



# **BROOKINGS BOBCATS**



## **LEARNER ACTIVITIES ADVISORS HANDBOOK 2024-25**

**Jeff Dvorak**  
**Director of Activities**

Phone: (605) 696-4112

Fax: (605) 696-4128

E-Mail: [Jeff.Dvorak@k12.sd.us](mailto:Jeff.Dvorak@k12.sd.us)

School Website: <http://www.brookings.k12.sd.us>

## **TABLE OF CONTENTS**

### **INTRODUCTION**

Mission Statement.....	5
Philosophy.....	5
Objectives .....	6

### **GOVERNANCE**

SDHSAA & ESD Membership.....	8
Extra Duty Assignment.....	9
Extra Duty Schedule .....	14
Board of Education Policies	
GBE           Staff Responsibilities .....	18
GBC           Staff Ethics .....	19
GBCA          Conflict of Interest.....	20
IGD           Learner Activities.....	21
IGDA          Learner Organizations .....	22
EGCD          Inclement Weather.....	23
JHFA          Learner Travel .....	24
JJB           Activity Scheduling .....	25
JJBA          Recognition of Non-School Sports.....	26
JJBAB         Recognition of Non-School Academic Clubs.....	28
JFC-R         Learner Conduct – Activities .....	29
IGDF          Fundraising & Fund Management.....	33
IGDF-E        Fundraising Proposal .....	35
JFCD          Bullying .....	36
JHCA          Physical Examinations.....	44
CHB           Middle School Athletic Policy.....	45
KG-R          Open Gym.....	47
KGB           Public Conduct on School Property.....	49

### **ACTIVITY DEPARTMENT AND BUILDING POLICIES**

Checklist for Starting the Season.....	52
Participants Selection.....	53
MMS “No Cut” Policy.....	54

Group Travel.....	56
End of Season Report (Athletic).....	58
End of Season Report (Fine Arts).....	66
Athletic Awards .....	68
Out-of-Season Conditioning .....	70
Attendance .....	70
BHS Academic Requirements.....	71
Activity Cards .....	71
Celebrations (State Championships).....	71
Event Set-Up.....	71
Building Security .....	72
Mascot.....	72
Meetings.....	72
Media Relations .....	72
Participation .....	73
Practice Schedules .....	73
Inclement Weather .....	74
Rosters.....	74
Learner Assistants .....	74
Supervision .....	74
Transportation .....	75
Volunteers .....	76
Policy for the Use of Motion Picture .....	77

## **ORGANIZATION**

Organizational Chart.....	79
NIAAA Code of Ethics .....	80
Activities Administrator.....	81
Athletic Trainer.....	82
Equipment Manager.....	86
Head Coach.....	87
Assistant Coach (BHS & MMS).....	90
Risk Management .....	92
Legal Duties Owed to Athletes .....	93
Effectiveness & Improvement Instrument .....	96

## **LEARNER HANDBOOK**

Participant/Family Letter .....	103
SDHSAA Eligibility.....	104
Core Values – Activities Department .....	105
Learner Code of Conduct.....	106
Academic & Attendance Policies.....	110
Athletic Awards .....	111
Parent or Guardian/Coach Communication .....	113
Fundamentals of Sportsmanship .....	114

## **INTRODUCTION**

A sound philosophy is the foundation upon which good programs are built. Coaches and directors, however, are the critical variables that determine whether desirable learner outcomes will be achieved through participation in activities. The learners in the Brookings School District are fortunate to be the beneficiaries of a varied program of activities, under the guidance of a cadre of experienced, skilled, and dedicated advisors. At first glance, some sections of this handbook may appear to address only athletic programs. Upon closer inspection, there are implications for all activities. Coaches and directors have many educational and legal responsibilities, and activities afford many teachable moments. This handbook is intended as a framework for facilitating the proper planning, supervision and instruction that is required of successful athletics and fine arts programs as well as clubs and organizations.

## **MISSION STATEMENT**

The mission of the Brookings School District is to prepare all learners to be confident, engaged citizens empowered to impact the ever-changing and interconnected world.

## **CORE VALUES OF THE ACTIVITIES DEPARTMENT**

**I**NTEGRITY  
**E**FFORT  
**A**CCOUNTABILITY  
**C**OMMUNITY

## **TO COME TOGETHER TO ACHIEVE A COMMON GOAL.**

## **PHILOSOPHY**

Activities are an important part of the educational program and are instrumental in attaining the goals and learner outcomes identified in the Brookings School District Strategic Plan.

The ultimate goal of education is to develop successful adults. The empirical evidence indicates that successful participation in learner activities is a valid predictor of adult success in careers and community.

The program of learner activities should complement and supplement the curricular program by offering a variety of learning experiences that will enable learners to develop their individual interests, talents, and skills.

There are several parameters – Board of Education policies, SDHSAA, and ESD rules and regulations, building and department policies, legal duties, risk management concerns, financial constraints and professional ethics – that affect decision making. The Brookings School District Strategic Plan also states an additional parameter, “the needs of learners – individually and collectively – will be considered when making educational decisions.”

## **OBJECTIVES**

The program of activities will assist participants in:

- Learning the wise use of leisure time.
- Developing their unique talents and skills.
- Developing new recreational and vocational interests and skills.
- Developing positive habits that will contribute to a healthy lifestyle.
- Developing leadership and collaborative skills.
- Developing a work ethic.
- Developing a more positive attitude and increased motivation for education.
- Increasing their understanding and participation in the democratic process.
- Improving their communication skills.
- Developing a repertoire of skills – problem solving, decision making, goal setting, time management, etc. – which are marketable.
- Achieving successes that result in increased self-esteem.

# GOVERNANCE

## **SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION**

The State of South Dakota ([SDCL 13-36-4](#)) authorizes schools to delegate the control, supervision, and regulation of any and all high school interscholastic activities to a high school activities association. South Dakota school districts, jointly and cooperatively, created and developed a voluntary, non-profit association for the advancement of interscholastic activities. The purpose of the South Dakota High School Activities Association (SDHSAA) is to direct and coordinate interscholastic activities that are conducted by member high schools. The SDHSAA sanctions and regulates activity programs for athletics, music, journalism, speech, and learner council through a Board of Directors and an Executive Staff. Each article of the constitution, bylaws, rules, and regulations of the SDHSAA, however, was ratified by the member schools.

The SDHSAA does not govern or regulate learners or athletic programs below the ninth grade level. Consequently, the local schools determine the manner in which middle school athletics will be regulated. It is the philosophy of the Brookings School District Activities Department that it is generally prudent to follow SDHSAA guidelines in the administration of middle school programs.

When a high school elects to become a member school, it adopts the SDHSAA rules as its own rules. Consequently, when a school violates a SDHSAA rule, it is violating its own rules. The Director of Learner Activities is Brookings High School's official representative to the SDHSAA, and is responsible to the Association for the administration and supervision of the entire activities program. In order to ensure compliance, each high school activity advisor should become and remain knowledgeable of the contents of the SDHSAA Administrative Rules and Regulations Handbook. A copy of this handbook is available in both the principal's and activity director's offices at Brookings High School. Program heads are encouraged to make copies of the section that governs their specific activity as well as sections on general topics such as learner eligibility, contest regulations, and in-season and out-of-season rules so they are prepared to supervise their program.

## **EASTERN SOUTH DAKOTA ATHLETIC CONFERENCE**

Brookings High School is also one of the original members of the Eastern South Dakota Athletic Conference (ESD). The ESD was established in 1927 for boys' sports and began girls' sports in 1974. ~~Nine~~ <sup>Eight</sup> other high schools -- Aberdeen Central, Brandon Valley, Harrisburg, Huron, Mitchell, Pierre Riggs, **Tea Area**, Watertown, and Yankton – are members of the ESD. The ESD is one of the premiere interscholastic athletic conferences in the region. The ESD is rich in tradition, history and rivalry, and is highly competitive in boys' and girls' sports at both the conference and state levels. Member schools compete at the varsity level for championships in eight boys' and ten girls' sports. The ESD Athletic Conference regulates scheduling, officials, crowd control, awards, and competition in each sport. Copies of the ESD Athletic Conference Constitution are available in the activities office at BHS.



**MASTER AGREEMENT BETWEEN  
THE BROOKINGS EDUCATION ASSOCIATION AND  
THE BROOKINGS BOARD OF EDUCATION**

**Article X  
EXTRA DUTY ASSIGNMENT**

The payments for extra-duty assignments shall be according to “Extra-Duty Compensation Schedule.”

- A. Credit for coaching/activity directing shall be allowed for experience outside of the School District.
- B. Each director/coach shall be paid as found on the table entitled “Extra-Duty Compensation” based on the number of years of experience.

In the event a director/coach of any extra-duty activity is unable to perform said assigned duties, as determined by a medical doctor, for that current school year, according to the activity season structure, the director/coach will be compensated as follows:

- A. If the illness/condition/injury occurs prior to the season’s start, no compensation will be paid for services not rendered by the director/coach,
- B. If the illness/condition/injury occurs during the first 1/2 of the season, the director/coach will be paid 1/2 of the compensation as set forth in the extracurricular compensation schedule,
- C. If the illness/condition/injury occurs during the last 1/2 of the season, the director/coach will be paid full compensation as set forth in the extra-duty compensation schedule. A certification of illness/condition/injury by the attending physician may be requested by either party to determine the ability or inability to perform said duties. This certification should be requested within 10 school days after an injury or illness occurs.

In the event a director/coach desires to be released from an extra duty assignment, a formal request shall be made by the director/coach for release in writing to the Superintendent. The district will post the potential vacancy based on the requests for release, thus allowing an opportunity for another employee to request an assignment. The administration will make every reasonable effort to find a suitable replacement from the existing employees or from applicants who will be joining the staff for the following year. All positions for which release has been requested shall be advertised with all positions in the district.

When a suitable replacement is found, the director/coach request for release will be granted. If a replacement is not found by the deadline for contracts to be received, then the director/coach will be offered a contract which may include the extra duty assignment. This policy does not negate the possibility that the assignment may be removed from the employee contract after offering of contracts should a suitable replacement be located after the deadline for returning contracts.

If no replacement has been named after two (2) consecutive years of requesting release, a director/coach who has been in his/her extra duty position for a minimum of eight (8) years in the district will be allowed to remove the extra duty assignment from his/her contract. Any director/coach with ten (10) or more years of experience shall be released from their extra-duty

assignment without a release request upon written notification to the Director of learner Activities at least six (6) months prior to the season starting.

**Article XIX  
EXTRA DUTY PAY**

**1. The Extra Duty Salary Schedule appears in Appendix C.**

- A. Extra duty salaries will increase by 3.75% for the 2024-2025 ~~7% for the 2022-23~~ school year.
- B. The salary for experience lane one of assignments II through XVIII is computed by multiplying the salary for assignment I experience lane one by the corresponding assignment factor.
- C. Experience lanes on the extra duty schedule:

lane one	1-4 years (counting contract year)
lane two	5-7 years (counting contract year)
lane three	8-10 years (counting contract year)
lane four	11-13 years (counting contract year)
lane five	14 -16 years (counting contract year)
land six	17 or more years (counting contract year)

D. Experience Lane Factors are:

- lane two 1.2 of lane one,
- lane three 1.4 of lane one,
- lane four 1.6 of lane one,
- lane five 1.8 of lane one, and
- lane six 2.0 of lane one

E. For all staff employed in an activity that occurred in and prior to the conclusion of 2019-2020 school year, lanes should be recognized at the same experience level regardless of the specific activity or function. However, all new and existing staff hired for an activity occurring following the 2019-2020 school year, compensation shall be determined on an activity by activity basis based on experience within the specific or closely related activity or extra duty function as determined by the Superintendent or Superintendent’s designee.

F. Positions may be added to the extra duty salary schedule by Board of Education approval. Typically, Board approval will follow a recommendation for additional extra duty staff, submitted by either the building principal or the director of learner activities.

G. Positions may be deleted from the extra duty salary schedule by Board of Education approval. Deletions will be recommended by either the building principal or director of learner activities.

H. Instructional assistants who have an extra duty assignment shall be paid a base hourly rate specific to each extra duty. The hourly rate shall be tracked through the use of a

timesheet. Payment will occur subsequent to timesheet submission. As per federal law, hours worked in excess of forty hours per week will be paid at an hourly rate of time and one half. Effective July 1, 2016, all instructional assistants who have an extra duty assignment shall be paid the same hourly rate as their teacher assistant duties. This provision does not apply to any instructional assistants on staff and holding a teaching assistant position and an extra duty position as defined in this article as of June 30, 2016.

I. Extra duty compensation should be reviewed through the negotiations process no more often than three (3) year intervals. Specific positions may be reviewed if variables such as length of season, number of contests, or responsibilities are substantially changed as result of either administrative or South Dakota High School Activities Association (SDHSAA) action. Requests for review of extra duty compensation must be submitted to the director of learner activities and adhere to the timeline and criteria provided in the Process for Changes on the Extra Duty Schedule contained in Appendix K in order to be considered for the next school year. Administrative recommendations to upgrade or downgrade the salary of a specific position will be based on the criteria provided in the Process for Changes on the Extra Duty Schedule and must be approved by the Board of Ed.

## **2. Activities Supervision**

No teacher shall be required to supervise activities paid at an hourly wage rate (i.e., ticket selling, noon duty, etc.), however, they shall be provided with the opportunity to do so the same as any other prospective employee. In such situations, they shall be paid at the approved miscellaneous pay rate set each July.

## **3. Emergency Hire**

In the case of an emergency or unfilled vacancy, a qualified teacher may be assigned to a temporary activity assignment for the season. Compensation shall be determined on experience and qualifications in accordance with the extra duty schedule.

## APPENDIX K

### Process for Changes on the Extra Duty Schedule

#### 1. Criteria

- a. Information Provided By:
- b. Activity (*i.e. football, band, debate*)
- c. Levels of Activity (*i.e. ms, jv, var*)
- d. Number of Coaches/Supervisors (*i.e. Cross Country hs = 2 (head, asst. ms =2 head, asst.)*)
- e. Number of Participants (*i.e. hs = 35, ms = 27*)
- f. Length of Season: (*state sanctioned season*) (*i.e. hs track = 12 weeks ms track = 8 weeks*)
- g. Number of Contests/Performances (*i.e. games, meets, performances*)
- h. Number of Overnights (*i.e. Rapid City Overnight, yearly? Alternate years?*)
- i. Practice Length (*i.e. ms volleyball Monday-Friday 2 hours each day*)
- j. Risk Factor/Injury (*i.e. wrestling/gymnastics injury, off site practices, etc.*)
- k. Job Descriptions (each level/assistant)
- l. Community Relations (*size of crowds, media coverage, public relations responsibilities*)
- m. Why do we need to make the change
- n. How many other South Dakota Schools have this activity:
- o. How many schools in neighboring state have this activity:
- p. How many of those in (criteria n & o) have a paid advisor, and how much do they get paid:
- q. Where on the extra duty salary schedule do you think you should be placed:
- r. What different events can you qualify for and how do you qualify (state, national, international)
- s. Is this directly related to a class that is being offered at the High School:
- t. Any additional information you'd like to provide the committee:

#### 2. Timeline

- a. October 1 - Application received by Activities Office
- b. November 1 - Reviewed and either returned for more info or Sent to Extra Duty Committee  
Extra Duty Committee: AD, Principal, Business Manager, BEA President
- c. December 1 - Reviewed and sent back for more info; approved to move forward; or denied
- d. February 1 - Sent to Administrative Team Budget Meetings to be approved to move forward to final approval by Board
- e. April (1<sup>st</sup> Board Mtg) - Move to be approved for the following school year
- f. As Needed - Emergency Hire (Bring to Extra Duty Committee/ Superintendent to be moved forward on)



2024-25	EXTRA DUTY SCHEDULE	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
ASSIGNMNT		FACTOR 1.0	FACTOR 1.2	FACTOR 1.4	FACTOR 1.6	FACTOR 1.8	FACTOR 2.0
FACTOR		EXP 1-4	EXP 5-7	EXP 8-10	EXP 11-13	EXP 14-16	EXP 17+
I. 1.00		6,025	7,230	8,435	9,640	10,845	12,050
	Debate Head						
	Equipment Manager						
	FCCLA Advisor						
	HS Student Council Advisor						
	MS Athletic Manager						
	Staff Wellness Coordinator						
	Oral Interp						
	FFA Advisor						
	Activity Technology						
	Music, Vocal Director						
II. .95		5,724	6,869	8,014	9,158	10,303	11,448
	Basketball Varsity Head (Boys)						
	Basketball Varsity Head (Girls)						
	Football, Varsity Head						
	Wrestling, Varsity Head Boys						
	Wrestling, Varsity Head Girls						
	Gymnastics, Varsity Head						
	Volleyball Varsity Head						
III .90		5,423	6,508	7,592	8,677	9,761	10,846
	BOBCAT Advisor (Yearbook)						
	Track (B&G), Varsity Head						
	Head Competitive Chr & Dance						
	Soccer Varsity Head						
	Cross Country, Varsity Head (B&G)						
	Softball Head						
IV. .85		5,121	6,145	7,169	8,194	9,218	10,242
V. .80		4,820	5,784	6,748	7,712	8,676	9,640
	Music, Instrumental Director (Band)						
VI. .75		4,519	5,423	6,327	7,230	8,134	9,038
	Head Competitive Cheer						
	Head Competitive Dance						
	Debate, Var. Ass't/Hd Novice						
VII. .70		4,218	5,062	5,905	6,749	7,592	8,436
	Athletic Trainer, Fall						

VIII. .65		3,916	4,699	5,482	6,266	7,049	7,832
	Athletic Trainer, Winter						
	Basketball Varsity Ass't (Boys)						
	Basketball Varsity Ass't (Girls)						
	Football, Varsity Ass't.						
	Wrestling, Varsity Ass't.						
	Special Olympics						
	Gymnastics, Varsity Ass't.						
	Volleyball, Varsity Ass't.						
IX. .60		3,615	4,338	5,061	5,784	6,507	7,230
	Basketball 9th Head (Girls)						
	Basketball 9th Head (Boys)						
	Cheerleader Coach						
	Debate, Ass't.						
	Golf Varsity Head (Boys)						
	Golf Varsity Head (Girls)						
	Music, Marching Band Director						
	Head Student Congress						
	Tennis Head (Boys)						
	Tennis Head (Girls)						
	Track, Varsity Ass't.						
	Soccer, Varsity Ass't						
	Volleyball, 9th Head						
	Assistant Competitive Cheer Coach						
	Assistant Competitive Dance Coach						
	FCCLA Ass't.						
	Softball Assistant						
	FFA Assistant						
X. .55		3,314	3,977	4,640	5,302	5,965	6,628
	Football, 10th Head						
	Debate, Varsity Assistant/Public Forum						
	Oral Interp, Ass't (SDHSAA)						
XI. .50		3,013	3,616	4,218	4,821	5,423	6,026
	Band Lessons, Middle School						
	Basketball (Boys), 7th Head						
	Basketball (Girls), 7th Head						
	Basketball (Boys), 8th Head						
	Basketball (Girls), 8th Head						
	Dramatics, Technical Director (Set Building)						

	Football, 9th Head						
	Football, 10th Ass't.						
	Music, Ass't Marching Band						
	School Musical Director						
	Sound/Lighting Tech						
	Theatre Tech						
	Wrestling, 9th Head						
	Conditioning, Out of Season - Winter						
	Conditioning, Out of Season - Spring						
	Conditioning, Out of Season - Fall						
	Winter Drumline						
	Music, Vocal Ass't Director						
	HOSA						
	Oral Interp, Ass't (NSDA)						
XII. .45		2,711	3,253	3,795	4,338	4,880	5,422
	Cross Country (B&G), Varsity Ass't						
	Football, 8th Head						
	Football, 7th Head						
	Football, 9th Ass't.						
	Track, 9th Head						
	Wrestling, MS Head						
	Volleyball, 8th Head						
	Volleyball, 7th Head						
	MS FCCLA Advisor						
XIII. .40		2,410	2,892	3,374	3,856	4,338	4,820
	Cross Country, MS Head						
	Drama, Fall Play Dir.						
	Drama, Spring Play Dir						
	Golf Varsity Ass't (Boys)						
	Golf Varsity Ass't (Girls)						
	Tennis Ass't (Boys)						
	Tennis Ass't (Girls)						
	Music, Color Guard Advisor						
	Music, Orchestra Dir						
	Track (B 8th), MS Head						
	Track (B 7th), MS Head						
	Track (G 8th), MS Head						
	Track (G 7th), MS Head						
	Sideline Cheer - Winter						
XIV. .35		2,109	2,531	2,953	3,374	3,796	4,218
	Basketball 8th Ass't (Boys)						



	Basketball 8th Ass't (Girls)						
	Basketball 7th Ass't (Boys)						
	Basketball 7th Ass't (Girls)						
	Cross Country (B&G) MS Assistant						
	Football, 8th Ass't						
	Football, 7th Ass't						
	Wrestling, MS Ass't.						
	Track, MS Ass't						
	Volleyball, 8th Ass't						
	Volleyball, 7th Ass't.						
XV. .30		1,808	2,170	2,531	2,893	3,254	3,616
	BROBOCA,(Newspaper) Advisor						
	Declam, MS						
	Drama, 1 Act Play						
	Improv Advisor						
	National Honor Society Advisor						
XVI. .25		1506	1,807	2,108	2,410	2,711	3,012
	Junior Class/Prom Advisor						
	Drama - Choreographer						
	Fall Drumline						
	Drama - Instrumental Director						
	Music, Middle School Band						
	Music, Vocal - MS						
	Drama - Vocal Director						
	Music, MS Orchestra						
	MS Golf						
	Math Counts Advisor						
XVII. .20		1205	1,446	1,687	1,928	2,169	2,410
	Sideline Cheer - Fall						
XVIII. .15		904	1,085	1,266	1,446	1,627	1,808
	Science Fair Coordinator						
	Torch Advisor/SADD						
XIX. .10		603	724	844	965	1,085	1,206
	Science Olympiad Coordinator						
	Talent Show Director - BHS						
	Talent Show Director - MMS						
	Activity Technology Coordinator (hs commons)						



## **STAFF RESPONSIBILITIES**

All employees of the Brookings School District have a responsibility to make themselves familiar with, and abide by, the laws of the state of South Dakota as they affect their work, the policies of the Board of Education, and the regulations designed to implement them.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. The first responsibility of all employees is to the education of the learner.

Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

Faithfulness and promptness in attendance at work.

Support and enforcement of policies of the Board and regulations of the school administration.  
Diligence in submitting required reports promptly at the times specified.

Care and protection of school property.

Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of learners, including the need to ensure that learners are under supervision at all times.

In their association with learners, all school employees will set examples that are an important part of the educational process. Their manner, dress, courteousness, industry, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary models, as well as provide exemplary instruction.

**1<sup>st</sup> Reading: 01/10/1994**

**2<sup>nd</sup> Reading/Adopted:**

**02/14/1994**

**Reviewed: 06/10/2013**

## STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the district are expected to maintain high standards in their school relationships. These standards include the following:

The maintenance of just and courteous professional relationships with learners, parents, staff members, and others.

The maintenance of their own efficiency and knowledge of the developments in their fields of work.

The transaction of all official business with the properly designated authorities of the school system.

The establishment of friendly and intelligent cooperation between the community and the school district.

Favorable representation of the school district at local events that are in recognition of the schools' contributions to the community.

The placement of the welfare of children as the first concern of the school district, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.

Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

Directing any criticism of other staff members or of any department of the school district toward the improvement of the school district. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the Superintendent if necessary.

**Legal References:** [SDCL 13-43-25 \(Rules of Commission\)](#)

**Cross References:** [GBCA: Staff Conflict of Interest](#)

GBCB: Staff Conduct

GBCBA: Freedom of Expression

**1<sup>st</sup> Reading:** 06/10/2013

**2<sup>nd</sup> Reading:** 07/15/2013

## STAFF CONFLICT OF INTEREST

Employees of the Board will not engage in nor have a financial interest, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities in the school system.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Employees will not sell textbooks, instructional supplies, equipment, reference books, or any other school products to the schools in the district. They will not furnish the names of learners or parents to anyone selling these materials.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee who is related to him or her who is within the third degree of consanguinity or is his or her spouse.

Neither the spouse of a Board member, nor any person who is related to a Board member within the third degree of consanguinity, will be employed in the district, except by a unanimous vote by the Board.

**Legal References:**     [SD Constitution Article 8-17 17 \(Interest in sale of school equipment prohibited\)](#)

[SDCL 13-20-2.1 \(Interest of school district officer or employee in sale of school equipment as misdemeanor\)](#)

[SDCL 13-43-1 \(Employment of school board member in same district prohibited\)](#) [SDCL 6-1-1 \(Local officer's interest in public purchase or contract unlawful\)](#)

[SDCL 6-1-17 \(Official prohibited from discussing or voting on issue if conflict of interest exists\)](#)

**Cross References:**     [BBFA: Board Member Conflict of Interest](#)

**1<sup>st</sup> Reading:**     06/10/2013

**2<sup>nd</sup> Reading:**     07/15/201

## **LEARNER ACTIVITIES**

Participation in learner activities is the best predictor of adult success and is correlated with other positive-learner outcomes. The district is a member of the South Dakota High School Activities Association and the Eastern South Dakota Athletic Conference, and sponsors all of the SDHSAA-sanctioned activities. Due to the potential benefits, each learner is encouraged to participate in the program of activities.

Because participation in learner activities is a privilege, learners must remain in compliance with SDHSAA rules and regulations as well as activity department, building, and Board of Education policies in order to participate in SDHSAA-sanctioned events.

### **CLUBS AND ORGANIZATIONS**

In recognition of the value of co-curricular participation, and the variety of interests and talents in the learner body, the establishment of learner clubs and organizations is authorized in accordance with the following guidelines:

1. The organization or club must have a faculty advisor.
2. The organization must have a direct relationship to or be an extension of a curricular area or department.
3. The objectives of the organization, as identified in its charter, must respond to an educational need of learners and be consistent with the mission and beliefs of the district.
4. There must be sufficient learner interest to warrant the formation or continuance of the organization.
5. Learner clubs and organizations must be approved by the building administration.
6. Learner activities which require board support must be recommended by building administration to the superintendent and then to the board of education for recognition and approval of financial support.

**Adopted prior to 1976 (6145.5) 1st  
Reading: 05/09/1994 2nd  
Reading/Adopted: 06/13/1994  
Reviewed: 07/15/2013**

## **LEARNER ORGANIZATIONS**

Learner organizations have an important place in the educational program of our schools. When properly organized and operated they will:

1. Extend and reinforce the instructional program.
2. Give learners practice in democratic self-government.
3. Build learner morale and spirit of positive support for the school.
4. Honor outstanding learner achievement.
5. Provide wholesome social and recreational activities.

### **GUIDELINES FOR LEARNER ORGANIZATIONS**

In recognition of the potential educational value of learner organizations, the Board authorizes the establishment of such according to the following guidelines:

1. The organization or club must have a regularly employed school staff member as an advisor.
2. The organization must have a direct relationship to or be an extension of some school class, area, or department.
3. The objectives of the organization must respond to an educational need of learners in the public schools.
4. There must be enough learner interest to warrant the formation or continuance of the organization.
5. The future status of an existing or proposed organization must be recommended by the school principal to the Superintendent and then by the Superintendent to the Board.

The Board will approve the formation or dissolution of all learner organizations according to the above guidelines.

**1<sup>st</sup> Reading: 07/15/2013**

**2<sup>nd</sup> Reading: 08/12/201**

## INCLEMENT WEATHER

If school is canceled or dismissed early due to inclement weather, there shall be no activity practices, contests, open gym sessions or school events. If school starts late due to inclement weather, there shall be no morning activity practices, contests, or open gym sessions. Exceptions may be made, at the discretion of the Superintendent, for state-level competitions (District, Regional, or State competitions). These exceptions would be allowed for the actual competition event only. No exceptions may be made for activity practices.

Should school not be in session (i.e. Saturday, Holiday Breaks, comp days, etc.) and the weather is in question, the superintendent with input from the activities director will decide whether or not to hold contests, have practice/open gym, or hold school events.

If weather and/or road conditions should deteriorate during an away event, the coach, bus driver along with the AD will determine if travel is safe to return home.

### INCLEMENT WEATHER

School will not be held on those days when inclement weather prevents transporting a significant number of learners who normally ride buses. Teachers need not report when a “no school” announcement has been made. The decision to cancel or close school will be made as early as is practicable taking into consideration existing and potentially changing weather conditions. The decision will be made by the superintendent of schools after consultation with the transportation supervisor. An announcement of cancellation or closing will be made on local radio stations.

**1st Reading:** 11/08/2010  
**2<sup>nd</sup> Reading/Adopted:** 12/13/2010  
**Reviewed:** 05/13/2013



## LEARNER TRAVEL

Building administrators should closely monitor all learner travel in accordance with the following guidelines:

1. A building administrator must approve all learner travel.
    - All overnight trips require submission of the Overnight Trips and Travel Information Form to the Activities Administrator and his/her subsequent approval a minimum of 1 month (shorter trips) to 6 months (longer trips) prior to the travel.
  2. Transportation is a budgetary item. Requests for travel, received after adoption of the annual district budget, may have to be denied due to budgetary constraints.
  3. Administrators must approve the arrangements of either school or commercial transportation.
  4. Ideally learners should travel to and from school-sanctioned events in school-approved transportation. In extenuating circumstances - related to scheduling conflicts - the parent/guardian may complete a transportation waiver and submit it to the activity advisor (e.g. coach or director) for prior consideration. In such cases, the activity advisor may grant permission for the parent/guardian or (in their absence) an adult member of the immediate family (i.e. grandparent, uncle/aunt or sibling) to provide alternative transportation. When extenuating circumstances exist – and neither a parent/guardian nor an adult member of the immediate family can provide transportation – the Director of learner Activities or Principal may (upon receiving a transportation waiver) grant permission for the parent/guardian to designate a “responsible adult” to transport the learner on their behalf. In no instance, however, will learners either provide their own transportation or travel with anyone other than the individuals listed above to out of town events.
1. Lodging and meal arrangements must be approved by the building administrator.
  2. On overnight trips, a minimum of one adult chaperone per 20 learners must be provided. For extended trips, the faculty advisor may not be counted as a chaperone due to other responsibilities. Building Administration must be provided with a list of the entire travel party as well as a detailed itinerary of the entire trip. Building Administration must also approve the trip information that is sent to parent(s)/guardian which will include an itinerary, travel arrangements, behavioral expectations, supervision, emergency procedures, and forms for parental/guardian permission and consent for medical treatments.
  3. When learners are not occupied with "trip" activities, other properly chaperoned - recreational and educational activities may be scheduled.

**Adopted:** 01/12/1976 (guidelines for learner travel 5135)  
**1<sup>st</sup> Reading:** 05/09/1994  
**2<sup>nd</sup> Reading/Adopted:** 06/13/1994  
**Rev. 1<sup>st</sup> Reading:** 12/13/ 2010  
**Rev. 2<sup>nd</sup> Reading:** 01/10/2011  
**Reviewed:** 08/12/2013

## ACTIVITY SCHEDULING

The activities director is responsible for coordinating the scheduling of all learner activities within the school calendar as well as coordinating the intramural programs in the schools with the Brookings Parks and Recreation Department. In order to minimize conflicts, all events, dates, and facility utilization should 1) be coordinated with the activities office and 2) entered on the master calendar in the principal's office. Scheduling will be conducted in accordance with the following guidelines:

1. In cooperation with the churches of the community, Wednesday is declared a non-activity night. The scheduling of school events, past 6:00 p.m., on Wednesdays is to be held to an absolute minimum in order to allow churches to conduct youth programs. Exceptions to this practice will be granted by building **administration** ~~principals~~ only when the conflict in scheduling cannot be avoided.
2. Practices, meetings, appearances, and events involving learners will not ordinarily be conducted by school groups on Sunday. In extenuating circumstances, the building **administration** ~~principal~~ may grant an exception with proper notification to parent(s)/guardian.
3. Whenever school groups are invited to perform, compete, or entertain in an unscheduled event, approval must be granted by building administration.
4. Scheduling of SDHSAA-sanctioned activities will be in compliance with SDHSAA rules and regulations.
5. When it is necessary to schedule local events in conflict with SDHSAA state events, priority should be afforded to the state event.
6. Learners are encouraged to participate in multiple activities, rather than to specialize, in order to optimize their total development. Multiple participation, however, may result in occasional scheduling conflicts. Activity advisors are expected to honor the decisions of learners and their parent(s)/guardian in resolving these conflicts.
7. As a general rule, ~~at 4-year intervals~~, the administration may give approval for a learner group to participate in an event that involves travel beyond the five-state area (SD, ND, MN, IA, NE). In sanctioning these events, consideration will be given to such factors as disruptions of the academic process, parental/guardian interest, the availability of non-school financial support, learner safety, and the potential educational benefits. Approval will be contingent upon compliance with the administrative guidelines on learner travel ([JHFA](#))

Adopted prior to 1976 (5130.1)

1<sup>st</sup> Reading: 05/09/1994 2<sup>nd</sup>

Reading/Adopted: 06/13/1994

Reviewed: 08/12/2013

## **DISTRICT RECOGNITION OF NON-SCHOOL SPORTS**

The Board of Education will consider “requests for recognition” from non-school organizations that sponsor athletic programs that are not sanctioned by the SDHSAA. Recognition includes allowing the organization the use of the school name, school mascot, school colors, and school monogram.

Recognition would follow a written agreement, approved by both parties on an annual basis. In order for a request to be approved, the athletic organization must agree to all of the following terms:

1. Brookings High School will recognize the organization as a club sport.
2. All financial considerations will be the responsibility of the sport organization.
3. A certificate of insurance must be provided by the sport organization.
4. All coaches must:
  - a. operate in accordance with the Brookings Activities Handbook.
  - b. complete all NFHS course requirements including the following:
    1. Fundamentals of Coaching (one time)
    2. First Aid, Health & Safety (every 2 years)
    3. Concussion in Sports (annually)
    4. Heat Illness Prevention (annually)
    5. The Collapsed Athlete (every 2 years)
    6. Cheer & Dance Safety Certification (every 4 years)
5. All participants must:
  - a. Be enrolled as a learner in the Brookings School District or have submitted the public school exemption form and reside in the Brookings School District
  - b. comply with SDHSAA eligibility rules.
  - c. abide with district, building, and department policies.
  - d. on a yearly basis, submit a SDHSAA Physical Examination.
  - e. provide proof of health/accident insurance.
  - f. sign and submit District Risk management forms prior to competing.

6. Criteria for earning either the major award ("**B** Letterwinner") (~~7<sup>th</sup> B~~) or the minor (~~4<sup>th</sup> B~~) must be approved by the Activities Director in accordance with department policy. The organization will be responsible for the expense of the awards. Brookings High School (BHS) learners will receive only one major award (letter). Participation in recognized club sports will be recorded on the official learner transcript.
7. The Activities Director must approve the calendar/schedule:
  - a. first allowable practice
  - b. first competition
  - c. number of competitions
  - d. end of season
8. Participants will be excused from school for competitions per coaches list.
9. The organization will designate a specific representative to collaborate with the Activities Director to ensure compliance with the terms of this agreement.

<b>1<sup>st</sup> Reading:</b>	<b>11/10/1997</b>
<b>2<sup>nd</sup> Reading/Adopting</b>	<b>12/08/1997</b>
<b>Reviewed:</b>	<b>08/12/2013</b>
<b>Notification of Revision:</b>	<b>12/11/2017</b>
<b>1<sup>st</sup> Reading</b>	<b>2/12/2018</b>
<b>2<sup>nd</sup> Reading/Approval:</b>	<b>3/12/2018</b>

## DISTRICT RECOGNITION OF NON-SCHOOL ACADEMIC CLUBS

The Board of Education will consider “requests for recognition” from non-school organizations that sponsor clubs for learners who attend Brookings School District 5-1. Recognition includes allowing the organization the use of the school name, school mascot, and school colors.

Recognition would follow a written agreement, approved by both parties on an annual basis. In order for a request to be approved, the club organization must agree to all of the following terms.

1. Brookings High School will recognize the organization as an academic club.
2. All financial and transportation needs will be the responsibility of the organization.
3. The organization will:
  - a. appoint an adult advisor(s) that the organization deems to be responsible and qualified to direct the activity.
  - b. identify the organization’s objectives.
  - c. report sufficient learner interest to warrant the formation of the organization.
  - d. the advisor(s) must operate in accordance with the Brookings Learner Activities Advisors Handbook.
4. All of the organization’s participants will either be enrolled as a learner in the Brookings School District or have submitted the public school exemption form and reside in the Brookings School District
5. All participants must abide by district, building and activity department regulations as deemed applicable by the building administrator.
6. All participants must sign and submit District Risk management forms prior to competing.
7. The Activities Director at Brookings High School must review the organization’s objectives to ensure they are consistent with the mission and beliefs of the district.
8. Participants will be excused from school for competitions per advisor list.
9. The organization will designate a specific representative(s) to collaborate with the Activities Director to ensure compliance with the terms of this agreement.
10. It is further agreed that the organization shall assume all responsibility and liability for injury and damage to person or property on the school facilities or property and/or during the activity or related travel during the period of this agreement and that one of the considerations for this agreement is that the Organization shall absolve and hold the Brookings School District free from all injury and damage during the period that this agreement is in force.

**1<sup>st</sup> Reading: 10/11/2004**

**2<sup>nd</sup> Reading: 11/08/2004**

**Reviewed: 08/12/2013**

## LEARNER CONDUCT - ACTIVITIES

### General Statement of Philosophy

The Brookings School District (BSD) encourages learners to participate in activities due to the benefits of such participation. The BSD also recognizes the need to establish a code of conduct for activity participants that reinforces behaviors that reflect positively on the individual, school, and community.

1. Learner participation in activities is a privilege, rather than a right, and
2. Learners who voluntarily exercise the privilege of participating in activities shall, consequently, be expected to exemplify high standards of behavior, and
3. The program of activities should address the need for good order and a concern for learner health and safety.

### Definitions

1. “Extracurricular activities” are interscholastic & club sports, fine arts, clubs, and co-curricular activities sponsored or recognized by the BSD, now and in the future.
2. “Activity advisor” shall apply to any employee of the BSD who is assigned the responsibility for coaching, directing, or advising an activity.
3. No “Public appearance” means learners cannot travel or be in attendance at any organized public event associated with the activity(ies) during suspension.
4. “Year-round” shall mean 24-hours a day, 365 days a year.
  - A. Conduct violations for seventh and eighth grade learners shall commence on the first day of each school year.
  - B. Conduct violations for high school learners shall commence on the first day of the freshman year or the first day of an activity if a freshman becomes a member of an activity that starts before the first day of the freshman year of school.
5. “Suspension” begins with the date of adjudication (as determined) by school officials. Learners participating in extracurricular activities will be adjudicated and begin a suspension when a conduct violation becomes evident. Learners not involved in an extracurricular activity when a conduct violation becomes evident, will be adjudicated when they become a member of an extracurricular activity.
6. “Crime” shall mean a violation of any city, state, or federal law, excluding Class II misdemeanors and all motor vehicle offenses not classified as felonies.

7. "Evidence" of a violation may be the result of:
  - A. Information received from law enforcement or court services personnel which provides reasonable cause to believe that an infraction has occurred;
  - B. A learner found guilty, pled guilty, or enters a no contest plea in either juvenile court or adult criminal court;
  - C. A self-reported violation by either the parent or learner
  - D. An observed violation reported by a staff member.
  - E. An image or video clearly identifying a violation.

### **General Policy Statements**

1. The Code of Conduct is in force, year-round, for all learners in grades 7-12, participating in extracurricular activities under the auspices of the BSD.
2. The possession, use, distribution, ingesting, inhaling or otherwise taking into the body of tobacco, alcohol, anabolic steroids, controlled drugs or substances or marijuana is a violation of the Code of Conduct.
3. The BSD will utilize and comply with all South Dakota Codified Laws in the implementation of this policy.
4. The administration reserves the right to determine appropriate consequences for all criminal or civil violations or behavior that is determined detrimental to the representation of the school in any activity.
5. All other crimes as defined in this policy are a violation of the Code of Conduct.
6. Learners leaving eighth (8<sup>th</sup>) grade will have their previous violations expunged.
7. Conduct violations are cumulative from grades nine (9) through (12). All violations will, however, be expunged after eighteen (18) months without further violations.
8. A learner must successfully complete an activity season in order to satisfy a suspension.
9. The **Activities Administrator**, principal, or the principal's designee, shall be responsible for the fair and equitable administration of the Code of Conduct.
10. E-cigarettes or vaping devices, in any form, are not permitted on school property or at school sponsored events and functions. Consequences for possessing these devices will be a tobacco violation (BHS Handbook).
11. Learners in violation of the Code of Conduct are subject to the following consequences.

## Consequences

### 1. SDCL 13-32-9 Violation

- A. **First offense:** If a learner is adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by statute, the learner shall be suspended one year which shall be reduced to 30 calendar days if the learner participates in an assessment with a certified or licensed addiction counselor. If a suspension for a first offense is reduced to 30 calendar days, the learner is also ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If two sanctioned events for which the learner is ineligible do not take place within the reduced suspension period, the learner's suspension remains in effect until two sanctioned events for which the learner is ineligible have taken place. Learners who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.
- B. **Second offense:** If a learner is adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by statute, the learner shall be suspended one year. The one year suspension for a second offense shall be reduced to 60 calendar days if the learner completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the learner is also ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If six sanctioned events for which the learner is ineligible do not take place within the reduced suspension period, the learner's suspension remains in effect until six sanctioned events for which the learner is ineligible have taken place. Learners who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices. In order for events to count toward the minimum number of events for which the learner is ineligible following a reduction in the suspension for a first or second offense, the learner must participate in the entire activity season. Failure of a learner to complete the entire activity season results in the learner being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the learner during one activity season carries over to the next activity season in which the learner participates.
- C. **Third offense:** Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by statute, by a court of competent jurisdiction, the learner is ineligible to participate in any extracurricular activity.



## 2. Non-SDCL 13-32-9 Violations and Crimes

- A. **First Offense:** After confirmation of the first violation, the learner shall lose eligibility in extra-curricular activities for 20% of the total number of originally scheduled regular season interscholastic events (minimum of one). If the Learner is participating in multiple activities during the violation, he/she will lose eligibility for 20% of each season. If the Learner is not currently participating in an extra-curricular activity, he/she will serve the suspension in the next activity which he/she is involved. (The official starting date of practice will determine the next activity). ~~the next two contests or 14 calendar days of a season in which the learner is a participant, whichever is greater. A learner in a fine arts program will not be allowed to participate in any public appearances during the 14 calendar day suspension and must miss at least one performance, which may fall outside the suspension period.~~ Suspensions apply to all extra-curricular activities during the time frame and carry over to the following activity or year when not fully served. In addition, Learners will be ineligible to represent Brookings School District in any school-sanctioned leadership groups including, but not limited to, Homecoming Royalty, Girls/Boys State, Student Council, National Honor Society, or Monogram Club, for one calendar year from the violation. Although the suspension is not reduced by doing so, it is recommended that the learner enroll in a local education program to receive information about the effects of misuse or abuse of mood-altering chemicals.
- B. **Second Offense:** After confirmation of the second violation, the learner shall lose eligibility in extra-curricular activities for 50% of the total number of originally scheduled regular season interscholastic events (minimum of one). If the Learner is participating in multiple activities during the violation, he/she will lose eligibility for 50% of each season. If the Learner is not currently participating in an extra-curricular activity, he/she will serve the suspension in the next activity which he/she is involved. (The official starting date of practice will determine the next activity). ~~the next six contests or 42 calendar days of a season in which the learner is a participant, whichever is greater. A learner in a fine arts program will not be allowed to participate in any public appearances during the 42 day suspension and must miss at least two performances, which may fall outside the suspension period.~~ Suspensions apply to all activities during the time frame and carry over to the following activity or year when not fully served. No exception is permitted for a learner who becomes a participant in a treatment program; however, before being re-admitted to activities following suspension for the second violation, the learner shall provide documentation issued by the director or a counselor of a chemical dependency treatment center that she/he has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist, or psychologist. In addition, Learners will be ineligible to represent Brookings School District in any school-sanctioned public events or leadership groups including, but not limited to, Homecoming Royalty, Girls/Boys State, Student Council, or Monogram Club for one calendar year from the violation.
- C. **Subsequent Offenses:** After confirmation of the third or subsequent violations, the learner shall lose eligibility to participate in all extra-curricular activities for one calendar year from the date of the violation. ~~the next twelve contests or 84 calendar days in which the learner is a participant, whichever is longer. A learner in a fine arts program will not be allowed to participate in any public appearances during the 84 day suspension and must miss at least three public appearances, which may fall outside the suspension period.~~ Suspensions apply to all activities during the time frame and carry over to the following

~~activity or year when not fully served.~~ If, after the third or subsequent violations, the learner on her/his own volition becomes a participant in a chemical dependency program or treatment program, the learner may be certified for reinstatement in activities after **serv**ing a minimum **suspension of 60 % of the scheduled events of the current or next activity that the Learner participates in** ~~of eight contests or 56 calendar days.~~ Such certification must be issued by the director or a counselor of a chemical dependency treatment center and provided in writing to the Activities Director. **In addition, the Learner will be ineligible to represent Brookings School District in any school-sanctioned public events or leadership groups including, but not limited to, Homecoming Royalty, Girls/Boys State, Student Council, or Monogram Club for one calendar year from the violation.**

### **Grievance Procedure**

A learner penalized for violating the Code of Conduct may file form “[JFH](#)” with the building principal, indicating the following:

1. A rule is unfair;
2. A rule in practice discriminates against or between learners based on gender, age, race, color, religion, national origin, or handicap;
3. School personnel used an unfair procedure in assessing a form of punishment against a learner.

**Adopted: 05/1 1/1987 (51 I P9)**

**Revised: 06/13/1994**

**Revised: 08/11/1997**

**Revised: 06/12/2000**

**Revised: 01/08/ 2007**

**Reviewed: 08/12/201**

**FUNDRAISING & FUND MANAGEMENT**

The Board realizes that educational funding is frequently insufficient to meet all of the needs of the learners. Consequently, certain valuable learning experiences would not be possible without the generous support of the community. The Board genuinely appreciates the financial support that is received on behalf of the learners. The Board authorizes the educational staff to solicit and accept gifts, when such gifts are needed and are consistent with the mission, beliefs, objectives, and strategies of the Brookings School District. .

In addition, the Board recognizes that certain co-curricular activities, clubs, and organizations receive either partial or no direct financial support during the budgetary process. Therefore, the Board shall permit learners, PTA, Booster, and other organizations associated with the district to engage in fundraising to support certain approved learner activities, providing the following guidelines are followed:

1. Fundraising activities should not interfere with the educational process by placing an undue burden on the school time of learners, teachers or administrators. Fundraising activities which require an excessive amount of school time will be denied by the building administrator.
2. Learner contributions of time, labor, and money shall be voluntary, and shall not be associated with the privilege of participating in a learner activity. Participation in certain events, however, may require learner contributions (i.e. marching band tour).
3. Because all fundraising activities are identified with the district and its programs, all fundraising projects (either school or booster sponsored) must be approved in advance by the district officials listed on the Fundraising Proposal form. This form must be completed and approved prior to doing a fundraising activity. Approval will be based upon the intended usage of the revenue, the nature of the fundraising activity, and the degree to which a proposed activity fulfills the purposes of the organization. If denied, applicants can resubmit an amended proposal.
4. Reserves in Trust and Agency accounts shall be limited to balances necessary to begin the following year's operations, unless a long-range, major project/trip has been approved by building administrators. Monies raised by learner organizations must be expended solely for the benefit of learners.
5. Advisors/coaches are required to submit for approval a yearly budget, listing proposed activities, projected revenues and projected expenditures before approval of any fundraising activities.
6. Where parent groups are involved in support of school-sponsored activities, all monies raised and disbursed shall be deposited into school trust and agency accounts except for District recognized parent associations (e.g. PTA, or by school-sponsored booster groups), which may

maintain separate checking accounts. Such groups may be asked to prepare year end financial statements and must annually submit proof of general liability insurance of no less than \$500,000 to the building principal.

7. All payments made from the Trust and Agency Funds shall have the prior approval of the faculty advisor and the appropriate administrator. The annual district audit shall include an audit of learner activity funds. Payment for the audit shall be made from district funds.

**Learner Activities Fund Management 5135 Adopted 8/13/73**

**Revised: 10/23/1993**

**1st Reading: 05/09/1994**

**2nd Reading/Adopted: 06/13/1994**

**Revised: 11/05/2007**

**1st Reading: 11/12/2007**

**2nd Reading/Adopted: 12/10/2007**

**Reviewed: 07/15/2013**

**Notification 12/11/2017**

**1st Reading 08/13/2018**

**2nd Reading 09/10/2018**

**3rd Reading 10/09/2018**

**Approval 11/12/2018**

**FUNDRAISING PROPOSAL**

**All fundraisers must have approval prior to the start of fundraising. All learner activity funds must be deposited in district accounts through the business office.**

**(Please print)**

School District Employees involved with the project. (How?) \_\_\_\_\_  
Activity Group/Booster club/PTA \_\_\_\_\_ Trust & Agency Account \_\_\_\_\_

The organization or class of the Brookings School District 5-1 plans to solicit resources by conducting the following project: \_\_\_\_\_  
How will the resources be used? (Note: All participants in a fundraising activity should be prepared to answer this question if asked by patrons of the school district.) \_\_\_\_\_

Description of project: \_\_\_\_\_

How will the organization/participants benefit? \_\_\_\_\_

Beginning date of project \_\_\_\_\_ Ending date of project \_\_\_\_\_

Total project revenues or value anticipated: \$ \_\_\_\_\_

Total project cost anticipated? \_\_\_\_\_

Will School District Learners be involved with the project? (If yes, how - in regards to time, labor, and money) \_\_\_\_\_

Will a booster group be involved (specify)? \_\_\_\_\_

Will the fundraiser interfere with the educational process by placing an undue burden on either the advisors' and learners' school time? (Elaborate if school time is involved) \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
Fundraiser Representative Printed Name and Signature Date

\_\_\_\_\_  
Director of Activities (if applicable) Printed Name and Signature Date

\_\_\_\_\_  
School Principal Printed Name and Signature Date

\_\_\_\_\_  
Director of Business Services Printed Name and Signature Date

\_\_\_\_\_  
Superintendent Printed Name and Signature Date

\*Complete and submit to the Business Office prior to beginning the fundraiser activity.  
**Learner Activities Fund Management 5135 Adopted 8/13/73 Revised:10/23/1993 1st Reading: 05/09/1994 2nd Reading/Adopted: 06/13/1994 Revised:1/05/2007 1st Reading:11/12/2007 2nd Reading/Adopted: 12/10/2007 Reviewed: 07/15/2013 Notification 12/11/2017 1st Reading 08/13/2018 2nd Reading 09/10/2018 3rd Reading 10/09/2018 Approval 11/12/2018**

**BULLYING**

**SECTION 1 – Policy Statement**

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all learners' educational opportunities and which fosters an environment in which all learners are treated with respect and dignity. Bullying can inhibit a learner's educational opportunities and may also have long term negative effects on a learner. Bullying of learners shall not be tolerated and is strictly prohibited. Bullying of learners from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All learners, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to learner, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all learners, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Learners who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

- A. any school district employee, school volunteer, learner, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and

B. no cause of action is created against the school district, school district employee, school volunteer, learner, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a bullying report should immediately contact a school administrator.

*Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.*

## **SECTION 2 – Bullying Defined**

A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more learners, parents, employees, guests, visitors, volunteers or vendors, and/or
2. has the purpose or effect of substantially or unreasonably interfering with a learner's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employees and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
4. causes physical hurt or psychological distress to a person, and/or
5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
6. disrupts the orderly operation of a school.

B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking ([SDCL 22-19A-1](#)), harassment ([SDCL 22-19A-4](#)), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying ([SDCL 49-31-31](#)). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in [SDCL 13-32-15](#).

1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
  
2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
  
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
  
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
  - a. to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
  - b. to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
  - c. to contact another person with intent to extort money or other things of value,
  - d. to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

### **SECTION 3 – Reporting Procedure**

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form, Exhibit [JFCD-E\(1\)](#), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

- the date the written complaint was filed or the Bullying Report Form was completed,



- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying,
- the address/phone # of the person reporting the bullying,
- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the bullying. If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

## **SECTION 4 – Procedure for Addressing Bullying Complaints**

### **STEP 1: Principal.**

Should there be a report which alleges a District learner, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, learner or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on nonschool property in violation of this policy, the administration may

prohibit that person from being on school property or at school activities.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, learner or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing to the notification of alleged bullying but is not required to submit a written response. At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal's determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

### **STEP 2: Appeal to the Superintendent**

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent:

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

### **STEP 3: Appeal to the Board**

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form JFCD-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or

ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
  - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
  - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
  - C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
  - D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
  - E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
  - F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
  - G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
  - H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
  - I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
  - J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
  - K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then

the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;

L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;

M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.

N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a learner from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.

O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to [SDCL 13-46-1](#).

Legal References:

[SDCL 13-32-14](#) (Adoption of bullying policy)

[SDCL 13-32-15](#) (Bullying defined)

[SDCL 13-32-16](#) (Bullying policy requirements)

[SDCL 13-32-17](#) (Action for damages from bullying--Immunity for reporting)

[SDCL 13-32-18](#) (Incidents involving electronic devices)

[SDCL 13-32-19](#) (Model bullying policy)

[SDCL 22-19A](#) (Stalking)

[SDCL 49-31-31](#) (Threatening or harassing contacts by telephone or other electronic communication device) Moran v. Rapid City Area Sch. Dist., 281 N.W.2d 595. 602 (S.D. 1979)

Cross References:

[ACA: Sexual Harassment](#)

JF: Learner Rights and Responsibilities

[JFA: Learner Due Process Rights](#)

[JFC: Learner Conduct](#)

[JFCC \(EEACC\): Learner Conduct on School Buses](#)

JFCE: Learner Bullying

JFCE-E: Harassment/Bullying Incident Report

JFCE-R: Learner Bullying (Regulation)

JFCF: Hazing JG: Learner Discipline

JGD: Learner Suspension or Expulsion

1st Reading: 08/12/2013

2nd Reading: 09/16/2013

Final/Adopted: 10/15/2013

Notification: 05/10/2021

1st Reading: 06/10/2021

2nd Reading/Adopted: 07/19/2021

## PHYSICAL EXAMINATIONS AND INOCULATIONS OF LEARNERS

The Board encourages parents and learners to preserve and protect each learner's general health. The Board will, therefore, recommend that each child should have a complete physical examination by a licensed physician upon entrance to the kindergarten or first grade, and upon entering fourth, eighth and twelfth grades. All new entrants to the school system will also receive a recommendation for a physical examination. By state law, children who attend the district's nursery school will also be examined by a physician prior to admission. Also by law, all entrants must, prior to admission, have received or are receiving immunization against polio, diphtheria, pertussis, rubeola, rubella, mumps and tetanus. Exceptions to immunization include certification by a physician that such immunizations would endanger the life or health of the child, or a written statement by the parents that such immunizations are against the religious beliefs of the child's family. Annual physical examinations are required for learners in grades 7-12 who participate in interscholastic athletics. The examination would be administered by a licensed physician and the cost would be borne by the individual. Annually, learners will also be subject to routine health screenings for hearing and visual acuity, and dental, scoliosis, and communicable diseases.

### Legal References:

[SDCL 13-28-7.1](#) (Tests and immunizations for communicable diseases)

[SDCL 13-28-7.2](#) (Immunizations provided at public expense)

**1st Reading: 08/12/2013**

**2nd Reading: 09/16/2013**

**Final/Adopted: 10/15/2013**

**1st Reading: 05/09/2016**

**2nd Reading: 06/13/2016**

**Adoption: 07/11/2016**

**MIDDLE SCHOOL ATHLETIC POLICY**

Sponsorship of interscholastic sports and learner eligibility for participation begins at seventh grade. In general, there are two cases where consideration of advanced placement of athletes would be necessary:

1. Advanced placement of athletes within the middle school athletic program.

Learners within the middle school athletic program will participate at their grade level unless a mismatch (i.e. size, age, skill, maturity, speed, etc.) necessitates a learner's advancement from the 7<sup>th</sup> grade team to the 8<sup>th</sup> grade team to avoid the risk of injury to other learners.

2. Advanced placement of middle school learners to the high school level.

- a. If a sport is not offered at Mickelson Middle School (e.g. cross-country, golf, tennis and gymnastics), seventh and eighth grade learners are eligible to audition for membership on squads at Brookings High School, without the approval of the Advanced Athletic Placement Committee.
- b. If a sport is offered at Mickelson Middle School (e.g. basketball, football, track and field, volleyball, and wrestling), learners will be restricted to middle school teams except when such factors as equipment, facilities, and competition are inadequate to meet the developmental needs of the exceptional athlete, as determined by the Advanced Athletic Placement Committee. The Advanced Placement Committee will consist of the middle school principal, **the assistant activities director (MS)**, ~~middle school athletic manager~~ and the activities director.

In exceptional cases (#2b above), either the head coach or the parent/guardian may request a Petition for Audition for Advanced Athletic Placement (form [JJI-E](#)) from the Activities Director. Once the activities director accepts the completed form, he/she will conduct an Advanced Athletic Placement Committee Hearing. Attendance at the hearing may include parents, guardians, petitioning athlete, parent invitees, coaching staff, middle school athletic manager, middle school principal, and activities director. Voting members of the committee will include the middle school principal, middle school athletic manager and activities director. At a minimum, the committee must consider the following:

- relationship of placement to learner development
- compliance with SDHSAA and local regulations
- academic, social and emotional readiness for advancement
- potential impact of advancement on other learners and program

Approval for the audition will be granted if all of the following criteria are satisfied (in order):

1. Parents/guardians and head coach must discuss appropriate issues, such as conditions and expectations of participation, prior to an audition.
2. Placement must have the potential to significantly enhance the learner's development in the specific sport.
  - a. ~~basketball, and volleyball—minimum advancement of two squads~~
  - b. ~~football—an advancement of only one year might be indicated due to risk management concerns.~~
  - c. ~~track & field—participate competitively at varsity level~~

- d. ~~wrestling competing for varsity line up (note: wrestling is unique due to the fact that participation is by weight class, rather than by grade level, on both the middle school and high school teams).~~
3. The learner must desire advancement and understand and agree to all expectations.
  4. A SDHSAA Physical Examination is required before any learner may practice or compete at the high school (9-12) level. The learner and coaching staff must remain in compliance with all local and SDHSAA rules of participation in interscholastic athletics.
  5. The learner must demonstrate academic, social and emotional readiness for advancement.
  6. These criteria must be maintained in order for the learner to remain at the high school level.

The final decision of the advanced placement will be made by the head coach after the audition.

<b>Adopted:</b>	<b>11/14/1983</b>
<b>Revised:</b>	<b>05/10/1993</b>
<b>1<sup>st</sup> Reading:</b>	<b>05/09/1994</b>
<b>2<sup>nd</sup> Reading/Adopted:</b>	<b>06/13/1994</b>
<b>Rev. 1<sup>st</sup> Reading:</b>	<b>07/09/2001</b>
<b>Rev. 2<sup>nd</sup> Reading/Adopted:</b>	<b>08/13/2001</b>
<b>Reviewed:</b>	<b>08/12/2013</b>



## OPEN GYM

As a result of the joint-use agreement between the Brookings School District (BSD) and the City Parks and Recreation Department (BPRD), the city sponsors a recreational program that includes: open gym, gym rental, conditioning, intramural sports during select times of the year. The cooperative effort of the BSD and the BPRD has resulted in a wide variety of recreational opportunities that are conducted in a safe environment for the benefit of learners. The BPRD Open Gym schedule, however, does not accommodate the needs of learners during certain times of the year. As a consequence, school coaches volunteer at times to supervise BHS Open Gym opportunities according to SDHSAA regulations as well as BHS Athletics Department philosophy and risk management procedures.

The SDHSAA holds local school administrators responsible for the administration and enforcement of the Open Gym Policy. Member schools may provide an open gym for learners during the summer months and/or school year provided the following criteria is followed: **Open Gyms conducted during the “Summer Time Period” do not count as a team contact and may involve coaching assistance from members of the school’s coaching staff. Restrictions remain in place, however, for Open Gyms during any other point in time during the school year.**

1. The local governing board has adopted an open gym policy that incorporates the SDHSAA guidelines as well as any other matter that would be germane to this type of activity.
2. This is a program whereby the gymnasium, playing field or other school facility is made available to all learners for recreational purposes. Attendance must be on a voluntary basis.
3. Member schools may furnish specific equipment related to the open gymnasium activity such as balls, goals, standards, nets, mats, etc.
4. The time and day(s) of the open gym shall be made known to the learner body by the administration in a timely manner, through announcements, bulletin board posting, school paper articles, etc. Local policy may designate certain schedules for girls only, boys only and by grade level.
5. Participants must furnish their own clothing such as sweat suits, shorts, shoes, etc.
6. Supervision of open gyms shall be subject to local school board policy and must include but not be limited to the following:
  - a. **During “In-Season,”** the person in charge of supervising the open gym may not coach. This restriction includes, but is not limited to, the teaching of fundamentals. In this regard, organized practice sessions during open gyms are prohibited.

- b. High school coaches may supervise open gyms.

Many learners that choose to participate in open gym, however, are also involved in athletics programs. The BHS Athletics Department believes that most learner-athletes benefit from multi-sports participation, rather than sport specialization. Because open gym involves participation by both in-season and out-of-season learner-athletes, open gym supervisors shall advise in-season athletes to restrict their activities to the development of sport skills and techniques, rather than scrimmaging, to minimize the risk of injury that would prevent their participation in sports that are currently in-season. To ensure compliance with SDHSAA regulations and address concerns for legal liability, BHS Open Gym shall only be supervised by members of the BSD coaching staff.

**Adoption: 01/12/ 2006**  
**Reviewed: 08/12/2013**

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

Although the Board welcomes the use of its facilities for public events, and public visitations to the schools, the Board expects all visitors to abide by acceptable rules of conduct. To maintain public order on school property, the Board prohibits the following conduct or acts on school property by learners, teachers, staff members, licensees or invitees:

1. The willful physical injury of any person or the threat to use force which would result in such injury.
2. The harassment or coercion of any person;
3. The willful damage to, or destruction of, property;
4. The willful disruption of the orderly conduct of classes or of any other school program or activity;
5. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend an activity or function authorized thereby;
6. The willful interference with the lawful and authorized activities of others;
7. The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs, or narcotics on school property;
8. The possession or use of a knife, razor, ice pick, explosives, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, air gun, or any other object that reasonably can be considered a weapon, on property of the school district;
9. The violation of any federal or state statute, local ordinance, or Board policy;
10. The refusal or failure of any person to comply with a lawful order or direction of an official of the school district in the performance of his or her duties;
11. The distribution or posting of any written material, pamphlets, or posters without the prior written approval of the Superintendent.

## **ENFORCEMENT AND PENALTIES**

Any violation of the above shall be reported immediately to the building principal. The principal will investigate the case thoroughly and make a written report to the Superintendent.

Penalties that may be imposed by the principal and/or the Superintendent include:

1. A reprimand;
2. An order by violators to leave school property immediately;
3. A call to police and a specified charge made under the penal code.

## **OTHER PENALTIES**

The penalties mentioned above are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.

**1<sup>st</sup> Reading: 08/12/2013**  
**2<sup>nd</sup> Reading: 10/15/2013**  
**Final/Adopted: 11/11/2013**

**DEPARTMENT**

**AND**

**BUILDING**

**POLICIES**

## STARTING THE SEASON

During the first meeting of the season, a number of topics should be discussed so participants understand the nature and expectations of the activity. All participants must submit each of the forms that are required for risk management. Advisors must attend to all of the items that apply.

1. Explain the risk of personal injury that is inherent with participation in the specific sport. In addition to athletic teams, all activity groups that travel should carry a Consent for Medical Treatment/HIPPA form for each participant.
2. Review the Board of Education Policies for Learner Conduct – Learner Activity and Hazing and post them in the activity area.
3. Discuss any additional rules and expectations. These may not be contrary to the Learner Conduct policy, and should be communicated both verbally and in writing (handbook).
4. Athletes on 9-12 teams may not practice without Consent for Medical Treatment/HIPPA and a completed SDHSAA Physical Examination. Athletes participating at MMS are not required to have a physical exam, but must submit a signed Athletic Participation Permission Form unless they are participating at the HS level.
5. All participants should be offered accident insurance. Each must return either an insurance application or the Parental Insurance Waiver.
6. Participants that travel to an off campus practice site must return a Parental Transportation Authorization form.
7. Athletes should submit a Medical History Questionnaire for athletic training purposes.
8. Advise participants that they may not participate and will not be issued a uniform if they owe the activities department for lost equipment or uniforms.
9. Athletes should be instructed to lock their valuables and clothing in their lockers.
10. Explain the school attendance policy with respect to activity participation
11. Explain SDHSAA eligibility requirements to 9-12 participants with an emphasis on academic and in-season participation regulations.
12. Participants must travel to and return from out-of-town events via school approved transportation. In extenuating circumstances, the Transportation Policy and Waiver should be utilized.
13. Discuss the expectation for the purchase of learner activity passes by activity participants.
14. Instruct participants of the conditions for using or wearing uniforms or equipment that is issued by the activities department.

## AUDITIONS AND SELECTION OF PARTICIPANTS

Factors such as time, facilities, equipment, staffing, and budgetary constraints may limit opportunities for learner participation. Because activities are developmentally beneficial, however, advisors are encouraged to involve as many learners as possible in the activities program in some manner. In short, a balance must be found between maximizing opportunities and diluting the efficiency and quality of a program.

At the high school level, learners tend to become more selective in their participation as they begin to identify their interests and talents and become more adept at comparing their skills with those of their peers. In spite of increased specialization, advisors in certain activities will be involved in the unpleasant task of making selections (“cutting”). Every program below the varsity level, however, is developmental and as many participants as feasible should be retained.

### Selection Guidelines

1. Choosing members is the responsibility of the advisor and program head.
2. Prior to auditions (tryouts), the advisor should explain to all candidates the time duration of the auditions, selection criteria and procedures, and the commitment of those selected.
3. While auditions are highly subjective and imprecise in many instances, objective measures should be utilized when feasible. Opportunities for head-to-head challenges are encouraged in individual sports.
4. All candidates should have an equal opportunity to audition.
5. Candidates with potential should be afforded the opportunity of increased experience, maturity and skill development before being “cut” when possible.
6. As a general rule, senior class learners cannot participate on sub-varsity athletic teams. Allowing seniors to participate on sub-varsity teams, takes developmental opportunities from underclass learners.
7. Whenever possible, each candidate that is “cut” should be personally informed by the advisor of the reasons. Posting a list should be avoided.
8. Alternative opportunities (managers, state crew, statistician, etc.) for participation and affiliation with the program or another activity should be suggested when possible.
9. Due to the disappointment associated with the selection process, advisors should be prepared to explain the selection guidelines to interested learners and parents with sensitivity and diplomacy.
10. Although the MMS has a “no cut” policy, advisors may wish to counsel participants to consider an activity that is a better match for their talents to avoid eventual disappointments.

## MMS “NO CUT” / **ACADEMIC** / POLICY

The middle level years are a time for exploring a variety of interests and developing social skills as well as talents. The activities at the Mickelson Middle School (MMS) operate under a “no cut” policy. This policy does not release learners from their academic, behavioral, or attendance obligations, but allows them the flexibility to sample a variety of activities so that they are not forced to “put all of their eggs in one basket” at an early age.

### **ACADEMIC ELIGIBILITY**

The exploration of interests and development provided by extra-curricular activities works in tandem with a Learner’s academic obligations. Consequently, a Learner who is participating in a middle school extra-curricular activity must abide by the following academic eligibility requirement:

- a. At each mid-term (4 ½ weeks) the Assistant Activities Director (MS) will examine all grades of participants.
- b. To be eligible for participation in extra-curricular activities, a Learner must be passing a minimum of **THREE** of their **FIVE** core classes.
- c. If **THREE** classes are not passed at this time, the Learner will be ineligible from all public appearances and interscholastic events for a period of one week (7 days).
- d. After one week (at 5 ½ weeks), grades of ineligible Learner’s will be reexamined. If they are still not passing **THREE** classes, they will remain ineligible for the remainder of that 9 week Quarter.

This “no cut” policy does not, however, guarantee equality with respect to level, degree or type of participation. It does offer an opportunity to practice and perform at a developmentally appropriate level that will optimize the possibility of individual success. Hopefully, continued success will result in satisfaction, perseverance, and increased self-esteem.

### Guidelines

1. Both interscholastic athletic and activity programs are inclusive. Open gym opportunities are provided. Intramural programs are not offered because they neither expand current programs nor adequately provide for skill development.
2. Each child has the right to participate at a level that is commensurate with his/her maturity and ability. It is the advisor’s responsibility to make selections with respect to chairs, solos, lead roles, special music groups, squads, etc.
3. Administration will attempt to provide staffing, facilities, equipment, and funding that is commensurate with participation. Coaches and directors will be certified, school district staff when possible.
4. MMS programs are intended to enhance various types of development and are not merely “feeders” for varsity programs. Because multi-sport participation is encouraged, undivided commitment to a specific program is unrealistic.
5. Due to varying degrees of participation, interscholastic athletic competitions in specific sports may feature different levels of participation (and philosophies) at each grade level:
  - a. A squad – competing to win is appropriate **and expected**, but not the ultimate goal.
  - b. B squad – player development is a higher priority than winning, but learning



competitiveness is not inappropriate.

c. C and D squads – equal participation should be the top priority.

d. In-House – balanced teams, simulating game conditions in school, may be necessary at times (i.e. when participation levels are particularly high).

Each year, the MMS and its opponents will experience a level of participation that is specific to gender and grade level. Due to contractual obligations and the desire to provide an appropriate level of competition for each child, A and B squad players tend to participate at all interscholastic contests. Less developed players may need to rotate between C & D squads and in-house contests vs. some opponents. Throughout the season, players should have the opportunity to move from squad to squad as warranted.

6. While different competitive levels are necessary in order to ensure individual success and develop competitiveness, all participants should enjoy similar practice conditions so they have the opportunity to develop fundamental skills that are specific to the sport.
7. Frequently, the most successful middle school athletes are those that simply mature more quickly. Often, these players are not competitive at the high school level when other players become more experienced, skilled and mature. A “no cut” program gives all learners the opportunity to develop their skills until they are physically capable of competing.
8. Coaches and directors should reinforce the fact that many MMS learners have used a strong work ethic and perseverance to improve their performance and achieve greater success in BHS sports.
9. The strongest participation motive for both boys and girls is to have fun. Programs should be designed so that both participants and advisors are motivated and “look forward” to the next practice or competition.
10. The Bill of Rights for Young Athletes has significant implications for the organization of all middle school activities.

#### BILL OF RIGHTS FOR YOUNG ATHLETES

- I. Right to participate in sports.
- II. Right to participate at a level commensurate with maturity and ability.
- III. Right to have qualified adult leadership.
- IV. Right to play as a child and not as an adult.
- V. Right to share in leadership and decision-making when participating.
- VI. Right to participate in safe and healthy environments.
- VII. Right to proper preparation for participation in sports.
- VIII. Right to an equal opportunity to strive for success.
- IX. Right to be treated with dignity and respect.
- X. Right to have fun in sports.

## ACTIVITY GROUP TRAVEL

(Refer to BOE learner Travel Policy – [JHFA](#))

Contests and performances should be scheduled so learners miss a minimal amount of class time due to travel. Advisors should plan in advance for group travel as the school district has a limited number of school buses, available for travel, on school days, and other school vehicles are in demand. If advisors must drive a personal vehicle, their travel will be reimbursed at state rate. Under no circumstance will learners ever be permitted to drive any vehicle in conjunction with a school-sponsored trip.

All overnight trips require submission of the Overnight Trips and Travel Information Form to the Activities Administrator and his/her subsequent approval a minimum of 1 month (shorter trips) to 6 months (longer trips) prior to the travel. Travel arrangements for most groups will be made by the activities department secretary. Other groups should submit a travel voucher for administrative approval at least one week prior to a trip. The Activities Department weekly travel log should be checked for accuracy and any corrections or changes reported to the activities office for communication to the transportation director. Advisors, driving school vehicles, are responsible for picking up and returning keys, trip tickets and credit cards as well as the vehicle.

### Travel Guidelines:

1. Travel lists are due in the principal's office two days prior to the trip. The list must be updated so it is accurate for "positive identification" in the event of a traffic accident. If loss of school time is involved only participating group members should travel. Learners should be excused from class about 15 minutes before departure. It is the learner's responsibility to arrange in advance with teachers for the completion of all make-up work unless the teacher allows for an extension of time. Failure to follow this procedure will result in no credit being received for any missing work.
2. Advisors should arrange for a substitute teacher through the online teacher substitute website [AESOP Red Rover](#).
3. Advisors should arrange to have supplies (i.e. vouchers, stats sheets, sheet music, medical consent forms, transportation waivers, etc.) and equipment (i.e. cellular telephones, video cameras, musical instruments, training supplies, athletic gear, etc.) organized in advance.
4. The entire travel party should know release, departure, and estimated return times so that there are no delays in departure.
5. Learners that do not travel to an event on school-sponsored transportation may not participate without either prior authorization or extenuating circumstances.
6. When the bus is in motion, the driver is in a position of authority. Advisors should assist by assuming responsibility for such things as learner behavior and music volume so the driver can concentrate on the road. It is advisable on evening trips to visit with the driver in order to keep him alert.
7. In the event of inclement weather after an event, the driver and advisor should consult with appropriate authorities before deciding whether to make the return trip. During the winter season, learners should be instructed to wear and pack warm clothing in the event of mechanical problems on the road.
8. The advisor may wish to encourage the learners to pack a sack lunch.

9. Before vacating a bus or school vehicle, the advisor should supervise clean-up.
10. Upon return, learners may need access to a telephone to arrange transportation.
11. After 11:00 pm and on weekends, the school buildings will be locked so advisors will need exterior and interior keys in order to gain access.
12. Only members of the official travel party may travel on school-sponsored transportation.
13. The advisor is responsible for the condition of host school facilities and the conduct of learners at an event.
14. All participants must be out and the building secured before the advisor leaves.
15. Contest results should be reported to the media before the advisor goes home.

### Meals/Lodging

Administration will approve lodging on a limited basis when warranted by a combination of early morning departure and lengthy travel. Learners will be lodged, 3-4 per room, by gender. Lodging for state events will be in accordance with SDHSAA guidelines for qualifying, squad size, and reimbursement. Advisors should make room assignments and are encouraged to delegate room captains. Advisors are never to room with learners. Whenever possible, a gender appropriate adult should be present for room supervision.

Learners should be encouraged to pack sack lunches for most regular season travel. If a meal is planned, learners should be advised in advance so they have money. Fast food meals are encouraged as they reduce learner expense and travel time. Budgetary constraints no longer allow the school district to provide meals, even on overnight trips. However for state events, meal money will be provided to learners at a rate of \$8 per meal. To receive money for breakfast or dinner, departure must occur prior to 6am and return after 7pm, respectively.

Advisors will receive per diem for overnight trips per school guidelines. Advisors should let the activities office know the leave and return times to figure meal reimbursement.

# ATHLETIC & FINE ARTS END-OF-SEASON REPORT

~~(This form should accompany all end-of-season reports)~~

Certain information needs to be retained by the activities department as a reference and for reporting purposes. The advisor of every level of a program should submit an end-of-season report after the final performance or state event. Extra pages should be attached as needed.

This document is no longer a hard copy but rather an on-line, shared Google Sheet that will be shared with the head coach of each activity at the completion of each season and filled out by that coach/advisor.

The information in the report will include:

- Year / Name of Activity / start & end date
- Head & Assistant Coaches
- List of participants with year, position, stats, awards & achievements
- Equipment check in, inventory, requisitions
- Team record, stats, achievement, final standings and GPA

**PROGRAM:-**

**YEAR:-**

**COACHES**

High School

Assistant

Head:-

Assistant:

Assistant:

Assistant

Assistant

Middle  
School

7  
t  
t  
i

÷  
7th:  
7th:  
8th:  
8th:  
8th:

**PARTICIPATION**

High School

12<sup>th</sup> Grade:  
11<sup>th</sup> Grade:  
10<sup>th</sup> Grade:  
9<sup>th</sup> Grade:

Middle School

8 Grade:  
7 Grade:  
6 Grade:

**III: LENGTH OF PROGRAM**

High School

Begin Date:  
End Date:

Middle School

Begin Date:  
End Date:







VIII. ~~JV SEASON RECORD~~

TOTAL WINS:-

TOTAL LOSSES:-

DATE	OPPONENT	HOME SCORE	OPPONENT SCORE









**FINE ARTS/ACTIVITIES  
END-OF-SEASON REPORT**

(This form should accompany all end-of-season reports)

Certain information needs to be retained by the activities department as a reference and for reporting purposes. The advisor of every level of a program should submit an end-of-season report after the final performance or state event. Extra pages should be attached as needed.

**PROGRAM:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**I. COACHES**

High School \_\_\_\_\_ Middle School \_\_\_\_\_

Head: \_\_\_\_\_ 7<sup>th</sup>: \_\_\_\_\_

Assistant: \_\_\_\_\_ 7<sup>th</sup>: \_\_\_\_\_

Assistant: \_\_\_\_\_ 7<sup>th</sup>: \_\_\_\_\_

Assistant: \_\_\_\_\_ 8<sup>th</sup>: \_\_\_\_\_

Assistant: \_\_\_\_\_ 8<sup>th</sup>: \_\_\_\_\_

Assistant: \_\_\_\_\_ 8<sup>th</sup>: \_\_\_\_\_

**II. PARTICIPATION NUMBERS**

High School

12<sup>th</sup> Grade: \_\_\_\_\_

11<sup>th</sup> Grade: \_\_\_\_\_

10<sup>th</sup> Grade: \_\_\_\_\_

9<sup>th</sup> Grade: \_\_\_\_\_

Middle School

8<sup>th</sup> Grade: \_\_\_\_\_

7<sup>th</sup> Grade: \_\_\_\_\_

**III. LENGTH OF PROGRAM**

High School \_\_\_\_\_ Middle School \_\_\_\_\_

Begin Date: \_\_\_\_\_ Begin Date: \_\_\_\_\_

End Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**IV. HONORS & AWARDS:**

High School \_\_\_\_\_ Middle School \_\_\_\_\_

Record: \_\_\_\_\_ Record: \_\_\_\_\_

Varsity Team GPA: \_\_\_\_\_

Team Awards: \_\_\_\_\_

Individual Awards: \_\_\_\_\_

Region/State Awards: \_\_\_\_\_

~~✓.~~

~~Team Statistics (attached)~~

~~Ending Roster/Awards: letter winners, All State, Place Winners, etc. (attached)~~

~~Budget (separate form)~~

~~Has all department equipment been collected?      Yes      No      N/A~~

~~If no, have parents been contacted?      Yes      No      N/A~~

~~Are staff evaluations completed?      Yes      No      N/A~~

~~Has a staff meeting been held?      Yes      No      N/A~~

~~Recommendations:~~

~~1. Administration~~

~~2. Facilities/Equipment~~

~~3. Staffing~~

~~4. Uniforms/Supplies~~

~~Head Coaches — Schedule a meeting with the Activities Administrator.~~

## ATHLETIC AWARDS

Basketball, competitive cheer, competitive dance, cross country, football, golf, gymnastics, sideline cheer, soccer, softball, tennis, track & field, volleyball, **softball**, and wrestling are the interscholastic sports which are sponsored by Brookings High School. Basketball, cross country, football, golf, ~~tennis~~, track and field, volleyball, and wrestling are sponsored at the Mickelson Middle School. Baseball, clay shooting, bowling, tae kwon do, and swimming are recognized as club sports at Brookings High School.

Athletes must complete a season in “good standing” in order to either be eligible for any award or to earn credit for special awards. If either a hardship case or extenuating circumstances exist, that may warrant special consideration of whether or not an athlete should or should not receive an award, the head coach and/or staff will make a recommendation to the activities director for a final decision.

Brookings High School holds an Annual Athletics Awards ~~banquet~~ **Awards Night** that recognizes special achievements in and contributions to Bobcat Varsity Interscholastic Athletics and Club Sports.

### Major Award – Varsity Letter

Each athlete will receive a varsity letter and a Sports Pin when they, first, meet the athletic department competition requirements through varsity competition in any sport. ~~Boys are awarded a black letter, and girls earn a red letter.~~ Each time the participant letters they will receive a Gold Bar in addition to the Sport of Activity pin they receive during their first letter in that sport or activity.

**Winning a letter in each sport involves many variables, exceptions, and unique situations. As a result, defining a number of quarters or games or time to determine a Letterwinner is neither practical nor fair. Thus, the standard used to determine if an athlete is a Letterwinner or not will be this: A head coach/advisor will award a Letter at his/her discretion based on whether or not he/she deems an athlete to have made a significant & consistent contribution to the varsity program that season.**

~~**Basketball, Football and Soccer:** Must compete in one half of the total quarters or halves of the regular season schedule.~~

~~**Golf, Gymnastics, Tennis and Wrestling:** Must compete in one half of the regular season schedule or place in either an ESD, Regional, or State Tournament.~~

~~**Cross Country:** Must compete in one half of the regular season schedule or place at an invitational meet, the ESD meet, or the State meet.~~

~~**Track and Field:** Must compete in one half of the regular season schedule or earn a total of twelve (12) points during the season, place in either the ESD meet or the Howard Wood Dakota Relays, or qualify for the State meet in accordance with SDHSAA standards.~~

~~**Volleyball, Competitive Cheer, Competitive Dance & Softball:** Must compete in one half of the regular season schedule.~~

~~**Sideline Cheer:** Attend at least 90% of all games, practices and training sessions unless approved by the coach.~~



**Managers:** ~~Must complete two seasons in the same sport.~~

**Team:** ~~When a team wins either ESD or State Championship, the entire varsity squad may earn letters with the coach's recommendation.~~

**Seniors:** ~~Who have completed both their junior and senior seasons in the same sport, but who have not attained the competition requirements, will qualify for a varsity letter when recommended by the coaching staff.~~

**Recognized Club Sports:** ~~Criteria as approved by the Activities Administrator~~

**Scholar Athlete:** Each varsity athlete, who earns a grade point average of 3.5 during the quarter of participation, will be recognized with a Varsity Scholar Athlete Certificate.

**Varsity:** At the conclusion of each athletic season, teams select a Most Valuable, Most Inspirational, and Most Improved athlete. These athletes are recognized with an individual plaque at the postseason awards banquet as well as on a school plaque in the athletic department trophy case.

**Outstanding Senior Athlete:** As an incentive for multi-sport participation, this special award can be earned by any senior athlete, who participates in an interscholastic sport during each session in their junior year and letters during three seasons in their senior year.

### White Letter – Coaches’ Award

The white letter award was initiated by the Bobcat Head Coaches, as a special incentive to participate in multiple, interscholastic sports. It acknowledges outstanding interscholastic athletics as well as club sport and activity participation. Recipients must earn 30 points – during three consecutive years – and must continue to participate in the sports in which they have earned a major award (or in another sport during those seasons). Note: each recipient must earn a minimum of three varsity letters (15 points) in interscholastic sports in order to qualify for the white letter. This special coaches’ award remains the property of the athletic department until graduation, and may be revoked either due to a lapse in participation or learner misconduct. The white letter is awarded at the Annual Athletic Awards banquet and pictures of white letter recipients are displayed above the athletic department trophy cases. White letter recipients who continue to participate, in all sports – in which points have been earned during their senior year, will be awarded a white letter plaque at the annual awards banquet.

#### White Letter Points

Frosh Sports-1 point	Soph Sports-1 point	Junior Sports-1 point	Varsity Scholar Athlete-1 point
Varsity Letter-1 point	Most Valuable-1 point	Most Improved-1 point	Most Inspirational-1 point
Varsity Manager-1 point	O-S-S Cond.-1 point	NHS Member-1 point	Outstanding Sr. Athlete-1 point
Monogram Club-1 point	Monogram Officer-1 point	FFA/FCCLA-1 point	Learner Govt.-1 point
Band/Orch/Choir-1 point	Debate/Oral Interp-1 point	Drama/Improv-1 point	Learner Publication-1 point

## OUT OF SEASON CONDITIONING

Participation in a variety of activities, rather than specialization, is beneficial to the optimal development of learners. High school coaches are expected to be knowledgeable of and in total compliance with SDHSAA out-of-season rules and regulations that are published in the SDHSAA Handbook. The availability of facilities for out-of-season opportunities, however, will be contingent upon schedules for in-season athletic programs, fine arts performances, intramural athletics and BPRD recreational programs. Coaches should not be involved with out-of-season opportunities that conflict with learner participation in programs that are in their regular season.

The District provides out-of-season conditioning coaches to develop individualized programs of personal fitness (i.e. muscular strength or endurance, joint flexibility, body composition, etc.), and provide general supervision for the weight training room. This opportunity is available to all BHS learners, after school, on a daily basis. The BPRD also provides a conditioning program at BHS during the summer. For risk management and liability reasons, the following Weight Room Rules must be adhered to by all learners or the privilege of participation will be rescinded.

1. Learners, who are not affiliated with an athletic team, must submit a Consent for Medical Treatment/HIPPA form in order to use the weight training facilities.
2. The weight training room will remain locked unless closely supervised by either school district coaching staff or BPRD personnel.
3. Staff must remain in the weight room and provide general and specific supervision as indicated at all times. If the supervisor leaves the room, it must be vacated and locked.
4. Participants are encouraged to warm up and stretch prior to lifting.
5. Learners should receive instruction on proper lifting techniques and safety precautions by staff members.
6. Certain lifts with free weights require the assistance of a "spotter".
7. Plates, bars, and dumb bells are to be returned to the racks after use.
8. Learners that do not conform to behavioral and safety expectations should be corrected and advised that they may lose the privilege of participation for repetitive misconduct.
9. Learners may not use athletic equipment or facilities in the absence of school district or BPRD supervision.
10. Only BHS learners and district staff may use the weight training room and other athletic facilities during BHS and BPRD learner programs.

## ATTENDANCE

A learner who is absent without permission of the building principal will neither practice nor participate in an event or travel on that **or the following day. The timeline of the suspension from participation will be determined by the administration's evaluation of the validity of the absence.** Learners with an excused absence may participate in all respects unless the absence is due to illness **that results in the Learner not being in attendance by noon on a regular day of scheduled school or in attendance for at least one Block Period prior to a contest or bus departure.** Learners who have been excused due to illness must be in attendance for at least one Block Period prior to either a contest or trip. Learners who are absent 20 or more days during a semester will be dropped from all activities unless the absences were excused for health reasons. Learners may not participate in activities during a period of out-of-school suspension.

## BROOKINGS HIGH SCHOOL ACADEMIC REQUIREMENTS

To be eligible to compete in interscholastic activities at BHS a learner must pass the minimum amount of coursework/credits that keeps them on track to graduate. That means a minimum of 5 credits of coursework must be taken two years and a minimum of 6 credits of coursework taken the other two years. Learners must pass all courses they are enrolled in to remain eligible for extra-curricular activities. Grades will be checked at the end of each 9 weeks. If a Learner is failing any class, they will become ineligible for 2 weeks, at which point grades will be rechecked. During that 2 weeks, Learners may practice but will not be allowed to participate in any interscholastic contest nor will they be able to make any public appearance with their team. If a Learner's grades are all above passing at the 2 week recheck, they will become eligible. If any grade remains below passing, the Learner will be ineligible for the remainder of the semester. All eligibility checks will be made by the Activities Director and/or the High School Principal.

~~To participate in activities a learner must have passed a minimum of 2.0 units of high school credit the previous semester, be enrolled in and attend a minimum of 2.0 units of high school credit in the current semester, and be passing a minimum of 2.0 units of high school credit at mid term and quarter. If the 2.0 units are not earned the previous semester, the learner is ineligible for the next semester. If a learner is not passing 2.0 units at mid term and quarter, the learner is ineligible until he/she is passing 2.0 units, with determination of eligibility to take place no sooner than 1 week following initial eligibility check. This means a learner is ineligible for a minimum of 1 week. All eligibility checks are to be completed by the high school principal.~~

### CARDS (LEARNER ACTIVITY)

Activity cards admit learners to athletic events, music concerts and theatrical productions with a potential value of approximately \$150. Each participant in the program of learner activities is encouraged to purchase an activity card. Learners will not be admitted to events without either an activity card or the price of admission unless they are participants in that event.

**Ticket Prices:** Adults: \$6.00; Learners: \$4.00 (K-12); Senior Citizen: \$4.00 (65+)  
**Activity Passes:** Adults: ~~\$80.00~~ **\$90.00** (~~\$140.00~~ **\$150.00** 2 from same family); Senior Citizen: ~~\$50.00~~ **\$55.00**; BHS Learners: ~~\$35.00~~ **\$40.00**; MMS Learners: ~~\$25.00~~ **\$30.00**; Camelot Learners: ~~\$20.00~~ **\$25.00**; Elementary Learners: ~~\$20.00~~; Multiple Learner Plan (Max Pay): ~~\$80.00~~ **\$90.00**

Educational funding is a continual problem, and many district patrons believe that learner activities are an unaffordable luxury. It is important that participants (and their parents) demonstrate that they appreciate – the funding of activities that are not mandated – by purchasing an activity card. At the beginning of each season, advisors should remind participants of this responsibility.

### CELEBRATIONS (STATE CHAMPIONSHIP)

Brookings High School regularly participates in a number of SDHSAA state events. BHS officially hosts a reception for groups that are either SDHSAA State Champions or Runners-up.

The official celebration will be held at Brookings High School shortly after the event and will be open to learners and the general public.

### **EVENTS SET-UP**

During the winter season, many activity groups share Jostad Gymnasium for both practices and events. This facility schedule requires a great deal of communication and cooperation between the administration and athletic, fine arts, and custodial staff in order to make a quick transition from practices to events. All parties need to be well organized and adhere to set-up schedules. Most activities require learner assistance with set-up and close-up. Advisors should assign specific tasks to learners and provide general supervision. The set-up for events in the Mickelson Middle School gymnasium is coordinated by the **Assistant Activities Director (MS), the MS Principal and the MMS custodial staff** ~~middle school athletic manager~~.

## **BUILDING SECURITY**

On school nights, all Brookings High School activities should end by 10:00pm. Weekend activities may continue until 11:30pm. Departures from this rule require permission from the principal. School buildings are locked, and custodians are off duty at 11:00pm on weekdays. Custodians are on duty on weekends only by special arrangements through the principal's office. Advisors who need to be in the building either after hours or on weekends, should check out the necessary exterior and interior keys from the principal's office.

Advisors who have an extra duty assignment in a different building than their teaching assignment may need to check out a key(s). In some cases, keys for the extra duty assignment must be returned at the conclusion of the season.

A responsible learner assistant may occasionally need to use an advisor's keys for a short period of time. Under no circumstances, however, should activity participants have access to the advisor's keys. Lost keys should be immediately reported to the building principal because they compromise building security. Advisors should safeguard their keys as lost keys often result in a great deal of expense for re-keying numerous doors.

## **MASCOT**

The official mascot of Brookings High School is "Bobby" the Bobcat. "Bobby" adds to the atmosphere of school events and is especially popular with children. Interested learners become candidates by completing an application that is available in the activities office. Effective "Bobbies" are enthusiastic and creative in their interactions with the learner body and the public and role models of good sportsmanship at athletic contests. "Bobby" works cooperatively with cheerleaders, teams, the band and the learner council to enhance assemblies and events. "Bobby" only attends events in Brookings. Because several students are scheduled so "Bobby" can be in attendance at many events, "Bobby" is available for appearances at the middle school and the elementary schools as well as certain community events. "Bobby's" appearances are scheduled through the activities office.

## **DEPARTMENT MEETINGS**

The Director of Learner Activities will conduct 3 meetings annually with program heads (Athletic or Fine Arts Council). Memos will also be used to communicate as necessary. All activity staff members, however, are encouraged to communicate with the activities office as needed. As issues emerge, advisors may be informed of a mandatory meeting in the form of a written agenda. All activity advisors should feel free to request either a general or group meeting at any time.

## **MEDIA RELATIONS**

Participants and the public expect and enjoy information on upcoming events and contest results via the newspaper and radio. The accredited media has the right to timely news about student activities, and should be treated with courtesy, honesty and respect. Such a relationship is

mutually beneficial to the school and the media. It is a potential violation of federal law, however, to release to the media the name of a student who is being disciplined, having eligibility problems or injured. The personal matters of students must be handled very discreetly. If the media asks persistent questions about such matters, "I can't comment on student matters" is an appropriate response. **Contest results should be reported to the local media and score reporting service(s) on a same day basis. Copies of media releases should be sent to the activities office so that inquiries can be answered.** If an advisor has difficulty with getting information reported, it may be helpful to issue a media release on activities department stationery.

## **PARTICIPATION**

### **One Sport per Season**

The participation of an athlete on more than one squad of a sport reduces opportunities for other athletes in that sport and hinders the goal of maximizing participation. Participation on more than one squad also increases absenteeism from class. Consequently, an athlete will be limited to one squad within a sport program, except in the following cases:

1. Big 4 Track & Field
2. The 7-Quarter rule in basketball.
3. Individual sports where challenges, time trials, injuries, illness, etc., may cause movement between sub-varsity and varsity teams.
4. Combined teams (Varsity/JV/Soph) with schedules for both teams.

### **Two Sports per Season**

Due to regular conflicts with practice time and competitive events, it is very difficult for an athlete to participate in two varsity sports during the same season. In some cases an individual and a team sport can be compatible if the student is willing to attend most team practices and events, and practice the individual sport during leisure time. If a student desires to participate in two varsity sports during the same season, both head coaches must agree to the practice and competition arrangement. As a minimum, the competitive schedules should accommodate participation in all ESD championships, sub-state and state events in both sports. Two-sport participation is usually more compatible when the athlete is participating on a sub-varsity team in the team sport and there is a concern about forcing the student to make a premature choice. In individual sports such an arrangement may require other participants to change their schedules in order to facilitate challenge matches. Participants (and their parents), whose opportunity to participate is reduced so another student can participate in two sports, can be expected to be displeased. The athlete/parent should be advised that consideration will be given to athletes with a total commitment to one sport. All factors should be considered before a decision is made. Once the coaches make a decision, both student and parent must agree to abide by the arrangement in order for the multiple sports agreement to begin and/or continue.

## **PRACTICE SCHEDULES**

### **Changes**

During the winter season, athletic facilities are inadequate for the number of sports, squads and participants. Consequently, the Activities Administrator may need to conduct a meeting of head coaches or arrange a practice schedule so athletic facilities can be shared in an equitable manner.

Whenever practices are either canceled or time/location is changed, the activities office must be advised in order to handle telephone inquiries in an informed manner, and to reschedule practice facilities.

### **Inclement Weather Practice Schedule (Policy: EGCD)**

If school is canceled or dismissed early due to inclement weather, **there shall be no activity** practices, contests, open gym sessions or school events. If school starts late due to inclement weather, there shall be no morning activity practices, contests, or open gym sessions. Exceptions may be made at the discretion of the Superintendent for state level competitions (District, Regional, SoDak 16 or State competitions). These exceptions would be allowed for the actual competition event only. No exceptions may be made for activity practices.

Should school not be in session (i.e. Saturday, Holiday Breaks, Comp Days, weather related closings, etc.) and the weather is in question, the Superintendent with input from the Director of Learner Activities will decide whether or not to hold contests, have practice/open gym, or hold school events. If weather and/or road conditions should deteriorate during an away event, the coach, bus driver along with the Director of Learner Activities will determine if travel is safe to return home.

### **ROSTERS**

Prior to participation, students in various activities must satisfy all eligibility requirements and submit completed forms for physical examination, insurance or insurance waiver, risk acknowledgement and consent for medical treatment, medical history and travel authorization. Required forms will vary by activity. ~~The morning~~ following the first meeting, advisors of activity groups that participate in SDHSAA sanctioned events must submit complete rosters to the activities office. This roster should be updated throughout the season. Rosters enable the activities office to determine eligibility, report student participation and ensure all required forms are submitted. Learners who owe money to the activities department may not be issued uniforms or compete until they fulfill their financial obligations. Athletes who begin a season late should receive adequate preparation prior to competition. Complete varsity rosters are to be posted on the SDHSAA site before the deadline date for game program purposes.

### **LEARNER ASSISTANTS**

Various activity groups involve learners (i.e. managers, video crews, sound/lighting technicians, stage crews, statisticians, etc.) in support assignments. Advisors are encouraged to delegate responsibility to learners in order to enhance their development, and reduce the advisor's workload. Advisors should clearly identify duties and provide training early in the activity period so learner assistants understand their role in the group. The relationship should be structured so it is mutually beneficial to both the learner and group.

### **SUPERVISION**

Each advisor is responsible for the actions of activity participants from the time the practice or event begins until they leave the building. Consequently, advisors should be the first one to enter



the facility and the last one to leave, and participants should never be unsupervised in either the practice facility or the building. Only participants and other authorized persons should be permitted in the activity area. Before departing, the advisor should see that equipment is stored, lights are off and the facility and building is locked. When advisors share a facility, the area should be left so it is ready for the use of the next program.

### **School District Activities Transportation Procedures**

We will follow these procedures and guidelines when requesting and using district and non-school district transportation for an activity event.

#### **Reservation**

- All Athletic/Fine Arts/Music and other related activities that request transportation must go through the activities office. This includes changes in times and dates or other special requests. (If you have questions on what activities are included in this procedure please contact the Activities Office)
- Requests must be in the activities office no later than 2 weeks prior to the event.
  - a. Requests can be made through Activities Online Transportation Request Form
  - b. Requests can be made through email to the Activities Office.
  - c. All requests must be confirmed in the Activities Office. You will receive confirmation that your request is being processed.
- If requesting a non-district Charter Company those requests must be in 1 month prior to the event.
- When making requests, all stops (food/restroom or other) must have prior approval in the activities office 2 weeks prior to the event. Activity groups will make an effort to make minimal stops when traveling.
- If numerous buses are requested at different times a schedule must be submitted to the activities office 2 weeks prior to the event.

#### **Needs**

- The Brookings School District will provide yellow school bus transportation to and from all regular season, section and state tournament contests for all teams.
- **The feasibility of National Event transportation will be decided on by a case by case situation. Preparation should be made by attending groups to cover the cost of transportation for all National Events.**
- If changes are required to use a school district charter or a charter service the activities office and transportation department will make determination based on storage needs, length of trip, driver availability, and number of participants, title IX consideration and other pertinent information.
- Making a Charter request does not guarantee that a charter bus will be used for the event requested.
- **All groups wanting to use School District transportation during the summer (FFA, Sports, Band, Etc.) may make a formal request, but this is dependent on availability of vehicles and drivers. Also, requesting groups should plan to pay the predetermined per mile charge.**

## **Reports**

- The activities office will send out a weekly transportation report for the upcoming week to the entire district the week prior.
- The activities department and the transportation department will meet monthly to go over the transportation needs for the next month's request in transportation.

### **Cleaning Requirements**

- Coaches, chaperones, directors and learners are in charge of cleaning garbage out of the transportation vehicles after each event.
- Failure to do adequate cleaning and removal of garbage may lead to restrictions of school district transportation.

**Date adopted 7/1/2019**

## **VOLUNTEERS**

Whenever possible, only qualified staff members will fill extra duty positions. At times lay coaches and volunteers are used to complete staffs. For the most part, these coaches are useful for enhancing programs. Volunteers, however, tend to have a narrow focus and not understand the “big picture.” Advisors that use volunteers are responsible for supervising them as well as training them in the activity so their actions reflect positively on the school district. All salaried, lay, and volunteer coaches must have a background check and complete payroll information at the school district offices prior to the beginning of their duties. Lay and volunteer coaches at the high school levels must have coaching credentials per SDHSAA regulations. Those regulations are the following Educational Classes offered by the NFHS.

1. Fundamentals (One Time Class)
2. **The Collapsed Athlete/Student (Once every 2 years)**
3. First Aid (Once every 2 years)
4. Concussion (Annually)
5. Heat Illness Prevention (Annually)

Policy: [IIAB](#)

## **POLICY GUIDELINES FOR THE USE OF MOTION PICTURE ASSOCIATION OF AMERICA (MPAA) RATED MOVIES IN CLASSROOMS**

Brookings High School is operating under the Board of Education Policy IJ, Policy Guidelines for the Use of Motion Picture Association of America (MPAA) Rated Movies in Classrooms.

Although Policy IJ is intended to regulate the use of motion pictures as supplementary materials, relevant to the academic curriculum, its general philosophy also has implications for the use of motion pictures as entertainment for activity groups, whether they are related to bus trips or club meetings, homecoming party, etc.

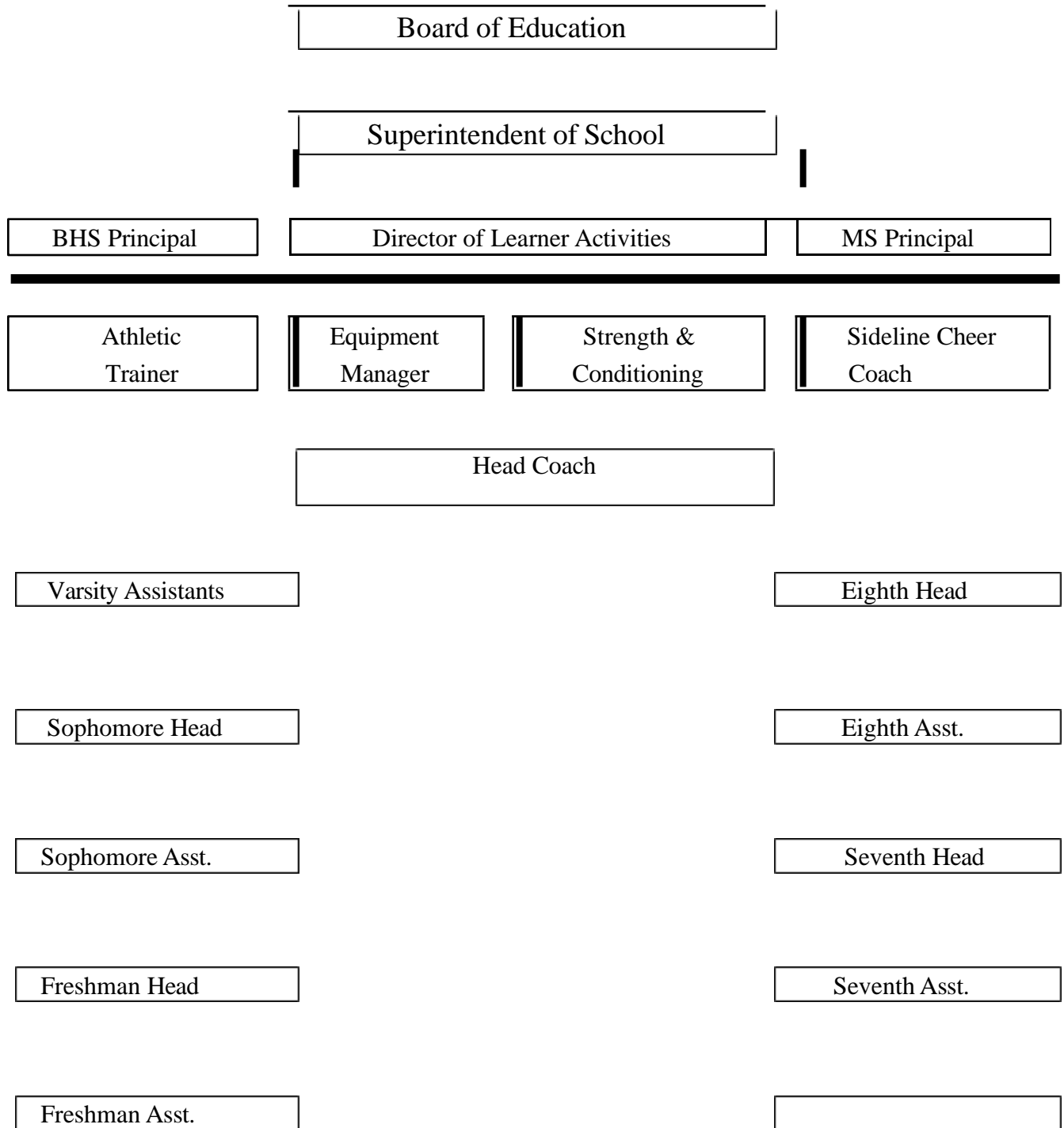
Policy IF offers guidelines for using MPAA rated movies. This describes the adaptations for activity use.

1. **Preview.** Prior to use, teachers will preview and evaluate movies for age appropriate content. Policy IJ applies to activity group use.
2. **Relevance to Curriculum.** Not applicable to activity groups.
3. **Meaningful Use of Instructional Time.** Not applicable.
4. **Copyright/License Compliance.** Anyone using movies shall comply with Federal Copyright laws as well as all applicable licensing agreements when showing movies in the classroom. Policy IJ applies.
5. **Rating system.** Policy IJ applies.
6. **Grade Level Appropriateness.** For activity group use, there are no adaptations for G, PG or R. For PG-13 motion pictures, however, activity groups do not require either the approval of the principal or consent of the parents. The coach or director must “preview and evaluate” the PG-13 motion picture for age appropriateness with respect to issues such as nudity, language, content, gratuitous violence, etc., prior to use. Policy IJ does apply to the use of R-rated motion pictures with activity groups. The parental consent form can be found on the back of the policy. If you choose an R-rated video, it will be a challenge to collect a consent form for each learner to allow the showing of the motion picture on a bus. Because it is very difficult to justify using an R-movie simply for learner entertainment, administrative approval is required.
7. **Alternate Learning Experience.** Alternative transportation for learners without parental permission is probably neither possible nor acceptable.

If your activity group intends to show motion pictures, either a staff member(s) in your program must preview each motion picture prior to use within the group or the entire activity staff can work together.

# ORGANIZATION

## ORGANIZATIONAL CHART



Although there is a direct line of authority between the Director of Learner Activities and head coaches, and the head coaches and assistant coaches, all coaches are encouraged to communicate with the activities office as well as the athletic trainer, equipment manager, and out-of-season conditioning coaches, and cheerleading coach.

## NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION



### **CODE OF ETHICS the Interscholastic Athletic**

#### **Administrator:**

1. Strives to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.
2. Considers the well-being of the entire learner body as fundamental in all decisions and actions.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Organizes, directs and promotes an interscholastic athletic program that is in harmony with, and contributes to the total school program.
5. Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
6. Acts impartially in the execution of basic policies and the enforcement of the conference or league, and state high school association rules and regulations.
7. Fulfills professional responsibilities with honesty and integrity, and upholds the honor of the profession in all relations with learners, colleagues, coaches, administrators and the general public.
8. Avoids using the position for personal gain or influence.
9. Seeks to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
10. Is committed to high standards of ethics, sportsmanship and personal conduct on the part of the administrator, members of the coaching staff and the athletes representing their school.

## **DIRECTOR OF LEARNER ACTIVITIES JOB DESCRIPTION**

**Position:** Director of Learner Activities

**Qualifications:**

1. Masters Degree in Educational Administration or a related field such as Educational Leadership, Physical Education (preferably an emphasis in Athletics Administration), Sports Management, etc.
2. Salient preparation and experience as a teacher, coach and/or director as well as proficiency in the supervision, management and operations of learner activities programs.
3. Demonstrated leadership, interactional and communication skills.

**Working Relationships:**

Reports To: Superintendent of Schools  
Coordinates With: High School and Middle School Principals  
Supervises: Personnel and programs, related to 7-12 interscholastic athletics and 9-12 fine arts activities and learner clubs and organizations in the Brookings School District 5-1.

**Contract Length:** 260 Days

**Basic Function:** Facilitate the development of desirable learner outcomes as a result of participation in the programs in the Department of Learner Activities.

**Specific Functions:** The Director of Learner Activities with support of the Board of Education and Administration shall:

1. Organize and maintain a program of athletics and other extracurricular activities consistent with the goals and objectives of education as conceived by the Superintendent and Board of Education.
2. Prepare for, coordinate, and either manage or delegate the management of events at Brookings High School and the Mickelson Middle School.
3. Provide appropriate supervision, evaluation, and resources for all sports and non- sport activities maintaining a balance between the emphasis on athletics and other school activities as well as providing an equal access of opportunity for girls and boys.
4. Maintain an annual system of financial accounting for sports and activities, including projections of gate receipts and proposed expenditures working through the central office for approval. The accounting process will include a participation summary detailing the nature and number of activities and the number of learners participating during the year.
5. Conduct a program of external and internal communication and public relations to encourage recognition, support, participation, involvement, and the esprit de corps of learners, activity staff, faculty, parents and other stakeholders of the school athletic and activity programs.



**Specific Responsibilities:**      The Activities Administrator shall:

1. Inform the Superintendent and Principal(s) of the operations, challenges, and progress of the Program of Learner Activities.
2. Prepare job descriptions, screen, interview, and make recommendations for the selection of personnel for the sports and non-sport activity programs.
3. In cooperation with the building principal(s) and business manager, ensure that athletic facilities are in proper repair and appropriate for related extracurricular activities.
4. Arrange for athletic contracts and contest officials. Provide schedules, publicity, gate workers, bench workers, police security and crowd control as necessary for event management.
5. Check and report on learner eligibility requirements and monitor the preparation of required athletic/activity reports.
6. Arrange for annual physical examinations of athletes.
7. Coordinate risk management, insurance, activity cards, etc. for activity programs and participants with program leaders.
8. Coordinate the inventory, storage and care of athletics equipment and supplies with the equipment manager.
9. Direct and coordinate the scheduling of all activity events within the school calendar.
10. Adjudicate all conduct violations, associated with learner activities in accordance with Board of Education Policy.
11. Maintain an organizational manual for all coaches/advisors/activities.
12. Promote a system of regular recognition and publicity of events and programs to the media.
13. Promote booster clubs/liaison work to coaches and directors.
14. Coordinate the purchase of equipment, uniforms and supplies.
15. Coordinate athletic/activity travel arrangements, including meals and lodging.
16. Interpret and recommend actions to comply with the ESD. Athletic Conference and SDHSAA rules and the policies of the Board of Education.
17. Be the school district's voting member at the ESD athletic directors meetings, and serve as meet manager whenever the District serves as host for a conference or event.
18. Provide communication with custodians – practice dates, regular contests, meets, etc. – with respect to the set-up and maintenance of facilities.
19. Supervise the recognition and awards policies, type of awards and ceremonies.
20. Coordinate with the Brookings Parks and Recreation Department for the scheduling, organization and management of the intramural programs, open gyms, lessons and sports clinics conducted in school facilities.
21. Serve as liaison for community groups – SDSU Athletics Department, Brookings Convention and Visitors Bureau, etc.
22. Outside the class schedule, schedule facilities for school practices and contests as well as use by non-school groups, and report facility use.

23. Coordinate activity group travel with the director of transportation.
24. Communicate home events and travel both internally and externally on a weekly basis.
25. Collect and organize event information, and create a school district calendar that minimizes conflicts for participants and spectators.
26. Manage the BHS Sports Marketing Program.
27. Attend Conference, Region, and SDIAAA, SDHSCA and SDHSAA Conferences and meetings as the official representative of the Brookings School District. Serve as Tournament Manager for SDHSAA State Events.
28. Coordinates the Advanced Athletics Placement process and committee.
29. Perform all other such duties as assigned by the Superintendent of Schools.

## **ATHLETIC TRAINER JOB DESCRIPTION**

**Position:** Athletic Trainer

**Qualifications:**

1. Completion of CAATE accredited Athletic Training Education Program.
2. Successful completion of Board of Certification Exam.
3. Licensed by the State of South Dakota Board of Medical and Osteopathic Examiners.
4. Master's Degree required.
5. One to two years of related experience within athletic training.

**Reports to:** Director of Learner Activities

**Supervises:** Athletic Training Learners

**Basic Function:**

Athletic training is practiced by athletic trainers, health care professionals who collaborate with physicians to optimize activity and participation of patients and clients. Athletic training encompasses the prevention, diagnosis, and intervention of emergency, acute, and chronic medical conditions involving impairment, functional limitations, and disabilities.

**Duties and Responsibilities:**

1. Present in the athletic training room or applicable high school fields from 2:30-6:00pm during sport seasons and on call for emergencies.
2. Giving basic instructions to athletic staff in the prevention and care of sports related injuries.
3. Develop and communicate to athletic staff a protocol for blood borne pathogens.
4. Develop and carry out emergency procedures for catastrophic injuries.
5. Assisting and advising the coaching staff regarding injury prevention, conditioning programs, and the selection, care, and fitting of protective equipment.
6. Collaborating and assisting coaches and medical personnel with assessment, treatment, and referral recommendations regarding injured athletes.
7. Developing and implementing an athletic training equipment and first aid kit tracking system to align with inventory.
8. Present at all varsity football games and practices as well as sub-varsity games.
9. Present and provide athletic training care for all home varsity events including volleyball, cross-country, competitive spirit, basketball, gymnastics, wrestling, and track and field.
10. Determine whether a sports participant is capable of either continuing or returning to participation in practice and/or contests after injuries or illness.
11. Collaborating with the SDSU Athletic Training Education Program and assisting with education opportunities for athletic training learners.

12. Supervision of and/or treatment of all taping, injuries, and illness conditions.
13. Organization, inventory, and requisition of supplies and equipment required for athletic training. Also, coordinates the Athletic Training budget through the Activities Administrator.
14. Care and upkeep of the athletic training room
15. Provide proper documentation for injuries and maintain injury records and statistics.
16. Perform all other duties as assigned by the Activities Administrator.
17. The athletic training room and the athletic training care is limited to Brookings High School Athletes participating in SDHSAA and school sponsored activities. Club sport athletes (i.e. clay shooting, tae kwon do, swimming, bowling, baseball, etc.) though recognized by the BSD, are not included to receive athletic training care and will be referred to the appropriate health care professional.

## EQUIPMENT MANAGER JOB DESCRIPTION

**Position:** Equipment Manager

**Qualifications:**

1. prefer certified staff
2. previous experience in athletics
3. knowledge of athletic equipment

**Reports to:** Director of Learner Activities

**Basic Function:** Maintain quality control of athletic equipment, uniforms and supplies.

**Duties and Responsibilities:**

1. Works with coaches in selecting and ordering athletic department purchases. Implements the uniform replacement cycle and recycles varsity uniforms and equipment to sub varsity programs. Consults with the activities director on preparing specifications for obtaining bids and quotes for the budgetary and purchasing process.
2. Assists coaches in issuing and collecting athletic equipment. Responsible for developing a program for the inventory, storage and security of the same.
3. Repairs equipment when feasible and/or arranges for its repair.
4. Determines when equipment has served its useful life and must be replaced.
5. Facilitates the reconditioning of athletic equipment by certified personnel.
6. Assists coaches in the proper fitting of protective equipment and uniforms.
7. Trains learner managers in the proper use, care and maintenance of equipment.
8. Submits to the activities department a final list of uncollected, school uniforms and equipment with the names of athletes who were issued and responsible for said items.
9. Assists the activities director in preparing athletic facilities for contests and tournaments (i.e. media, scoring and public address areas; video and coaching booths; lights and playing area) as well as closing down the same.
10. Assists the activities director and coaches in hosting opponents and contest officials. Assists with supervision during specific contests.
11. Assists the activities director and coaches in organizing equipment for contests (sideline phones, yard markers, game balls, down markers and chains, vests).
12. Performs other duties as assigned by the activities director.

## HEAD ATHLETIC COACH JOB DESCRIPTION

**Position:** Head Athletic Coach

**Qualifications:**

1. Valid South Dakota teaching certificate/coaching endorsement.
2. Employed as a teacher in the Brookings School District.
3. Ability to organize and supervise a total (7-V) sports program.
4. Previous successful coaching experience in assigned sport.
5. A substantial knowledge of the technical aspects and strategies of the sport and a commitment to examining new theories and methods in the sport.

**Reports To:**

Director of Learner Activities, who provides supervision, training, and evaluation in conjunction with the high school principal.

**Supervises:**

The head coach will advise, coordinate, train, and support a staff of high school assistant coaches and middle school coaches in collaboration with the activities director and building principals.

**Basic Function:**

To instruct athletes in the fundamental skills, strategies and physical training necessary for them to realize a degree of individual and team success. The learner shall also receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**Parameters:**

1. The success of athletic programs has a strong influence on the community's image of the entire school district. This public exposure requires considerable responsibility and involves community/parental pressure for winning performances that must not override the development of good sportsmanship and citizenship skills.
2. The position includes other unusual aspects such as stress, time commitment, risk management and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to successfully function. In cases not specifically covered, it shall be assumed that a coach will exercise common sense and good judgment and seek assistance from the activities director.

**Duties and Responsibilities:**

1. A thorough knowledge of the activity policies of the Board of Education and Brookings High School as well as the responsibility for their implementation by the entire staff of the sports program.
2. Knowledge of school district, SDHSAA and ESD Athletic Conference rules and regulations as well as consistent implementation and interpretation for staff.

3. Understanding of the proper administrative line of authority and referral of all requests or concerns through proper channels of communication. Attendance at all public, staff and departmental meetings as required.

**Leadership Responsibilities:**

4. Establishes the fundamental philosophy, skills, and techniques to be taught by staff. Organizes conferences, clinics, and staff meetings to ensure staff awareness of the total program.
5. Informs and trains staff and encourages professional growth.
6. Delegates and supervises specific duties and at season end assesses staff effectiveness and evaluates assistants per cycle.
7. Maintains discipline, resolves grievances and strives to increase morale and cooperation.
8. Performs other duties as assigned by the Director of Learner Activities.

**Administrative Duties:**

9. Assists the Director of Learner Activities with scheduling, transportation arrangements, athletic awards and event management.
10. Assists in the preparation for sport events and practices and adheres to facility schedules. Coordinates the program with other athletic and custodial/maintenance staff.
11. Provides documentation to fulfill state and district requirements concerning physical examinations, insurance, parental consent and eligibility.
12. Supervises the use, inspection, and maintenance of athletic facilities.
13. Advises the Director of Learner Activities and recommends policy or procedural changes.

**Learner Responsibilities:**

14. Provides training rules and other unique regulations of the sport to each participant that is compatible with the Code of Conduct.
15. Gives continual attention to the grades and conduct of athletes.
16. During presence at practices, games, and travel, provides supervision, assistance, guidance, and safeguards for each participant.
17. Ensures compliance with policies and procedures for dealing with athletic injuries and medical emergencies.
18. Cooperates with the athletic trainer, including reports on athletic injuries.
19. Directs and supervises learner managers, statisticians and video crew.
20. Determines routine discipline, provides due process when enforcement is necessary and contacts parents when a learner is either a discipline problem, suspended, removed or becomes ineligible. Reports to and consults with the Activities Administrator when the Learner Conduct - Learner Activities policy is implemented.
21. Assists athletes in their post-secondary education plans as requested.
22. Participates in the annual budgetary process by recommending specific equipment and uniform purchases with consideration for price, quality, durability and safety. Operates the program within budgetary allocations.
23. Is accountable for all program equipment, including the collection of equipment (or reimbursement) that is not returned by athletes. Cooperates with and assists the equipment manager in the issue, collection, and inventory of equipment.
24. Monitors admittance to practice facilities, weight room, equipment room, and

coaches' offices and locker rooms.

25. Permits athletes to be in practice, weight training, athletic training, and equipment storage facilities only at authorized times and under supervision.

26. Inspects athletic facilities, locker rooms, and equipment for general cleanliness and maintenance needs before and after use.

27. Secures all doors, lights, windows, and locks before leaving the building when custodians are off duty.

28. Instills a respect for school equipment and property as well as their care and proper use.

**Public Relations:**

29. Organizes parents, players, and coaches for pre-season meetings.

30. Promotes the sport within the school by recruiting athletes that are not in other sport programs and outside the school through the media, youth programs, and civic groups.

31. Provides accurate and diplomatic oral and written releases to the media.

32. Maintains good public relations with the media, booster clubs, parents, spectators, and officials.

33. Provides promotional information to the media concerning schedules, upcoming contests, special events, and contest results in a timely manner.



## ASSISTANT COACH (BHS & MMS) JOB DESCRIPTION

**Position:** Assistant Coach (high school and middle school)

### **Qualifications:**

1. Valid South Dakota teaching certificate and coaching endorsement or the equivalent (NFHS Coaches Education Program).
2. Employment as a teacher or teacher aide preferred.
3. Previous coaching experience in assigned sport desired.
4. Knowledge and playing experience in assigned sport preferred.

**Reports To:** Head Coach in collaboration with the Director of Learner Activities and Principal.

**Supervises:** Athletes and team/squad as assigned other assistants coaches and managers as applicable.

### **Basic Function:**

To carry out the philosophy, objectives, scope, and sequence of the sport program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strategies, and physical training necessary for them to achieve a degree of individual and team success. To teach and implement basic offensive and defensive systems, specific plays, and fundamental drills as directed by the head coach.

### **Duties and Responsibilities:**

1. Knowledge and implementation of school and department policies.
2. Knowledge of and compliance with pertinent SDHSAA and ESD regulations.
3. Understanding of administrative lines of authority and channels of communication as well as the referral of all learner and parental concerns through proper channels. Adherence to public, staff, and departmental meeting requirements.
4. Maintains discipline and works to increase morale and cooperation in the program.

### **Administrative Duties:**

5. Assists in travel arrangements, budgeting, and event management.
6. Assists in preparation for practice, contests, special events, and adheres to facility and practice schedules. Cooperates with custodial and athletic support staff.
7. Provides documentation to the Director of Learner Activities for fulfilling SDHSAA and school district requirements concerning physical examinations, insurance, parental consent, and learner eligibility.
8. Supervises the use, inspection, and maintenance of athletic facilities.
9. Provides training rules consistent with the Learner Conduct – Learner Activity policy.
10. By attendance at practices, games, and travel provides supervision, assistance, guidance and safeguards for each participant. Ensures that a coach is always present until the last athlete has left the premises.

11. Directs managers and statisticians.
12. Determines, implements, and communicates routine discipline to participants and parents.

**Equipment and Facilities:**

13. Accountable to the head coach for issuing, collecting, and storing all equipment as well as annual inventory records and reporting.
14. Recommends equipment, uniforms, and supplies to the head coach as needed.
15. Permits athletes in athletic facilities only as authorized and supervised.
16. Checks athletic facilities, locker rooms, and equipment before and after use for cleanliness and maintenance needs.
17. Secures all facilities and equipment before leaving the building.
18. Instills in each player a respect for school property, its care and use.

**Program Responsibility:**

19. Assists the head coach as assigned.
20. Submits media releases, contest results and school announcements in a timely fashion.
21. Teaches current sport rules, fundamentals and systems per direction of the head coach.
22. Maintains records and statistics as needed to adhere to athletic awards policy.
23. Works within the philosophical and organizational framework of the head coach.
24. Attends staff meetings and fulfills scouting duties as requested by the head coach.
25. Arrives on time for meeting, practice, and contest preparations, and is available after practice for the supervision of players and staff planning.
26. Assists in the organization and implementation of in-season and out-of-season conditioning and weight training programs and sports camps.
27. Supports the head coach and refrains from criticism of other coaches or staff member in the presence of players or parents.
28. Improves knowledge and skills by attending district and area coaching clinics and utilizing resources provided by the head coach.
29. When possible attends contests of other squads in the assigned sport program.
30. Performs other duties that are consistent with the extra duty assignment and/or requested by the head coach or Director of Learner Activities.

## RISK MANAGEMENT

Athletic injuries are inherent to sports participation and athletic personnel who operate in an unprecedented environment of legal exposure. Sport risk can never be eliminated, but it must be minimized. Risk management requires ongoing and proactive planning, supervision, and management activities, designed to reduce, minimize or transfer hazards and risks. All coaches assume the expectation of parents and the legal system for implementing the most current and innovative, “best practices” in risk prevention and reduction as specified by 14 legal duties. Risk management is a responsibility that is shared by the entire athletics department. The 14 legal duties and standards of care also have implications for advisors in other learner activities.

Sports risk has two components. The primary concern is any injury or illness that negatively impacts the health of an athlete or the quality of the athletic experience. Secondly is the risk of legal liability to the school district and/or coach whose consequences may be legal, financial, social, emotional, and professional.

Most athletic personnel are well aware of the risks associated with sports and are concerned about their personal exposure to liability. Unfortunately, some coaches regard risk management as a nuisance responsibility that reduces time for other coaching duties. It is important to note that “keeping the child from harm’s way” must be placed above all other considerations.

Sport liability is usually based upon negligence that can be defined as “a failure to exercise reasonable care, under all the circumstances, in some specific aspect of an interscholastic athletics program which acts as both the actual cause and the proximate cause of an injury.” Coaches are held to a higher, legal standard than ordinary care when supervising athletes because they are considered to be trained professionals who possess higher knowledge and skill that enables them to foresee the potential for preventable injury. The expectation of “prudent professionalism” in athletics has evolved from four factors.

- Sports injury statistics – approximately 67% of school injuries occur in sports programs and about 67% of those injuries occur during practice.
- Educational sports – certified teachers and administrators are the norm in educational institutions and the same level of professional conduct is now expected of coaches.
- Child advocacy – schools exist to enhance the growth of children in all domains.
- “In Loco Parentis” – the legal principle of school personnel as “parents away from home” has become a standard that mandates that all educators must do everything possible, at all times, to safeguard the health and safety of children under their supervision.

Negligence in sports is usually linked to the failure to fulfill a specific, legal duty. “Negligence by omission” is the failure to act as a “reasonably, prudent person.” “Committing a hazardous act” is also negligence. “Gross negligence,” intentional harm, criminal acts or reckless disregard for human safety -- is an uncommon, but much more serious charge.

Risk management in sports begins with a thorough understanding of the 14 legal duties that, the courts have determined, are “owed to athletes” as well as a paradigm shift from outdated “standards of practice” to more current “standards of care” that will safeguard athletes

## LEGAL DUTIES OWED TO ATHLETES

1. The duty of **proper planning**. This fundamental duty requires comprehensive thought and organization throughout the athletic department. Written plans should precede and direct practices, and kept, reviewed and updated as needed. Negligence can be alleged for injury loss related to either the absence of planning, poor planning or failure to adhere to an established plan. Proper planning calls for printed materials ( i.e. handbooks, practice plans, forms and checklists) and established procedures.
2. The duty of **qualified supervision**. Omission or incompetence are the major sources of breach of this duty. Typical omissions are leaving learners unsupervised in facilities and the failure to control inappropriate behaviors that result in injury. Reasonable care in both the general supervision of all areas and activities which are even peripherally related and the specific supervision of the participants is the standard. Supervision is a very broad and inclusive duty and probably the most important to the courts. The coach must be physically present, properly instruct, direct activities, prevent foreseeable injuries, properly respond to injuries, secure facilities, control reckless behavior, and supervise assistant coaches. The effect of age dictates closer supervision for younger athletes.
3. The duty to **assess conditioning and readiness to participate**. This duty involves the use of reasonable care in determining whether or not an athlete is prepared to perform a specific skill or activity with respect to his/her health, maturation, coordination and physical conditioning, etc. It is mandatory that athletes participating on a high school team have a current SDHSAA physical examination prior to either practice or competition. Once an athlete has received medical attention, clearance must be received before returning to practice and competition. It is also essential that athletic trainers be allowed to perform their professional responsibilities without interference from coaches or parents. Coaches should be careful not to exceed the scope of their training by encouraging players to play with injuries or resume activity prematurely. Medical histories and injury records need to be maintained and medical restrictions to participation must be followed. Coaches are also expected to be knowledgeable in conditioning techniques so workouts progressively increase in frequency, intensity and time. Practice plans should document attention to the maturity and readiness of the athlete's preseason conditioning program and climatic conditions such as temperature and humidity.
4. The duty to provide a **safe playing environment** involves attention to athletic facilities – gymnasiums, fields, courts, weight rooms, and equipment. Issues include the proper use of facilities and equipment, inspection checklists, maintenance schedules and inclement weather protocols. Once again, coaches are expected to identify foreseeable causes of injury due to unsafe facilities, defective equipment and hazardous environments. Providing a safe environment often requires the cooperative efforts of custodians, buildings and grounds personnel, maintenance staff, parks departments, coaches and administrators. The courts expect a reasonable effort to identify and correct unsafe

5. The duty to provide **protective athletic gear and equipment** such as helmets, masks, shoulder pads, mouthpieces and footwear, include mandating their use as a condition of participation. Gear should be appropriate for the age of the participant and the level of competition. NOCSAE and ASGMA standards should be followed when purchasing new equipment. Equipment should be properly issued and fitted by trained coaches and equipment managers. Coaches should require and monitor the proper use and inspect the condition of protective equipment, and ensure that equipment is not altered, resulting in a potential lapse in product liability insurance. AEMA certified personnel should be contracted to inspect and recondition protective equipment during the off season. Because a school district's liability insurance typically covers only school sponsored programs and staff members, it is not acceptable to loan equipment (e.g. helmets, poles, etc.) to either athletes or other schools. If a catastrophic injury occurs, the involved piece of equipment should be confiscated and secured for potential litigation.
  
6. The duty of **proper instruction**. Failure to properly instruct has been referred to as "educational malpractice." Appropriate instruction in techniques, sport specific skills, contest rules and safety precautions must be provided prior to participation in athletic competitions. Coaches should warn against and discipline unsafe techniques and prohibited practices. Practice plans should document a logical sequence of experiences that result in a progression of player knowledge and skill. Coaches should be certified, qualified, and motivated to continue their professional development.
  
7. The duty to properly **match and equate participants** minimizes the potential for injury. Although it is often impossible to control mismatches during competition, reasonable efforts must be made to equate participants during practice situations and when the risk of injury is particularly great (e.g. football drills and wrestling). Competitions that match different squads (e.g. JV vs Frosh) in certain sports are not advisable. Scrimmages between various levels should be strictly controlled so they are learning experiences (i.e. coaches on the field to officiate, instruct, align, call plays, monitor mismatches, and ensure rest and water breaks, etc.). To emphasize learning, rather than competition, it is advisable not to keep score. The matching or pairing of athletes should consider size, age, strength, speed, skill, experience and incapacitating conditions.
  
8. The duty to **properly condition** athletes. Practice plans should document a progression of circulatory-respiratory and muscular-skeletal fitness with attention to proper warm-up and cool down periods. When planning conditioning activities, consideration should be given to the readiness and maturation of the athletes as well as climatic conditions. Plans should also document a sequential progression toward more challenging practices that prepare for competition. The courts have not been sympathetic to coaches that cause injury by coercing or embarrassing athletes in order to motivate them to work harder during conditioning workouts.

9. The duty to provide **adequate warning**. Never assume that athletes and their parents understand the risks of sports participation. There is a duty to give detailed warnings about the risks involved in a specific sport activity. Failure to warn is one of the most prevalent allegations in sports injury litigation. Athletes (and parents) assume only those risks which are inherent and which they fully understand and appreciate. Parents and players must be informed of inherent risks, unsafe practices, and the potential for injury, disability and even death at preseason meetings. Informed consent and acknowledgment of risk forms must be signed by players and parents and should be reinforced with video presentations, warning posters, and verbal warnings during practice, proper instruction and consistent disciplinary measures for unsafe techniques and prohibited practices. It is advisable to “paper the trail” with practice plans that document that warnings and instructions were provided. The use of liability waivers for youth sports participation has limited value because neither minors nor their parents can legally waive their rights.
10. The duty to **ensure insurance coverage for injury** for athletes. Athletic personnel should verify that either family or learner insurance provides a basic level of health and medical insurance coverage prior to participation. Schools are also encouraged to take advantage of the catastrophic insurance that is offered by state athletic associations. Coaches that conduct sports camps during the out-of-season period should either purchase liability insurance or affiliate the camp with an insured organization such as a city recreation department
11. The duty to provide **emergency care** implies that coaches administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries and medical conditions. The courts expect reasonable care in immediate medical assistance until qualified medical personnel arrive. This duty strongly suggests certification and renewal for first aid and CPR. Whenever a team travels, the coach should have consent for medical treatment forms for each athlete to ensure care.
12. The duty to **activate the emergency response plan** that is established for specific sites and situations. Each site should have a plan for who will: get the first aid kit, administer emergency care, call 911 to activate emergency medical services, give accurate directions to the site and entrance, meet the ambulance, supervise other participants, etc.
13. The duty to provide **safe transportation**. Schools have the duty to exercise reasonable care in the selection and supervision of transportation to and from athletic practices and contests. Athletes should never be allowed to drive or ride with other learners on trips. In extenuating situations, learners may be allowed to ride with their parents or adult relatives if the appropriate form is submitted and visual contact is made with the adult. Coaches and supervisors also have the responsibility for controlling learner behavior during transportation.
14. The duty to **select and train coaches**. The duty of “responding superior” is a duty of the athletic director, principal and head coach. It involves expectations for the screening, interviewing, selecting, training, supervising, and evaluating of coaches based upon their specific qualifications, professional credentials, job descriptions and codes of ethics.

**Department of Activities**  
**Performance Review and Development Process**  
**(Setting Expectations and Final Appraisal)**

Employee Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Academic Year \_\_\_\_\_

**Expectation Setting Meeting Held** and Job Priorities Discussed: \_\_\_\_\_ (Date)

\_\_\_\_\_  
 Supervisor's Signature \_\_\_\_\_ Employee's Signature \_\_\_\_\_

**Midway Feedback Session Held:** \_\_\_\_\_ (Date)

\_\_\_\_\_  
 Supervisor's Signature \_\_\_\_\_ Employee's Signature \_\_\_\_\_

**Final Appraisal Meeting Held:** \_\_\_\_\_ (Date)

\_\_\_\_\_  
 Supervisor's Signature \_\_\_\_\_ Employee's Signature \_\_\_\_\_

*Signature acknowledges receipt and discussion of evaluation and does not confirm agreement.*

<b>Outstanding</b>	<u>Exemplary performance</u> in all areas of the job.
<b>Exceeds Expectations</b>	<u>Surpasses the standards</u> and established performance expectations in many important areas of the job.
<b>Meets Expectations</b>	<u>Good performance.</u> Consistently meets standards and established performance expectations in important areas of the job.
<b>Below Expectations</b>	Performance <u>does not meet expectations</u> in some important areas of the job; below expected levels. Improvement needed.
<b>Unsatisfactory</b>	Performance falls <u>below expectations in many areas</u> of the job. Substantial improvement critical.

**CUSTOMER SERVICE/COMMUNICATION SKILLS:**

Understanding the needs of internal and external customers and your athletes; making special effort to be responsive in meeting their needs and in building satisfaction. Must have or develop strong oral and written communication skills.

**Evaluation Criteria**

- ~~Return phone calls/emails within 24 hours.~~
- ~~Be a positive role model for your athletes and members of your staff.~~
- ~~Develop positive team chemistry; develop team leadership.~~
- ~~Be a fully functioning team member of the Activities Department; attend other athletic or fine arts events and department functions as time allows.~~
- ~~Speak clearly, concisely and using words easily understood; freely exchange ideas with others; listening to and understanding meaning of communication; writing reports, memos, letters, etc. in a clear, concise and appropriate manner using appropriate style, format, spelling and grammar.~~

**Circle One**

~~Outstanding — Exceeds Expectations — Meets Expectations — Below Expectations — Unsatisfactory~~

**Comments on Performance:**

**COMPLIANCE:**

~~Comply with all applicable rules and regulations of the ESD, SDHSAA, NFHS in the conduct of your program.~~

**Evaluation Criteria**

- ~~Follow ESD, SDHSAA, NFHS and department rules without compromise. Demonstrate appropriate knowledge and understanding of ESD, SDHSAA, NFHS rules and regulations.~~
- ~~Complete coaching certification NFHS and SDHSAA test and course work with successful results.~~
- ~~Athletes meet expectations in regards to Brookings Athletics Code of Conduct. Report infractions to sport supervisor within 24hrs of notification~~
- ~~Athletes are socially responsible especially with social media~~

**Circle One**

~~Outstanding — Exceeds Expectations — Meets Expectations — Below Expectations — Unsatisfactory~~

**Comments on Performance:**



**ACADEMICS:**

Achieve a graduation rate among athletes that meets or exceeds that of the general learners.  
Meet and maintain academic eligibility for the SDIAAA and Activities Department level for regular season and post season competition.

**Evaluation Criteria**

- ~~Class attendance and academic success are expected and demanded.~~
- ~~All athletes are passing 4 classes per semester and previous semester.~~
- ~~Regularly communicate with athletes the importance of their academics~~
- ~~Grade Checks and teacher contacts on athletes~~
- ~~All athletes are eligible for postseason play academically.~~
- ~~Final team GPA meets or exceeds 3.0 expectation (SDIAAA Academic Achievement Team Award)~~

**Circle One**

Outstanding — Exceeds Expectations — Meets Expectations — Below Expectations — Unsatisfactory

**Comments on Performance:**

**BUSINESS OPERATIONS:**

Develop and maintaining budgets for the sport program based on strategic goals to be accomplished; monitor status during the year; recommend changes to the budget when appropriate. Adhere to all of the administrative policies of the Brookings School District, ESD, and SDIAAA.

**Evaluation Criteria**

- ~~Work closely with the Activities Office to ensure strict adherence to all policies and procedures related to travel, purchasing, etc. This includes your staff.~~
- ~~Legibly sign and provide proper justification and documentation on all departmental charges by you and members of your staff.~~
- ~~Adhere to all expenditure amounts (supply and services, etc.) budgeted for the current fiscal year.~~
- ~~Must complete paperwork (reimbursements, requisitions, etc.) in a timely manner.~~

**Circle One**

Outstanding — Exceeds Expectations — Meets Expectations — Below Expectations — Unsatisfactory

**Comments on Performance:**

**LEARNER SERVICES:**

Insure athletes well being is supported; provide resources and information to protect and enhance the physical and educational well being of athletes.

**Evaluation Criteria**

- Represents the mission of the Activities Department in promoting academic achievement
- Retain athletes — encourages academic success, learner engagement and satisfaction of their athletic/academic experiences. Be cognizant of unique needs and development of athletes.
- Positively promote and monitor athletes’ adherence to the Activities Handbook and the Code of Conduct. Inform Activities Department of violations immediately upon occurrence.
- Enforce consistent accountability with athletes for policy infractions
- Athletes and sport staff maintain an active role in supporting community service initiatives.
- Support Sports Medicine & Strength and Conditioning working cohesively with both areas to promote positive use of their services and adherence to each areas policies and procedures

***Circle One***

Outstanding — Exceeds Expectations — Meets Expectations — Below Expectations — Unsatisfactory

**Comments on Performance:**

**DEVELOPMENT /FUNDRAISING/MARKETING/TICKETING:**

Support the Activities Department and Bobcat Backers in fundraising efforts; sharing information and time to support the marketing and promotion of the department.

***Evaluation Criteria***

- Work with the Activities Department to develop a fundraising plan and approach if needed.
- Attend functions in support of BHS Athletics (ex. Bobcat Backer Coaches Corner, Golf outings, dinners, etc.)
- Provide ideas and assistance to support program marketing efforts. Meet with current and potential sponsors, provide contacts and support corporate sponsorship program when needed.
- Work with the Activities Office for proper procedure for fundraising.

***Circle One***

Outstanding — Exceeds Expectations — Meets Expectations — Below Expectations — Unsatisfactory

**Comments on Performance:**

**HUMAN RESOURCES:**

~~Engagement in department wide Human Resources activities and completion of evaluations for staff within department requested timelines.~~

**~~Evaluation Criteria~~**

- ~~● Participate in Department Staff searches.~~
- ~~● Evaluate staff you supervise annually.~~
- ~~● Participate and attend Athletic Council meetings.~~
- ~~● Provide staff with feedback on challenges as well as positives.~~

**~~Circle One~~**

~~Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory~~

**~~Comments on Performance:~~**

**PROGRAM PERFORMANCE:**

~~Team finish, (finish in Top 50% of your Sports Conference) postseason qualifiers, etc.; establish appropriate goals/objectives and communicate them to others; understand job procedures, policies and responsibilities; keep up to date technically; act as a resource person on whom others rely for assistance.~~

**~~Evaluation Criteria~~**

- ~~● Be competitive in the top half of your conference or state.~~
- ~~● Provide appropriate leadership training for team captains and others.~~
- ~~● Qualify for postseason competition~~
- ~~● Provide and maintain a positive experience for each athlete~~
- ~~● Provide each athlete with sports expectations and hold accountable~~

**~~Circle One~~**

~~Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory~~

**~~Comments on Performance:~~**

**OVERALL EVALUATION**

**MAJOR STRENGTHS:**

In which performance areas did the employee excel?

**AREAS FOR IMPROVEMENT/ENHANCEMENT:**

Which performance areas are in need of improvement or enhancement?

**OVERALL RATING:**

The supervisor must assign an overall rating to the employee's cumulative performance throughout the review cycle.

**Circle One**

Outstanding — Exceeds Expectations — Meets Expectations — Below Expectations — Unsatisfactory

**EMPLOYEE COMMENTS ON EVALUATION:**

SPORT: YEAR: COACH:	<b>SPECIFIC TASKS, DUTIES, &amp; RESPONSIBILITIES</b>	<b>NEEDS IMPROVEMENT</b> Below Standards / Improvement Expected	<b>ADEQUATE</b> Meets Standards	<b>OUTSTANDING</b> Exemplary / Exceeds Standards
<b>COMPLIANCE ---- PAPERWORK &amp; ADMINISTRATIVE</b>	<ul style="list-style-type: none"> <li>* ROSTERS &amp; TESTS ON-LINE</li> <li>* PERM. RECORD / GOOGLE SHEET</li> <li>* LETTERWINNERS/AWARDS</li> <li>* CODE OF CONDUCT / DISCIPLINARY</li> <li>* INVENTORY</li> <li>* REQUISITIONS</li> <li>* FUNDRAISING</li> <li>* CLUB ACCOUNT</li> <li>* ANNOUNCEMENTS/MEDIA</li> <li>* BUS TIMES / TRANSPORTATION</li> </ul>			
<b>EQUIPMENT &amp; FACILITIES</b>	<ul style="list-style-type: none"> <li>* UNIFORMS</li> <li>* LOCKER ROOMS</li> <li>* OTHER FACILITIES (Game, Prac.)</li> <li>* EQUIPMENT</li> <li>* STORAGE AREA</li> </ul>			
<b>SAFETY &amp; WELLNESS</b>	<ul style="list-style-type: none"> <li>* WORK W/ TRAINER</li> <li>* AED, KIT, OTHER EQUIP. ISSUES</li> <li>* SOCIAL MEDIA POLICY</li> <li>* NUTRITION, REST, HABITS</li> <li>* ISSUES THIS YEAR</li> <li>* SUPERVISION</li> </ul>			
<b>PRACTICE &amp; PREPARATION</b>	<ul style="list-style-type: none"> <li>* PRACTICE PLANNING/PREP</li> <li>* LENGTH OF PRACTICES</li> <li>* USE OF ASST. COACHES</li> <li>* ATTENDANCE</li> <li>* INTENSITY/BREAKS/VARIETY</li> <li>* HIGH LEVEL</li> </ul>			
<b>SPORT SPECIFICS</b>	<ul style="list-style-type: none"> <li>* PLAYING TIME</li> <li>* O &amp; D FIT PERSONNEL</li> <li>* IN-GAME DECISIONS/ADJUST.</li> <li>* SCOUTING / GAME PREP</li> <li>* TECHNOLOGY USE</li> <li>* KNOWLEDGE OF THE GAME</li> </ul>			
<b>PHILOSOPHY &amp; ON/OFF FIELD EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>* PROGRAM GOALS CLEAR/ACCOMPL.</li> <li>* CHARACTER DEVELOPMENT</li> <li>* VISION &amp; PROCESS FOR IMPROVEMNT</li> <li>* OFF THE FIELD EXPECTATIONS</li> <li>* ACADEMIC/ATTENDANCE EXPECTATIONS</li> <li>* COMMUNITY PROJECT</li> </ul>			
<b>STATE OF THE PROGRAM</b>	<ul style="list-style-type: none"> <li>* LEVEL OF INTENSITY/DISCIPLINE</li> <li>* SPECIAL/ABOVE &amp; BEYOND</li> <li>* PARTICIPANT NUMBERS/LOWER LEVEL</li> <li>* OVERALL "HEALTH" OF PROGRAM</li> <li>* STATE, CLASS, ESD STANDING</li> </ul>			
<b>PROFESSIONALISM</b>	<ul style="list-style-type: none"> <li>* TIMELINESS</li> <li>* CLINICS / PRO-DEV / SPORTS MTGS</li> <li>* DRESS, LANGUAGE, DEMEANOR</li> <li>* SUPPORT OTHER ACTIVITIES</li> <li>* EVAL/COMM - ASST &amp; MS</li> <li>* INTERACTION W/OFFICIALS</li> <li>* HANDLING DISCIPLINE / ISSUES</li> </ul>			

<b>COMMUNICATION &amp; RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>* RAPPOR &amp; CHEMISTRY W/ATHLETES</li> <li>* INFORM AD/ADMIN ON ISSUES</li> <li>* PLAYER MEETINGS &amp; ROLES</li> <li>* STAFF/MEDIA/TRANSPORTATION</li> <li>* PARENT COMM &amp; HANDLING OF ISSUES</li> <li>* METHOD OF COMM.</li> </ul>			
<b>OFF-SEASON</b>	<ul style="list-style-type: none"> <li>* PLAYER &amp; TEAM DEVELOP.</li> <li>* UPCOMING OFF-SEASON</li> <li>* END OF SEASON GATHERING</li> <li>* HELP SENIORS/RECRUITS</li> <li>* SKILLS/CAMPS/OPEN GYM</li> </ul>			
<p style="text-align: center;"> <b>OVERALL EVAL</b>            --  <b>COMMENTS</b>            --  <b>AREAS OF FOCUS</b>            --  <b>COACH'S COMMENTS</b> </p>				
<p>             COACH _____ AD _____              DATE _____           </p>				

# **LEARNER ACTIVITIES HANDBOOK**



# Brookings High School

Working Together...Educating with Excellence...Inspiring Learners for Life.

---

Jeff Dvorak, Director of Activities  
530 Elm Avenue • Brookings, SD 57006  
Phone 605-696-4112 • Fax 605-696-4128

---

Participants, Families & Guardians:

The primary purpose of education is to develop successful adults. While academic pursuits are essential in providing a necessary foundation, a variety of learning experiences enhance the probability of adult success. In fact, research indicates that successful participation in activities may be the **only valid predictor** of adult success in career and community.

The positive relationship between activity participation and adult success may be related to several factors:

1. Activity participants are, generally, highly motivated due to special interests and talents.
2. Activities are characterized by close relationships between participants and their advisors, coaches, and directors.
3. activities are “laboratories for success” because they offer relevant and authentic learning experiences.
4. Activity participation is positively correlated with developmental goals such as higher self-esteem, improved academic ability and grades in boys, increased social and political activism, lower delinquency rates, higher educational aspirations, and increased feelings of control.
5. Activities are fun!

Brookings High School attempts to satisfy the needs of all learners by offering a balanced program of activities:

1. Learner Council
2. Interscholastic ~~and Club~~ ~~and Intramural~~ Sports
3. Instrumental, Vocal, and Strings Music
4. Speech Activities
5. Theater
6. Learner Publications
7. Cheerleading
8. Numerous academic and interest clubs and organizations

We strongly encourage every learner to become fully involved at Brookings High School by participating in the program of activities.

Sincerely,

Jeff Dvorak  
Director of Learner Activities



## SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

### **YOU ARE NOT ELIGIBLE IF:**

1. You have reached your 20<sup>th</sup> birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Once a learner enrolls in ninth grade, all eight semesters must be consecutive unless withdrawal from school is necessary due to illness or injury.
3. You did not pass 20 hours of high school work (equivalent of 4 full time subjects) per week for the preceding semester.
4. You are not enrolled in and attending a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.
6. You have not enrolled by the 16<sup>th</sup> school day of the current semester
7. You have been absent from school for more than 10 consecutive school days (illness of the learner or a death in the immediate family excepted).
8. You have transferred from one high school to another without a corresponding change in residence of your parents (exception pursuant to “open enrollment”).
9. You do not have a copy of your transcript on file in the principal’s office prior to competition.
10. You do not have on file in the principal’s office a signed SDHSAA physical examination and parent’s permit form for interscholastic athletics.
11. You have ever participated in an athletic contest under an assumed name.
12. You have never participated in athletics in any institution of learning of higher rank than a standard secondary school.
13. You have violated your amateur standing.
14. During a high school sport season, you compete on an unattached basis as an individual or as a member of a non-school team in the same sport.

# **CORE VALUES OF THE ACTIVITIES DEPARTMENT**

**INTEGRITY**  
**EFFORT**  
**ACCOUNTABILITY**  
**COMMUNITY**

**TO COME TOGETHER TO ACHIEVE A COMMON GOAL**

## **OBJECTIVES**

The program of activities will assist participants in:

- Learning the wise use of leisure time.
- Developing their unique talents and skills.
- Developing new recreational and vocational interests and skills.
- Developing positive habits that will contribute to a healthy lifestyle.
- Developing leadership and collaborative skills.
- Developing a work ethic.
- Developing a more positive attitude and increased motivation for education.
- Increasing their understanding and participation in the democratic process.
- Improving their communication skills.
- Developing a repertoire of skills – problem solving, decision making, goal setting, time management, etc. – which are marketable.
- Achieving successes that result in increased self-esteem.

## LEARNER CONDUCT - ACTIVITIES

### General Statement of Philosophy

The Brookings School District (BSD) encourages learners to participate in activities due to the benefits of such participation. The BSD also recognizes the need to establish a code of conduct for activity participants that reinforces behaviors that reflect positively on the individual, school, and community.

1. learner participation in activities is a privilege, rather than a right, and
2. learners who voluntarily exercise the privilege of participating in activities shall, consequently, be expected to exemplify high standards of behavior, and
3. The program of activities should address the need for good order and a concern for learner health and safety.

### Definitions

1. “Extracurricular activities” are interscholastic & club sports, fine arts, clubs, and co-curricular activities sponsored or recognized by the BSD, now and in the future.
2. “Activity advisor” shall apply to any employee of the BSD who is assigned the responsibility for coaching, directing, or advising an activity.
3. No “Public appearance” means learners cannot travel or be in attendance at any organized public event associated with the activity(ies) during suspension.
4. “Year-round” shall mean 24-hours a day, 365 days a year.
  - A. Conduct violations for seventh and eighth grade learners shall commence on the first day of each school year.
  - B. Conduct violations for high school learners shall commence on the first day of the freshman year or the first day of an activity if a freshman becomes a member of an activity that starts before the first day of the freshman year of school.
5. “Suspension” begins with the date of adjudication (as determined) by school officials. Learners participating in extracurricular activities will be adjudicated and begin a suspension when a conduct violation becomes evident. Learners not involved in an extracurricular activity when a conduct violation becomes evident, will be adjudicated when they become a member of an extracurricular activity.
6. “Crime” shall mean a violation of any city, state, or federal law, excluding Class II misdemeanors and all motor vehicle offenses not classified as felonies.

7. "Evidence" of a violation may be the result of:
  - A. Information received from law enforcement or court services personnel which provides reasonable cause to believe that an infraction has occurred;
  - B. A learner found guilty, pled guilty, or enters a no contest plea in either juvenile court or adult criminal court;
  - C. A self-reported violation by either the parent or learner; or
  - D. An observed violation reported by a staff member.
  - E. An image or video clearly identifying a violation.

### **General Policy Statements**

1. The Code of Conduct is in force, year-round, for all learners in grades 7-12, participating in extracurricular activities under the auspices of the BSD.
2. The possession, use, distribution, ingesting, inhaling or otherwise taking into the body of tobacco, alcohol, anabolic steroids, controlled drugs or substances or marijuana is a violation of the Code of Conduct.
3. The BSD will utilize and comply with all South Dakota Codified Laws in the implementation of this policy.
4. The administration reserves the right to determine appropriate consequences for all criminal or civil violations or behavior that is determined detrimental to the representation of the school in any activity.
5. All other crimes as defined in this policy are a violation of the Code of Conduct.
6. Learners leaving eighth (8<sup>th</sup>) grade will have their previous violations expunged.
7. Conduct violations are cumulative from grades nine (9) through (12). All violations will, however, be expunged after eighteen (18) months without further violations.
8. A learner must successfully complete an activity season in order to satisfy a suspension.
9. The principal, or the principal's designee, shall be responsible for the fair and equitable administration of the Code of Conduct.
10. E-cigarettes or vaping devices, in any form, are not permitted on school property or at school sponsored events and functions. Consequences for possessing these devices will be a tobacco violation (BHS Handbook).
11. Learners in violation of the Code of Conduct are subject to the following consequences.

## Consequences

### 1. SDCL 13-32-9 Violation

- A. **First offense:** If a learner is adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by statute, the learner shall be suspended one year which shall be reduced to 30 calendar days if the learner participates in an assessment with a certified or licensed addiction counselor. If a suspension for a first offense is reduced to 30 calendar days, the learner is also ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If two sanctioned events for which the learner is ineligible do not take place within the reduced suspension period, the learner's suspension remains in effect until two sanctioned events for which the learner is ineligible have taken place. Learners who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.
- B. **Second offense:** If a learner is adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by statute, the learner shall be suspended one year. The one year suspension for a second offense shall be reduced to 60 calendar days if the learner completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the learner is also ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If six sanctioned events for which the learner is ineligible do not take place within the reduced suspension period, the learner's suspension remains in effect until six sanctioned events for which the learner is ineligible have taken place. Learners who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices. In order for events to count toward the minimum number of events for which the learner is ineligible following a reduction in the suspension for a first or second offense, the learner must participate in the entire activity season. Failure of a learner to complete the entire activity season results in the learner being ineligible for one year from the date of adjudication, conviction, the subject of an internal adjustment or court approved diversion program, or subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the learner during one activity season carries over to the next activity season in which the learner participates.
- C. **Third offense:** Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by statute, by a court of competent jurisdiction, the learner is ineligible to participate in any extracurricular activity.

## 2. Non-SDCL 13-32-9 Violations and Crimes

- A. **First Offense:** After confirmation of the first violation, the learner shall lose eligibility in extra-curricular activities for 20% of the total number of originally scheduled regular season interscholastic events (minimum of one). If the Learner is participating in multiple activities during the violation, he/she will lose eligibility for 20% of each season. If the Learner is not currently participating in an extra-curricular activity, he/she will serve the suspension in the next activity which he/she is involved. (The official starting date of practice will determine the next activity). ~~the next two contests or 14 calendar days of a season in which the learner is a participant, whichever is greater. A learner in a fine arts program will not be allowed to participate in any public appearances during the 14 calendar day suspension and must miss at least one performance, which may fall outside the suspension period.~~ Suspensions apply to all extra-curricular activities during the time frame and carry over to the following activity or year when not fully served. In addition, Learners will be ineligible to represent Brookings School District in any school-sanctioned leadership groups including, but not limited to, Homecoming Royalty, Girls/Boys State, Student Council, National Honor Society, or Monogram Club, for one calendar year from the violation. Although the suspension is not reduced by doing so, it is recommended that the learner enroll in a local education program to receive information about the effects of misuse or abuse of mood-altering chemicals.
- B. **Second Offense:** After confirmation of the second violation, the learner shall lose eligibility in extra-curricular activities for 50% of the total number of originally scheduled regular season interscholastic events (minimum of one). If the Learner is participating in multiple activities during the violation, he/she will lose eligibility for 50% of each season. If the Learner is not currently participating in an extra-curricular activity, he/she will serve the suspension in the next activity which he/she is involved. (The official starting date of practice will determine the next activity). ~~the next six contests or 42 calendar days of a season in which the learner is a participant, whichever is greater. A learner in a fine arts program will not be allowed to participate in any public appearances during the 42 day suspension and must miss at least two performances, which may fall outside the suspension period.~~ Suspensions apply to all activities during the time frame and carry over to the following activity or year when not fully served. No exception is permitted for a learner who becomes a participant in a treatment program; however, before being re-admitted to activities following suspension for the second violation, the learner shall provide documentation issued by the director or a counselor of a chemical dependency treatment center that she/he has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist, or psychologist. In addition, Learners will be ineligible to represent Brookings School District in any school-sanctioned public events or leadership groups including, but not limited to, Homecoming Royalty, Girls/Boys State, Student Council, or Monogram Club for one calendar year from the violation.
- C. **Subsequent Offenses:** After confirmation of the third or subsequent violations, the learner shall lose eligibility to participate in all extra-curricular activities for one calendar year from the date of the violation. ~~the next twelve contests or 84 calendar days in which the learner is a participant, whichever is longer. A learner in a fine arts program will not be allowed to participate in any public appearances during the 84 day suspension and must miss at least three public appearances, which may fall outside the suspension period.~~ Suspensions apply to all activities during the time frame and carry over to the following

~~activity or year when not fully served.~~ If, after the third or subsequent violations, the learner on her/his own volition becomes a participant in a chemical dependency program or treatment program, the learner may be certified for reinstatement in activities after **serv**ing a minimum **suspension of 60 % of the scheduled events of the current or next activity that the Learner participates in** ~~of eight contests or 56 calendar days.~~ Such certification must be issued by the director or a counselor of a chemical dependency treatment center and provided in writing to the Activities Director. **In addition, the Learner will be ineligible to represent Brookings School District in any school-sanctioned public events or leadership groups including, but not limited to, Homecoming Royalty, Girls/Boys State, Student Council, or Monogram Club for one calendar year from the violation.**

### **Grievance Procedure**

A learner penalized for violating the Code of Conduct may file form "[JFH](#)" with the building principal, indicating the following:

1. A rule is unfair;
2. A rule in practice discriminates against or between learners based on gender, age, race, color, religion, national origin, or handicap;
3. School personnel used an unfair procedure in assessing a form of punishment against a learner.

**Adopted: 05/1 1/1987 (51 I P9)**

**Revised: 06/13/1994**

**Revised: 08/11/1997**

**Revised: 06/12/2000**

**Revised: 01/08/ 2007**

**Reviewed: 08/12/201**

## BROOKINGS HIGH SCHOOL ACADEMIC REQUIREMENTS

To be eligible to compete in interscholastic activities at BHS a learner must pass the minimum amount of coursework/credits that keeps them on track to graduate. That means a minimum of 5 credits of coursework must be taken two years and a minimum of 6 credits of coursework taken the other two years. Learners must pass all courses they are enrolled in to remain eligible for extra-curricular activities. Grades will be checked at the end of each 9 weeks. If a Learner is failing any class, they will become ineligible for 2 weeks, at which point grades will be rechecked. During that 2 weeks, Learners may practice but will not be allowed to participate in any interscholastic contest nor will they be able to make any public appearance with their team. If a Learner's grades are all above passing at the 2 week recheck, they will become eligible. If any grade remains below passing, the Learner will be ineligible for the remainder of the semester. All eligibility checks will be made by the Activities Director and/or the High School Principal.

~~To participate in activities a learner must have passed a minimum of 2.0 units of high school credit the previous semester, be enrolled in and attend a minimum of 2.0 units of high school credit in the current semester, and be passing a minimum of 2.0 units of high school credit at mid-term and quarter. If the 2.0 units are not earned the previous semester, the learner is ineligible for the next semester. If a learner is not passing 2.0 units at mid-term and quarter, the learner is ineligible until he/she is passing 2.0 units, with determination of eligibility to take place no sooner than 1 week following initial eligibility check. This means a learner is ineligible for a minimum of 1 week. All eligibility checks are to be completed by the high school principal.~~

## BROOKINGS HIGH SCHOOL ATTENDANCE POLICY

A learner who is absent without permission of the building principal will neither practice nor participate in an event or travel on that **or the following day. The timeline of the suspension from participation will be determined by the administration's evaluation of the validity of the absence.** Learners with an excused absence may participate in all respects unless the absence is due to illness **that results in the Learner not being in attendance by noon on a regular day of scheduled school or in attendance for at least one Block Period prior to a contest or bus departure.** ~~Learners who have been excused due to illness must be in attendance for at least one Block Period prior to either a contest or trip.~~ Learners who are absent 20 or more days during a semester will be dropped from all activities unless the absences were excused for health reasons. Learners may not participate in activities during a period of out-of-school suspension.

**Attendance:** All learners will be allowed **10 unexcused absences** per semester.

After **7 unexcused absences** in one or more classes per semester, school personnel will send a letter to parent or guardian.

After **10 unexcused absences** in one or more classes per semester, learners are considered excessively absent and a letter will be sent to parent/guardian. Henceforth, the learner will only be excused in the case of serious illness (doctor's verification necessary within 2 days of absence) or other extenuating circumstances. If the learner is failing the class, he/she may be removed from that class (replaced with study hall) and will no longer receive credit.



\*\*Learners/parents may appeal the decision of the school administration to drop the learner from class (es) by making a request to the principal or assistant principal.

### **Excessive Absences**

- 1) When a learner has accumulated 10 unexcused absences in one or more classes.
- 2) **No credit for work missed will be provided.**
- 3) Parents may contact administration to discuss excessive absences. Administration has the right to be flexible with granting no credit for work missed.

Learners 18 years old or older who have excessive absences may be dropped from all classes; they may be considered for re-enrollment the following semester.

Absences will be classified as excused or unexcused.

Excused Absences include but are not limited to: funeral, family emergency, court, illness, surgery, religious holidays, hazardous weather, parent request, school-sponsored and school-recognized activities, college visits

Unexcused Absences include but are not limited to: hair appointments, tanning appointments, staying at home to study for a test, truancy, out of school suspension

~~Learners have 2 days to~~ **Learners must** clear absences. **prior to the next scheduled practice, event or travel.** If absence is not cleared by parent/guardian, the absence will be considered **unexcused** ~~truancy~~ and the discipline policy will apply.

Due to [SDCL 13-27-1](#) (Compulsory School Attendance), caregivers are required by law to send their child (ren) (six years – eighteen years old) to school on a regular basis. After 10 unexcused absences, the Brookings School District will submit a truancy report to law enforcement indicating missed classes/days of school. Law enforcement will submit all truancy requests to the Deputy State’s Attorney’s office.

## ATHLETIC AWARDS

Basketball, competitive cheer, competitive dance, cross country, football, golf, gymnastics, sideline cheer, soccer, softball, tennis, track & field, volleyball, and wrestling are the interscholastic sports which are sponsored by Brookings High School. Basketball, cross country, football, golf, tennis, track and field, volleyball, and wrestling are sponsored at the Mickelson Middle School. Baseball, clay shooting, bowling, tae kwon do, and swimming are recognized as club sports at Brookings High School.

Athletes must complete a season in “good standing” in order to either be eligible for any award or to earn credit for special awards. If either a hardship case or extenuating circumstances exist, that may warrant special consideration of whether or not an athlete should or should not receive an award, the head coach and/or staff will make a recommendation to the activities director for a final decision.

Brookings High School holds an Annual Athletics Awards banquet that recognizes special achievements in and contributions to Bobcat Varsity Interscholastic Athletics and Club Sports.

### Major Award – Varsity Letter

Each athlete will receive a varsity letter and a Sports Pin when they, first, meet the athletic department competition requirements through varsity competition in any sport. ~~Boys are awarded a black letter, and girls earn a red letter.~~ Each time the participant letters they will receive a Gold Bar in Addition to the Sport of Activity pin they receive during their first letter in that sport or activity.

Winning a letter in each sport involves many variables, exceptions, and unique situations. As a result, defining a number of quarters or games or time to determine a Letterwinner is neither practical nor fair. Thus, the standard used to determine if an athlete is a Letterwinner or not will be this: A head coach/advisor will award a Letter at his/her discretion based on whether or not he/she deems an athlete to have made a significant & consistent contribution to the varsity program that season.

~~**Basketball, Football and Soccer:** Must compete in one half of the total quarters or halves of the regular season schedule.~~

~~**Golf, Gymnastics, Tennis and Wrestling:** Must compete in one half of the regular season schedule or place in either an ESD, Regional, or State Tournament.~~

~~**Cross Country:** Must compete in one half of the regular season schedule or place at an invitational meet, the ESD meet, or the State meet.~~

~~**Track and Field:** Must compete in one half of the regular season schedule or earn a total of twelve (12) points during the season, place in either the ESD meet or the Howard Wood Dakota Relays, or qualify for the State meet in accordance with SDHSAA standards.~~

~~**Volleyball, Competitive Cheer, Competitive Dance & Softball:** Must compete in one half of the~~

regular season schedule.

**Sideline Cheer:** ~~Attend at least 90% of all games, practices and training sessions unless approved by the coach.~~

**Managers:** ~~Must complete two seasons in the same sport.~~

**Team:** ~~When a team wins either ESD or State Championship, the entire varsity squad may earn letters with the coach's recommendation.~~

**Seniors:** ~~Who have completed both their junior and senior seasons in the same sport, but who have not attained the competition requirements, will qualify for a varsity letter when recommended by the coaching staff.~~

**Recognized Club Sports:** ~~Criteria as approved by the Activities Administrator~~

### **Scholar Athlete**

Each varsity athlete, who earns a grade point average of 3.5 during the quarter of participation, will be recognized with a Varsity Scholar Athlete Certificate.

### **Varsity – MVP, MInsP, MImP**

At the conclusion of each athletic season, teams select a Most Valuable, Most Inspirational, and Most Improved athlete. These athletes are recognized with an individual plaque at the postseason awards banquet as well as on a school plaque in the athletic department trophy case.

### **Outstanding Senior Athlete**

As an incentive for multi-sport participation, this special award can be earned by any senior athlete, who participates in an interscholastic sport during each session in their junior year and letters during three seasons in their senior year.

### **White Letter – Coaches’ Award**

The white letter award was initiated by the Bobcat Head Coaches, as a special incentive to participate in multiple, interscholastic sports. It acknowledges outstanding interscholastic athletics as well as club sport and activity participation. Recipients must earn 30 points – during three consecutive years – and must continue to participate in the sports in which they have earned a major award (or in another sport during those seasons). Note: each recipient must earn a minimum of three varsity letters (15 points) in interscholastic sports in order to qualify for the white letter. This special coaches’ award remains the property of the athletic department until graduation, and may be revoked either due to a lapse in participation or learner misconduct. The white letter is awarded at the Annual Athletic Awards banquet and pictures of white letter recipients are displayed above the athletic department trophy cases. White letter recipients who continue to participate, in all sports – in which points have been earned during their senior year, will be awarded a white letter plaque at the annual awards banquet.

#### White Letter Points

Frosh Sports-1 point	Soph Sports-1 point	Junior Sports-1 point	Varsity Scholar Athlete-1 point
Varsity Letter-1 point	Most Valuable-1 point	Most Improved-1 point	Most Inspirational-1 point
Varsity Manager-1 point	O-S-S Cond.-1 point	NHS Member-1 point	Outstanding Sr. Athlete-1 point
Monogram Club-1 point	Monogram Officer-1 point	FFA/FCCLA-1 point	Learner Govt.-1 point
Band/Orch/Choir-1 point	Debate/Oral Interp-1 point	Drama/Improv-1 point	Learner Publication-1 point

### **MICKELSON MIDDLE SCHOOL**

#### **Certificates**

Each athlete who completes a season in “good standing” will receive a certificate of participation.

#### **Bobcat Award**

Athletes that earn a total of 25 points as a result of athletic as well as non-athletic participation will be awarded the Certificate. In order to qualify for a Bobcat award, the athlete must earn 50% (6) of the competition points (12).

## PARENT or GUARDIAN & COACH COMMUNICATION

Parenting and coaching are both extremely difficult vocations. Mutual understanding and respect contributes to the acceptance of the actions of both parties for the greater benefit of the learner. As parents or guardians, you need to understand the expectations of specific programs. **You can expect your child's coach to communicate:**

1. Philosophy
2. Expectations of your child as a squad member.
3. The potential for injury and risk management procedures.
4. Learner conduct responsibilities and consequences.

As your child becomes involved in activities, he/she will experience some very rewarding moments and have the opportunity to learn many of life's lessons. There may be times when your child and/or you may be disappointed. Please encourage your child to communicate questions and concerns directly to the coach(es) by following the procedures listed below:

1. Learner communicates with grade level coach.
2. Learner and grade level coach communicate with the head coach.
3. Learner and parents communicate with coaches and activities director.

Coaches are professionals who are involved in highly competitive, interscholastic sports. They are expected to make team decisions, based upon what they believe is best for all participants. Certain issues must be left to the discretion of the coach. **Topics that are not appropriate to discuss with the coach include:**

1. The playing time of team members.
2. Team strategy.
3. Play calling.
4. Other athletes.

Neither a learner or a parent/guardian are to confront a coach either before or after a contest or practice. These times can be emotional for both parents/guardians and coaches. Meetings of this nature do not promote the resolution of issues.

## FUNDAMENTALS OF SPORTSMANSHIP

Reprinted from the SDHSAA Newsletter

One of the missions of co-curricular school activities is to serve as an extension of the classroom.

There are strong lessons to be learned in athletics, speech and music. One of those lessons is to set and maintain high standards of sportsmanship, ethics and integrity in our schools and our society. It is up to each of us to provide the direction under which good sportsmanship can prosper and have a positive impact on our society.

As we begin the school year, please take a few minutes to emphasize to your learners, coaches, and fans what is expected of them at an athletic event as a competitor or spectator. After all, such events are an extension of the school day, and we should expect the same type of respectful behavior exhibited in the athletic arena as we do in the classroom. We urge you to ask your community to demonstrate self-control and self-discipline and at the same time, enjoy the games.

Everyone should keep the following fundamentals in mind while attending a high school event.

- ▶ **Gain an Understanding and Appreciation for the Rules of the Contest.** The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on the officials, coaches, players or administrative decisions.
- ▶ **Exercise Representative Behavior at All Times.** Good sportsmanship requires one to understand personal prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies on everyone exhibiting behavior which is representatives of a sound value system.
- ▶ **Recognize and Appreciate Skilled Performance Regardless of Affiliation.** Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship, but also reflects a true awareness of the game by recognizing and acknowledging quality.
- ▶ **Exhibit Respect for the Officials.** The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by those involved in the contest are part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on the officials.
- ▶ **Display Respect for Opponents.** Opponents are guests and should be treated cordially, and with thoughtfulness. They should be treated the same as a guest in your own home.
- ▶ **Display Pride in Your Actions at Every Opportunity.** Never allow your ego to interfere with good judgment. Regardless of whether you are a learner, player, coach or official, this value is paramount since it suggests that you care about yourself and how others perceive you.
- ▶ **Always Practice the Golden Rule.** Always treat others the way you would expect them to treat you.

**Remember: Sportsmanship Begins With You!**