifications included in this guide or questions regarding specific use, please contact:

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Our brand identity is the face and personality we present to the community. The purpose of these guidelines is to explain the use of the new Huron School District brand and to reinforce consistent application of the visual elements in all communications. Guidelines on the use of the logos, brand colors and typefaces are included.

Our logos are important and valued graphic elements, and must be used consistently and appropriately. Even minor variations will undermine and compromise the image of the branding.

By following these guidelines, the materials created will represent our brand cohesively to the outside world, and reinforce the school's dedication to RESPECT, PRIDE AND EXCELLENCE FOR ALL.

## HURON SCHOOL DISTRICT LOGO & BRANDING IDENTITY POLICY

### Notification/Download Files

Because the success of our branding identity program depends on consistency, we ask that you use the attached form to notify the Office of the Superintendent of any proposed usage. The approval form must be completed by all parties applying to merchandise, school items or miscellaneous program materials.

The attached guidelines have been developed to provide clarification on the appropriate use of the Huron School District brand.

### Huron School District Branding Guidelines

The Huron School District Brand makes an important first visual impression of what the Huron Tigers stand for. The logos, colors, and name instantly identify that a communication or material is from, or part of, the school. The thoughtful use of the logos and our name reinforces and strengthens the school's image with every use. In addition, a logo is considered a primary, albeit intangible, asset of the school and can be attributed a value that proper use will enhance and increase. The logo and name, and what they appear upon, is as important as our actions and our words. Their use should always be consistent with the mission and image of the school.

### Property Rights

The use of the name, logos, logo marks, brand colors, and brand typefaces of the Huron School District or the names of any of its staff, students, or organizations is considered the property of the Huron School District. To publish this information on internal or external correspondence in any manner, including a website, is in violation of this policy. Prior approval is required for all vendors, students, staff, and administrators by the Office of the Superintendent before the use of the above-mentioned information.

## Use of the Huron School District Name or Logo

All publications representing Huron School District, whether electronically or in print, should be branded with the official logo; guidelines for using the Huron School District logo are below. Questions on usage, or mock-ups for which you would like approval should be directed to the Office of the Superintendent at 605-353-6990.

- **Logo Integrity:** The proportional relationship may not be altered in any way. This includes using the symbol alone or changing/adding to the logos working to represent any other entity. Logos cannot be flipped or rotated, except for the paw print.
- **Color:** If the logos are to be used in color, the color must be the prescribed brand colors.
- **Spacing:** The logos and its lettering may not be confined within shapes or used in visually competitive areas; other entities should not look as if they are elements of the school's logo.
  - The logos must remain separate from other words or graphics.
  - The amount of separation must be equal to at least 25% of the size of the logo.
  - Example: A 4" logo must be at least 1" away from everything else.
- **Other:** The use of the logos are not permitted without the express consent of the Office of the Superintendent.

### Appropriate use of the logos includes:

- School endorsed, authored and/or produced communications (e.g. programs, posters, ads etc.)
- School sponsored events, items, uniforms, etc.
- The logos may be used in black and/or white.
- The logo may be used in the colors specifically listed.

### Inappropriate use of the logos includes

- Any use that distorts or covers image.
- Any use that involves improper typefaces or colors.
- Applying to any item not endorsed or approved by the school and its officers.

### Etching

- Etching of the logos is allowed on metal or glass.
- When etching on metal is used, the logo must take the color of the metal.
- The colors allowed around the etching are 4 approved brand colors or white.

# BRAND COLORS

## PRIMARY COLORS



Pantone 1655 C  
CMYK: 0 | 84 | 100 | 0  
RGB: 240 | 81 | 35  
#f05022



Black  
CMYK: 0 | 0 | 0 | 100  
RGB: 0 | 0 | 0  
#000000

## SECONDARY COLORS



Dark Grey  
CMYK: 0 | 0 | 0 | 80  
RGB: 128 | 130 | 133  
#808284



Light Grey  
CMYK: 0 | 0 | 0 | 25  
RGB: 199 | 200 | 202  
#c6c8ca

## FOR TIGER EYES ONLY



Green  
CMYK: 47 | 0 | 100 | 0  
RGB: 147 | 213 | 0  
#93d500

# BRAND TYPEFACES

## HEADLINE/LOGO TYPEFACE

### **ALLEY-OOP (REGULAR)**

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
**0 1 2 3 4 5 6 7 8 9**

## CONTENT TYPEFACE

### Trebuchet MS (Regular)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

### *Trebuchet MS (Italic)*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

### Trebuchet MS (Bold)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

### *Trebuchet MS (Bold Italic)*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

Huron School District  
Trademark Usage  
Non-Exclusive Vendor Application

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of how the logos/name will be used and what products you are requesting to license.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Annual License Fees

\_\_\_\_\_ \$100 Local Vendor

\_\_\_\_\_ \$200 Other Vendor

Anyone who violates the Brand Identity Guidelines may be fined \$250. It is the vendor's responsibility to read and understand the Brand Identity Guidelines.

I acknowledge and agree that I have read the Brand Identity Guidelines and will follow them.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# DISTRICT LOGOS

## PRIMARY DISTRICT LOGO

COLOR



BLACK & WHITE



BLACK & WHITE - REVERSE



## SECONDARY DISTRICT LOGO

COLOR



BLACK & WHITE



BLACK & WHITE - REVERSE



## HURON "H" LOGO

COLOR



BLACK & WHITE



BLACK & WHITE - REVERSE



# DISTRICT LOGOS

## Approved Colors May Be Used For Tag Lines

- These color changes may be used on corresponding Department and Activity Logos.
- Grey outline on the H may be changed to white when “Orange Letters” and “White Letters” Logos are used.
- On apparel only, the outline of the H may be removed if difficult to produce.

### BLACK LETTERS



**SCHOOL DISTRICT**



**SCHOOL DISTRICT**

### ORANGE LETTERS



**SCHOOL DISTRICT**



**SCHOOL DISTRICT**

### WHITE LETTERS



**SCHOOL DISTRICT**



**SCHOOL DISTRICT**



# COMMON LOGO MISUSE & VIOLATIONS



NEVER distort marks



NEVER use unapproved colors



NEVER change or alter typography



NEVER use inappropriate or unapproved taglines

# WATERMARK & PAW PRINT LOGOMARKS

## WATERMARK

## PAW LOGO

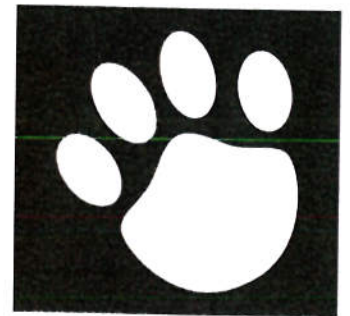
COLOR



BLACK



WHITE



## OUTLINED PAW LOGO

COLOR



BLACK & WHITE



BLACK & WHITE - REVERSE



ATHLETIC WORDMARK LOGO

COLOR



SINGLE COLOR - BLACK, WHITE OR ORANGE  
(or) BLACK AND WHITE (AS SHOWN OR REVERSE)



MAY BE APPLIED ON ANY COLOR BACKGROUND  
THIS LOGO ONLY

ATHLETIC TIGER LOGOS

TIGER HEAD (COLOR)



FULL BODY-BLACK CIRCLE (COLOR)



FULL BODY (COLOR)



TIGER HEAD  
(BLACK AND WHITE)



FULL BODY-BLACK CIRCLE  
(BLACK AND WHITE)



FULL BODY  
(BLACK AND WHITE)



# SPIRIT LOGOS

TIGER WITH WORDMARK (COLOR)



TIGER WITH WORDMARK (BLACK AND WHITE)



FULL BODY WITH WORDMARK (COLOR)



FULL BODY WITH WORDMARK (BLACK AND WHITE)



FULL BODY WITH WORDMARK AND TAGLINE (COLOR)



FULL BODY WITH WORDMARK AND TAGLINE (BLACK AND WHITE)









SCHOOL LOGOS



**BUCHANAN**



**BUCHANAN K-1 CENTER**



**MADISON**



**MADISON 2-3 CENTER**



**WASHINGTON**



**WASHINGTON 4-5 CENTER**



**HIGH SCHOOL**



**MIDDLE SCHOOL**



**HURON COLONY**



**RIVERSIDE COLONY**



**OUR HOME**



**SUPERINTENDENT OF SCHOOLS**



**BUSINESS OFFICE**



**ACTIVITIES OFFICE**



**ESL**



**INSTRUCTIONAL  
PLANNING CENTER**





**TRANSPORTATION**



**TIGERS**

ACTIVITY LOGOS



ACTIVITY LOGOS



ACTIVITY LOGOS



ACTIVITY LOGOS



# ACTIVITY LOGOS



**NATIONAL HONOR SOCIETY**



**ORAL INTERPRETATION**



**DEBATE**



**SPEECH & DEBATE**

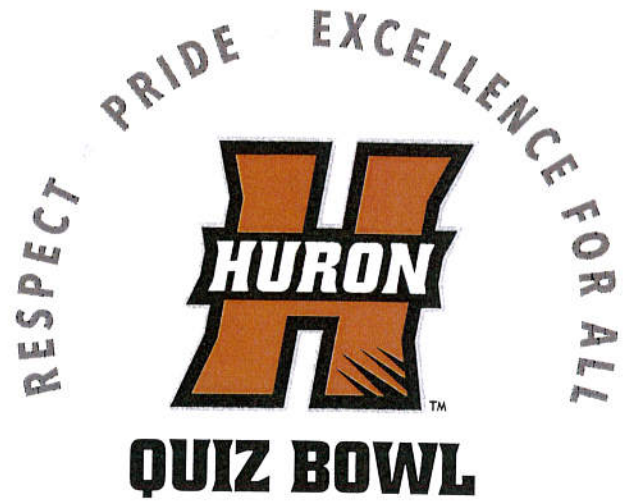


**YEARBOOK**



**JOURNALISM**

ACTIVITY LOGOS



ACTIVITY LOGOS





ACTIVITY LOGOS



**ATHLETICS**



**TIGER ATHLETICS**



**ACTIVITIES**



**FINE ARTS**



**VOLLEYBALL**



**FOOTBALL**



**BASKETBALL**



**WRESTLING**

ACTIVITY LOGOS



**SOCCER**



**TENNIS**



**TRACK**



**CROSS COUNTRY**



**GOLF**



**CHEER & DANCE**



**CHEER**



**DANCE**

ACTIVITY LOGOS



ACTIVITY LOGOS



**STUDENT COUNCIL**



**SPEECH & DEBATE**



**DEBATE**



**ORAL INTERPRETATION**



**KEY CLUB**



**H-CLUB**



**PEP CLUB**



**YEARBOOK**



**JOURNALISM**



**FBLA**



**DESTINATION IMAGINATION**



**INTERNATIONAL CLUB**



**QUIZ BOWL**



**GERMAN CLUB**



**SPECIAL OLYMPICS**



**SPANISH CLUB**



**TIGER CUB BAND**



**TIGER NETWORK**

















**HURON**  
**TIGERS**<sup>TM</sup>  
**ACTIVITIES**

**HURON**  
**TIGERS**<sup>TM</sup>  
**ATHLETICS**

**HURON**  
**TIGERS**<sup>TM</sup>  
**FINE ARTS**

**HURON**  
**TIGERS**<sup>TM</sup>  
**BASKETBALL**

**HURON**  
**TIGERS**<sup>TM</sup>  
**VOLLEYBALL**

**HURON**  
**TIGERS**<sup>TM</sup>  
**FOOTBALL**

**HURON**  
**TIGERS**<sup>TM</sup>  
**SOCCER**

**HURON**  
**TIGERS**<sup>TM</sup>  
**TENNIS**





**HURON**  
**TIGERS**<sup>TM</sup>  
YEARBOOK

**HURON**  
**TIGERS**<sup>TM</sup>  
JOURNALISM

**HURON**  
**TIGERS**<sup>TM</sup>  
DEBATE

**HURON**  
**TIGERS**<sup>TM</sup>  
ORAL INTERPRETATION

**HURON**  
**TIGERS**<sup>TM</sup>  
DRAMA

**HURON**  
**TIGERS**<sup>TM</sup>  
SPEECH & DEBATE

**HURON**  
**TIGERS**<sup>TM</sup>  
DESTINATION IMAGINATION

**HURON**  
**TIGERS**<sup>TM</sup>  
PEP CLUB







**HURON**

**TIGERS**

**HURON**

**TIGERS**

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