



# STUDENT ACTIVITIES HANDBOOK

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**BROOKINGS BOBCATS**



# Brookings High School

530 Elm Avenue  
Brookings, SD 57006

*Home of the Bobcats*

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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



*Randy Soma*  
*Activities Administrator*  
**randy.soma@k12.sd.us**



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

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

1. You have reached your 20<sup>th</sup> birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Once a 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 16<sup>th</sup> school day of the current semester
7. You have been absent from school for more than 10 consecutive school days (illness of the 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 (8<sup>th</sup>) 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.



# ATTENDANCE POLICY

## High School

1. **Attendance:** All students will be allowed **10 absences** per semester (Absences will not be classified as excused or unexcused).
  - a. After **7 absences** in one or more classes per semester, school personnel will send a letter or Messenger e-mail to parent or guardian.
  - b. After **10 absences** in one or more classes per semester, students are considered excessively absent and a letter will be sent to parent/guardian. Henceforth, the student will only be excused in the case of serious illness (doctor's verification necessary within 2 days of absence) or other extreme necessity. If the student is failing the class, he/she may be removed from that class (replaced with study hall) and will no longer receive credit.
  - c. Brookings High School sponsored and recognized programs will be classified as exempt absences. (Exempt absences: Absences will not count toward the ten absences per semester.)
  - d. Students 18 years old or older who have excessive absence may be dropped from all classes; they may be considered for re-enrollment the following semester.

Student/parent may appeal the decision of the school administration to drop the student from class(es).

## 2. **Grouping absences**

- a. If a student has an extended illness (verified with a doctor's note that explains non-attendance) those days may be "grouped." (determined by an administrator)

- b. Grouping will take place only if a student exceeds the 10 day limit for excessive absence and will return a student's attendance back to ten days absent.
- **Freshmen, sophomores, and juniors** must be in attendance all seven periods and enroll in at least six class periods (*plus study hall*) unless a partial schedule is approved by administration due to extenuating circumstances.
  - **Seniors** must enroll in at least six classes during the school day unless they have been approved as a part time student (school district policy JF) or a partial schedule has been approved by administration due to extenuating circumstances. Concurrent classes at SDSU are considered part of this six period day.
  - **Absences will not be classified as excused or unexcused. Parents need to clear absence; however, do not need to indicate reason for student's absence.**
  - **Students have 2 days to clear absences. If absence is not cleared by parent/guardian the absence will be considered truant and the discipline policy will apply.**
  - **Due to SDCL 13-27-1 (Compulsory School Attendance), caregivers are required by law to send their child(ren) (six years – eighteen years old) to school on a regular basis. After 10 absences, the Brookings School District will submit a truancy report to law enforcement indicating missed classes/days of school. Law enforcement will submit all truancy requests to the Deputy State's Attorney's office.**

## ATHLETIC AWARDS

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

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. **Cheerleaders:** As recommended by the cheerleading advisor.
10. **Recognized Club Sports:** Criteria as approved by the Activities Administrator

11. **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.
12. **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.
13. **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.

### **Bobcat Award**

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

## PARENT/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