



STUDENT ACTIVITY ADVISORS HANDBOOK

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BROOKINGS BOBCATS

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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 student outcomes will be achieved through participation in student activities. The students in the Brookings School District are fortunate to be the beneficiaries of a varied program of student 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 student 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 student clubs and organizations.

MISSION STATEMENT

The mission of the Brookings School District is to ensure that all students graduate with the knowledge and skills for continuous development as productive, global citizens through a partnership of school, family and community in a dynamic, healthy environment.

CORE VALUES OF THE ACTIVITIES DEPARTMENT

Citizenship
Achievement
Teamwork
Service

PHILOSOPHY

Student activities are an important part of the educational program, and are instrumental in attaining the goals and student 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 student activities is a valid predictor of adult success in careers and community.

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

There are several parameters – Board of Education policies, SDHSAA and ESDAC 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 students – individually and collectively – will be considered when making educational decisions.”

OBJECTIVES

The program of student activities will assist each participant in:

- Learning the wise use of leisure time.
- The constructive use of their unique talents and skills.
- Developing new recreational and a 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.

STUDENT ACTIVITIES: LABORATORIES FOR SUCCESS

Student activities have been referred to by a variety of names since their origin around 1870. The outdated term, extracurricular, gave the impression that such activities were of little educational significance. Currently, however, the terms co-curricular and the third curriculum, have gained wide acceptance as student activities have been recognized as major components of the total school program. The improved status of student activities parallels a shift in educational value positions. Schools with a rigid academic perspective do not hold student activities in high regard due to their narrow focus on the pursuit of academic excellence and the transmission of formal knowledge. Schools with a developmental perspective, on the other hand, value any experience that enhances the development of students.

Historically, most educators and parents as well as the general public have agreed that academic pursuits are the “main business” of the schools. Recently, however, the development of more diverse skills, necessary to succeed in life, has received increased attention. This trend appears to recognize the demands of an increasingly complex world, characterized by demographic shifts, a knowledge explosion, technological innovation, and revolutionary changes in the workplace.

Dynamic schools change in response to the demands of a changing society. Surveys indicate that the business and industrial world values positive attitudes and abilities such as communication, critical thinking, and problem solving more than academic knowledge in prospective employees. Schools are increasingly being asked to become more involved in socializing students and assisting them in the developmental tasks of adolescence. Skilled, ethical leadership has been identified as one of our nation’s greatest needs. As a consequence of these new demands, learning experiences that teach relevant skills – goal setting, group dynamics, organizational, time management, decision making, human relations, collaboration – which are marketable will increasingly become the responsibility of schools. Co-curricular activities have enormous potential for achieving desirable student outcomes because they represent the practical extension of the academic curriculum by offering unique learning experiences.

The justification of student activities for the attainment of developmental goals is well established in theory as well as practice. Academic success in college is related to such variables as grade point average, class rank, academic track, and standardized test scores. Participation in student activities, however, is the only valid predictor of adult success in careers and community. A review of the empirical research – on the relationship between “extracurricular” participation and adolescent development – concluded that participation in both athletic and non-athletic activities is positively correlated with higher self esteem, improved race relations, increased social and political activism, male academic ability and grades, educational aspirations, feelings of control and lower delinquency rates. Surveys also indicate that one of three students finds co-curricular activities more relevant than academic course work. Furthermore, adults report that participation in student activities was more useful in later life than most academic curriculums.

As schools are restructured, visionary leaders will be searching for more relevant learning experiences that are capable of optimizing the development of all students. The program of student activities is positioned on the “cutting edge” of educational transformation as a laboratory for success. If the needs of all students are to be met, diverse programs – student government, interscholastic and intramural athletics, instrumental, vocal and strings music, speech, drama, publications and spirit, academic and interest organizations – of student activities will be required to provide opportunity. The students in the Brookings School District are extremely fortunate to be the beneficiaries of a varied program of student activities that is led by a staff of highly skilled, experienced, and dedicated activity advisors. These leaders consistently approach their responsibilities with enthusiasm and a commitment to the development of relevant and marketable skills, attitudes, and values in all participants.

Spectators at interscholastic events tend to focus on performance outcomes. The Brookings community can be proud of the accomplishments of its students in a wide variety of competitive events as well as the consistent excellence of noncompetitive activities. But the results that really count – positive student outcomes – will remain constant, win or lose. Most importantly, the benefits of activity participation will not fade over the years like the memories of specific events.

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 student 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 students 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 Student 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 insure 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 student 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. Seven other high schools -- Aberdeen Central, Brandon Valley, Huron, Mitchell, Pierre Riggs, 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 seven boys' and seven 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 student activities office at BHS.

**JOINT-USE AGREEMENT BETWEEN BROOKINGS SCHOOL
DISTRICT
AND THE CITY OF BROOKINGS PARKS & RECREATION
DEPARTMENT**

The Brookings School District and the Brookings Parks and Recreation Department have a “joint use” relationship that enables both entities to expand services to student and adult populations. This mutually beneficial partnership has been in effect for many years.

1. The BPRD owns and maintains most of the grounds and facilities in the Bob Sheldon sports complex at Brookings High School. The BPRD owns and/or maintains athletic fields and playgrounds at other District sites.
2. The BPRD has a history of providing equipment and/or manpower for cooperative projects with the District that have improved outdoor facilities (i.e. playground equipment, fences, bleachers, softball backstops, basketball backboards, sprinkler systems, and field preparation).
3. The BPRD provides facilities and maintenance of same to the District for athletic team practices and contests (i.e. Bob Sheldon complex, Mickelson Middle School, Hillcrest Tennis Courts, and Edgebrook Golf Course).
4. The BPRD provides organization, equipment, and leadership for elementary and high school intramural athletic programs in City and District facilities.
5. The BPRD provides supervision for both “open” and “scheduled” gymnasium opportunities for elementary, middle school, and high school students.
6. The BPRD sponsors the Bobcat Sports Camps during the out-of-season period for Brookings area students under the leadership of District athletic staff.

In exchange for these services, the Brookings School District waives the community use rental fees to enable the BPRD to utilize its gymnasiums, athletic facilities, and pool during “off hours” for the purpose of conducting community recreational programs. During BPRD schedules, for adult or student recreational programs, BPRD staff are in a position of authority in school athletic facilities and over district students. In certain situations, the BPRD also provides custodial services.

The Brookings community has been the recipient of numerous benefits from the joint use relationship. The cooperative efforts of the District and the BPRD have resulted in the availability of a wide variety of recreational opportunities that are conducted in a safe environment. It is the intent of the City of Brookings and the Brookings School District this mutually beneficial partnership continue during future years.

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

**ARTICLE XI
EXTRA DUTY ASSIGNMENT**

A teacher desiring to be released from an extra duty assignment shall initiate the request for release in writing to the Superintendent. Each teacher will be informed in writing of the requests for release allowing an opportunity to request an assignment. The administration will then make every reasonable effort to find a suitable replacement among existing teachers or from among applicants who will be joining the staff for the following year. All positions for which release has been requested shall be advertised with all full time teaching positions.

When a suitable replacement is found, the teacher's request will be granted. If a replacement is not found by the deadline for contracts to be received, then the teacher 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 teacher's 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 consecutive years of requesting release, a teacher who has been in his/her extra duty position for a minimum of eight (8) years will be allowed to remove the extra duty assignment from his/her contract.

Note: Staff members are encouraged to regularly review the Position Openings that are posted via e-mail by the Brookings School District. Any staff member with an interest in extra duty opening should apply in writing to the Activities Administrator (or make contact at 696-4112 for further information.)

STAFF DEVELOPMENT

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 student.

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 students, including the need to ensure that students are under supervision at all times.

In their association with students, 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.

1st Reading: 1/10/94
2nd Reading/Adoption: 2/14/94

STAFF ETHICS/CONFLICT OF INTEREST

Employees of the Brookings School District are not to engage in any activity that conflicts, or raises a reasonable question of conflict, with their responsibilities in the school system. More specifically employee will not:

- Use institutional privileges or school facilities for private gain.
- Solicit or receive compensation other than that allowed by law, for performance of the employee's duties. This precludes, among other things, acceptance of any gratuities, gifts, or favors that might impair or appear to impair professional judgment; and any personal dealings with any individual or entity with whom the employee, on behalf of the district, has any direct or indirect contact for purposes of obtaining from such individual or entity noncompetitive contracts, services, or materials.
- Knowingly authorize or employ the authority or influence of the employee's office to secure authorization of any public contract in which the employee, a member of the family, or any business associates has an interest.
- Offer any favor, service, or thing of value to obtain special advantage.
- Receive compensation for tutoring any student whom they currently instruct.
- Permit commercial exploitation of the employee's professional position.
- Engage in selling any of the following merchandise or services for personal profit to students or parents in the attendance area served by the schools in which they work: instructional supplies and equipment; reference books; or educational tours.
- Furnish lists of students or parents to anyone selling such materials or services.

1st Reading: 1/10/94
2nd Reading/Adoption: 2/14/94

STUDENT ACTIVITIES

Participation in student activities is the best predictor of adult success and is correlated with other positive-student 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 student is encouraged to participate in the program of student activities.

Because participation in student activities is a privilege, students 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 student body, the establishment of student 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 students and be consistent with the mission and beliefs of the district.
4. There must be sufficient student interest to warrant the formation or continuance of the organization.
5. Student clubs and organizations must be approved by the building administration.
6. Student 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: 5/9/94

2nd Reading/Adopted: 6/13/94

INCLEMENT WEATHER

If school is cancelled 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 questions, 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.

1st Reading: 11/8/10
2nd Reading/Adoption: 12/13/10

STUDENT TRAVEL

Building administrators should closely monitor all student travel in accordance with the following guidelines.

1. A building administrator must approve all student 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 students 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, aunt/uncle 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 Activities Administrator or Principal may (upon receiving a transportation waiver) grant permission for the parent/guardian to designate a “responsible adult” to transport the student on their behalf. In no instance, however, will students either provide their own transportation or travel with anyone other than the individuals listed above to out of town events.
5. Lodging and meal arrangements must be approved by the building administrator.
6. On overnight trips, a minimum of one adult chaperone per 20 students 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.
7. When students are not occupied with “trip” activities, other properly chaperoned recreational and educational activities may be scheduled.

Adopted 1/12/76 (guidelines for student travel 5135)

1st Reading: 5/9/94
2nd Reading/Adoption: 6/13/94
Rev. 1st Reading: 12/13/10
Rev. 2nd Reading: 1/10/11

ACTIVITY SCHEDULING

The Activities Administrator is responsible for coordinating the scheduling of all student activities within the school calendar as well as coordinating the intramural programs in the schools with the BPRD. 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 Church Night. The scheduling of school events, past 6:00pm on Wednesday's 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 principals only when the conflict in scheduling cannot be avoided. When a conflict appears to be unavoidable, it is the responsibility of the building principal to notify the Brookings Ministerial Association, far enough in advance, so that church schedules can be adjusted around the conflict.
2. Practices, meetings, appearances, and events involving students will not ordinarily be conducted by school groups on Sunday. In extenuating circumstances, the building principal may grant an exception with proper notification to parent(s)/guardian and to the ministerial association.
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. Students 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 students 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 student 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, student safety, and the potential educational benefits. Approval will be contingent upon compliance with the administrative guidelines on student travel (JJA).

Adopted prior to 1976 (5130.1)

1st Reading: 5/9/94

2nd Reading/Adoption: 6/13/94

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 Coaches Association
 - b. Show proof of a course in the methods of coaching the specific sport.
 - c. Show proof of a course in the care and prevention of athletic injuries.
5. All participants must.
 - a. Reside within the boundaries of the Brookings School District, or be enrolled as a student 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 an 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 (7” B) or the minor (4” B) must be approved by the Activities Administrator in accordance with department policy. The organization will be responsible for the expense of the awards. Brookings High School (BHS) students will receive only one major award (letter). Participation in recognized club sports will be recorded on the official student transcript.
7. The Activities Administrator 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 Administrator to ensure compliance with the terms of this agreement.

1st Reading: 11/10/97

2nd Reading/Adoption 12/8/97

DISTRICT RECOGNITION OF NON-SCHOOL ACADEMIC CLUBS

The Board of Education will consider “requests for recognition” from non-school organizations that sponsor clubs for students 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 student interest to warrant the formation of the organization.
 - d. The advisor(s) must operate in accordance with the Brookings Student Activity Advisors Handbook.
4. All of the organization’s participants will either reside within the boundaries of the Brookings School District or be enrolled as a student in the Brookings School District.
5. All participants must abide with district, building and activity department regulations as deemed applicable by 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.

1st Reading: 10/11/04

2nd Reading/Adopted 10/8/04

STUDENT CONDUCT-STUDENT ACTIVITIES

General Statement of Philosophy:

The Brookings School District (BSD) encourages students 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. Student participation in student activities is a privilege, rather than a right, and
2. Students who voluntarily exercise the privilege of participating in student activities shall, consequently, be expected to exemplify high standards of behavior, and
3. The program of student activities should address the need for good order and a concern for student health and safety.

Definitions:

1. "Extracurricular activity" shall apply to all performing or competitive activities as follows: all interscholastic sports sponsored by or club sports recognized by the BSD as well as Drama, Student Council, Band, Bobcat, Broboca, Choir, Debate, Oral Interpretation, Orchestra, Cheerleading, Dance Team, Improvisational Theatre, FFA, FCCLA, and any other performing or competitive sports or activities that are either sponsored or recognized by the BSD 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. "Public appearance" shall include, but not be restricted to, the recognized schedule of performance, competitive events, and trips.
4. "Year-round" shall mean 24-hours a day, 365 days a year.
 - A. Conduct violations for seventh and eighth grade students shall commence on the first day of each school year.
 - B. Conduct violations for high school students shall commence on the first day of the freshman year of 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. Students participating in extracurricular activities will be adjudicated and begin in suspension when a conduct violation becomes evident. Students 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 student 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 student; or
 - D. An observed violation reported by a staff member.

General Polity Statements:

1. The Code of Conduct is in force, year-round, for all students 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. All other crimes as defined in this polity are a violation of the Code of Conduct.
4. The BSD will utilize and comply with all South Dakota Codified Laws in the implementation of this policy.
5. Student leaving eighth (8th) grade will have their previous violations expunged.
6. Conduct violations are cumulative from grades nine (9) through twelve (12). All violations will, however, be expunged after eighteen (18) months without further violations, with the exception of violations of SDCL 13-32-9.
7. A student must successfully complete an activity season in order to satisfy a suspension.
8. The principal, or the principal's designee, shall be responsible for the fair and equitable administration of the Code of Conduct.
9. Students in violation of the Code of Conduct are subject to the following consequences.

Consequences:

1. SDCL 13-32-9 Violation

- A. First Violation – any person adjudicated, convicted, the subject of an informal adjustment or court approved juvenile diversion program, or the subject of a suspended imposition of sentence for possession, use or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling or otherwise taking into the body any substances as prohibited by 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.
- B. Subsequent Violation – that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education.

2. Non-SDCL 13-32-0 Violations and Crimes (See Exhibit JJC-E)

- A. First Violation – suspension from participation in all public appearances in all extracurricular activities until four (4) points are served.
- B. Second Violation – suspension from participation in all public appearances in all extracurricular activities until twelve (12) points are served.
- C. Subsequent Violations – suspension from participation in all public appearances in all extracurricular activities until thirty-six (36) points are served.
- D. Suspension Reduction (Second and Subsequent Violations) – consequences may be reduced by fifty percent (50%) if the student agrees to enroll in, and successfully completes a rehabilitation program, approved by school officials. If the student fails to successfully complete the program requirements, the consequences will be reinstated.

<u>Category</u>	<u>Extracurricular Activity</u>	<u>Points</u>
I	Bobcat, Broboca, Drama, Student Council, FFA, FCCLA	5
II	Choir, Orchestra, Dance Team	4
III	Football, Cross Country, Oral Interpretation, Improv	3
IV	Golf, Tennis, Wrestling, Gymnastics, Track&Field, Debate	2
V	Volleyball, Basketball, Band	1
VI	Sideline Cheerleading	(See specific report)
VII	Recognized Club Sports & Activities	(Determined by School Officials)

Evaluation and Treatment (First Violation – Alcohol):

A student in violation of the possession, use or distribution of alcoholic beverages will be referred to the East Central Health and Chemical Dependency Center of Brookings, or other similar agency as approved by school officials. The total cost of such referral will be borne by the student. Arrangements shall be made for information, gathered during the evaluation process, to be forwarded to the building principal along with agency recommendations for further treatment. Compliance with treatment recommendations is mandatory. Students who fail to complete the scheduled evaluation or treatment will not be allowed to participate in any public appearances of any student activity.

Grievance Procedure

A student penalized for violating the Code of Conduct may file form “JII-E” with the building principal, indicating the following: That:

- 1. A rule is unfair;
- 2. A rule in practice discriminates against or between students 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 student.

Adopted 5/11/87 (511P9)
Revised: 9/13/94
Revised: 8/11/97
Revised: 6/12/00
Revised: 1/8/07

FUNDRAISING & FUND MANAGEMENT

The Board believes that it is poor policy to solicit money from the general public or from students in order to meet the needs of the schools. It shall be the policy of the Board to familiarize the constituency of the district with the needs of the schools and to request that the taxpayers pay sufficient taxes to provide for school programs.

The Board, however, realizes that educational funding is frequently insufficient to meet all of the needs of the students. 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 in behalf of the students. The board authorizes the educational staff to solicit and accept gifts with the approval of building administrators when such gifts are needed and are consistent with the mission, beliefs, objectives, and strategies of the Brookings School District. The Board encourages building administrators to make the superintendent of the schools aware before major gifts are accepted.

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 students and booster organizations to engage in fundraising to support certain approved student 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 students, teachers or administrators. Fundraising activities which require an excessive amount of school time will be denied by the building administrator.
2. Student contributions of time, labor, and money shall be voluntary, and shall not be associated with the privilege of participating in a student activity. Participation in certain events, however, may require student contributions (i.e. marching band tour).
3. Student participation in fundraising activities requires prior approval by building administrators. Requests for students to participate in fundraising activities or solicitations must be justified on the basis of the educational, civic, social or ethical development of students. Fundraising activities, designed to promote or advertise an ideology are not to be allowed.
4. 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 both the organizational advisor and the administrator in charge of the specific 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.
5. When students are involved in a fundraising activity, all revenue must be promptly deposited in the appropriate activity fund through the business office. Reserves shall be limited to balances necessary to begin the following year's operations, unless a long range major project/tip has been approved by building administrators. Monies raised by student organizations must be expended solely for the benefit of students.

6. If a designated gift is accepted, it must be expended according to the donor's wishes. Acceptance of a gift or fundraising revenue, however, does not entitle the donor or benevolent organization to a position of influence, preferential treatment, or decision making authority.
7. When appropriate, the faculty advisor may be required to submit for approval a yearly budget, listing proposed activities and projected revenue and expenditures.
8. All fundraisers by school district employees must have prior approval by appropriate Administrators or Supervisors.
9. All district employees must fill out a "Brookings School District 5-1 Fundraising Proposal" prior to doing a fundraiser activity.

In order to properly receive and disburse gifts and fundraising revenue, the Board authorizes the establishment and maintenance of separate Trust & Agency accounts which shall be the only authorized depository fund for student activities, clubs, and organizations. A building administrator shall be responsible for the proper administration of the financial activities of each student activity account in accordance with the provisions of state law and appropriate accounting practices and procedures. All payments made from the Trust & Agency Funds shall have the prior approval of the faculty advisor and the appropriate administrator. The annual district audit shall include an audit of student activity funds. Payment for the audit shall be made from district funds.

Student Activities Fund Management 5135 Adopted 8/13/73

<i>Revision</i>	<i>10/23/93</i>
<i>1st Reading</i>	<i>5/9/94</i>
<i>2nd Reading/Adoption</i>	<i>6/13/94</i>
<i>Revision</i>	<i>11/5/07</i>
<i>1st Reading</i>	<i>11/12/07</i>
<i>2nd Reading/Adoption</i>	<i>12/10/07</i>

HAZING

Hazing of any student or person who may become a student in the Brookings Public Schools is absolutely prohibited at any time of the year. Any student of Brookings Public School who shall in any manner participate in the hazing of any student or person who may become a student in the Brookings Public Schools shall be subject to rigid disciplinary action by the administration. This may include the barring of the participant from any or all forms of co-curricular activity in the public school, or such other action as the administration may deem advisable. (Refer to JICB-R, Student Conduct policy.)

Adopted prior to 1976 (5131)

1st Reading: 5/9/94

2nd Reading/Adoption: 6/13/94

PHYSICAL EXAMINATIONS

The District recommends that all students in kindergarten, grade six, and grade nine have a physical examination administered by a licensed physician, the cost of such examination to be borne by the parent(s)/guardian. It is a requirement that all students who participate in interscholastic athletics at the high school level (9-12) have an annual physical, in accordance with SDHSAA regulations. The cost of which is to be borne by the individual. It should be noted that the SDHSAA physical examination will suffice for grade nine, but the 9th grade physical examination will not be acceptable to SDHSAA. Parent(s)/guardians of middle school students are encouraged to schedule an SDHSAA physical examination for their child prior to interscholastic athletic participation.

Adopted prior to 1976

<i>1st Reading</i>	<i>5/9/94</i>
<i>2nd Reading/Adopted</i>	<i>6/13/94</i>
<i>Revision</i>	
<i>1st Reading</i>	<i>12/11/95</i>
<i>2nd Reading</i>	<i>1/8/96</i>

MIDDLE SCHOOL ATHLETIC POLICY

Sponsorship of interscholastic sports and student 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. Students 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 student's advancement from the 7th grade team to the 8th grade team to avoid the risk of injury to other students.
2. Advanced placement of middle school students 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 students 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), students 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, middle school athletic manager and 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 Administrator. Once the Activities Administrator accepts the completed form, he/she will conduct an Advanced Athletic Placement Committee Hearing. Attendance at the hearing may include parents, guardians, petitioning student athlete, parent invitees, coaching staff, middle school athletic manager, middle school principal, and activities administrator. Voting members of the committee will include the middle school principal, middle school athletic manager and activities administrator. At a minimum, the committee must consider the following:

- Relationship of placement to student development
- Compliance with SDHSAA and local regulations
- Academic, social and emotional readiness for advancement
- Potential impact of advancement on other students and programs

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 student'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 student must desire advancement and understand and agree to all expectations.
 4. An SDHSAA Physical Examination is required before any student may practice or compete at the high school (9-12) level. The student and coaching staff must remain in compliance with all local and SDHSAA rules of participation in interscholastic athletics.
 5. The student must demonstrate academic, social and emotional readiness for advancement.
 6. These criteria must be maintained in order for the student to remain at the high school level.

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

Adopted 11/14/83 (Revised 5/10/93)
1st Reading *5/9/94*
2nd Reading/Adopted *6/13/94*
Revision:
1st Reading *7/9/01*
2nd Reading/Adopted *8/13/01*

OPEN GYM

As a result of the joint use agreement between the Brookings School District (BSD) and the City Parks & Recreation Department (BPRD), the city sponsors a recreational program that includes: open gym, gym rental, conditioning, intramural sports and “Bobcat” sports camps 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 students. The BPRD Open Gym schedule, however, does not accommodate the needs of students 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 students during the summer months and/or school year provided the following criteria are followed.

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 students 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 student 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. The person in charge of supervising open gym may not coach. This restriction includes, but is not limited to, the teaching of fundamentals for a specific sport. In this regard, organized practice sessions during open gyms are prohibited.
 - b. High school coaches may supervise open gyms.

Many students that choose to participate in open gym, however, are also involved in athletics programs. The BHS Athletics Department believes that most student athletes benefit from multi-sport participation, rather than sport specialization. Because open gym involves participation by both in-season and out-of-season student-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.

PUBLIC CONDUCT ON SCHOOL PROPERTY

PREAMBLE

The School Board recognizes that education of children is a process that involves a partnership between a child's parents, teacher, school administrators, and other school and school board personnel. The School Board recognizes that parental participation in their child's educational process through parent/teacher conferences, classroom visitation, serving as a school volunteer, serving as a field trip chaperone, PTA participation, and other such service is critical to a child's educational success. For that reason the School Board welcomes and encourages parental participation in the life of their child's school.

However, from time to time parents and other visitors to schools and school district facilities sometimes act in a manner that is disruptive of a school or other school district facility and which is threatening and/or intimidating to school and district employees.

The purpose of this policy is to provide rules of conduct for parents, other visitors to schools, and school district employees which permit and encourage communication between parents, other persons, and school and district personnel concerning students or other matters and to encourage participation in school or district activities, while at the same time enabling the School Board to identify the deal with those behaviors which are inappropriate and disruptive to the operation of a school or other school district facility.

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. It is not the intent of the School Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, and parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

POLICY

1. Expected Level of Behavior
 - a. School and school district personnel will treat parents and other members of the public with courtesy and respect.
 - b. Parents and other visitors to schools and school district facilities will treat teachers, school administrators, other school staff, and district employees with courtesy and respect.

2. Unacceptable/Disruptive Behavior

- a. Disruptive behavior includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public.
- b. Using loud and/or offensive language, swearing, cursing, using profane language, or display of temper.
- c. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- d. Damaging or destroying school or school board property.
- e. Any other behavior which disrupts the orderly operation of a school, a school classroom, or any other school board facility.
- f. Abusive, threatening, or obscene email or voice mail messages.

3. Parent Recourse

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor.

4. Authority of School Personnel

- a. Authority To Direct Persons to Leave School or School Board premises: Any individual who: (1) disrupts or threatens to disrupt school or school district operations; (2) threatens to or attempts to do or does physical harm to school board personnel, students, or others lawfully on a school or school board premises; (3) threatens the health or safety of students, school board personnel, or others lawfully on a school or school board premises; (4) intentionally causes damage to school, school board property, or property of others lawfully on a school campus or school board premises; (5) uses loud or offensive language; or who without authorization comes on a school or other school board facility may be directed to leave the school or school board premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of school, any district level administrator including the superintendent of schools. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the offender threatens personal harm, the employee may contact law enforcement.
- b. Authority to Deal with Persons who are verbally abusive. If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on a school or school board premises, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request

that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

- c. Abusive, threatening, or obscene email or voice mail messages. If any district employee receives an email or voice mail message which is abusive, threatening, or obscene, the employee is not obligated to respond to the email or return the telephone call. The employee may save the message and contact the superintendent. If the message threatens personal harm, the employee may contact law enforcement.
5. Legislative Intent. It is the intent of the School board to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. It is not the intent of the School Board, however, to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, and parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

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 Student Conduct – Student Activity and Hazing and post them in the activity area.
3. Discuss any additional rules and expectations. These may not be contrary to the Student 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.
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 student activity card 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 student participation. Because activities are developmentally beneficial, however, advisors are encouraged to involve as many students 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, students 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 (try outs), 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 students cannot participate on sub-varsity athletic teams. Allowing seniors to participate on varsity teams, takes developmental opportunities from underclass students.
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 (mangers, 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 students 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.

A goal of the activities department is to have every student involved in the program of student activities due to their value in predicting adult success. The unfortunate reality is that many programs have difficulty with the retention of members and need to actively recruit participants while many students are not affiliated with any positive peer group.

When organizing, planning, and administering activities, advisors should give attention to surveys of the participation motives of student-athletes.

THE MOST IMPORTANT REASONS I PLAY
MY BEST SCHOOL SPORT

BOYS

1. To have fun
2. To improve skills
3. For the excitement of competition
4. To do something I'm good at
5. To stay in shape
6. For the challenge of competition
7. To be part of a team competition
8. To win
9. To go to a higher level of competition
10. To get exercise
11. To learn new skills
12. For the team spirit

GIRLS

1. To have fun
2. To stay in shape
3. To get exercise
4. To improve skills
5. To do something I'm good at
6. To be part of a team
7. For the excitement of competition
8. To learn new skills
9. For the team spirit
10. For the challenge of competition
11. To go to a higher level of competition
12. To win

MMS “NO CUT” 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 students 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.

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, 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 contest. 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 efforts all students the opportunity to develop their skills until they are physically capable of competing.
8. Coaches and directors should reinforce the fact that many MMS students 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 Student Travel Policy – JJA)

Contests and performances should be scheduled so students 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 students ever be permitted to drive any vehicle in conjunction with a school-sponsored trip.

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. Students should be excused from class about 20 minutes before departure. It is the student'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 principal's office.
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. Students 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 student 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, students 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 students to pack a sack lunch.
9. Before vacating a bus or school vehicle, the advisor should supervise clean-up.
10. Upon return, students 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 students 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

Budgetary constraints require activity groups to expend school district funds on items that maximize participation, rather than routinely providing meals and lodging for select groups. When either meals or lodging have been authorized, advisors must have the establishment complete and sign a district voucher and return it to the activities office along with a receipt for payment. The establishment should be asked in advance if it accepts school district vouchers.

Administration will approve lodging on a limited basis when warranted by a combination of early morning departure and lengthy travel. Students 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 students. Whenever possible, a gender appropriate adult should be present for room supervision.

Students should be encouraged to pack sack lunches for most regular season travel. If a meal is planned, students should be advised in advance so they have money. Fast food meals are encouraged as they reduce student expense and travel time. Budgetary constraints no longer allow the school district to provide meals, even on overnight trips. Meals will not be provided on trips to SDHSAA state events either.

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.

Activity_____ Level_____

Coach/Director_____ Year_____

Beginning Date_____ Ending Date_____

Number of Participants (Begin)_____ (End)_____

Schedule of Contests/Public Performances (and results)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Regular Season Record_____

ESD Record_____

Post Season Record_____

State Event_____

Most Valuable Player_____

Most Inspirational Player_____

Most Improved Player_____

Team Statistics (attached)

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

Budget (separate form)

Has all department equipment been collected?	Yes	No	N/A
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If no, have parents been contacted?	Yes	No	N/A
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Are staff evaluations completed?	Yes	No	N/A
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Has a staff meeting been held?	Yes	No	N/A
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Recommendations:

1. Administration

2. Facilities/Equipment

3. Staffing

4. Uniforms/Supplies

Head Coaches – Schedule a meeting with the Activities Administrator.

ATHLETIC AWARDS

Basketball, competitive spirit, cross country, football, golf, gymnastics, tennis, track & field, volleyball, and wrestling are the interscholastic sports which are sponsored by Brookings High School. Basketball, football, track and field, volleyball, and wrestling are sponsored at the Mickelson Middle School. Baseball, bowling, Fastpitch, soccer, 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 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 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. As an incentive to attend the seasonal, athletic awards ceremonies, previous letter winners (in attendance) will be awarded a Bobcat medallion when they earn subsequent major awards. The Bobcat medallion, however, is not an earned award of the BHS athletic department that can be received without the student-athlete’s attendance at award’s night.

1. **Basketball and Football:** Must play in one half of the total quarters of the regular season scheduled.
2. **Golf, Gymnastics, Tennis and Wrestling:** Must compete in one half of the regular season schedule or qualify by placing in either an ESD, Regional or State Tournament.
3. **Cross Country:** Must compete in one half of the regular season schedule and qualify by either placing at an invitational meet, the ESD meet or the State meet.
4. **Track and Field:** Must compete in one half of the regular season schedule and qualify by either earning a total of twelve (12) points during the season, qualifying for the State meet in accordance with SDHSAA standards or placing in either the ESD meet or the Howard Wood Dakota Relays.
5. **Volleyball:** Must play in one half of the total games of the regular season schedule.
6. **Managers:** Must complete two seasons in the same sport.
7. **Team:** When a team wins either ESD or State Championship, the entire varsity squad may earn letters with the coach’s recommendation.
8. **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.
9. **Sideline Cheerleader:** As recommended by the cheerleading advisor.
10. **Recognized Club Sports:** Criteria as approved by the Activities Administrator.

Minor Awards

1. **Freshman:** Each athlete who completes a season in “good standing” will be awarded a certificate with his/her participation record for that school year.
2. **Sophomore:** Each athlete who completes a season in “good standing” will be awarded a set of numerals for his/her year of graduation (boys–black; girls–red). Three-sport participants will earn a set of white numerals.
3. **Juniors:** An athlete who does not meet the competition requirements for a major award, but whom is a member in “good standing” in any sport, will be awarded a 4” junior letter (one per year).

Special Awards

1. **Varsity Scholar Athlete:** Each varsity athlete, who earns a grade point average of 3.50 during the quarter of participation, will be recognized with a certificate.
2. **Varsity Most.....Athlete:** At the conclusion of each athletic season, team members select a Most Valuable, Most Inspirational, and Most Improved athlete. These student athletes are recognized with an individual plaque at the annual awards ceremony as well as on a school display near the athletic department trophy case.
3. **Outstanding Senior Athlete Award:** As an incentive for multi-sport participation, this award can be earned by any senior athlete, who participates in an interscholastic sport during each season 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 athletic 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 student 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.

MICKELSON MIDDLE SCHOOL

Certificates

Each athlete who completes a season in “good standing” will receive a certificate with the participation record for that school.

Chevrons

Athletes who participate in a sport during each season of both their seventh and eighth grade years will be awarded the red chevron.

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 Bobcat patch. In order to qualify for a Bobcat, the athlete must earn 50% (6) of the competition points (12).

OUT OF SEASON CONDITIONING

Participation in a variety of activities, rather than specialization, is beneficial to the optimal development of students. 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 student 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 students, 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 students or the privilege of participation will be rescinded.

1. Students, 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. Students 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. Students 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. Students may not use athletic equipment or facilities in the absence of school district or BPRD supervision.
10. Only BHS students and district staff may use the weight training room and other athletic facilities during BHS and BPRD student programs.

ATTENDANCE

A student who is absent without permission of the building principal will neither practice or participate in an event, or travel on that day. Students with an excused absence may participate in all respects unless the absence is due to illness. Students who have been excused due to illness must be in attendance for the three periods prior to either a contest or trip. Students who are absent 20 or more days during a semester will be dropped from all activities unless the absences were excused for health reasons. Students may not participate in activities during a period of out-of-school suspension.

CARDS (STUDENT ACTIVITY)

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

Educational funding is a continual problem, and many district patrons believe that student 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 students 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 student assistance with set-up and close-up. Advisors should assign specific tasks to students and provide general supervision. The set-up for events in the Mickelson Middle School gymnasium is coordinated by the 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 student 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 students become candidates by completing an application that is available in the activities office. Effective "Bobbies" are enthusiastic and creative in their interactions with the student body and the public and role models of good sportsmanship at athletic contests. "Bobby" works cooperatively with cheerleaders, teams, the band and the student 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

Educators have numerous meetings and commitments, and the various activities have different topics of interest. Consequently, the department will not have a set schedule of meetings. The Activities Administrator will remain in regular contact with program heads. Memos will 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 will be informed of meetings (usually Wednesday evenings) in the form of written agenda. All activity advisors should feel free to request either a general or group meeting at any time. All interested parties are encouraged to attend these meetings or offer input if they are unable to attend.

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 discretely. 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 6-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 with the arrangement in order for the multiple sport 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 director of student activities 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: JJA-B)

If school is cancelled 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 Administrator 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 Activities Administrator 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. Students 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 before the deadline date for game program purposes.

STUDENT ASSISTANTS

Various activity groups involve students (i.e. student manager, video crews, sound/lighting technicians, stage crews, statisticians, etc.) in support assignments. Advisors are encouraged to delegate responsibility to students 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 student assistants understand their role in the group. The relationship should be structured so it is mutually beneficial to both student 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.

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 coaches must have a background check and complete payroll information at the school district offices prior to the beginning their duties. Lay coaches at the high school levels must have coaching credentials per SDHSAA regulations unless they are college students.

Policy IJ

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.

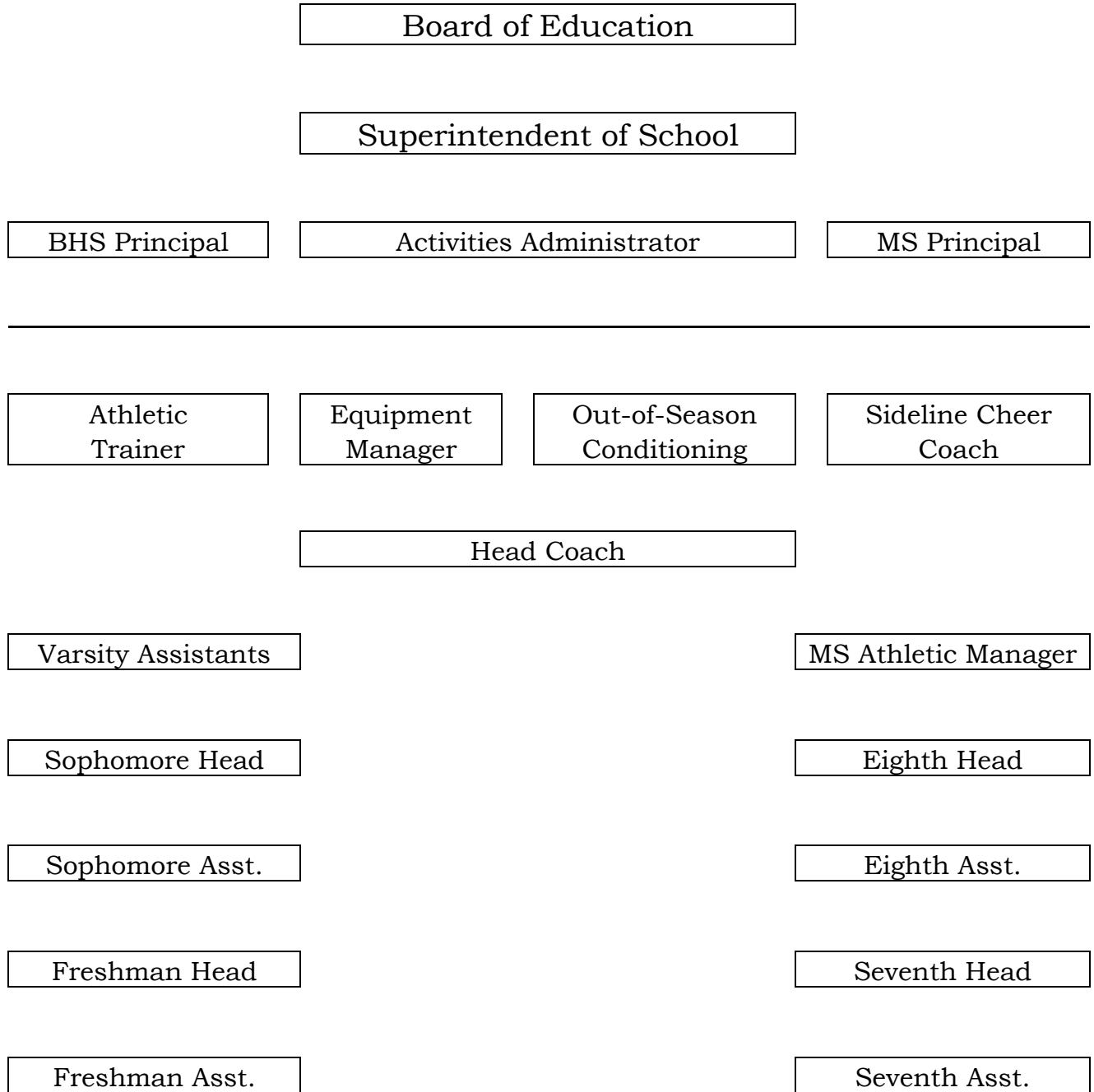
Policy IF offers guidelines for using MPAA rated movies. This describes the adaptations for activity use.

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 student to allow the showing of the motion picture on a bus. Because it is very difficult to justify using an R-movie simply for student entertainment, administrative approval is required.
7. **Alternate Learning Experience.** Alternative transportation for students 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 activities director 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 student body as fundamental in all decisions and actions.
3. Supports the principal 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 students, 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.

Prepared by the NIAAA Professional Development Committee

ACTIVITIES ADMINISTRATOR JOB DESCRIPTION

Position: Activities Administrator

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 student 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 student clubs and organizations in the Brookings School District 5-1.

Contract Length: 12 months

Basic Function: Facilitate the development of desirable student outcomes as a result of participation in the programs in the Department of Student Activities.

Specific Functions: The Activities Administrator 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 students 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 students, 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 Student 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, insure 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 student 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 student activities in accordance with Board of Education Policy.
11. Maintain an organizational manual for all coaches/advisors/directors of student 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, SDIAAAA, SDHSCA and SDHSAA Conferences and meeting as the official representative on 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.

MMS ATHLETIC MANAGER JOB DESCRIPTION

Position: Middle School Athletic Manager

Working Relationship: (line authority):

Reports to: Middle School Principal and Director of Student Activities
Consults with: Activities Department Administrative Assistant, Varsity Head Coaches, Middle School Coaches, Athletic Trainer and Equipment Manager.

Basic Function: To provide support for interscholastic athletic activities and events involving the Mickelson Middle School under the supervision and direction of the Principal(s) and the Director of Student Activities.

Duties and Responsibilities:

1. Coordinate and delegate duties for the preparation for and appropriate supervision of home athletics events.
2. In cooperation with the building principal and custodial staff, insure that athletics facilities are properly maintained and organized for the specific activity.
3. Coordinate with the Activities Department and appropriate coaches for the necessary arrangements (set-up, hosting officials, organizing workers, hosting opponents, game equipment, etc.) for managing athletic events.
4. In collaboration with the Equipment Manager, supervise the middle school coaches in the inventory, storage, and care of athletic department equipment and supplies.
5. Organize and implement a system of recognition for athletics awards.
6. Coordinate and communicate with custodial staff a sports specific plan for hosting home events (i.e. bleachers, game tables, chairs, equipment set-up, lighting, etc.) and facilitating the schedule of practice sessions.
7. In collaboration with the Activities Director and Athletic Trainer, supervise the middle school coaches in the organization and implementation of a risk management plan that considers:
 - a. availability of training supplies.
 - b. procedures for the delivery of first aid services.
 - c. site specific protocols for accessing emergency medical services.
 - d. system for reporting and recording athletic injuries.
 - e. checklists for the inspection, repair and maintenance of athletic facilities.
 - f. forms – parental permission, consent for medical treatment, insurance, etc.
8. Communicate a thorough knowledge of Athletics Department policies to middle school coaches and facilitate and implement the procedures of the Brookings School District in the supervision and management of the middle school athletic program.
9. Mentor middle school coaches, and provide them with feedback related to the performance of their duties.
10. Cooperate with the Brookings Parks and Recreation Department for the organization and implementation of the middle school open gym and scheduled open gym programs.

11. Advise the Activities Director concerning policies and procedures specific to the MMS.
12. Understand and implement the proper administrative line of authority, communicate the philosophy and practices of middle school athletics to parents and the public in a positive manner and refer student and parental complaints through appropriate channels.
13. Perform other duties that are consistent with the position, and/or assigned by the Middle School Principal or Director of Student Activities.

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: Activities Administrator

Supervises: Athletic Training Students

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 assistant with education opportunities for athletic training students.
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 Student Athletes participating in SDHSAA and school sponsored activities. Club sport athletes (i.e. soccer, fastpitch, hockey, swimming, bowling, baseball, etc.) through 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: Activities Administrator

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 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 student managers in the proper use, care and maintenance of equipment.
8. Submits to 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 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:

Activities Administrator, 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 student 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 Activities Administrator.

Administrative Duties:

9. Assists the activities director 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 Activities Administrator and recommends policy or procedural changes.

Student 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 student-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 student managers, statisticians and video crew.
20. Determines routine discipline, provides due process when enforcement is necessary and contacts parents when a student is either a discipline problem, suspended, removed or becomes ineligible. Reports to and consults with the Activities Administrator when the Student Conduct - Student 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 student-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 Activities Administrator and Principal.

Supervises: Student-athletes and team/squad as assigned other assistants coaches and student 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 line of authority and channels of communication as well as the referral of all student 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 Activities Administrator for fulfilling SDHSAA and school district requirements concerning physical examinations, insurance, parental consent, and student eligibility.
8. Supervises the use, inspection, and maintenance of athletic facilities.
9. Provides training rules consistent with the Student Conduct – Student 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 student-athlete has left the premises.
11. Directs student 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 Activities Administrator.

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 student 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 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 student-athletes” as well as a paradigm shift from outdated “standards of practice” to more current “standards of care” that will safeguard student-athletes.

LEGAL DUTIES OWED TO STUDENT-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 students unsupervised in facilities and the failure to control inappropriate behaviors that result 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 environments before further use.

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, 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 circular-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 student 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 students on trips. In extenuating situations, students 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 student 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.

**BROOKINGS HIGH SCHOOL “BOBCATS”
MONOGRAM CLUB CONSTITUTION**

ARTICLE I. NAME

- A. The name of this organization shall be the Brookings High School Monogram Club.

ARTICLE II. MOTTO

- A. The motto of this organization shall be “Leading The Way.”

ARTICLE III. PURPOSE

- A. The Monogram Club shall support, promote and enhance student participation, understanding, camaraderie, unity and sportsmanship in the athletics programs of the Brookings High School (BHS) and related activities.
- B. The Monogram Club shall cooperate with the administration and coaching staff of BHS in the organization and administration of “Bobcat” athletics.
- C. The Monogram Club shall provide financial support for recognition of the teams and student-athletes, enrolled in BHS, as defined by the Athletics Awards Policy. The Monogram Club may also expend funds in an equitable manner for the promotion and advancement of BHS interscholastic teams and student-athletes.
- D. The Monogram Club shall promote and comply in all respects with the rules and regulations that govern the membership of BHS in the South Dakota High School Activities Association (SDHSAA) and the Eastern South Dakota Athletic Conference (ESD).
- E. The Monogram Club shall provide the student-athletes at BHS with the opportunity to be involved in an organization that will enhance the development of their leadership skills, including collaboration, communication, problem solving, decision making, time management and participation in the democratic process.



BROOKINGS HIGH SCHOOL Home of the Bobcats

Return To:

Department of Student Activities Effectiveness & Improvement Instrument

Name _____

Year _____

Assignment _____

How can the AD enhance your program?

RATING SCALE

		Not Rated	Unsatisfactory	Needs Improvement	Satisfactory	Good	Excellent
SKILL & KNOWLEDGE							
1.	Sport theory, systems, and strategies.						
2.	Fundamental skills and techniques.						
3.	Contest preparation.						
4.	Competitive performances (relative to talent).						
5.	Contest rules.						
6.	Physical conditioning.						
7.	Compliance with SDHSAA & District regulations.						
8.	Risk Management procedures.						
9.	Adherence to District mission & beliefs.						
10.	Professional advancement.						
11.	Develops positive student outcomes (i.e. self discipline cooperation, responsibility, etc.)						
MANAGEMENT SKILLS							
1.	Practice organization (staff, time, equipment).						
2.	Coaches/players manuals.						
3.	Reports, records, and forms.						
4.	Equipment management.						
5.	Keeps AD informed.						
6.	Locker room and weight room supervision.						
7.	Travel arrangements						

Is your current assignment(s) consistent with your professional goals (please elaborate)?

RATING SCALE

		Not Rated	Unsatisfactory	Needs Improvement	Satisfactory	Good	Excellent
LEADERSHIP SKILLS							
1.	Supervision of assistants (philosophy, systems).						
2.	Rapport with coaching staff.						
3.	Public and media relations.						
4.	Cooperation with Athletic Trainer, Equipment Manager, Custodial Staff, and other programs.						
5.	Consistent, equitable discipline.						
6.	Treats participants with dignity and respect.						
7.	Motivates participants to develop talents.						
8.	Communicates expectations to participants.						
9.	Encourages academic achievement.						
10.	Recruitment of prospective participants.						
11.	Enthusiastic, positive approach.						
12.	Commitment to program excellence.						
13.	Role model of competitive conduct.						
14.	Assists in administration of events.						

Program Strengths

Targeted Weaknesses (and strategies for improvement)

Signature of Director

Date

Signature of Coach



BROOKINGS HIGH SCHOOL

530 Elm Avenue
Brookings, SD 57006

HOME OF THE BOBCATS

Tele: 605-696-4111
Fax: 605-696-4128

Participants and Parents:

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 student 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. Student activities are probably "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 students by offering a balanced program of student activities:

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

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

Sincerely,

Randy Soma
Activities Administrator

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

YOU ARE NOT ELIGIBLE IF:

1. You have reached your 20th birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Once a student 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 16th school day of the current semester
7. You have been absent from school for more than 10 consecutive school days (illness of the student 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.

CONSULT YOUR COACH OR PRINCIPAL FOR ADDITIONAL INFORMATION

CORE VALUES – ACTIVITIES DEPARTMENT

Citizenship
Achievement
Teamwork
Service

OBJECTIVES

The program of student activities will assist each participant in:

- Learning the wise use of leisure time.
- The constructive use of 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.

Policy JJC

STUDENT ACTIVITY CODE OF CONDUCT

General Statement of Philosophy

The Brookings School District (BSD) encourages students 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. Student participation in student activities is a privilege, rather than a right, and
2. Students who voluntarily exercise the privilege of participating in student activities shall, consequently, be expected to exemplify high standards of behavior, and
3. The program of student activities should address the need for good order and a concern for student health and safety.

Definitions

1. "Extracurricular activity" shall apply to all performing or competitive activities as follows: all interscholastic sports sponsored by or club sports recognized by the BSD as well as Drama, Student Council, Band, Bobcat, Choir, Debate, Oral Interp, Orchestra, Cheerleading, Dance Team, Improvisational Theater, FFA, FCCLA and any other performing or competitive sports or activities that are either sponsored or recognized by the BSD 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. "Public appearance" shall include, but not be restricted to, recognized schedule of performance, competitive events, and trips.
4. "Year-round" shall mean, 24-hours a day, 365 days a year.
 - A. Conduct violations for seventh and eighth grade students shall commence on the first day of each school year.
 - B. Conduct violations for high school students 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. Students participating in extracurricular activities will be adjudicated and begin a suspension when a conduct violation becomes evident. Students 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 student 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 student; or
 - D. An observed, violation reported by a staff member.

General Policy Statements

1. The Code of Conduct is in force, year-round, for all students 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. All other crimes as defined in this policy are a violation of the Code of Conduct.
5. Student leaving eighth (8th) grade will have their previous violations expunged.
6. Conduct violations are cumulative from grades nine (9) through (12). All violations will, however, be expunged after eighteen (18) months without further violations.
7. A student must successfully complete an activity season in order to satisfy a suspension.
8. The principal, or the principal's designee, shall be responsible for the fair and equitable administration of the Code of Conduct.
9. Students in violation of the Code of Conduct are subject to the following consequences.

Consequences

1. SDCL 13-32-9 Violation

- A. First Violation – any person adjudicated, convicted, the subject of an informal adjustment or court-approved juvenile diversion program, or the subject of a suspended imposition of sentence for possession, use or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling or otherwise taking into the body any substances or prohibited by 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.
- B. Subsequent Violation – that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education.

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

- A. First Violation – suspension from participation in all public appearances in all extracurricular activities until four (4) points are served
- B. Second Violation – suspension from participation in all public appearances in all extracurricular activities until twelve (12) points are served.
- C. Subsequent Violations – suspension from participation in all public appearances in all extracurricular activities until thirty-six (36) points are served.
- D. Suspension Reduction (Second and Subsequent Violations) – consequences may be reduced by fifty percent (50%) if the student agrees to enroll in, and successfully completes, a rehabilitation program, approved by school officials. If the student fails to successfully complete the program requirements, the consequences will be reinstated.

<u>Category</u>	<u>Extracurricular Activity</u>	<u>Points</u>
I.	Bobcat, Drama, Student Council, FFA, FCLA	5
II.	Choir, Orchestra, Performance Cheer & Dance	4
III.	Football, Cross Country, Competitive Cheer & Dance, Oral Interp, and Improv	3
IV.	Golf, Tennis, Wrestling, Gymnastics, Track & Field, Debate	2
V.	Volleyball, Basketball, Band	1
VI.	Sideline Cheer	(See specific report)
VII.	Recognized Club Sports and Activities	(Determined by School Officials)

Evaluation and Treatment (First Violation – Alcohol)

A student in violation of the possession, use or distribution of alcoholic beverages will be referred to the East Central Mental Health and Chemical Dependency Center of Brookings, or other similar agency as approved by school officials. The total cost of such referral will be borne by the student. Arrangements shall be made for information, gathered during the evaluation process, to be forwarded to the building principal along with agency recommendations for further treatment. Compliance with treatment recommendations is mandatory. Students who fail to complete the scheduled evaluation or treatment will not be allowed to participate in any public appearances of any student activity.

Grievance Procedure

A student penalized for violating the Code of Conduct may file form “JII-E” with the building principal, indicating the following. That:

1. A rule is unfair;
2. A rule in practice discriminates against or between students 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 student.

ATHLETIC AWARDS

Basketball, competitive spirit, cross country, football, golf, gymnastics, tennis, track & field, volleyball, and wrestling are the interscholastic sports which are sponsored by Brookings High School. Basketball, football, track and field, volleyball, and wrestling are sponsored at the Mickelson Middle School. Baseball, bowling, Fastpitch, soccer, 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 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.

BROOKINGS HIGH SCHOOL

Major Award – Varsity Letter

Each athlete will receive a varsity letter 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. As an incentive to attend the seasonal, athletic awards ceremonies, previous letter winners (in attendance) will be awarded a Bobcat medallion when they earn subsequent major awards. The Bobcat medallion, however, is not an earned award of the BHS athletic department that can be received without the student-athlete’s attendance at award’s night.

11. **Basketball and Football:** Must play in one half of the total quarters of the regular season scheduled.
12. **Golf, Gymnastics, Tennis and Wrestling:** Must compete in one half of the regular season schedule or qualify by placing in either an ESD, Regional or State Tournament.
13. **Cross Country:** Must compete in one half of the regular season schedule and qualify by either placing at an invitational meet, the ESD meet or the State meet.
14. **Track and Field:** Must compete in one half of the regular season schedule and qualify by either earning a total of twelve (12) points during the season, qualifying for the State meet in accordance with SDHSAA standards or placing in either the ESD meet or the Howard Wood Dakota Relays.
15. **Volleyball:** Must play in one half of the total games of the regular season schedule.
16. **Managers:** Must complete two seasons in the same sport.
17. **Team:** When a team wins either ESD or State Championship, the entire varsity squad may earn letters with the coach’s recommendation.
18. **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.
19. **Cheerleaders:** As recommended by the cheerleading advisor.
20. **Recognized Club Sports:** Criteria as approved by the Activities Administrator.

Minor Awards

4. **Freshman:** Each athlete who completes a season in “good standing” will be awarded a certificate with his/her participation record for that school year.
5. **Sophomore:** Each athlete who completes a season in “good standing” will be awarded a set of numerals for his/her year of graduation (boys–black; girls–red). Three-sport participants will earn a set of white numerals.
6. **Juniors:** An athlete who does not meet the competition requirements for a major award, but whom is a member in “good standing” in any sport, will be awarded a 4” junior letter (one per year).
7. **Scholars 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.
8. **Varsity:** At the conclusion of each athletic season, teams select a Most Valuable, Most Inspirational, and Most Improved athlete. These student-athletes are recognized with an individual plaque at the annual awards banquet as well as on a school plaque in the athletic department trophy case.
9. **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 athletic 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 student 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.

MICKELSON MIDDLE SCHOOL

Certificates

Each athlete who completes a season in “good standing” will receive a certificate with the participation record for that school.

Chevrons

Athletes who participate in a sport during each season of both their seventh and eighth grade years will be awarded the red chevron.

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 Bobcat patch. In order to qualify for a Bobcat, the athlete must earn 50% (6) of the competition points (12).

PARENT/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 student. As parents, 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. Student conduct responsibilities and consequences.

As your child becomes involved in student 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 to the coach(s). The coach has knowledge of and experience in the activity, but you know your child. At times a positive dialogue between parents and coaches may be beneficial. **Coaches should expect parents to communicate:**

1. Concerns directly to them.
2. Advance notification of conflicting schedules
3. Specific questions, regarding philosophy or expectations.
4. About the emotional and physical treatment of their child.
5. Questions about the child's performance as well as strategies for improvement.
6. Concerns about the child's behavior or attitude.

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 student-athletes.

Hopefully, your child will feel free to communicate with his/her coach. Interaction between the parent and coach is also encouraged. **If a parent desires a conference with a coach, the following procedure should be used.**

1. Whenever possible, call the coach at school in order to arrange an appointment (each coach has a school voice mail for messages when they are unavailable).
2. Please do not confront a coach either before or after a contest or practice. These times can be emotional for both parents and coaches. Meetings of this nature do not promote the resolution of issues.

On occasion, a parent/coach meeting does not provide satisfactory resolution. If that is the case, the parent is encouraged to schedule an appointment with the Activities Administrator at 696-4112. If a concern about a coach is expressed, the Activities Administrator will facilitate communication between the parent and coach for the purpose of conflict resolution.

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 students, 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 representative 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 Openly a 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 student, 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!

ACKNOWLEDGEMENT OF PARTICIPANT RESPONSIBILITY

Name _____ Graduation Year _____

(Please Print)

Participation in student activities involves a commitment to the group and school to perform to my capabilities. As a voluntary participant in an activity at Brookings High School, I agree to:

1. Comply with SDHSAA eligibility requirements.
2. Comply with the Student Conduct – Student Activities Policy.
3. Submit all activity department forms as required
4. Care for activity department equipment and uniforms during the participation period, and either return them at the conclusion of my participation or reimburse the Brookings School District at current, replacement costs.
5. Conduct myself as a role model in school activities and in public so I will bring credit to Brookings High School and my activity group.
6. Abide by Brookings High School attendance requirements.
7. Be present at all meetings, practices and events unless excused prior to the absence. I understand that family and religious obligations, activity conflicts and academic responsibilities are valid excuses, but that I may not be excused for social and work reasons.
8. Participate with motivation, dedication, sportsmanship, and self discipline.
9. Comply with all Brookings High School, activity department, Board of Education, ESD Athletic Conference and SDHSAA rules and policies as applicable.
10. Abide by all rules as established by my advisor, coach, or director.

We acknowledge that we have read and understand these Brookings High School Activities Department policies, and agree to comply with them in all respects.

Student Signature

Parent/Guardian Signature

Date

Date

FORMS

BROOKINGS PUBLIC SCHOOL DISTRICT 5-1 2011-12 ACTIVITY PARTICIPANT PACKET

ATTENTION: PARENTS/LEGAL GUARDIANS AND ACTIVITY PARTICIPANTS

WARNING AND SAFETY STATEMENT

Although participation in supervised interscholastic athletics and activities may be one of the least hazardous any student will engage in; by its nature, participation in interscholastic activities includes a risk of injury which may range in severity from minor to catastrophic injuries, including permanent paralysis or death. Serious injuries are not common in supervised school activity programs; however, it is possible only to minimize, not eliminate this risk.

MEDICAL INSURANCE

All students participating in interscholastic activities are required to have medical insurance.

(Please check the appropriate line below).

- We do have family medical insurance (**or Medicaid**).
- We do **not** have family medical insurance & wish to purchase the basic family medical policy.

Schools have insurance applications for school-time and full-time coverages.

YEAR-ROUND ACTIVITY RULES

We have read the Brookings School District year-round Activity Rules (Board Policy JJC) and agree to abide by its rules and regulations.

SDHSAA IN-SEASON RULE

A student who is a member of a high school team may not participate in **games, practice, tryouts** in that particular sport during the same season on an independent or non-high school team or as a member of an "All Star" team. Violation of this rule causes the student to become ineligible for the high school team for the remainder of that sport season.

By signing below, we acknowledge that we agree to all of the above statements and rules, as well as the Consent for Release of Medical Information (HIPAA), and Consent for Medical Treatment.

Student Name _____ Grade (Fall 2011)

Students DOB _____

Address _____

Zip _____

Parent/Legal Guardian Name _____

Phone # _____

SIGNED _____

(Student)

SCHOOL _____

SIGNED _____

(Parent/Legal Guardian)

DATE _____

Please complete ALL pages of this packet and sign where indicated.

CONSENT FOR MEDICAL TREATMENT

I am the mother / father / legal guardian of (student named below) who participates in co-curricular activities in the Brookings School District. I hereby consent to any medical services & hospital care that may be required while said student is under the supervision of an employee of Brookings School District while involved in a school-sponsored/approved activity. I hereby appoint said employee to act on my behalf in securing necessary medical services & hospital care from any duly licensed physician or osteopath.

CONSENT OF STUDENT

I have read the above consent form signed by my mother / father / legal guardian, & join with him/her in consent.

HEALTH HISTORY

Student's Name: _____

Address: _____

Phone Number: _____

Student's Religion (optional): _____

Parent/Legal Guardian: _____

Address: _____ Phone: _____

Insurance Company: _____ Insured Person: _____

Policy Number: _____

Father/Step-Father Work Phone: _____

Mother/Step-Mother Work Phone: _____

If we are unable to reach you in an emergency, whom should we contact?

Emergency Name: _____

Relationship: _____ Phone: _____

Emergency Name: _____

Relationship: _____ Phone: _____

Hospital Preference: _____

MEDICAL INFORMATION

Family Doctor: _____ Date of Last Tetanus Shot: _____

Any Allergies: _____

Any Major Medical Problems (i.e. Heart, blood pressure, diabetes):

Allergic to any Medications: _____

Medication Taken on a Daily Basis: _____

Legal Representative's Signature: _____

Circle one: **Parent** **Legal Guardian** **Other** _____

Authorization for Release of Medical Information (HIPAA)
(Health Insurance Portability and Accountability Act)

Student Name _____

Date of Birth _____

Grade _____ (Fall, 2011) **Gender** F M

1. I authorize the use or disclosure of the above named individual's health information including the Pre-Participation History and Physical Evaluation information pertaining to a student's ability to participate in school-sponsored/approved activities. Such disclosure may be made by a Health Care Provider generating or maintaining such information
2. The information identified above may be used by or disclosed to the school nurse, athletic trainer, coaches, medical providers and other school personnel involved in the care of this student.
3. This information for which I am authorizing disclosure will be used for the purpose of determining the student's eligibility to participate in co-curricular activities, any limitations on such participation and any treatment needs of the student.
4. I understand that I have a right to revoke this authorization at any time by sending a written notice of revocation to the building Principal. I understand that the revocation will not apply to information that has already been released in reliance upon this authorization.
5. This authorization will expire on: **6/30/2012**.
6. I understand that once the above information is disclosed, the recipient may re-disclose it and federal privacy laws or regulations may not protect it and the information.
7. I understand authorizing the use or disclosure of the information identified above is voluntary. However, a student's eligibility to participate in co-curricular activities depends on such authorization. I need not sign this form to ensure healthcare treatment.
8. Notice: Organizations or persons who receive education records as defined by the Federal Educational Rights and Privacy Act (FERPA) may not provide access to such records to any other party without the written consent of the parent/guardian of the student.

_____ **Date**

Legal Representative's Signature: _____

Circle one: **Parent** **Legal Guardian** **Other** _____

BROOKINGS SCHOOL DISTRICT 5-1

Pre-participation Health History

Parent/Guardian **must** complete this form before the physical evaluation will be given.

Name: _____ Gender: F M School: _____
 DOB: _____ Grade (Fall 2012): _____

Brookings School District 5-1 requires all students who plan to participate in interscholastic activities to have on file in their school a record of satisfactory medical history and physical evaluation performed by a duly licensed Health Care Provider. This form must be completed by the PARENT or GUARDIAN and all **“Yes”** answers must be explained in the space below.

Yes No

		Yes	No
1.	Has a doctor ever denied or restricted your participation in sports for any reason?		
2.	Do you have an ongoing medical condition (like diabetes or asthma)?		
3.	Are you currently taking any prescription or non-prescription (over-the-counter) medicines or pills?		
4.	Do you have allergies to medicines, pollens, foods, or stinging insects?		
5.	Have you ever passed out or nearly passed out DURING exercise?		
6.	Have you ever passed out or nearly passed out AFTER exercise?		
7.	Have you ever had discomfort, pain, or pressure in your chest during exercise?		
8.	Does your heart race or skip beats during exercise?		
9.	Has a doctor ever told you that you have a heart murmur, high blood pressure, high cholesterol, or a heart infection?		
10.	Has a doctor ever ordered a test for your heart? (for example: ECG, echocardiogram)		
11.	Has anyone in your family died for no apparent reason?		
12.	Does anyone in your family have a heart problem?		
13.	Has any family member or relative died of heart problems or of sudden death before age 50?		
14.	Does anyone in your family have Marfan Syndrome?		
15.	Have you ever spent the night in a hospital?		
16.	Have you ever had surgery?		
17.	Have you ever had an injury, like a sprain, muscle or ligament tear, or tendonitis that caused you to miss a practice or game?		
18.	Have you had any broken or fractured bones or dislocated joints?		
19.	Have you had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast, or crutches?		
20.	Have you ever had a stress fracture?		
21.	Have you been told that you have or have you had an x-ray for atlantoaxial (neck) instability?		
22.	Do you regularly use a brace or assistive device?		
23.	Has a doctor ever told you that you have asthma or allergies?		
24.	Do you cough, wheeze, or have difficulty breathing during or after exercise?		
25.	Is there anyone in your family who has asthma?		
26.	Have you ever used an inhaler or taken asthma medicine?		
27.	Were you born without or are you missing a kidney, an eye, a testicle, or any other organ?		
28.	Have you had infectious mononucleosis (mono) within the last month?		
29.	Do you have any rashes, pressure sores, or other skin problems?		
30.	Have you had a herpes skin infection?		
31.	Have you ever had a head injury or concussion?		
32.	Have you been hit in the head and been confused or lost your memory?		
33.	Have you ever had a seizure?		

YesNo

34.	Do you have headaches with exercise?		
35.	Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
36.	Have you ever been unable to move your arms or legs after being hit or falling?		
88 83 7.	When exercising in the heat, do you have severe muscle cramps or become ill?		
38.	Has a doctor told you that you or someone in your family has sickle cell trait or sickle cell anemia?		
39.	Have you had any problems with your eyes or vision?		
40.	Do you wear glasses or contact lenses?		
41.	Do you wear protective eyewear, such as goggles or a face shield?		
42.	Are you unhappy with your weight?		
43.	Are you trying to gain or lose weight?		
44.	Has anyone recommended you change your weight or eating habits?		
45.	Do you limit or carefully control what you eat?		
46.	Do you have any concerns that you would like to discuss with a doctor?		

Females only:

47.	Have you ever had a menstrual period?		
48.	How old were you when you had your first menstrual period?		
49.	How many periods have you had in the last 12 months?		

Explain “Yes” answers here: _____

To my best knowledge, everything is complete and correct. There are no other reasons not to qualify my child for activities. I give permission to the school or health care provider to complete a physical evaluation on my child named above.

Date: _____

Parent/Guardian Signature _____

If your son or daughter experiences pain or injury prior to, during or between activity seasons, please follow your physician’s advice for care and inform the coach / director of the concern. Permanent injury often can be prevented by early recognition and appropriate precautions.



**SOUTH DAKOTA HIGH SCHOOL
ACTIVITIES ASSOCIATION
PHYSICAL EXAMINATION FORM**

Date Exam Expires: 6/30/2012
Check Appropriate Physical Exam Term:
 Annual Biennial Triennial

NAME _____ GRADE _____ DATE OF BIRTH _____

CHECK ONE: MALE FEMALE (2011-12 School Year)

1. Blood pressure (sitting) _____/_____/_____ Repeat in 5 minutes, if elevated _____/_____/_____.

2. Height _____

3. Weight _____

	Normal	Abnormal	COMMENTS		
4. Vision 20/____(L) 20/____(R)	_____	_____	_____		
5. Head	_____	_____	_____		
6. Mouth (dentures, braces?)	_____	_____	_____		
7. Eyes (contacts?)	_____	_____	_____		
8. Chest/lung	_____	_____	_____		
9. Heart					
a. Heart sounds	_____	_____	_____		
b. Murmurs	_____	_____	_____		
c. pulse (rad. vs fem.)	_____	_____	_____		
d. rhythm	_____	_____	_____		
10. Abdomen					
a. liver or spleen	_____	_____	_____		
b. masses	_____	_____	_____		
11. Genitalia					
a. hernias	_____	_____	_____		
b. testes	_____	_____	_____		
12. Orthopedic					
a. cervical spine	_____	_____	_____		
b. shoulder shrug	_____	_____	_____		
c. deltoid	_____	_____	_____		
d. arms/elbow	_____	_____	_____		
e. hands	_____	_____	_____		
f. hips	_____	_____	_____		
g. knees	_____	_____	_____		
h. ankles	_____	_____	_____		
i. Scoliosis	_____	_____	_____		
13. Tanner Maturation Index (Optional)	Circle: I	II	III	IV	V

SPORTS PARTICIPATION RECOMMENDED FOR:

- _____ All Sports: collision, contact/endurance, other
- _____ Contact/Endurance Sports only due to
- _____ Other Sports Only due to
- _____ Sports Participation Not Recommended, due to
- _____ Approval Withheld Pending evaluation for

Definition: [Collision=Football and Wrestling]; [Contact/Endurance Sports=Basketball, Cross Country, Gymnastics, Tennis, Track, Volleyball, Competitive Cheer and Competitive Dance]; [Other Sports=Golf]

NAME OF EXAMINER _____ DATE _____, 20____

NOTE: The following licensed medical personnel are qualified to perform the examination and certify the health of the student athlete: Doctor of Medicine, Doctor of Osteopathy, Doctor of Chiropractic, licensed Physician Assistant and licensed Nurse Practitioner.

CONCUSSION FACT SHEET FOR ATHLETES

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body
- Can change the way your brain normally works
- Can occur during practices or games in any sport or recreational activity
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged" or "had your bell rung"

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice one or more of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
 - The right equipment for the game, position, or activity
 - Worn correctly and the correct size and fit
 - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport
- Practice good sportsmanship at all times

It's better to miss one game than the whole season.

Student's Signature: _____ Date: _____

Parent's/Guardians Signature: _____ Date: _____

**THIS FORM MUST BE SIGNED ANNUALLY AND MUST BE AVAILABLE FOR INSPECTION
AT THE SCHOOL**

CONCUSSION FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can't see a concussion, Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports, one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed By Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes • Can't recall events prior to hit or fall • Can't recall events after hit or fall 	<ul style="list-style-type: none"> • Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not "feeling right" or is "feeling down"

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. **Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first – usually within a short period of time (hours, days, or weeks) – can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. **Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine".
4. **Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

Parent's/Guardian's Signature _____ Date _____

THIS FORM MUST BE SIGNED ANNUALLY AND MUST BE AVAILABLE FOR INSPECTION AT THE SCHOOL

RETURN TO COMPETITION, PRACTICE, OR TRAINING

This form is to be used after a youth athlete is removed from, and not returned to, competition, practice, or training after exhibiting concussion symptoms. The youth athlete should not be returned to competition, practice, or training until written authorization is obtained from an appropriate health care professional and the parent/guardians. A licensed health care provider is a person who is (1) Registered, certified, licensed, or otherwise recognized in law by the State of South Dakota to provide medical treatment; and (2) Trained and experienced in the evaluation, management, and care of concussions. This form should be kept on file at the school and need not be forwarded to the SDHSAA Office.

Athlete: _____ School: _____ Grade: _____

Sport: _____ Date of Injury: _____

REASON FOR ATHLETE'S INCAPACITY

Guidelines for returning to competition, practice, or training after a concussion

Note: Each step should be completed with no concussion symptoms before proceeding to the next step.

1. No activity, complete rest with no symptoms.
2. Light exercises: walking or stationary cycling with no symptoms.
3. Sport specific activity without body contact and no symptoms.
4. Practice without body contact and no symptoms. Resume resistance training.
5. Practice with body contact and no symptoms.
6. Return to game play with no symptoms.

Note:

1. If symptoms return at any time during the rehabilitation process, wait until asymptomatic for 1 full day, then re-start at the previous step.
2. Never return to competition with symptoms.
3. Do not use "smelling salts".
4. **When in doubt, sit them out.**

HEALTH CARE PROFESSIONAL'S ACTION

I have examined the named student-athlete following this episode and determined the following:

_____ **Permission is granted** for the athlete to return to competition, practice, or training

_____ **Permission is not granted** for the athlete to return to competition, practice, or training

COMMENT: _____

Date: _____

Health Care Professional _____
Date: _____

Parent/Guardian _____
Date: _____

School Administrator _____
Date: _____



BROOKINGS HIGH SCHOOL
 530 Elm Avenue
 Brookings, SD 57006-3498

Home of the Bobcats
 Tele: 605-696-4111
 Fax: 605-696-4128

STUDENT TRAVEL – Board of Education Policy JJA

Ideally, students will 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 Student Activities or Principal may (upon receiving this transportation waiver) grant permission for the parent/guardian to designate a “responsible adult” to transport the student on their behalf. In no instance, however, will students either provide their own transportation or travel with anyone other than the individuals listed above to or from out of town events.

Please complete and submit this transportation waiver to your child’s advisor, coach or director or (in their absence) to the Activities Department for prior consideration of alternative transportation to or from a school-sanctioned event.

TRANSPORTATION WAIVER

My child, _____ will be participating with the _____
(Print Name)
 _____ at _____ on _____
(Student Group) (Location) (Date)

I request permission for _____ to transport my child **to – from** (circle
(name and relationship)
 one or both) this event. My request releases the Brookings School District from all responsibility and liability for my child’s safety and welfare – associated with student travel – and this event.

Furthermore, I understand that violations of this policy may result in loss of the privilege of participating in this event as well as the possibility of further disciplinary action.

Having read Board of Education Policy JJA and this transportation waiver, I acknowledge that I understand both documents, and accept full responsibility for my child’s transportation.

 (Parent/Guardian Signature)

 (Date)

 (Student Signature – Please Print)

 (Date)

ACTIVITY ADVISOR MUST RETAIN THIS FORM

Randy Soma
 Director of Student Activities
 Randy.Soma@k12.sd.us



BROOKINGS SCHOOL DISTRICT FUND RAISING PROPOSAL

All fundraisers by school district employees must have prior approval.
All funds must be deposited in district accounts through the business manager.

PLEASE PRINT

School District Employees involved with the project. How? _____

Activity Group _____ Trust & Agency Account _____

The organization or class of the Brookings School District plans to solicit money by conducting the following project: _____

How will the revenue 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 the project (attach copies of contracts, agreements): _____

How will the organization/participants benefit? _____

Beginning date of project _____ Ending date of project _____

Total project **revenues** anticipated: \$ _____

Total project **cost** anticipated? _____

Will school district students be involved with the project? (If yes, how) _____

Are students contributions of time, labor, and money voluntary? _____

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 students' school time? (elaborate if school time is involved) _____

_____ Advisor/Activities Administrator Signature	_____ Date Submitted
_____ Project School site Principal Signature	_____ Date
_____ School District Business Manager Signature	_____ Date
_____ Superintendent of Schools Signature	_____ Date



BROOKINGS HIGH SCHOOL
 530 Elm Avenue
 Brookings, SD 57006

HOME OF THE BOBCATS
 Tele: 605-696-4111
 Fax: 605-696-4128

REQUEST FOR EVENT

Organization	Date Submitted
Event	
Day/Date of Event	From _____ To _____ Time of Event
Facilities Needed	Admission Charge \$ _____ (Cash Box needed? Yes/No)

Brief Description of Event When Necessary

EQUIPMENT NEEDED: CHECK TO INDICATE

<input type="checkbox"/> Scoreboard/console <input type="checkbox"/> PA System <input type="checkbox"/> Sound System (Technician) <input type="checkbox"/> Tape Player or CD Player <input type="checkbox"/> Projector/Screen <input type="checkbox"/> Lighting System (Technician) <input type="checkbox"/> Tables (___) and/or Chairs (___) <input type="checkbox"/> Podium (___)	<input type="checkbox"/> Special Set-up (attach plan) <input type="checkbox"/> Other _____ _____ _____ _____
--	--

Will a custodian be needed? Yes ___ No ___
 Doors or exits to be open: _____
 Other considerations: _____

Signature of Sponsor

APPROVAL

(YES/NO) Signature of Administrator _____

if NO due to _____

Distribution Original – Activities Director

CC – Organization
 Head Custodian/Maintenance
 Other as indicated below

Heat: _____ from: _____ to: _____
 Cooling: _____ from: _____ to: _____

**BROOKINGS MIDDLE SCHOOL
ATHLETIC PARTICIPATION PERMISSION FORM**

Dear Parent or Guardian:

Athletic participation assumes the risk of personal injury, which can range in severity from temporary, minor injury to major, catastrophic injury that can result in permanent disability or even death. While certain activities (i.e. contact sports, gymnastics and pole vaulting) are riskier than others, protective equipment, rule changes, advances in sports medicine, and improved coaching techniques can not eliminate the possibility of injury in any sport.

Seventh and eighth grade students who participate on Brookings High School teams must have a South Dakota High School Activities Association (SDHSAA) physical examination.

SDHSAA, however, does not require a physical examination for athletic participation below the high school level. The administration and coaches of the Brookings Middle School encourage each athlete to have a physical examination. It is the responsibility of each parent or guardian to determine if their son or daughter will participate in the athletic program without a current physical examination.

The Brookings Middle School does require the written consent of either a parent or a guardian of each athlete prior to participation. Please sign, detach, and return the Parental Form (at the bottom of this page) to the appropriate coach.

Activities Administrator

Middle School Principal

.....
Parental Acknowledgement of Athletic Risk
And Consent to Medical Treatment

Date: _____

I, the parent of _____ acknowledge that I understand and accept the risk of physical injury that accompanies athletic participation. I give my permission for him/her to participate in all respects in the following Brookings Middle School sports during the _____ school year. In the event of an injury/accident, which requires medical attention during athletic supervision, I grant permission for coaches, athletic trainers or medical personnel to perform first aid, medical, or dental treatment as necessary.

Signature of Parent/Guardian

- Football (Boys)
 - Volleyball (Girls)
 - Wrestling (Boys)
 - Basketball (Boys-Girls)
 - Track & Field (Boys-Girls)
- (CROSS OUT any sport that your son/daughter MAY NOT participate in)