

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

**AGENDA FOR REGULAR MEETING
THURSDAY, JULY 13, 2017**

**VANDENBERG ELEMENTARY SCHOOL
Library Conference Room
561 Briggs Street
Box Elder, SD**

5:00 P.M.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE IN HONOR OF FALLEN SOLDIERS AND ACTIVE DUTY PERSONS.

1. PUBLIC FORUM.
2. APPROVE AGENDA.
3. **PUBLIC HEARING ON PROPOSED 2017-18 SCHOOL DISTRICT BUDGET. (COPY ATTACHED)**
4. APPROVE CONSENT AGENDA.

A. APPROVE REGULAR BOARD OF EDUCATION MEETING MINUTES OF JUNE 29, 2017.

B. APPROVE PERSONNEL ACTION – APPENDIX A.

C. APPROVE THE PURCHASES AND ISSUING OF ACCOUNTS PAYABLE AND PAYROLL AS FOLLOWS:

GENERAL FUND	\$ 14,293.19
CAPITAL OUTLAY	102,793.60
SPECIAL EDUCATION	7,008.63
FOOD SERVICE	<u>-0-</u>
TOTAL	\$124,095.42

PAYROLL JUNE 7, 2017	\$957,013.93
PAYROLL JUNE 21, 2017	\$1,167,146.97

D, CONFLICTS DISCLOSURE.

5. APPROVE CONTRACTING WITH THE FIRM OF KETEL, THORSTENSON & COMPANY TO CONDUCT THE ANNUAL AUDIT FOR THE PERIOD ENDING JUNE 30, 2017. [Trista Hedderman]

6. APPROVE THE FOLLOWING RESOLUTION: [Trista Hedderman]

LET IT BE RESOLVED THAT THE DOUGLAS SCHOOL DISTRICT 51-1 BOARD OF EDUCATION, AFTER DULY CONSIDERING THE FY '16 EXPENDITURE NEEDS, HEREBY APPROVES AND AUTHORIZES THE TRANSFER OF FY '17 CONTINGENCY FUNDS TO THE APPROPRIATE EXPENDITURE ACCOUNTS WITHIN AND BETWEEN THE GENERAL AND SPECIAL EDUCATION FUNDS FOR PAYMENT OF INSTRUCTIONAL MATERIALS, EQUIPMENT AND COSTS NOT TO EXCEED \$307,919.00. (COPY ATTACHED)

7. APPROVE ADDITIONAL SUPPLEMENTAL BUDGET FOR 2016-17. (COPY ATTACHED) [Trista Hedderman]

8. APPROVE GRANT SUPPLEMENT BUDGETS. (COPY AVAILABLE AT MEETING) [Trista Hedderman]

9. APPROVE THE FOLLOWING RESOLUTION: [Trista Hedderman]

LET IT BE RESOLVED THAT THE DOUGLAS SCHOOL DISTRICT 51-1 BOARD OF EDUCATION HEREBY APPROVES AND AUTHORIZES THE TRANSFER OF IMPACT AID FUNDS. (COPY AVAILABLE AT MEETING)

10. HEAR SECOND READING AND APPROVE REVISED BOARD POLICY REGULATION GCLA-R— TRAVEL ALLOWANCE. (COPY ATTACHED) [Alan Kerr]

11. APPROVE DOUGLAS HIGH SCHOOL AND DOUGLAS MIDDLE SCHOOL ACTIVITIES HANDBOOK FOR 2017-18. (COPY ATTACHED) [Alan Kerr]

12. APPROVE VOLUNTARY RESIGNATION OF PATRICK MORIARTY, MIDDLE SCHOOL SOCIAL STUDIES TEACHER / MIDDLE SCHOOL GIRLS BASKETBALL COACH, EFFECTIVE FOR THE 2017-18 SCHOOL YEAR AND ASSESS \$1,000 PENALTY AS PER TERMS OF HIS CONTRACT. [Alan Kerr]

13. APPROVE THE FOLLOWING RESOLUTION:

WHEREAS, JANICE JUNGEMANN HAS FAITHFULLY SERVED THE CHILDREN AND PATRONS OF THE DOUGLAS SCHOOL DISTRICT FOR ELEVEN (11) YEARS AS A SCHOOL BOARD MEMBER; AND

WHEREAS, JANICE JUNGEMANN HAS BEEN INVOLVED IN AND CONTRIBUTED TO THE ACTIVITIES AND FUNCTIONS OF THE SCHOOLS AND HAS GIVEN FREELY OF HER TIME AND ENERGIES TO RESOLVE THE ISSUES, BOTH EDUCATIONAL AND FINANCIAL, WHICH HAVE COME BEFORE THE BOARD; AND

WHEREAS, JANICE JUNGEMANN HAS MAINTAINED HIGH STANDARDS AND EARNED THE RESPECT OF EDUCATORS AND FELLOW BOARD MEMBERS;

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF EDUCATION COMMENDS JANICE JUNGEMANN FOR HER VALUABLE CONTRIBUTIONS TO STUDENTS AND STAFF OF THE DOUGLAS SCHOOL DISTRICT.

14. SUPERINTENDENT’S REPORT.

15. COMMENTS FROM BOARD MEMBERS.

16. ADJOURN.

**FY16 - FY17 BUDGET COMPARISON
ALL FUND REVENUES**

Item #3

Updated 7/11/17

	FISCAL 2016-2017 <u>APPROVED</u>	FISCAL 2017-2018 <u>PROPOSED</u>
REVENUE	GENERAL FUND -10	GENERAL FUND -10
LOCAL	\$2,913,450	\$2,914,950
COUNTY	\$200,000	\$200,000
STATE	\$12,881,300	\$12,901,300
FEDERAL	\$4,100	\$4,100
RESERVE/TRANSFER	\$4,891,150	\$4,629,650
TOTAL	<u>\$20,890,000</u>	<u>\$20,650,000</u>
REVENUE	CAPITAL OUTLAY - 21	CAPITAL OUTLAY - 21
LOCAL	\$1,286,500	\$1,316,500
COUNTY	\$0	\$0
STATE	\$0	\$0
FEDERAL	\$147,150	\$182,450
RESERVE/TRANSFER	\$0	\$0
TOTAL	<u>\$1,433,650</u>	<u>\$1,498,950</u>
REVENUE	SPECIAL ED. - 22	SPECIAL ED. - 22
LOCAL	\$748,500	\$697,500
COUNTY	\$0	\$0
STATE	\$1,850,009	\$2,121,000
FEDERAL	\$749,551	\$749,551
RESERVE/TRANSFER	\$256,940	\$36,949
TOTAL	<u>\$3,605,000</u>	<u>\$3,605,000</u>
REVENUE	PENSION - 24	PENSION - 24
LOCAL	\$67,260	\$0
COUNTY	\$0	\$0
STATE	\$0	\$0
FEDERAL	\$0	\$0
RESERVE/TRANSFER	\$58,000	\$175,000
TOTAL	<u>\$125,260</u>	<u>\$175,000</u>
REVENUE	IMPACT AID - 27	IMPACT AID - 27
LOCAL	\$0	\$0
COUNTY	\$0	\$0
STATE	\$0	\$0
FEDERAL	\$4,648,138	\$4,686,219
RESERVE/TRANSFER	\$610,577	\$0
TOTAL	<u>\$5,258,715</u>	<u>\$4,686,219</u>
REVENUE	FOOD SERVICE - 51	FOOD SERVICE - 51
LOCAL	\$483,000	\$456,500
COUNTY	\$0	\$0
STATE	\$5,700	\$6,500
FEDERAL	\$486,250	\$588,000
RESERVE/TRANSFER	\$120,050	\$107,096
TOTAL	<u>\$1,095,000</u>	<u>\$1,158,096</u>
REVENUE	OTHER - 53	OTHER - 53
LOCAL	\$191,150	\$264,800
COUNTY	\$0	\$0
STATE	\$0	\$0
FEDERAL	\$1,500	\$1,500
RESERVE/TRANSFER	\$110,625	\$19,620
TOTAL	<u>\$303,275</u>	<u>\$285,920</u>
GRAND TOTAL	<u>\$32,710,900</u>	<u>\$32,059,185</u>

**FY16 - FY17 BUDGET COMPARISON
ALL FUND EXPENDITURES**

Item #3

Updated 7/11/17

	FISCAL 2016-2017 <u>APPROVED</u>	FISCAL 2017-2018 <u>PROPOSED</u>	<u>DIFFERENCE</u>	
EXPENDITURE	GENERAL FUND -10	GENERAL FUND -10		
INSTRUCTION	\$12,471,034	\$12,256,665		
SUPPORT SERVICES	\$7,068,992	\$6,969,067		
COMMUNITY SERVICES	\$7,500	\$7,500		
CO-CURRICULAR	\$962,899	\$1,034,676		
DEBT SERVICES	\$136,146	\$136,146		
CONTINGENCY/TRANSF	\$243,429	\$245,946		
TOTAL	<u>\$20,890,000</u>	<u>\$20,650,000</u>	(\$240,000)	-1.15%
EXPENDITURE	CAPITAL OUTLAY - 21	CAPITAL OUTLAY - 21		
INSTRUCTION	\$611,800	\$1,130,100		
SUPPORT SERVICES	\$763,250	\$335,100		
COMMUNITY SERVICES	\$800	\$800		
CO-CURRICULAR	\$57,800	\$32,950		
CONTINGENCY/TRANSF	\$0	\$0		
TOTAL	<u>\$1,433,650</u>	<u>\$1,498,950</u>	\$65,300	4.55%
EXPENDITURE	SPECIAL ED. - 22	SPECIAL ED. - 22		
INSTRUCTION	\$2,239,877	\$2,156,959		
SUPPORT SERVICES	\$1,269,517	\$1,354,885		
COMMUNITY SERVICES	\$31,116	\$30,679		
CO-CURRICULAR	\$0	\$0		
CONTINGENCY/TRANSF	\$64,490	\$62,477		
TOTAL	<u>\$3,605,000</u>	<u>\$3,605,000</u>	\$0	0.00%
EXPENDITURE	PENSION - 24	PENSION - 24		
INSTRUCTION	\$125,260	\$175,000		
SUPPORT SERVICES	\$0	\$0		
COMMUNITY SERVICES	\$0	\$0		
CO-CURRICULAR	\$0	\$0		
CONTINGENCY/TRANSF	\$0	\$0		
TOTAL	<u>\$125,260</u>	<u>\$175,000</u>	\$49,740	39.71%
EXPENDITURE	IMPACT AID - 27	IMPACT AID - 27		
INSTRUCTION	\$0	\$0		
SUPPORT SERVICES	\$0	\$0		
COMMUNITY SERVICES	\$0	\$0		
CO-CURRICULAR	\$0	\$0		
CONTINGENCY/TRANSF	\$5,258,715	\$4,686,219		
TOTAL	<u>\$5,258,715</u>	<u>\$4,686,219</u>	(\$572,496)	-10.89%
EXPENDITURE	FOOD SERVICE - 51	FOOD SERVICE - 51		
INSTRUCTION	\$0	\$0		
SUPPORT SERVICES	\$1,095,000	\$1,158,096		
COMMUNITY SERVICES	\$0	\$0		
CO-CURRICULAR	\$0	\$0		
CONTINGENCY/TRANSF	\$0	\$0		
TOTAL	<u>\$1,095,000</u>	<u>\$1,158,096</u>	\$63,096	5.76%
EXPENDITURE	OTHER - 53	OTHER - 53		
INSTRUCTION	\$109,837	\$110,326		
SUPPORT SERVICES	\$0	\$0		
COMMUNITY SERVICES	\$193,438	\$175,594		
CO-CURRICULAR	\$0	\$0		
CONTINGENCY/TRANSF	\$0	\$0		
TOTAL	<u>\$303,275</u>	<u>\$285,920</u>	(\$17,355)	-5.72%
GRAND TOTAL	<u>\$32,710,900</u>	<u>\$32,059,185</u>	(\$651,715)	-1.99%

PERSONNEL ACTION
July 13, 2017

A. **APPROVE** the following leave of absence requests:

Larrie Gulden, HS, medical leave of absence from 7/1/17 to appx.TBA in accordance with the Classified Handbook and the Family Medical Leave Act.

Bonitto Wilson, Trans, medical leave of absence from 8/29/17 to appx.9/19/17 in accordance with the Classified Handbook and the Family Medical Leave Act.

B. **APPROVE** the following contract revisions for the 2017-2018 school year:

Nathan Batteen, VES, obtained lane change to Masters+45, effective 7/1/17.
 Marlys Blumhardt, MS, obtained lane change to Masters+30, effective 7/1/17.
 Jenna Burbach, VES, obtained lane change to Masters+30, effective 7/1/17.
 Kelly Coates, MS, obtained lane change to Masters+45, effective 7/1/17.
 Ruth Coates, HS, obtained lane change to Masters+45, effective 7/1/17.
 Shawna Delaney, VES, obtained lane change to Masters+30, effective 7/1/17.
 Lyndsay Deyo, BC, obtained lane change to Masters+30, effective 7/1/17.
 Jackie Jessop-Rising, HS, obtained lane change to Masters+30, effective 7/1/17.
 Brandi Marler, VES, obtained lane change to Masters+45, effective 7/1/17.
 Shannon Maxon, HS, obtained lane change to Masters+45, effective 7/1/17.
 Sarah Sever, BC, obtained lane change to Masters+30, effective 7/1/17.

C. **APPROVE** hiring the following classified personnel position/wage change:

Lonnie Painter, Transportation, Skilled Head Mechanic from Lane N on the Classified Salary Schedule to Lane O, Step 5, \$22.70/hr. Effective 7/1/17.

D. **APPROVE** the hiring of the following substitutes and temporaries:

Name	Position	Salary	Effective
Laurie Prpich	VES SpEd Secretary	\$17.15/hr	8/8&9/17
	Extra hours for work on district registration		
Keri Flint	FC Stipend Day	\$100.00/Full Day	6/13/17
Carol Painter	ESY Bus Driver	\$18.55/hr	7/01/17
Lisa Scofield	ESY Bus Driver	\$18.55/hr	7/01/17
Dana Huffman	ESY Bus Aide	\$15.75/hr	7/01/17
Sheli Walker	ESY Bus Aide	\$11.95/hr	7/01/17

E. **APPROVE** the following resignation:

Annie Gaughan, RN, FC. Effective 7/18/17.
 Reason: Other Employment
 Supervisor: Jeannie Clark

**Douglas School District
July 14th, 2017-Expensed
Board Report**

General Fund

AMERICINN OF CHAMBERLAIN		288.00
BLACK HILLS URGENT CARE		85.00
CANDLEWOOD SUITES- BIRMINGHAM		1,370.00
CEDAR SHORE RESORT		15.30
CENTURY BUSINESS		680.92
CHRIS SUPPLY, INC.		19.88
DAYS INN- KANSAS CITY		343.44
DELTA AIR LINES		500.60
FRENCH'S CLEANERS		11.17
HILLYARD / SIOUX FALLS	CLEANING	303.04
KIEFFER SANITATION, INC.	GARBAGE	2,217.81
KNECHT HOME CENTER OF RAPID CITY, LLC		168.18
MICROTEL INN & SUITES		113.70
NATIONAL GEOGRAPHIC FOR KIDS		125.00
NETWORK SERVICES COMPANY		235.44
OMNI HOTELS & RESORTS AMELIA ISLAND		597.18
POPPLER'S MUSIC INC		247.85
SCHOOL SPECIALTY/CLASSROOM DIRECT		1,803.12
SHERATON HOTEL AND CONVENTION CENTER		109.91
TAXI CHARGES		593.24
TIE		240.00
TRUE VALUE		56.69
UHAUL		332.68
UNITED AIR LINES		626.60
VANWAY TROPHY & AWARD, INC.		95.85
VERIZON WIRELESS	PHONE SERVICE	174.93
WESTERN COMMUNICATIONS, INC.		256.00
WESTERN STATES FIRE PROTECTION COMPANY		1,457.66
<u>Grants</u>		
COUNTRY INN & SUITES		277.00
CROSSROADS MOTEL		134.00
HAMPTON INN		271.00
HOLIDAY INN EXPRESS		542.00
Total		14,293.19

Capital Outlay

AMAZON.COM	199.95
BORDER STATES ELECTRIC INC	528.57
CENTURY BUSINESS	8,027.91
CONTRACTORS INSULATION & DRYWALL	1,216.00
FASTENAL COMPANY, THE	3.21
HIGH POINT NETWORKS	80,833.59
INTEGRATED TECHNOLOGY & SECURITY	11,580.93
MENARDS - RAPID CITY STORE	147.85
TESSIERS INC	234.01
TRUE VALUE	21.58
Total	102,793.60

SPECIAL ED

BLACK HILLS SPECIAL SERVICES COOPERATIVE	4,356.63
PLANKINTON SCHOOL DISTRICT 1-1	2,277.00
SD LEARNING SOLUTIONS INC.	375.00
Total	7,008.63
Grand Total:	124,095.42

PAYROLL EXPENDITURES

JUNE 7, 2017

JUNE 21, 2017

TOTALS

\$957,013.93

\$1,167,146.97

**CONTINGENCY TRANSFERS
FY 17 JUNE 30, 2017**

	<u>AMOUNT</u>	<u>TO ACCOUNT</u>	<u>AMOUNT</u>
FUND 10	\$8,373.12	10-2223-031-000-121	\$8,373.12
	\$26,357.83	10-2223-031-000-140	\$26,357.83
	\$31,511.07	10-2311-001-000-319	\$31,511.07
	\$22,610.77	10-2315-001-000-319	\$22,610.77
	\$6,298.18	10-2542-005-000-411	\$6,298.18
	\$6,598.59	10-2543-005-000-413	\$6,598.59
	\$1,229.39	10-2543-005-000-479	\$1,229.39
	\$1,612.53	10-2573-040-000-325	\$1,612.53
	\$3,890.81	10-2573-040-000-411	\$3,890.81
	\$49,728.01	10-4500-000-000-150	\$49,728.01
FUND TOTAL	\$158,210.30		\$158,210.30
FUND 22	\$11,592.33	22-1221-014-004-371	\$11,592.33
	\$21,343.93	22-1227-006-002-319	\$21,343.93
	\$4,356.63	22-2142-006-002-313	\$4,356.63
	\$19,061.98	22-2162-006-000-111	\$19,061.98
	\$3,190.68	22-2162-006-000-210	\$3,190.68
	\$2,502.45	22-2162-006-000-220	\$2,502.45
	\$538.80	22-2162-006-000-230	\$538.80
	\$1,903.20	22-2162-006-000-319	\$1,903.20
FUND TOTAL	\$64,490.00		\$64,490.00
GRAND TOTAL	\$222,700.30		\$222,700.30

**SUPPLEMENTAL BUDGET
FY 17 JUNE 30, 2017**

	<u>AMOUNT</u>	<u>TO ACCOUNT</u>	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>
	\$2,018.48	21-1111-014-000-479	\$2,018.48	IMPACT AID
	\$14,973.27	21-1121-020-000-549	\$14,973.27	IMPACT AID
	\$13,868.54	21-1131-030-000-472	\$13,868.54	IMPACT AID
	\$1,597.30	21-1221-000-000-479	\$1,597.30	IMPACT AID
	\$43.04	21-2223-031-000-472	\$43.04	IMPACT AID
	\$1,021.81	21-2227-032-000-473	\$1,021.81	IMPACT AID
	\$242.19	21-2521-004-000-360	\$242.19	IMPACT AID
	\$10.34	21-2554-050-000-472	\$10.34	IMPACT AID
	\$2,457.30	21-2562-070-000-319	\$2,457.30	IMPACT AID
FUND 21	\$16,259.43	21-2562-070-000-479	\$16,259.43	IMPACT AID
FUND TOTAL	<u>\$52,491.70</u>		<u>\$52,491.70</u>	
FUND 22	\$22,646.22	22-2162-006-000-111	\$22,646.22	IMPACT AID
FUND TOTAL	<u>\$22,646.22</u>		<u>\$22,646.22</u>	
GRAND TOTAL	<u><u>\$75,137.92</u></u>		<u><u>\$75,137.92</u></u>	

Section G Personnel File: GCLA-R

TRAVEL ALLOWANCE
~~ATTENDANCE AT PROFESSIONAL MEETINGS AND CONFERENCES~~

The following Administrative Guidelines are established to implement Douglas School District Board of Education Policy GCLA pertaining to travel associated with attendance at professional meetings and conferences **and school activities**.

TRAVEL PREPARATION

1. Leave requests are to be submitted to the Building Administrator for approval and forwarded to Central Office at least five days in advance of travel.
2. Lodging reservations and method of payment are the responsibility of the secretary or clerk.
3. Airline travel reservations are to be made through a local travel agency. Ticketing and purchase order are initiated upon approval of leave request.
4. Registration fees are to be accompanied by a purchase order.
5. School vehicles are to be utilized whenever possible and feasible.

TRAVEL ALLOWANCES

The reasonable cost of travel is defined to mean:

1. Actual expenses of lodging.
2. Meal allowances for a 24-hour period shall not exceed the following amounts and will be paid only when associated with overnight travel.

In-State Allowance: (July 1, 2015)

<u>Meals Allowable</u>	<u>When Leaving Before</u>	<u>When Returning After</u>
Breakfast \$6.00	5:31 a.m.	7:59 a.m.
Lunch 11.00	11:31 a.m.	12:59 p.m.
Dinner 15.00	5:31 p.m.	7:59 p.m.
\$32.00		

Out-of-State Allowance: (July 1, 2015)

<u>Meals Allowable</u>	<u>When Leaving Before</u>	<u>When Returning After</u>
Breakfast \$10.00	5:31 a.m.	7:59 a.m.
Lunch 14.00	11:31 a.m.	12:59 p.m.
Dinner 21.00	5:31 p.m.	7:59 p.m.
\$45.00		

Box Elder

REVISED
DOUGLAS SCHOOL DISTRICT

South Dakota

ADMINISTRATIVE REGULATION

Section G

Personnel

File: GCLA-R

Student Rate Allowance: (April 2009)

<u>Meals Allowable</u>	<u>When Leaving Before</u>	<u>When Returning After</u>
Breakfast \$5.00	5:31 a.m.	7:59 a.m.
Lunch 7.00	11:31 a.m.	12:59 p.m.
Dinner 9.00	5:31 p.m.	7:59 p.m.
\$21.00		

- a. **Team meals may be provided by the district when the event trip is overnight or longer than ten (10) hours.**
 - b. **Approved team meals will be vouchered unless the event schedule or travel arrangements prohibit team meals. Cash advances may be approved by the Business Manager.**
 - c. **Student meal allowances will be limited to the amounts stated above.**
 - d. **The coach will turn in all meal receipts, vouchers and unused cash advance to the Activities Director immediately upon return to school.**
3. When available, a school owned vehicle should be used. If one is not available, use of a personal vehicle may be used and is reimbursed at the state rate of 42 cents per mile. Use of a personal vehicle as a matter of preference may be reimbursed at the rate of 23 cents per mile if approved by the supervisor.
 4. Airfare at actual cost.
 5. Registration fees at actual cost. When the fee includes any meals, the amount of the meals included will be charged to the meal allowance.
 6. Miscellaneous expenses at actual cost excluding such items as gratuities, traffic violations and other personal expenditures.

The Board of Education permits an advance for meals only. Reimbursement for other travel expenses will be paid as follows:

TRAVEL CLAIMS

1. Submit claim within five (5) school days of trip completion.
2. Paid after Board approval.
3. When accompanied by receipts for:
 - (a) Lodging
 - (b) Registration fee
 - (c) Miscellaneous expenses exceeding \$3.00
 - (d) School vehicle charge slips
4. Submit Expense and Transportation Voucher (Form S-182) for mileage reimbursement.

ACTIVITIES POLICY HANDBOOK

Douglas High School

and

Douglas Middle School

2017-2018

NONDISCRIMINATION POLICY

The Douglas School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry.

Title IX concerns should be directed to Mrs. Debi Caskey, Assistant Superintendent, Coordinating Administrator for Curriculum and Instruction, Douglas School District, 400 Patriot Drive, Box Elder, SD 57719. Phone (605) 923-1431.

Inquiries concerning the application of Title VI or Section 504 may be referred to Ms. Joan Dunmire, Director of Special Education Services, Douglas School District, 400 Patriot Drive, Box Elder, SD 57719. Phone (605) 923-1431.

For additional information contact Regional Director, Department of Education, Office for Civil Rights, 1961 Stout Street, Denver, Colorado 80294.

TABLE OF CONTENTS

	PAGE
School District Philosophy-BA	4
District Activities Philosophy-BB	4
Objectives High School and Middle School-BC	5
Opportunities for Douglas Students-CA	6
SDHSAA Eligibility-DA	7
Job Description Statement-FA	9
Activities Director-FB	10
Activities Director/Middle School-FC	13
Activities Secretary-FD	14
Head Coach-FE	16
Assistant Coach-FF	19
Volunteer Coach-FG	21
Athletic Timer-FH	22
Athletic Scorekeeper-FI	23
Bus Chaperone-FJ	24
Evaluations-GA	25
Physical Examination-HA	26
Parent Information Form-HB	26
Safety Guidelines-HC	27
Pre-Season Meeting-IA	28
Squad Selection-IB	29
Release from Class-ID	31
Reporting Late to School-IE	31
Undue Influence for Participation-IF	32
Parent/Coach Communication-IG	33
Accident/Injury Procedures-IH	34
Training Room Use-II	34
Staff Meetings-JA	35
Memorandums-JB	35
Long Distance Telephone Calls-JC	35
Stationery-JD	35
Recording Equipment-JE	36
Scouting-JF	37
Parents Night-JC	37
State Competition-JH	38
Coaches Clinics-JI	39
Leave Request-JJ	39
Activity Equipment & Facilities-KA	40
Practice Schedules-KB	42
Practice Sessions-KC	43
Game Programs-KD	45
Facilities-KE	46
Building Use-KF	47
Crowd Control-KF	48

Game Supervision-KH	48
Travel/Transportation Policies-LA	49
Pep Bus Guidelines-LB	53
End of Season Records-MA	54
Awards Ceremonies-MB	54
Awarding of Letters-MC	55
Purchasing-NA	56
Inventory of Equipment-NB	57
Maintenance and Repairs-NC	57
Arrival of New Equipment-ND	57
Scheduling of Events-OA	58
Procedures for Hiring Officials-OB	60
Schedule of Officials' Fees-OC	61
Gate Revenues-OD	62
Accountability of Gate Receipts-OE	63
Money Submitted for Deposit-OF	63
Publicity and Promotion-PA	64
Media Relations & Policies	65
Public Appearances-PC	65
Visits with College Recruiters-PD	66
Team Pictures-QA	67
Fund Raising-QB	67
Special Events/Dances –QC	68
Concession Stand Guidelines-QD	69
Trophy Display-QE	70

COCURRICULAR AND EXTRACURRICULAR PROGRAM

The Board recognizes the educational values inherent in a broad, varied, and well-directed student activities program. Each activity should be designed to contribute directly to the educational, civic, social, ethical and leadership development of students involved.

The Board has established the following criteria that all student activity programs should meet:

1. Student activities must have educational value for students.
2. Student activities must be voluntary.
3. Student activities must be open to all students regardless of race, religion, sex, national origin or handicaps.
4. Student activities must be managed in a professional manner.

Douglas High School will abide by the rules and bylaws of the South Dakota High School Activities Association (SDHSAA). Membership in the SDHSAA will be renewed annually by approval of the Board.

DOUGLAS SCHOOL DISTRICT EDUCATIONAL PHILOSOPHY

BOARD POLICY File: AD

The Douglas School District will promote an environment conducive to teaching and learning.

The district, working as partners with the educational community, will develop individuals who realize self-worth and have an opportunity to create a productive role as responsible citizens in an ever changing world.

PHILOSOPHY OF DOUGLAS SCHOOL DISTRICT ACTIVITIES DEPARTMENT

Activities Code: BB

We recognize the educational values inherent in an effective student activities program.

Academic achievement is the foundation for the educational program for all students. Activities are an important part of the school's total educational program.

The activities program is designed to contribute directly to the educational, civic, social and leadership development of the students involved.

All student activities are voluntary and open to all students regardless of race, religion, sex, national origin or handicaps.

PURPOSE OF ACTIVITIES

Research has shown that students who take part in school activities are generally happier about school and incur fewer discipline problems than non-participating students. Students involved in interscholastic activity programs have better attendance records and have a lower dropout ratio. Their grade point averages rank well above those students who choose not to take part in school activities and they learn valuable lessons in many practical situations such as teamwork, sportsmanship, keeping winning and losing in perspective, hard work, self-discipline, and skills to handle competitive situations. Participation in school activities is a better predictor of success in later life than either grade-point averages or results on standardized tests.

The Douglas activities program will encourage every student to explore the opportunities to participate in co-curricular and extra-curricular activities.

Intramurals are for equal participation. The Douglas activities program in grades K-6 offers students opportunities to take part equally and train in the basic skills. The focus of intramural activities is to learn skills in an environment that stresses team work, personal effort, and enjoyment.

Interscholastic competition begins at the 7th and 8th grade level. Students have an opportunity to take part at various levels within the schedule of their activity. Activity participation will expose students to competition while they develop activity specific skills and basic knowledge of rules and strategies within the activity.

At the freshmen level, an effort is made to include as many students as possible in activities, regardless of knowledge or skill level. To promote the educational growth of students, each year, the expectations increase for student effort, attendance and skill proficiency. The sophomore and junior varsity experience aims to develop a limited number of students using those persons who show the greatest ability, skill, and effort.

It is the goal of Douglas High School to strive for excellence in education and activities. The philosophy of Douglas High School is that varsity programs are the talented and gifted programs of the activities department. There is no priority placed on the grade level of the student at the varsity level, only on the qualities he or she displays. The varsity programs are for the student that has learned the basics and does well in practice and competition. Learning to accept one's role regarding the activity is important. Students who display excellent and skill will be rewarded. The program is designed for equal opportunity but not for equal participation.

OBJECTIVES FOR ACTIVITIES OFFICE

Activities Code: BC

- A. To provide a desirable program of student activities for as many students as possible within the limits of existing facilities.
- B. To provide the opportunity for a student to experience success in an activity they select.
- C. To provide a positive image toward school activities at Douglas High School and Douglas Middle School.
- D. To provide opportunities that will allow the program to serve as a laboratory where students may learn from situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 - 1. Physical, mental and emotional growth and development
 - 2. Acquisition and development of special skills in activities of each student's choice
 - 3. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits
 - 4. Directed leadership and supervision that stresses self-discipline, self motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously
 - 5. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity
 - 6. Achievement of initial goals as set by the school in general and the student as an individual
- E. To strive always for excellence that will produce winning performances within the bounds of good sportsmanship and mental health of the student.
- F. To ensure growth and development that will raise the number of individual participants and give impetus to increasing attendance at each contest.
- G. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- H. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- I. To develop an understanding of the value of activities in a balanced educational process.

ACTIVITY OPPORTUNITIES FOR DOUGLAS STUDENTS

Activities Code: CA

HIGH SCHOOL ATHLETICS / ACTIVITIES

FALL

Competitive Cheer, G
Football Cheerleading, B/G

Cross Country, B/G

Drama, B/G

Football, B

Golf, B

Knowledge Bowl, B/G

Soccer, B/G

Volleyball, G

SPRING

Golf, G

Drama, B/G

Track & Field, B/G

WINTER

Basketball, B/G

Debate, B/G

Drama-One Act Play, B/G

Wrestling, B

YEAR ROUND

Art Club

Band

Choir

Environmental Club

Fellowship of Christian Athletes

Library/Book Club

Robotics/Industrial Tech Club

National Honor Society

Yearbook

MIDDLE SCHOOL ATHLETICS & ACTIVITIES

1st Quarter: 6th, 7th & 8th Boys' and Girls' Cross Country
7th & 8th Grade Girls' Volleyball
7th & 8th Grade Boys' Football
6th grade Girls' Intramural Volleyball (6 weeks)
6th Grade Boys Flag Football (6 weeks)
Knowledge Bowl

2nd Quarter: Fall Play
7th & 8th Grade Girls' Basketball
6th, 7th & 8th Grade Boys' Wrestling
6th Grade Girls' Intramural Basketball (6 weeks)
Knowledge Bowl
Band Concert
Chorus Concert

3rd Quarter: 7th & 8th Grade Boys' Basketball
7th & 8th Grade Girls' Spirit Squad (Drill Team)
6th Grade Boys' Intramural Basketball

4th Quarter: 7th & 8th Grade Boys' and Girls' Track & Field
Spring Play
Band Concert
Chorus Concert

Year Round Activities:
Band
Chorus
Newspaper
Yearbook
Visions (Literary Publication)
Math Counts

SDHSAA ELIGIBILITY REQUIREMENTS

Activities Code: DA

The following are the eligibility requirements for students participating in any athletic activities.

YOU ARE ELIGIBLE IF:

1. You are under the age of 20.
2. You have not attended more than 4 first semester and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless waived due to illness, injury or other circumstances of a similar serious nature which must be verified in writing by a licensed health professional or other professional personnel if requested by the SDHSAA.
3. During the preceding semester you passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of credit that will be used in the issuance of a diploma.
4. During the current semester you are enrolled in and attend a minimum equivalent of four full time subjects for which you will earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
6. You have on file in the principal's office a signed physical examination and parent's permit form.
7. You have not transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the open-enrollment By-Law.)
8. You have a copy of your transcript on file in the principal's office prior to competition.
9. You have not been absent from school more than 10 consecutive school days in a member school which operates a five day school week or more than eight consecutive days in a member school which operates a four day school week. (Illness of the student or death in the immediate family excepted.)
10. During a high school sport season, you do not compete on an unattached basis as an individual or a member of a non-school team.
11. You have not participated in an athletic contest under an assumed name.
12. You have not participated in athletics in any institution of learning of higher rank than a standard secondary school.
13. You have not violated your amateur standing.
14. You have not graduated from a regular four-year high school or institution of equivalent rank.

NOTE: You should also know that participation in an All-Star Basketball or Football Game, during the school year, that is not sanctioned by the SDHSAA could cause you to be ineligible at NCAA colleges and universities your freshman year. Consult the Constitution and By-Laws for additional information or consult the Activities Director.

JOB DESCRIPTIONS

I. Statement on Personnel Expectations and Responsibilities

Due to the increased emphasis on credibility and accountability in activities today, all personnel within the framework of an activities program will have precise written policy for meeting their job goals.

ACTIVITIES DIRECTOR JOB DESCRIPTION

Activities Code: FB

- A. TITLE: Activities Director
- QUALIFICATIONS:
1. Valid South Dakota teacher certification.
 2. Previous experience as a coach is desirable.
 3. Knowledge of the operations of an activities program.
 4. Bachelor's or Master's Degree in related field
 5. Previous experience in directing activities preferred
- REPORTS TO: Building Principal
- SUPERVISES: Supervision of coaches and activities staff involved in school programs and events.
- JOB GOAL: To provide for overall leadership and coordination among the various activities.
To facilitate programs that provide students with worthwhile learning experiences.

B. DUTIES AND RESPONSIBILITIES:

1. Responsible to the Superintendent of Schools and works under the direction of the High School Principal.
2. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the South Dakota High School Activities Association.
3. Observes coaches sufficiently in order to make future recommendations in terms of job expectancies and to make recommendations to the school principals as to coaches' job assignments.
4. Responsible for evaluating all new coaching candidates for original coaching positions. Shall also serve on the selection committee for those positions when the possibility of a teaching/coaching combination exists.
5. Responsible for all recommendations for the improvement of adequate facilities which shall be directed to the Superintendent of Schools for consideration and referral at the Superintendent's discretion.
6. Responsible for the development of all interscholastic game schedules, event contracts

- and publication of all schedules.
7. Responsible for contracting all game officials including those assigned by the Black Hills Conference.
 8. Interprets Board Policy to the extent necessary to provide guidance for the schools and coaches under the Director's jurisdiction.
 9. Resolves conflicts that may develop within the Activities Department.
 10. Seeks and finds ways for supporting and financing the activities programs.
 11. Makes arrangements for all interscholastic events such as transportation, lodging and meals, when required.
 12. Oversees budget and purchasing related to activities department.
 13. Attends all home activities and/or arranges for proper supervision of home activities by administrative personnel.
 14. Acts as tournament manager for all league and tournament playoff activities that are assigned to the school district.
 15. Sends reminders of coming events to schools and officials.
 16. Responsible, after consulting the Head Coach, for the cancellation or postponement of contracted contests because of non-playing conditions.
 17. With the Middle School Principal, supervises the Middle School Activities Director.
 18. Supervises all radio and television broadcasts, as well as the public address system operation at the various home events.
 19. Maintains a permanent file of participants' medical examinations, insurance forms, participation records, parent consent forms, and HIPPA forms.
 20. Maintains permanent records regarding individual and team records, season summaries and accomplishments.
 21. Maintains a file of all disciplinary actions involving activity participants in regard to providing due process.
 22. Responsible for determining and certifying scholastic eligibility of all candidates for activities on a semester basis.
 23. Coordinates staff development opportunities and budget for activities coaches.
 24. Develops the yearly budget request and capital outlay request for the activities program in conjunction with head coaches.
 25. Assists Principal and student council in scheduling all activity assemblies.
 26. Responsible for the safekeeping and deposit of gate receipts at all home interscholastic contests and, when admission is charged.
 27. Provides for the cleaning, repairing and storing of all activity equipment and maintaining a perpetual inventory of all equipment.
 28. Oversees the management of the training room, supplies and services.
 29. Arranges for medical supervision at all home varsity football games.
 30. Supervises the physical equipment and schedules facilities for all activities events.
 31. Assists the Booster Club in organizing and hosting the Annual Activity Awards Banquet.
 32. Promotes publicity for all activities.
 33. Cooperates with the Buildings and Grounds Department in the repair and maintenance of the athletic field, track, and gymnasiums, including physical education facilities.
 34. Recruits, retains, supervises and evaluates all activities department staff and event workers, including security.
 36. Recommends assignment of keys for activity supervisors.
 37. Represents the school in all activity business at Conference and SDHSAA meetings.
 38. Provides for the reasonable and equitable utilization of the concession stands.
 39. Responsible for the operation and organization of the press boxes.

40. Attends and serves as school liaison at all Activities Booster Club meetings.
41. Is the liaison person between the coaches and the Activities Booster Club.
42. Assists the administration in the preparation and the distribution of complimentary passes for the school district.
43. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
44. Responsible for the annual review of the Activities Policy and Staff handbook.
45. Constantly evaluates the program, always seeking ways of improving activities and interscholastic athletics.
46. Presents recommendations for changes in activity policies to the Superintendent.
47. Performs other duties as the Principal and/or Superintendent of Schools may direct.

MIDDLE SCHOOL ACTIVITIES DIRECTOR JOB DESCRIPTION

Activities Code: FC

A TITLE: Middle School Activities Director

QUALIFICAITONS:

1. Valid South Dakota teacher certification.
2. Employed as an administrator in the Douglas Middle School.
3. Previous experience as a coach is desirable.
4. Has knowledge of the overall operation of an activities program.

REPORTS TO: The District Activities Director in conjunction with the Middle School Principal.

SUPERVISES: Supervision of Middle School Coaches and others involved in the Middle School Activities Program.

JOB GOAL: To carry out the aims and objectives of the overall Douglas Activities Program at the Middle School while coordinating the Middle School Activities Program.

B DUTIES AND RESPONSIBILITIES:

1. Is responsible for communicating information from the High School Activities Office to Middle School coaches and staff.
2. Works with the Principal on all activity assemblies.
3. Maintains a file on all Middle School physical examination cards and insurance waiver forms.
4. Checks scholastic eligibility of all athletes.
5. Maintains an inventory of all equipment and provides for its storage.
6. Arranges for ticket sellers at all contests where admission is charged.
7. Works with Middle School Principal in covering all home activities with adult supervision.
8. Schedule all contests and hiring of game officials.
9. Provide to District Activities Director (from each coach) a list of students who have completed the season.
10. Supervises any fundraising projects sponsored by Middle School teams.
11. Advises the Principal and District Activities Director of coaches' concerns about schedules and league matters.
12. Helps prepare contest sites for scheduled events.
13. Provides training rules and other unique regulations of the activity to Middle School coaches.
14. Works closely with the District Activities Director in coordinating High School and Middle School events.

ACTIVITIES SECRETARY JOB DESCRIPTION

Activities Code: FD

A TITLE: Activities Secretary

QUALIFICATION: 1. Ability to work with students.
 2. Knowledgeable in bookkeeping, accounting, computer use, secretarial skills and clerical skills.

REPORTS TO: Activities Director

SUPERVISES: Office aides

JOB GOAL: Provide organization and office support for the Activities Department.

B ACCOUNTING/FINANCIAL/BOOKKEEPING

1. Supervise all high school activity accounts.
2. Complete all purchase requisitions and check budgets.
3. Prepare all time sheets for staff personnel working activities events.
4. Assist student officers with club activity accounts and purchasing processes.
5. Prepare, distribute and file all official contracts and vouchers.
6. Prepare cash box for all home activities.
7. Make all deposits for general fund and fiduciary accounts.
8. Count, receipt, and record general fund and fiduciary money and maintain a cash revolving for these accounts.
9. Maintain ticket tally and cash for all high school activities.
10. Process, record and file all purchase orders for general fund and fiduciary activities accounts.

C COMPUTER

11. In charge of all the activities department computer files.
12. Produce activity event programs.
13. Maintain records and activities for yearly booklet on the computer.
14. Enter all data for Purchase Orders.
15. Enter all data regarding inventories.
16. Maintain athletic rosters, schedules and reports as required by the SDHSAA.
17. Update Activities website and calendar daily.

D SECRETARIAL

17. Completes clerical tasks for the Activities Department.
18. Complete forms and reports required by SDHSAA.
19. Assist coaches in filling out leave forms for activities.
20. Prepare programs for all home events.
21. Work with class advisors with Homecoming and Prom purchasing.
22. Maintain the records of student physicals and insurance.

23. Assist the students who come to the Activities Office with minor physical and emotional problems and other routine medical needs.
24. Assist parents in completing paperwork to administer prescription medications at school as needed.
25. Administer over-the-counter medication and prescription medication as needed per district guidelines.

E. CLERICAL

26. Keep neat and accurate files
27. Verify all supply and equipment deliveries for completeness and accuracy
28. Manage all incoming and outgoing mail
29. Answer Activities Office phone
30. Verify all upcoming activities with transportation, opponents, officials and workers.
31. Perform all general clerical tasks directly related to the duties of the Activities Director.

HEAD ACTIVITIES COACH OR SUPERVISOR JOB DESCRIPTION

Activities Code: FE

TITLE: Head Activities Coach or Supervisor

QUALIFICATIONS: 1. Has successfully completed the required NFHS online courses:
 Fundamentals of Coaching
 Sports First Aid and Safety course every two years
 Concussion Management course every year
 Heat Acclimatization Course for fall coaches every year
 2. Completes the annual on-line rules meeting and coaching test as required by the SDHSAA.
 3. Has the ability to organize and supervise a total activity program.
 4. Has previous successful coaching experience in assigned activity.
 5. The Head Coach must have substantial knowledge of the technical aspects of the activity and at the same time must continue to examine new theories and procedures pertinent to the field.

REPORTS TO: The Activities Director, who provides over all objectives and final evaluation.

SUPERVISES: Assistant Coaches and Middle School Coaches in conjunction with the Activities Director and respective Principal.

JOB GOAL: Further the district's mission, "Prepare all students to meet the challenges of an ever-changing world." To instruct participants in the skills, strategy and conditioning necessary for a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

GENERAL: 1. The success of activity programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
 2. The position includes other unusual aspects such as extended time, risk Injury factor and due process predications.
 3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise prudent judgment.

B. DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of the Activities Policy approved by the Douglas Board of Education and is responsible for it's implementation by the entire staff.
2. Has knowledge of existing system, SDHSAA and conference regulations; implements same consistently and interprets them for staff.
3. Understand the proper administrative line of command and refers all requests or grievances through proper channels. Attends all public/staff/departmental meetings

that require attendance.

4. Responsible for verifying student attendance each day to enforce the activity participation policy.

C. STAFF RESPONSIBILITIES

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff.
2. Designs conferences, clinics and staff meetings to insure staff awareness of overall program.
3. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local clinic policy.
4. Delegates specific duties, supervises implementation, analyzes staff effectiveness and evaluates all assistants.
5. Maintains student discipline, resolves grievances and works to increase morale and cooperation.
6. Perform such other duties that may be assigned by the Activities Director.

D. ADMINISTRATIVE DUTIES:

1. Assists the Activities director in scheduling, providing transportation and requirements for tournament and special events.
2. Assists in the necessary preparation to hold scheduled events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment and sites.
5. Advises the Activities Director and recommends policy, method or procedural changes.

E. RESPONSIBILITIES TO STUDENTS:

1. Provides training rules and any other unique regulations of the activity to each student who is considered a participant.
2. Gives constant attention to a student participant's grades and conduct.
3. Provides supervision and guidance at all practices, games and while traveling, to safeguard and instruct each participant.
4. Supervises all participants before, during and after practices and events until all have left the facility.
5. Provides out-of-season opportunities for participants that will facilitate growth and development.
6. Utilize coaching contacts allowed with students during the summer months, per SDHSAA rules.
7. Adheres to district policies concerning injuries, medical attention and emergencies.
8. Completes paperwork on all injuries on proper forms and submit to activities office within 24 hours.
9. Directs student managers, assistants and statisticians.

10. Instills in each participant a respect for self, respect for others, and care for the property of others.
11. Ensures due process when the enforcement of discipline is necessary. Contact parents when a student is absent or quits.
12. Assists participants in their college or advanced educational selection.
13. Schedules and presents a team recognition program at the end of the season.

F. FINANCE AND EQUIPMENT:

1. Participates in the budgeting function with the Activities Director by establishing needs for the next season. Recommends equipment specifications. Is responsible for operating within budget appropriations.
2. Is accountable for all equipment and reports any equipment lost or not returned to the Activities Office.
3. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.
4. Properly marks and identifies all equipment before issuing or storing.
5. Monitors equipment rooms and coaches' offices. Authorizes who may enter, issue or requisition equipment.
6. Examines facility / vehicle before and after practices and games, checking on general cleanliness.
7. Secures all doors, windows, locks, and turn off lights if custodians are not on duty before leaving building.

G. PUBLIC RELATIONS:

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the activity within the school through recruiting students that are not in other programs and promotes the activity outside the school through news media.
3. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
4. Responsible for maintaining good public relations with news media, Booster Club, parents, officials, volunteers and fans.
5. Facilitates positive, helpful parent support and involvement.
6. Incorporates community service into team activities.

ASSISTANT ACTIVITIES COACH OR SUPERVISOR JOB DESCRIPTION

Activities Code: FF

A TITLE: Assistant Coach or Supervisor (High School and Middle School)

QUALIFICATIONS: 1. Has successfully completed the NFHS online courses:
 Fundamentals of Coaching
 Sports First Aid and Safety course every two years
 Concussion Management course every year
 2. Previous coaching experience in assigned activity is desirable.
 3. Has knowledge and background in the assigned activity.

REPORTS TO: The Head Coach, in conjunction with the Activities Director.

SUPERVISES: Students and team assigned and assumes supervising duties over all students in program when such control is needed.

JOB GOAL: To carry out the aims and objectives of the program as outlined by the Head Coach. To instruct participants in individual and team fundamentals, strategy and training necessary for them to realize a degree of individual and team success.

B. DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of the Activities Policy approved by the Douglas Board of Education and is responsible for its implementation.
2. Has knowledge of and adheres to the existing District, state and league regulations.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Attends all public/staff/department meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school activities program.
5. It is the responsibility of the coach to check with the attendance office each day to enforce the activity participation policy.

C. ADMINISTRATIVE DUTIES:

1. Assists in the necessary preparation to hold scheduled events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
2. Provides documentation to the Activities Director to fulfill state and District requirements concerning physical examinations, parental consent and eligibility.
3. Provides proper safeguards for maintenance and protection of assigned equipment sites.

D. RESPONSIBILITIES TO STUDENTS:

1. Presents and enforces rules of the activity to each participant.

2. Provides supervision and guidance at all practices, games and while traveling to protect and instruct each participant.
3. Directs student managers and statisticians on respective teams.
4. Ensures due process when the enforcement of discipline is necessary.
5. Contact parents when a student is absent or leaves the team.
6. Instills in each player a respect for self, respect for others and care for property.

E. EQUIPMENT AND FACILITIES:

1. Is accountable to the head Coach for all equipment. Arranges for issuing and storing of equipment and submits to the Head Coach an annual inventory and current records concerning the same.
2. Recommends to the Head Coach budgetary items for next year in the program area.
3. Monitors equipment rooms and coaches' offices and authorize who may enter.
4. Permits the participant to only be in authorized areas of the building at the appropriate times.
5. Responsible for cleanliness and maintenance of equipment, facilities and vehicles used during the course of the coach's activity.
6. Secures all doors, windows, locks and alarms before leaving building.

F. PROGRAM RESPONSIBILITIES:

20. Assists the Head Coach in carrying out responsibilities.
21. Makes press releases and school announcements as directed by head coach.
22. Instructs team members regarding the rules and fundamentals of the activity as outlined by the Head Coach, District and/or SDHSAA.
23. Maintains a record of team statistics and requirements for lettering. (For both Head Coach and Activities Director.)
24. Works within the basic framework and philosophy of the Head Coach of that activity.
25. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
26. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems and to be involved in staff discussions.
27. Helps in the planning and implementation of both in-season and out-of-season conditioning and training programs.
28. Supportive of all staff members and students within ears or eyes of players or parents. Keeps disagreements private.
29. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
30. Attends all contests, when possible, of other teams in the program.
31. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

VOLUNTEER ACTIVITIES COACH DESCRIPTION

Activities Code: FG

A TITLE: Volunteer Activities Coach

QUALIFICATION: 1. Has successfully completed the NFHS online courses:
Fundamentals of Coaching
Sports First Aid and Safety course every two years
Concussion Management course every year
Heat Acclimatization course for fall sport coaches

2. Has reputable background in working with youth.

3. Has previous coaching, teaching or playing experience in the assigned position.

4. Submits fingerprints and passes District background check.

REPORTS TO: Activities Director & Head Coach/Program Director

SUPERVISES: May only assist in supervising students when a certified coach, employed by the district is present.

JOB GOAL: To carry out aims and objectives of the assigned team/group as outlined by the Activities Office and Board of Education policy. To assist staff coaches in teaching individual and team fundamentals, strategy and training necessary to realize a degree of individual and team success.

B DUTIES AND RESPONSIBILITIES:

1. Attend required meetings and meet all criteria pertaining to activities required of a coach employed by the District.
2. Contacts the Activities or Head Coach/Program Director each week of involvement, for the purpose of communication.
3. Follows all criteria as outlined in the job descriptions for Head Coach, Assistant Coach, or Activities Director as determined by assignment.

ATHLETIC TIMER JOB DESCRIPTION

Activities Code: FH

A. TITLE: Athletic Timer

QUALIFICATIONS: 1. Has an understanding of the rules of the sport assigned to time.
2. Has an understanding of the operation of the timing equipment.
3. Has reviewed the guidelines for timers outlined by the SDHSAA

REPORTS TO: Activities Director

JOB GOAL: To insure that the assigned athletic contest is properly timed in accordance with the rules set forth by the SDHSAA and the NFHS.

B. DUTIES AND RESPONSIBILITIES:

1. Times each athletic contest as honestly and impartially as possible.
2. Reports 30 minutes prior to the start of the contest and ascertains that the equipment is in proper working order.
3. Insures that the contest begins on time and that each team is properly informed of any variation from the established time schedule.
4. Informs each team at least three minutes prior to the start of the second half.

ATHLETIC SCOREKEEPER JOB DESCRIPTION

Activities Code: FI

A. TITLE: Athletic Scorekeeper

QUALIFICATIONS:

1. Has an understanding of the rules of the sport assigned.
2. Has an understanding of the operation of the scorebook for the sport assigned.
3. Has reviewed the guidelines for scorekeeper set forth by the SDHSAA.

REPORTS TO: Activities Director

JOB GOAL: To insure that the assigned athletic contest is scored in accordance with the rules set forth by the SDHSAA and the NFHS.

B. DUTIES AND RESPONSIBILITIES:

1. Scores each athletic contest as honestly and impartially as possible.
2. Reports 30 minutes prior to the start of the contest and ascertains that all materials are in proper order for scoring the contest.
3. Maintains contact throughout the contest with the game officials so as to be as accurate as possible.
4. Ascertains at the end of the contest that the results are accurate and reports to the Activities Director.

ACTIVITIES BUS CHAPERONE JOB DESCRIPTION

Activities Code: FJ

A. TITLE: Bus Chaperone

QUALIFICATIONS: 1. Staff member or parent need not be certified teacher.
2. Has submitted fingerprints and received approved background check.

REPORTS TO: Activities Director

JOB GOAL: To give supervision to activity bus so as to assure safety and proper control.

B. DUTIES AND RESPONSIBILITIES:

1. Secures in advance from Director of Activities:
 - a. Time and location for bus departure.
 - b. List of students who will be passengers.
2. Is at departure location ten minutes prior to departure time.
3. Allows only those students to enter bus whose names appear on list and who are in possession of valid tickets.
4. Requires all students to be seated during the time bus is in motion and requires silence when bus stops for railroad crossings.
5. After reaching destination, is seated in such an area as students know where chaperone may be found if assistance is needed.
6. Enforces and upholds all school rules of discipline.
7. Checks attendance before allowing bus to embark on return trip.
8. Reports any serious problem or difficulty to the administration as soon as possible.

EVALUATIONS

Activities Code: GA

A. Evaluation of activities staff

Program goals, objectives and personnel competencies must be in place to assess whether goals are being met, or personnel possesses the desired competencies.

To implement a broad comprehensive evaluation of the coaching staff, it will be necessary to incorporate a multi-step process. It includes: 1) a thorough job description, 2) objectives for the program, 3) a method for in-season assessment, 4) comprehensive written end-of-season evaluation, and 5) a statement on coach's rebuttal.

B. Purpose of staff performance evaluations

1. To afford an opportunity to identify, recognize and praise quality coaching and instruction
2. To provide information necessary to make an objective assessment of the performance of a coach
3. To identify and correct those factors that interfere with a coach's overall contribution to the activities program
4. To assure that quality coaching is a responsibility shared by the entire coaching staff and the Activities Director

C. Staff evaluation procedures

1. The Activities Director will conduct evaluations of Assistant Coaches with input from the Head Coach.
2. The Activities Director will conduct evaluations of Head Coaches, Advisors and the Activities Office secretary.
3. The Activities Director will be responsible for the contract recommendation for each activities staff member.
4. Evaluation of personnel is a continuous function throughout the course of a year and from year to year. Formal evaluations of coaches will be completed each year.
5. The Activities Director will conference with each staff member to review the written evaluation and recommendation.
6. Staff members may write a rebuttal to the evaluation.

PHYSICAL EXAMINATION

Activities Code: HA

- A. SDHSAA requires a physical examination for each athlete who participates in interscholastic athletics.
 - 1. Douglas High School requires a yearly physical examination, and shall be valid for one calendar year. A physical exam given in May will be considered valid through the next school year, per SDHSAA guidelines.
- B. The head coach of each sport has the responsibility to verify their athletes have a current physical on file in the Activities Office.
- C. All physicals must be turned in to the Activities Office before ANY student may participate in a practice or contest. A record of this examination will be maintained in the Activities Office.
- D. Following any extended illness or injury, students will be required to have a written statement from the doctor assuring that they may be permitted to practice and compete.

PARENT INFORMATION FORM

Activities Code: HB

- A. All athletes must have proof of accident insurance coverage prior to participating.
- B. The Parent Information sheet must be signed by the parent.
- C. The head coach of each sport has the responsibility to collect these forms and return the forms to the Activities Office where it will be maintained on file.

SAFETY GUIDELINES

Activities Code: HC

- A. The safety guidelines and/or practices have been established for each activity to help protect the student and others from injury and/or illness.
- A. All coaches are required to complete the NFHS First Aid for Coaches Course on-line every other year.
- B. All coaches are required to complete the NFHS Concussion Management Course on-line every year.
- C. Fall athletic coaches will complete the NFHS Heat Acclimatization Course on-line each year.
- D. All suspected injuries will be documented and referred to the appropriate medical personnel.
- E. Return to participation protocol will be followed in accordance with District and SDHSAA policy. Return to participation procedure will be documented.

PRE-SEASON MEETING

Activities Code: IA

- A. Prior to the beginning of practice at each activity, coaches and advisors will meet with the students who are planning to participate.
- B. Pre-Season Parent and Participant Meetings
 - 1. Schedule meetings prior to the first day of permitted practice or within the first week of practice.
 - 2. Take attendance and record the names of individuals attending the meeting.
 - 3. Have a written record of topics covered to include but not be limited to:
 - a. Team rules and expectations for behavior and attitude
 - b. Procedures and criteria for selecting the team including moving athletes up
 - c. Determining factors for the starting line-up and playing time
 - d. Staff's coaching philosophy and style of play
 - e. What players can expect from coaches
 - f. Expectations and schedules for attending practice sessions, including those over weekends, holidays, and weather related conditions
 - g. Equipment student will be responsible for purchasing
 - h. Procedures for reporting and attending to injuries
 - i. Academic requirements for eligibility
 - j. Lettering requirements
 - 4. Explain the SDHSAA eligibility rules and school rules to the participants and parents. Explain the possible penalties if rules are violated.
 - 5. Inform the students and parents of safety guidelines and the type of injuries that can result from participation in activities. Explain the causes and practices that can lead to such injuries, and the ways that such injuries can be minimized or avoided. This procedure may serve as a general warning to parents and participants, and will supplement specific warnings given by a coach during practice sessions.

SQUAD SELECTION

Activities Code: IB

A. Cutting Policies

1. Responsibility

- a. Choosing the members of activity squads is the sole responsibility of the coaches for those squads.
- b. Administration and coaching staff will make every effort at the freshmen level to provide adequate coaching, supervision and playing opportunities for interested students. Team reduction at the freshmen level will only be utilized when it is not possible to maintain a positive practice and competitive atmosphere due to a large number of participants.
- b. Lower level coaches shall take into consideration the policies as established by the Head Coach in that particular program when selecting final team rosters.
- c. Prior to try outs, the coach shall provide the following information to all candidates for the team:
 - (1) extent of try-out period (a minimum of five practices)
 - (2) criteria used to select the team
 - (3) number of individuals to be selected
 - (4) schedule and time commitment required of selected team members

2. Procedure for Cutting Students from a Team

- a. When a squad cut becomes a necessity, the process will include two important elements. Each candidate shall:
 - (1) have competed in a minimum of five practice sessions or try-outs.
 - (2) be personally informed of the cut and the reason by the coach.
- b. Cut lists are not to be posted.
- c. If a coach foresees difficulties arising as a result of squad cuts, they should discuss the situation with the Activities Director.
- d. In the event the student appeals the cut as being unfair, they may be granted one day of additional try-out.

B. Moving middle school athletes up to high school squads.

1. Requests by a head coach to move middle school athletes to a high school squad should be directed to the high school activities director.
2. The activities directors, middle school coach and high school coach will meet to discuss the impact of moving a student-athlete up.
 - a. Skill level of the student-athlete
 - b. Social and emotional maturity of the student-athlete.
 - c. Impact on the middle school team.
 - d. Impact on the high school team.

3. The head coach will have the authority to decide if the student-athlete should move up.
4. The coach or activities director will contact the student's parents to confer about the goals, expectations, team rules and to gain permission of the parents.

RELEASE FROM CLASS

Activities Code: ID

- A. All activities should be scheduled so that students miss a minimum number of classes.
- B. Head coaches should make arrangements with the Activities Director to have students excused from class because of travel requirements only when absolutely necessary.
- C. Trip List Forms ID-E are available in the Activities Director's office for approval, listing of departure time, names of students, etc., to be given to the Activities Director for approval.
- D. It is the responsibility of the student to see their teachers the day before class if they are to miss because of an activity contest. All work shall be made up per each teacher's class policy.
- E. All coaches shall submit a list of all squad members, managers, etc., to be excused, one day in advance. Activity trip list forms will be available in the Activities Office.

ACTIVITY PARTICIPANTS REPORTING TO SCHOOL LATE

Activities Code: IE

- A. Students will be encouraged by activities staff to attend all classes when physically able to do so.
- B. Student participants who return from an activity trip later than 1:00 a.m. may be excused from attendance the following day until 3rd period begins. Coaching staff who return from an activity trip later than 1:00 a.m. may be excused from attendance the following school day until 11:30 a.m. when sub coverage ends.
- B. Coaching staff will be responsible for arranging substitute coverage before the trip.
- C. The Activities Director will make every effort to schedule long trips on dates before weekends or non-school days

UNDUE INFLUENCE FOR PARTICIPATION

Activities Code: IF

- A. All students shall enjoy as many activities as the student and their parents wish them to participate in without influence from any coach to specialize in one activity. All coaches should encourage participation in other activities.
- B. Students may switch activities once the season has started with approval from the head coach for each activity involved.
- C. Student participants may begin the next season when their current activity is completed or with approval of the head coach of the current activity.

PARENT/COACH COMMUNICATION

Activities Code: IG

Both parenting and coaching are extremely difficult vocations. It is necessary to understand and accept the responsibilities of each other to provide a more effective activity experience for students.

A. Communication from coach to parent

1. Philosophy of the coach
2. Expectations the coach has for your student as well as all the players on the squad
3. Locations and times of all practices and contests
4. Coach's contact information
5. Team requirement, i.e., practices, special equipment
6. Procedure followed should your student be injured during participation
7. How squad selection, position assignments and playing time will be determined

B. Communication from parents to coach.

1. Concerns and questions expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific questions with regard to a coach's philosophy and/or expectations.
4. Every effort should be made to discuss and resolve concerns at the primary level, between the coach and student or between the coach and parent.
5. The coach must notify the Activities Director if the primary level resolution was not effective. The Activities Director will then meet with the coach, student and/or parent. If the concern is still unresolved, the student or parent will be provided with a Complaint Form IG-E and the Activities Director will invite the student or parent to visit with the building principal.
6. Unresolved complaints will be forwarded to the Superintendent after meeting with the principal.
7. If a satisfactory resolution is not found in meeting with the Superintendent, the complaint will be forwarded to the Board of Education upon the request of the complainant.

ACCIDENT/INJURY REPORT PROCEDURES

Activities Code: IH

A. Reporting Procedures

1. The coach or athletic trainer will complete the "Accident Report" form immediately following all injuries or accidents that involve any student under their control during a practice, contest or while traveling to or from a contest.
2. The form shall be turned into the Activities Director's office by the following school day with the coach retaining their copy.
3. Injured students will be referred to the Certified Athletic Trainer (ATC) or appropriate medical personnel.

B. Return to participation

1. Athletes that have been held out of participation because of illness or injury, and were under the treatment of the trainer or physician, must have a written statement allowing return to competition.
2. Students with a suspected concussion will be assessed by the ATC or appropriate medical personnel before resuming participation. Medical personnel and Post ImPact testing will be used to determine when a concussed athlete may resume light, non-contact practice under the guidance of the ATC

TRAINING ROOM

Activities Code: II

- A. The training room is to be kept closed and locked unless in use and supervised by a coach or trainer.
- B. Training room supplies will be kept in the Activities Office. Coaches are responsible for having their team's medical kit available and prepared for all practices and contests.

STAFF MEETING

Activities Code: JA

- A. There will be a minimum of two regular activities staff meetings each year. If necessary, special meetings may be called. All activities staff members are expected to attend staff meetings unless excused prior to the meeting by the Activities Director.
- B. Notices for staff meetings will usually be given one week in advance.

MEMORANDUMS

Activities Code: JB

- A. The Activities Office will periodically send memos to coaches during the school year. The memos are to be filed in the cover packet in each coach's staff handbook for future reference.

LONG DISTANCE TELEPHONE CALLS

Activities Code: JC

- A. Coaches/advisors may use the Activities Office phone for approved long distance calls.

STATIONERY

Activities Code: JD

- A. Stationery is available with school letterhead. Correspondence, approved by the principal or activities director, should be sent on school stationery

RECORDING EQUIPMENT

Activities Code: JE

- A. Coaches are encouraged to utilize technology to enhance the learning experience of the participants, including but not limited to video recordings, audio recordings, and on-line tools for teaching skills.
1. Arrangement for equipment should be made at the high school activities office.
 2. All tape/film exchanges must comply with Black Hills Conference rules.
 3. A reliable student(s) may be trained to operate the video equipment.
 4. Videographers approved by the coach will be admitted free to all regular season activity events.
- B. The video cameras/iPads purchased by the Activities Office will be checked out to activity coaches on a first come/first serve basis and returned at the end of each season.

SCOUTING

Activities Code: JF

A. Responsibilities

1. Coaches in football and basketball below the varsity level (reserve, freshman, middle school) will be assigned to scout by the head coach.
2. Scouts should check with the varsity coach the day before the game to verify game time and other items that they may want the coach to check out. All scouts should arrive at the game thirty minutes prior to game time.

B. Expenses

1. A school vehicle may be requested for scouting purposes. Mileage may be granted if a school vehicle is not available.
2. Meals
 - a. The meal reimbursement will be determined by the district per diem policy.
3. Other Expenses
 - a. A coach/scout may receive reimbursement for their admission or program.
4. Reimbursement
 - a. Scouts shall request passes and petty cash for admission before the trip to avoid reimbursement requests. All receipts should be submitted to the Activities Director the first school day after the trip.

PARENTS' NIGHT

Activities Code: JG

- A. The activities office will schedule and arrange Parents' Night for Girls and Boys Basketball, Football, Wrestling, Volleyball, Cheerleading, Soccer, Dance Team, Music and golf.
- B. Parents' Night events will consist of senior participants and their parents being introduced at a designated time before, during or after the event.

STATE COMPETITION

Activities Code: JH

- A. Participation at the State level is one of the goals of our activities program. Teams and individuals that qualify according to SDHSAA standards are given the opportunity to compete at the state level.
- B. Personnel Traveling to State Events
 - 1. Varsity, junior varsity and freshmen coaches.
 - 2. Individuals that qualify for state competition or members of the tournament squad.
 - 3. Student managers who have served the varsity team throughout the season.
 - 4. Varsity Cheerleaders for football, boys' or girls' basketball teams.
- C. State/National Tournament Field Trip

When Douglas teams or individuals perform at SDHSAA state events, other students may wish to attend as fans/spectators. Students not actively participating at the State/National level must submit to the Activities Office and Attendance Office a completed form (Activities Code: JH-E) before missing or be counted truant. This form will be verified by the Activities or Attendance Office by telephone or in person with the student's parent or guardian.

COACHING CLINICS

Activities Code: JI

- A. Coaches are encouraged to attend local coaching clinics and other professional growth opportunities. With prior approval, head coaches may receive reimbursement for lodging and meals allowed by the District per diem policy to attend approved coaching clinics. A school vehicle may be requested.
- B. Each coach (or advisor) would be eligible to receive funding to attend an out-of-state coaching conference every three years.
- C. Head coaches may request to attend state competitions in their sport when their team does not qualify for state competition. If approved, the district may provide a district vehicle and substitute if needed.
- D. Head coaches may request to be reimbursed for lodging and meals as allowed by the district per diem policy when their presence at the state tournament is required due to coaches' meetings and all state selection procedures or committee meetings of which they are a member.
- E. Approval of all travel and funding is dependent on funds available in Activity Department budget with Board approval.

LEAVE REQUEST

Activities Code: JJ

- A. If a coach/advisor is attending a professional meeting, clinic or school sponsored event, School Business Leave Request form S-118-B must be submitted to the Activities Director and the coach's principal for approval a minimum of three weeks in advance.

ACTIVITY EQUIPMENT AND FACILITIES

Activities Code: KA

A. Issuing of Activity Equipment

1. Each head coach is directly responsible for the care and control of all equipment used in their program.
 - a. The Activities Director administrative assistant will be responsible to see that all equipment is numbered when received by the department prior to equipment issue by members of the coaching staff.
 - b. A control system will be established a "Master Activities Equipment Check-Out" sheet to be turned in to the Activities office.
 - c. Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties.
 - d. The Head Coach, although they may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the issuing of equipment to all team personnel. The coach issuing equipment must have the knowledge to insure properly fitting equipment.
 - e. Participants are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
 - f. All participants receiving equipment will be responsible for the equipment issued. If the equipment is lost, stolen or has had abnormal usage, the participant will be charged accordingly.
 - g. Coaches shall inspect equipment and facilities daily during the season.
 - (1) Deactivate unsafe or defective equipment.
 - (2) Facility hazards should be reported to the Activities Director immediately.
 - h. All general equipment used by more than one sport (video equipment, pylons, etc.) is stored in a specified area. Timely return of equipment is expected.

B. Use of Activities Equipment and Facilities

1. Activities Department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches.
2. Team wear purchased by individual activity participants may be worn at the discretion of that individual.
3. Activities equipment of the school district will not be loaned to outside groups except with the approval of the Activities Director in unusual circumstances. An Equipment Temporary Loan Request form must be submitted before said equipment may be removed from the assigned building.
4. All facilities will be scheduled on request of the coach by the Activities Director with approval from the Assistant Principal.

5. A facilities schedule will be kept by the Athletic Director and Assistant Principal.
6. Head Coaches in each activity will meet with the Activities Director prior to the start of the season for the purpose of scheduling facilities.

C. Collection and Storage of Activities Equipment.

1. Coaches are responsible for collecting all equipment that is dispersed during the year.
 - a. As each participant turns in their equipment, it should be checked off of the equipment card noting the condition of all returned equipment.
 - b. If any equipment is lost or has abnormal usage, the participant shall be charged replacement costs.
 - c. The coach shall inform each participant that they have a fine notice on their record until equipment is returned or paid for in full.
 - d. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated (central) storage area.
 - e. No equipment is to be discarded without the approval of the Activities Director.
 - f. Equipment to be repaired/reconditioned shall be marked appropriately and stored in the Activities Office.
 - g. Make sure that all clothing equipment (game and practice uniforms) is either laundered or dry cleaned and repaired before being stored.
 - h. The head coach shall turn in the equipment inventory with any outstanding player obligations and next year's budget request at the end of the year evaluation conference two weeks after the last contest.

PRACTICE SCHEDULES

Activities Code: KB

- A. Practice schedules will be drawn up by the varsity head coaches and Middle School head coaches with the approval of the Activities Director and Middle School Activities Director in accordance with SDHSAA rules.
- B. When practices are held in the gymnasium prior to an athletic contest, the practice session must be completed 1 hour prior to scheduled event time.
- C. All locker rooms being used by the visiting team must be available one hour prior to scheduled event time.

PRACTICE SESSIONS

Activities Code: KC

A. Coaches' Responsibilities

1. Participant requirements prior to first practice:
 - a. All eligibility requirements have been satisfied.
 - b. Completed physical examination form.
 - c. Completed parent insurance coverage form.
 - d. Completed parent-athlete (safety guidelines) form.
 - e. Completed HIPPA form.
 - f. Concussion form signed by parent and student.

2. Practice Policies
 - a. The morning following the first official practice, each coach shall submit a "squad roster" to the Activities Director of all candidates participating/trying out.
 - b. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
 - c. Practice plans shall be written, and must follow SDHSAA rules for heat and contact limitations. All other activity practices should not exceed three hours.
 - d. In activities where it is necessary to schedule late practices due to a lack of facilities, the last practice session must be concluded by 8:30 p.m.
 - e. Coaches must provide continuous supervision of participants before, during, and after practices, trips and contests.
 - f. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be orderly and secured.
 - g. Upon completion of all afternoon classes, participants are to take all personal items (coats, books, boots, etc.) with them in order to avoid entering hall areas after practices.
 - h. Participants are to enter and leave the building through the lobby doors.

3. Activity Participation Policies
 - a. Students excused from school for more than 1/2 of their scheduled classes may not participate in an activity on that day (practice or contest or performance) unless:
 - (1) An acceptable excuse is submitted to the attendance office and/or to the Activities Director. Examples of acceptable excuses, although not all inclusive may include: dental or eye appointments, funeral, and emergency health situations.

B. Restricted Practice Days

1. Weekend, Holiday and late Wednesday Practices.
 - a. All practices are to be held on school days if at all possible. Saturday practices are to be discouraged. Sunday/holiday practices will be permitted only:
 - (1) By a varsity level teams upon permission of the Superintendent.
 - (2) When a varsity contest has been scheduled the following day.
 - (3) When a tournament or play-off contest falls on the following day.
 - b. If permission to conduct a Sunday or special holiday practice is granted, the total length of the practice session may be no longer than two hours.
 - c. On Wednesday evening all practices will be finished by 6:00 p.m. Students who need to attend church related activities will be excused from practice earlier at the parent's request. No activities will be scheduled unless approved by the Activities Director.
2. Vacation Practices
 - a. Practices held on vacation days such as over Thanksgiving, Christmas and Spring Break shall take into consideration the family commitments of the majority of the team members.
 - b. At the Middle School level practices during these periods will only be permitted upon the permission of the building principal or Activities Director.
3. Early Dismissal of School or Emergency Closing
 - a. In the event there is a scheduled early dismissal of school, practices may be held at that time only provided the coach(s) are available.
 - b. Emergency weather conditions may result in an early dismissal or extended period of school closing. Varsity level teams only may practice during this period upon obtaining information of safe weather conditions and approval of the Activities Director. In the case of heat or blizzard conditions practice may be changed or cancelled. Inclement weather practices are not to be mandatory regarding player attendance.

GAME PROGRAMS

Activities Code: KD

- A. Coaches will be responsible for providing the Activities Director with names, numbers, physical weight and height, year in school and position on the team of each player. This information should be furnished at least five days before the game in order to permit time for printing. Coaches must inform the Activities Office immediately of any roster changes and update the SDHSAA roster site.

FACILITIES

Activities Code: KE

A. Security

1. It is the coach's responsibility to be present at the time that the participants are to report for practice, games, meets, home or away, and stay until the last participant has left.
2. The coach shall see that locker rooms are clear, lights off, all doors are locked, equipment is secured, the area is left as neat as possible and alarms are set when appropriate.
3. If locks are provided by a coach, that coach shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include locker combinations. A copy of this record shall be made available to the Activities Director.

B. Control of Keys

1. All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the Principal's secretary. All coaches will return their keys to the Principal's secretary on the final day of the school year, unless permission has been granted for summer use of athletic areas.
2. Coaches are not to give students their keys, with the exception of student managers during practice sessions.
3. If keys are lost, the coach should report immediately to the Activities Director or Principal's secretary.
4. Coaches will be given access codes to disarm and arm the security system.

C. Participant Rules

It is the responsibility of all activities staff members to instill an attitude of respect in all participants: respect for self; respect for others; respect for other's property. Coaches will provide participants and parents written team rules that reinforce the aforementioned expectations for behavior.

D. Equipment, Training and Weight Rooms

1. Controls
 - a. Each coach is responsible for making sure that the equipment room is locked at all times except when equipment is being issued or received.
 - b. Athletes may only be in the training room while they are being examined or receiving treatment by the trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be by authorized and qualified

personnel of the school district.

- c. The weight room may be opened and supervised by a Douglas School staff member or a DHS Activities staff member.

E. Weight Room General Rules

1. The weight room will be available to Douglas High School students when there is direct supervision by a staff member.
2. All Douglas staff members present are responsible for enforcing rules and lifting guidelines posted in the weight room to ensure the safety of all weight room users.
3. Language, behavior, clothing and music in the weight room must be school appropriate.
4. All participants are responsible for leaving the weight room in clean and orderly condition.

BUILDING USE

Activities Code: KF

All staff members who wish to use the building for activities other than scheduled events and practices, during the evenings, weekends and holidays, need to fill out a Building Use Form S-188. These forms are available in the Activities Office and submitted to the Assistant Principal.

CROWD CONTROL

Activities Code: KG

The Activities Director is responsible for crowd control at all home activities. In the event that the Director cannot be present one of the principals or designated staff member will have the responsibility.

A. One Hour Before The Contest

1. Work with custodial staff to prepare competition area, locker rooms and entry areas.
2. Staff adequate concession stands.
3. Designate specific seating areas for bands, officials, cheerleaders, student and adult fans.
4. Meet and brief police/security workers. Have police visible.
5. Provide escorts and hospitality for the officials before, during and after contest.
6. Acknowledge payment to officials prior to the game.
7. Provide announcer with written announcements and pre-game protocol.

B. During The Contest

1. Provide for adequate supervision of students.
2. Monitor and provide supervision for all event staff, coaches, and fans.

C. After The Contest

1. Supervise the orderly and safe exit of teams, officials and spectators.
2. To facilitate orderly movement of traffic lines, provide directive (local police may help) supervision for cars leaving the parking area.

GAME SUPERVISION

Activities Code: KH

- A. The Activities Director or designated person, is responsible for supervision at home interscholastic athletic contests and other home activities.
- B. Head coaches are responsible for squad members, including managers, during athletic contests.
- C. Cheerleaders must be supervised by cheer coaches.
- D. In some cases, head coaches will be designated for supervision of their contests at away events. Coaches at lower levels will be required to accept this responsibility on a regular basis.

ACTIVITY TRAVEL POLICIES

Activities Code: LA

The Douglas School District shall provide transportation for all players, personnel and coaches or groups in authorized school vehicles when the contest has been scheduled away from the school site.

A. Approved Modes of Transportation:

1. School bus – driven by district-employed bus driver
2. School van – driven by the coach (when van is available).
3. Licensed private carriers may be contracted for approved chartered trips exceeding 100 miles one-way.
4. Team participants are strictly forbidden from driving an auto or transporting members to away scheduled activities without prior written agreement between the coach and parent.

B. Procedures for Transportation Procurement

1. The Activities Director shall be responsible for making transportation arrangements for all groups or teams.
2. The coaching staff shall submit to the Activities Director, prior to the start of the season, a schedule listing the desired departure time and estimated return time for all away contests.
3. One month prior to the first away contest, the Activities Director shall submit all “Activity Trip Request Forms” for the entire sports season to the transportation supervisor.
4. The coach should check each week on departure time for these groups or teams. Any changes in the departure time or circumstances of the trip are to be made through the office of the Activities Director.
5. All subsequent trip requests are to be made to the transportation office five days prior to the date of the trip or morning following the contest cancellation or tournament advancement.
6. In the event of a cancellation due to weather, the Activities Director shall call the Transportation Supervisor.
7. Team members should be informed of the estimated time of return prior to the trip.

C. Transportation Delays, Accidents, and Breakdowns

1. In the event of a breakdown or accident, the driver has been instructed in the proper

procedures to follow. While in transit the driver is in charge of decisions regarding travel, routes and transportation equipment.

2. It is the coach's responsibility to provide for the supervision and safety of the students.
3. During an accident or breakdown, students should remain together and on the bus unless instructed otherwise by the driver or other authority, e.g., police.
4. Coaches should remain with the students at all times.
5. Coaches should call the school and/or Activities Director at the first available opportunity.
6. In the event of unusual or unanticipated delays in returning to school, the coach will notify the activities director immediately. Instruct students to call home and inform their parents of the delay.

D. Travel Release Policy

Under certain circumstances or exceptional situations where it creates an extraordinary inconvenience to the family, participants may be excused from riding either to or from an event on school authorized transportation.

1. Travel Release forms will be available to all participants through the coach or Activities Office.
2. Participants must submit the Travel Release form to the coach or Activities Director's prior to the trip.
3. The participant will be released to the parent(s) or (designated adult) by the coach when the approved Travel Release form is received at the contest or a written request is presented to the coach by the parent/guardian.
4. Student participants may not ride to or from school-sponsored events with other students.
5. With permission by the coach/advisor and parent/guardian, students may receive permission to drive themselves to an event when that event is held within the boundaries of the Douglas School District or the Rapid City School District. A Travel Release form signed by their parent/guardian must be submitted to the coach or Activities Office before the event.

E. School Bus Procedures

1. The coach shall give the driver a trip itinerary and a team travel roster listing the names, addresses and phone numbers of all passengers. This list is required by State Law in event of an accident and must be made available to law enforcement authorities. Check with driver to be sure the destination and route is understood.

2. A coach must accompany each bus when the activity is on the road.
3. A first aid kit must accompany all athletic trips and contain the “Emergency Medical Forms” for each athlete. Body fluid packets and air passage implement is required and will be on the bus.
4. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is responsible for providing safe, clean transportation.
5. All participants should be instructed to be at the point of departure 15 minutes prior to the designated time.
6. Participants who miss the bus and arrive at the contest later will not be allowed to participate.
7. No food or drink is permitted on the bus unless the driver has given prior approval. In the event approval has been granted, the coach is responsible to see that the bus is left in clean condition.
8. All students are expected to dress in school-appropriate clothes for out-of-town trips.
9. All participants are expected to conduct themselves in a manner appropriate for school at all times on activity trips.
10. Coaches should position themselves in the bus to monitor all students.
11. Only assigned personnel may ride on school transportation. No spectators or family members are permitted without Activities Director’s permission (as per state code Title 24-24:06 Pupil Transportation 24:06:06:15).
12. Spikes or cleats may only be worn inside school transportation with the driver’s permission.
13. Music or videos, if permitted, will not be played at an excessive noise level and must be school appropriate.
14. The emergency door shall only be used in case of emergency or unless authorized by the driver.
15. The coach is responsible for leaving the school vehicle in a clean condition upon return to school.

F. Trip Cancellation

1. When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the Transportation Supervisor and the Activities Director.
2. The Activities Director will notify opponents, transportation, administration, coaches and the personnel office if the decision is made to cancel.

3. Bus drivers, in conjunction with the head coach, will have the final authority on the decision as to staying or coming home due to weather conditions.

G. Policies and Procedures for Overnight Trips

1. After obtaining approval from the Board of Education, the coach of a group making an overnight trip (or a trip of longer duration), must forward a form letter to parents of the players involved, giving the following information:
 - a. Purpose of trip.
 - b. Schedule of planned activities and free time.
 - c. Date and time of departure.
 - d. Date and estimated time of return.
 - e. Lodging phone number and address.
 - f. Contact information for parents and coaches in case of an emergency.
 - g. Method of travel.
 - h. Expenses to be borne by the student/parent and estimated amounts.
 - i. List of items the student should bring.
 - j. Expectations for student behavior.
2. Selecting and reserving hotel rooms is the Activities Director's responsibility. The location, safety, rate, availability of complimentary breakfast, and other amenities will be considered.
 - a. Submit a room list to the motel prior to the trip.
 - b. Locate chaperones' rooms to maximize security and supervision.
 - c. Indicate the individual and room the hotel/motel should contact in case of concerns.
 - d. Check all rooms for any damage by previous occupants, and inform hotel/motel desk of anything you find, prior to occupying rooms.
 - e. Always have a chaperone in the hotel/motel when your students are there and in pool area when your students use it.
 - f. Only males are allowed in boys' rooms and females allowed in girls' rooms.
 - g. Settle all bills by the previously agreed method when checking out.
 - h. Make room checks to determine if rooms were left in acceptable condition and personal items collected.
 - i. Express your appreciation to hotel/motel management for their cooperation and ask about concerns or issues.
3. Meals
 - a. Team meals may be provided by the district when the event trip is overnight or longer than 10 (ten) hours..
 - b. Approved team meals will be vouchered unless the event schedule or travel arrangements prohibit team meals, in which case cash advances may be approved by the Business Manager .
 - c. Meal allowances will be limited to: Breakfast \$5 / Lunch \$7 / Dinner \$9
 - d. The coach will turn in all meal receipts, vouchers or unused cash advance to the Activities Director immediately upon return to school.

PEP BUS GUIDELINES

Activities Code: LB

- A. Students or faculty should contact the Activities Director if there is interest in taking a Pep Bus to away games.
1. A pep bus may be used to transport students to away games.
 2. No pep bus will be allowed if a varsity game is scheduled at home.
 3. A pep bus will only be scheduled on non-school nights, unless approved for a post-season contest.
 4. Playoff games or tournaments will each be decided on an individual basis.
 5. Students will be asked to pay a transportation fee and the price of their admission to the event.
 6. A cheerleader advisor will ride the pep bus with cheerleaders.
 7. Douglas High School rules will apply to all students riding the bus.

END OF SEASON RECORDS

Activities Code: MA

- A. Each coach will submit individual and team records and season results to the Activities Office within two weeks of the end of their season.
- B. A list of all participants and letter winners are due in the Activities Office at the end of the season.

AWARDS CEREMONIES

Activities Code: MB

- A. Responsibilities
 1. The Activities Director shall be responsible for coordinating the annual awards format. The Activities Director will work with the Booster Club in planning the DHS Activities Banquet. Head coaches and advisors are required to attend.
 2. Each head coach will establish the date, site and format for their separate team awards presentation.
 3. It will be the responsibility of the head coach to inform the assistants and Activities Director of the format and awards needed for their team awards presentation.
 4. The general fund budget may be used for the authorized school awards presented. All other expenses for award presentations must be borne by the coach, participants or that group's fiduciary account.
- B. Guidelines for Team Awards Night
 1. Head Coach
 - a. Extend appreciation to those who gave assistance to the team.
 - b. Give a brief and positive season review.
 - c. Honor this year's team.
 - d. Introduce each participant and manager by first and last name.
 - e. Be positive about each players' contribution.
 - f. Double check spelling of names on awards.
 - g. Honor and note accomplishments of teams/individuals at each level (9th, Soph., junior varsity)
 - g. Thank assistant coaches, students, parents, transportation, custodians & maintenance.

AWARDING OF LETTERS

Activities Code: MC

- A. Awards will be made to students participating in Cross Country, Football, Basketball, Wrestling, Track, Soccer, Volleyball, Golf, Cheerleading, Dance Team, Band, Choir, Debate, Knowledge Bowl, Drama, AFJROTC, Student Council and Yearbook.
- B. All letters shall be based on attendance, attitude and achievement. Specific requirements for each activity shall be determined by the coach after consultation with the Activities Director. Such requirements shall be in writing and reviewed with the participants at the beginning of the season.
- C. Each time an individual letters in the high school, they will be awarded a letter certificate by the coach of that sport at the conclusion of the season. The first time, and only the first time, that an individual letters in any activity at the senior high level they will receive the standard chenille letter.
- D. No awards will be made to any participant who is not scholastically eligible at the conclusion of the particular season.
- E. Alphabetized award lists will be prepared by the coaches in each activity and submitted to the Activities Office.
- F. Awards should be presented by the coaches at their end of the season awards program.
- G. When a participant accepts their letter they agree:
 - 1. To accept all the responsibilities that go along with the letter.
 - 2. To continue to be active in the activities program.

PURCHASING

Activities Code: NA

- A. All purchasing of equipment and supplies must be done through the Activities Director and must be within the approved budget. Listed below are guidelines for the purchasing of equipment and supplies:
1. The requesting coach must submit to the Activities Director a requisition form listing the desired purchases. The Activities Director will get a minimum of two bid quotes for purchases over \$500.
 2. The Activities Director will determine which supplier will receive the order based on budget, price, quality of past service and delivery time.
 3. The Activities Director's office will submit a purchase order to the Business Office for Board approval.
 4. The Activities Office will inventory all orders before the coach receives the merchandise.
 5. The coach will notify the Activities Director if the order is defective or incomplete.
 6. Persons who purchase equipment/supplies without a purchase order may be denied reimbursement.

INVENTORY OF EQUIPMENT

Activities Code: NB

- A. Head Coaches will be responsible for the care, issuing and storage of equipment and uniforms for their programs.
 - 1. The Head Coach shall provide to the Activities Director an Equipment-Uniform Check-Out showing the items issued to each team member at the start of the season. All uniforms shall be marked for permanent identification.
 - 2. Head Coaches shall submit their athletic inventories to the Activities Director within two weeks of the end of the season or at their post-season evaluation conference along with next year's budget request.
 - 3. Once equipment and uniforms have been used to a point where they are no longer serviceable, the following procedure will be used for disposal:
 - a. Uniforms and equipment will be processed for surplus disposal or sale.
 - b. Rejected football helmets shall be disposed of properly.
 - 4. During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.

MAINTENANCE AND REPAIRS

Activities Code: NC

- A. Request by staff members for repairs or maintenance are submitted on Custodial Work Request forms and turned in to the Activities Office or Principal's Office.
- B. Emergency or dangerous situations should be brought immediately to the Activities Director's attention.

Activities Code: ND

ARRIVAL OF NEW EQUIPMENT

- A. When new equipment arrives at the receiving area, the Activities Office will inventory it and have it delivered to the proper storage area. The head coach will be notified.

SCHEDULING OF EVENTS

Activities Code: OA

A. Responsibility For Scheduling

1. The Activities Director is responsible for scheduling activities and interscholastic athletic contests for each team within the activities program.
 - a. The Activities Director shall consult the Head Coach to discuss teams to be scheduled at all levels of the respective program.
 - b. Travel distance will be considered along with competitive level of opponents.
 - c. Home and away schedule will be balanced if possible.

B. Contest Limitations (State Association Regulations)

1. The number of varsity contests to be scheduled is based on the state association limits for the respective sports. Some lower level team limits may be reduced by school regulations for the respective sports. The Activities Director reserves the right to limit the number of contests in time of a financial crisis.

<u>Sport</u>	<u>Varsity</u>	<u>Reserve</u>	<u>Freshman</u>	<u>Middle School</u>
Basketball	20	20	20	18
Cross Country	No limit	8		
Football	9	9	9	8
Track	16	16	16	12
Soccer	12	12		
Volleyball	20(17+3)	20(17+3)	20(17+3)	Intramurals
Wrestling	15 weigh ins	15	15	14 (7+7)
Golf	No Limit			

- a. Other activities limitation will be determined by the Activities Director with input from the coaches involved in that activity.

C. League commitments/conference schedules will receive priority.

D. Consideration will be given in scheduling non-league contests and special events.

1. Natural rivalries
2. Relationships of the school
3. Distance to be traveled
4. Size/competitive level of the opponent
5. Expenses to be incurred

- E. It will be the policy of the Activities Office to host dual and tournament events whenever possible. The reasons are:
 - 1. Promote the activity
 - 2. Bring large numbers of teams and spectators into our school
 - 3. Expose athletes to extensive competition while reducing travel
- F. Interscholastic scrimmages shall not be scheduled for any teams per SDHSAA policy.
- G. Postponing Contests
 - 1. If a game must be postponed due to weather or any other factor of an emergency nature, the following practices should be followed:
 - a. The Activities Director will confer with the administration, opponents, coaches and transportation director.
 - b. Factors considered in the decision are:
 - 1. Playing conditions of the field
 - 2. Safety of the participants
 - 3. Safety of the officials and event workers
 - 4. Safe travel for fans
 - 5. Threat of damage to equipment
 - c. The Administration/Activities Directors will make the final determination regarding cancellations. The Activities Director will re-schedule the contest if possible.
 - d. The Activities Office will notify the following when activity events are changed
 - 1. Coaches
 - 2. Opponents
 - 3. Officials and event workers
 - 4. Transportation or custodial staff depending on location of event
 - 5. Media
 - 6. District staff via e-mail
 - 7. SDHSAA when applicable
 - e. When possible, the decision to postpone an event will be made in a timely manner to allow both schools to cancel transportation, substitutes and event workers.

PROCEDURES FOR HIRING OFFICIALS

Activities Code: OB

A. State Registration Requirements

1. The South Dakota State Athletic Association requires that all contests between member schools shall use officials who are licensed and approved by their office. Additional state regulations:
 - a. The Activities Director or the Official Assignor chosen by the Conference Athletic Directors will select officials for all varsity contests. Officials shall be mutually agreed upon by the schools involved.
 - b. When the contest begins, each school waives all of its rights to object to the selected officials.
 - c. The decisions and interpretations of the rules by officials are final.
 - d. Any team leaving the contest area before the conclusion of the contest in protest of the officiating will render the school liable to disciplinary action by the SDHSAA.

B. Contracting of Officials

1. The sole responsibility of contracting officials belongs to the Activities Director.
2. Upon receipt of the contract signed by the official, the Activities Director shall send the visiting school their copy of the contract as notification and approval of the officials hired to officiate the contest between the schools.
3. The Activities Office will contact each official prior to the contest to verify date, time and location of the event.

C. Officials Rating Procedures

1. The coach shall be given every opportunity to provide input in the selection of future officials by evaluating the official after each contest. The opportunities are:
 - a. Vote for officials to be used in State-sponsored tournaments via the SDHSAA.
 - b. Report to the Activities Director any matters concerning officiating that merit immediate attention.

D. Ethical Behavior Toward Officials

1. Officials shall be greeted by an Activities Department representative and escorted to the officials' dressing room and escorted to their car after the contest.
2. Should an occasion arise for the coach to question the official concerning a contest situation, it shall be done in a respectful manner within the contest rules.
3. When an official behaves in an unprofessional or unethical manner, the coach and Athletic Director may submit a written report to the SDHSAA

SCHEDULE OF OFFICIALS FEES

Activities Code: OC

A. Officials

<u>Sport (No. of Officials)</u>	<u>Varsity</u>	<u>Junior Varsity</u>	<u>Freshmen</u>	<u>Middle School</u>
Football (5)	\$100.00	\$40.00	\$40.00	\$20.00
Basketball (3)	\$80.00	\$40.00	\$40.00	\$20.00
Volleyball (2)	\$135.00(V&JV&9) \$40 per game Tournament		\$80.00(2 games)	\$20.00
Wrestling (1)	\$85.00 (V&JV)	\$110-140.00 Tourney		\$30 Meet/\$135 Tourney
Cross Country (1)	\$80.00			
Track (2)	\$150.00 Invitational			
Soccer (3)	\$70 center / 50 line / 50 line			

B. Activity Workers

All activity workers will be paid \$15.00 hour at High School/Middle School events per negotiated agreement.

GATE REVENUES

Activities Code: OD

A. Admission Policy

1. Contests Requiring an Admission

Admission tickets will be sold at all varsity level athletic events sponsored by the Douglas School District where the contest facility is so designed to permit a controlled spectator environment. This policy may be affected and altered by:

- a. League rules and regulations
- b. Spectator interest
- c. Contest site

2. Use of Gate Receipts

All gate receipts collected will be deposited in the general fund of the Douglas School District.

3. Ticket Sale Policy

- a. The ticket admission price will be established by the local Board of Education following the recommendations set forth by the Activities Director.

- b. Admission prices:

All varsity level athletics:	Adults	\$4.00
	Students	\$2.00
Freshmen-JV athletics only:	Adults	\$2.00
	Students	\$1.00
Middle School:		No Charge

4. Activity Passes

- a. District passes are issued free to all Douglas students, patrons and employees redeemable, for all regular season home athletic, drama, and music events.
- b. District passes or discount tickets are not accepted at SDHSAA sub-state contests, BHC championship events or events ran by other schools at Douglas District facilities.
- c. District passes are not honored at special fine arts fundraising events.
- d. Other passes accepted at activity events include senior citizen cards/passes, media/press passes, and BHC passes.

ACCOUNTABILITY OF GATE RECEIPTS

Activities Code: OE

A. Internal Accounting and Depositing

1. Event Cash Boxes

- a. A \$1000.00 check will be drawn upon the activity miscellaneous fund at the beginning of the school year to be used for ticket and concessions cash boxes.
- b. A Co-Curricular Ticket Tally form will be completed for each event when tickets are sold.

2. Deposit of Gate Receipts

- a. Gate receipts will be secured in the school safe until the next school day when it can be deposited in the bank.
- b. The first school day after the contest the Activities Secretary will verify the gate receipts and Ticket Tally form and deposit in the school's general fund bank account.

MONEY SUBMITTED FOR DEPOSIT

Activities Code: OF

A. All monies collected through District events, clubs and activities must be submitted to the Activities Office daily and deposited into the proper accounts.

1. Incoming Revenue forms are available in the Activities Office.
2. Receipt books are available from the Business Office for fundraising sales, donations and camp registrations.
3. Submit the Incoming Revenue Form or official receipts along with the money for deposit to the Activities Secretary.

PUBLICITY AND PROMOTION

Activities Code: PA

A. Activities Director's Responsibility

1. The Activities Director is ultimately responsible for any promotions and publicity releases that originate from within and for the Office of Activities. Publicity guidelines for the Activities Directors are:
 - a. Publish interscholastic schedules prior to the start of each season
 - b. Distribute schedule cards and calendars
 - c. Provide weekly news releases to the local media
 - d. Be responsible for releasing Conference, District and State news items through the appropriate media channels
 - d. Set up interviews and photographer sessions
 - e. Use bulletin boards in the building for promoting activities
 - f. Maintain a good working relationship with the press
 - g. Supply a directory of coaches' names and phone numbers to all newspapers, radio and television stations, listing the times they are available
 - h. Attend monthly Booster Club Meetings
 - i. Submit pictures and information for publication in District newsletter

B. Coaches' Responsibilities

1. The reporting of news items and game results rest with the Head Coaches and their staff. Each is responsible for the promotion of their program by:
 - a. Telephoning results immediately following contests to the local news outlets
 - b. Following up with additional materials and stats in writing to media and/or websites
 - c. Making arrangements for player interview sessions when requested.
 - d. Sponsoring clinics for youth participants

C. Media Contact Information

RC Journal (394-8440)

RC Journal toll free (1-800-300-8340)

RC Journal FAX (394-8463 or 8464)

KOTA (Vic Quick) 721-5712

Black Hills Fox (394-7777) ext 140 or 1-800-658-5574

Newscenter 1 (391-3160)

AP Scores 1-800-300-8340

MEDIA RELATIONS & POLICIES

Activities Code: PB

A. Broadcasts of Athletics

1. All applications by radio and television media for permission to broadcast, televise, or otherwise transmit athletic events to the public, shall be referred to the Activities Director for prior approval, and shall be in accordance with the policies, rules, and/or regulations already approved, or to be subsequently approved by the Board of Education or administration.
2. The District will provide one land line at the stadium and in the competition gym for use by broadcasters, to be available to the first broadcaster to reserve said land line. Expenses associated with long distance use of the line is the responsibility of the broadcaster.
3. When personnel are available, varsity-level activities will be live streamed.

B. Other School Activities

1. All applications by radio and television media for permission to broadcast or televise any other school activity must be referred to the Activities Director and the above rules and regulations shall apply.

PUBLIC APPEARANCES

Activities Code: PC

- A. Coaches asked to make public appearances at clubs, or to appear on radio and television are representing the Douglas School District and expected to dress, speak and act in a manner to positively represent their team and the District.
- B. Activity staff must submit required leave forms for approval when making a public appearance that will result in absence from school.

VISITS WITH COLLEGE RECRUITERS

Activities Code: PD

- A. Whenever possible it is expected that college personnel will contact school staff prior to their visit and determine the best time and day for said visit.
- B. Appointments with college recruiters during the school day must follow these guidelines:
 1. Students will not be excused from classes unless permission is granted by parents and/or teacher.
 2. The counseling office may arrange a room for the recruiter to use for the school visit.
 3. College contacts with individuals for the purpose of activity recruiting, may be arranged outside the school day to allow parents to be present.
 4. The staff member contacted by a recruiter should be sure the recruiter has been granted clearance by either the principal's or counselor's office before agreeing to a conference, or before allowing the recruiter to contact students.

TEAM PICTURES

Activities Code: QA

- A. The District will seek bids, select and contract a photographer every other year for the purpose of taking activity pictures.
- B. Each Head Coach will confer with the Activities Director to schedule a picture day early in the season.
- C. Each Head Coach will distribute picture packets to all participants one week before the scheduled picture day.

FUND RAISING

Activities Code: QB

- A. Policy
 - 1. The Activities Office does not encourage fundraising projects, although student clubs may ask permission to fundraise for a specific need.
- B. Procedures
 - 1. Prior to beginning the project, the coach/advisor in charge shall file a "Fund Raiser Request Form" with the Activities Director stating: a) type of fund raiser, b) product to be sold, c) length of the project, d) quantity to be ordered, e) anticipated profit, and f) use of the profit.
- C. Use of Participants
 - 1. The student governing board for each activity account must approve any fundraising activities and expenditures. Approval must be noted in the group's official minutes that are turned in to the Activities Office after each meeting.
 - 2. Students also need to be aware of their personal liability should they lose their fundraising items or money.
- D. Coaches/Advisors Responsibility
 - 1. Coaches/advisors involved with the fundraiser are responsible for the overall success of the project. Coach/advisor will be held accountable for all money and items.
- E. Financial Accounting
 - 1. Prior to ordering any items for a fundraiser, the coach/advisor in charge must secure

- a purchase order through the Activities Office.
2. All money collected from the sale of fund-raising items must be turned in to the Business Office on a weekly basis, along with an Incoming Revenue form and receipts, for deposit in the Fiduciary account. The coach will be issued a receipt along with a copy of the Incoming Revenue form for these deposits. For large fundraisers the advisor must secure a receipt book from Central Office. The yellow receipt copy and money will be turned in to the Business Office weekly.
 3. All profits from fund raising shall remain in the Fiduciary account until the student governing board of that account directs the Activities Director to expend the money via a purchase requisition.

SPECIAL EVENTS/DANCES

Activities Code: QC

- A. Organizations or advisors that sponsor special events such as dances or fun nights, may obtain an Activity Permit Form from the Activities Office. The permit must be completed two weeks in advance of the event, including entertainment vendor, admission prices, list of staff and parent chaperones and security personnel.

CONCESSION STAND GUIDELINES

Activities Code: QD

- A. Indoor concessions will be the responsibility of the junior class each year to raise funds for prom and other expenses during their junior and senior years.
1. The junior class officers are responsible for:
 - a. Recommending an adult supervisor to the Activities Director to oversee the indoor concessions for the year
 - b. Securing student workers in the concessions for all indoor home events.
 2. The junior class concessions supervisor will receive a stipend of \$1200.00 from the junior class fiduciary account.
 3. Responsibilities of the concessions supervisor include:
 - a. Purchasing, stocking and pricing of product for sale in the concessions.
 - b. Completing paperwork and submitting receipts for deposit and reimbursement.
 - c. Training and supervising student workers.
 - d. Ensuring sanitary conditions and product quality in the concessions stand
 - e. Submitting Incoming Revenue forms and money to the Activities Office after each event.
- B. The outdoor concessions stand will be the responsibility of the athletic coaches.
1. The Activities Director will schedule teams to be responsible for concessions at each outdoor event:
 - a. Purchasing, stocking and pricing of product for sale in the concessions.
 - b. Completing paperwork and submitting receipts for deposit and reimbursement.
 - c. Securing, assigning, training and supervising student workers for all outdoor events at Patriot Stadium.
 - d. Ensuring sanitary conditions and product quality in the concessions stand.
 - e. Submitting Incoming Revenue forms and money to Activities Office after each event.
- C. Special event concessions will be assigned to school activity groups or the DHS Boosters at the discretion of the Activities Director. Consideration will be given to groups who have a priority need for fundraising and the ability to adequately stock and staff the concessions for the event.
- D. General guidelines for all concessions stand operations:
1. A minimum of one adult supervisor must be present in the concessions at all time.
 2. The concession stand will be open 30 minutes before the event and remain open throughout 34 of the varsity event.
 3. Concessions workers will be clean, prompt and courteous.

3. Keep the concession stand and lobby tables clean at all times.
4. The concession should be thoroughly cleaned upon closing. These duties include:
 - a. Sweeping and mopping the floor
 - b. Washing all dishes and counter tops
 - c. Cleaning the pop corn machine
 - d. Wrap and store leftover product in the refrigerator
5. Purchasing is to be done by the concessions advisor and receipts submitted to the Activities Office by Wednesday of each week.
6. All concessions product must be removed and all equipment cleaned and sanitized within one week of the last event.

TROPHY DISPLAY

Activities Code: QE

- A. All state, region, district and regular season tournament trophies earned during the past and current year will be displayed in the trophy case near the entrance of the gymnasium.
- B. All Black Hills Conference trophies will be displayed in the trophy case located near the entrance to the gymnasium.
- C. Trophy cases will be maintained by the Activities Office.
- D. Douglas High School student athletes receiving All State or Academic All State recognition are eligible to have their picture and accomplishments displayed in the trophy/display case.
 - 1. Student-athletes earning state level recognition will be invited to submit a photo to be displayed in the digital frames in the trophy case near the Activities Office.