

# PIERRE SCHOOL DISTRICT

## ATHLETIC HANDBOOK

### ADMINISTRATION

Kelly J. Glodt	Superintendent	773-7300
Kevin Mutchelknaus	Riggs Principal	773-7350
Rob Coverdale	Riggs Asst. Principal	773-7350
Amy Boutchee	Riggs Asst. Principal	773-7350
Kyley Cumbow	Morse Middle School Principal	773-7330
Brandon Lowery	Morse Middle School Asst. Principal	773-7330
Brian Moser	Athletic Director	773-7361

Adopted 8/8/94

## **ATHLETIC GOALS AND MISSION STATEMENT**

### **MISSION**

“We are committed to build successful programs, pride, and enthusiasm in Pierre, to strive toward student athletic excellence, teamwork, and sportsmanship through participation, preparation and competition.”

### **GOALS**

We seek to create an atmosphere of trust, respect, and teamwork within the athletic family -including athletes, parents, coaches, administrators, school board members and the public.

We seek to build and maintain successful programs in each sport by involving athletes, students, parents, coaches, administrators, and community members who will work together to provide appropriate facilities and equipment, and to establish strong leadership and consistent evaluation.

We seek to establish policies and guidelines to fund and support extra-curricular activities.

We seek to obtain maximum participation in each extra-curricular activity by designing the programs to start with a broad-based participation structure – where at entry levels all children will participate – and working up to a highly competitive ability-selective program. We seek to make competition readiness-level-appropriate.

We seek to provide intramural competition outside the varsity programs where appropriate.

We seek to have coaches, players, students, and fans demonstrate exemplary sportsmanship before, during and after athletic events.

PIERRE SCHOOL DISTRICT  
**HEAD COACHING EVALUATION**  
Conference Summary

Coach: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Sport: \_\_\_\_\_

I. Number of years coaching in this assignment: \_\_\_\_\_

II. Number of years coaching in the Pierre School District \_\_\_\_\_

Number of total years coaching \_\_\_\_\_

Strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Areas needing improvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions/Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My signature only indicates I have  
read the evaluation and NOT that I  
agree or disagree with the contents.

\_\_\_\_\_  
(Signature – Athletic Director)

\_\_\_\_\_  
(Signature – Principal)

\_\_\_\_\_  
(Signature – Coach)

\_\_\_\_\_  
(Date)

-----  
\_\_\_\_\_ RECOMMENDED for renewal/continuation

Date: \_\_\_\_\_ \_\_\_\_\_ NOT RECOMMENDED for renewal

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

## COACHES EVALUATION FORM

(Page 1 of 2)

The purpose of the evaluation process is to enhance coaching effectiveness by establishing positive, meaningful and on-going communication between the coach and his/her supervisors. The process is meant to identify coaching strengths and any possible opportunities for self-improvement.

**U = UNSATISFACTORY**  
**N = NEEDS IMPROVEMENT**  
**S = SATISFACTORY**

Please circle the most appropriate response.

### PHILOSOPHY

- |   |   |   |   |
|---|---|---|---|
| 1. Supports philosophy and purpose of the athletic program.       | U | N | S |
| 2. Demonstrates knowledge of age/readiness level of athletes.     | U | N | S |
| 3. Follows rules of sport and policies of SDHSAA and conferences. | U | N | S |

### COACHING PERFORMANCE

- |  |   |   |   |
|--|---|---|---|
| 1. Knowledge of rules, techniques, strategies and improving competency.    | U | N | S |
| 2. Effectively uses time available for practice; organizes and plans well. | U | N | S |
| 3. Is well-versed in and practices safety procedures.                      | U | N | S |
| 4. Is innovative, uses new coaching methods, techniques and ideas.         | U | N | S |
| 5. Prepares the team:  |   |   |   |
| A. Physically – conditioning   | U | N | S |
| B. Mentally – meetings, scouting, motivation                               | U | N | S |
| C. Emotionally – gets athletes to play up to capabilities                  | U | N | S |
| 6. Leads and organizes staff effectively                                   | U | N | S |

### TEAM MANAGEMENT

- |  |   |   |   |
|--|---|---|---|
| 1. Develops team rules that are appropriate and reasonable.  | U | N | S |
| 2. Team shows proper respect to game officials, visiting teams, coaching staff, school officials, etc. | U | N | S |
| 3. Team wears proper dress on trips.   | U | N | S |
| 4. Is sympathetic, fair, tolerant, and patient with athletes.  | U | N | S |
| 5. Supervises locker room before and after activity.   | U | N | S |
| 6. Displays compassion and respect for individual participants   | U | N | S |
| 7. Recognizes individual differences, abilities and personalities.                                     | U | N | S |
| 8. Sidelines/bench conduct at contests toward players, officials, etc                                  | U | N | S |

# COACHES EVALUATION FORM

(Page 2 of 2)

Please circle the most appropriate response.

**U = UNSATISFACTORY**  
**N = NEEDS IMPROVEMENT**  
**S = SATISFACTORY**

## RELATED RESPONSIBILITIES

- |  |   |   |   |
|--|---|---|---|
| 1. Participation in overall school responsibilities  | U | N | S |
| 2. Public relations: cooperation and communication with press, radio, TV, players, parents and fans.                                   | U | N | S |
| 3. Aids student/athletes in gaining college scholarships.  | U | N | S |
| 4. Care of equipment, inventory, issue, repair and storage   | U | N | S |
| 5. Is willing to assume extra duties   | U | N | S |
| 6. Keeps records accurately and submits requested reports on schedule  | U | N | S |
| 7. Upholds school policies, rules and regulations  | U | N | S |
| 8. Works with athletic director in setting up practice schedule  | U | N | S |
| 9. Works with athletic director in setting up budget, schedules, ordering equipment, inventories, arranging transportation, meals etc. | U | N | S |
| 10. Assists the athletic director in administering game details for all contests home and away.  | U | N | S |

## PROFESSIONAL AND PERSONAL RELATIONSHIPS

- |   |   |   |   |
|---|---|---|---|
| 1. Rapport, cooperation and support with and for other coaches & teams.     | U | N | S |
| 2. Appropriate dress at practice and at games.                              | U | N | S |
| 3. Sets example for athletes by appearance, manners, behavior and language. | U | N | S |

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_RECOMMENDED for renewal/continuation

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

\_\_\_\_\_NOT RECOMMENDED for renewal

**ASSISTANT COACH EVALUATION**  
Pierre School District

Sport: \_\_\_\_\_ Coach: \_\_\_\_\_

Years in present position: \_\_\_\_\_

U = UNSATISFACTORY  
N = NEEDS IMPROVEMENT  
S = SATISFACTORY

Head Coach: \_\_\_\_\_

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

1. Loyalty.	U	N	S
2. Care of equipment	U	N	S
3. Knowledge of sport	U	N	S
4. Teaching ability	U	N	S
5. Ability to motivate athletes	U	N	S
6. Rapport between coach and players	U	N	S
7. Intensity of interest in coaching this sport	U	N	S
8. Supervision of players in locker room before and after practice and on trips.	U	N	S
9. Rapport between coach and rest of coaching staff,	U	N	S
10. Attends meetings, clinics, and workshops.	U	N	S
11. General opinion of this coach.	U	N	S

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

My signature only indicates I have read the evaluation and NOT that I agree or disagree with the contents.

\_\_\_\_\_  
(Signature – Head coach)

\_\_\_\_\_  
(Signature – Athletic Director)

\_\_\_\_\_  
(Signature - Principal)

\_\_\_\_\_  
(Signature - Coach)

\_\_\_\_\_  
(Date)

The chart shown below describes the Pierre School District athletic philosophy at the levels of the program. The base of the triangle represents total participation. The apex represents the highly competitive varsity level.

VARSDITY

Select Squads  
Highly Skilled  
Highly Competitive

10<sup>th</sup>

Higher Level of Competition  
May Involve Some Screening

9<sup>th</sup>

Keep Large Squads  
Area Competition  
Emphasis on Playing Many  
Not on Winning  
Continue Stressing Fundamentals

7<sup>th</sup> & 8<sup>th</sup>

Involve Large Numbers  
Introduce Team Concept  
Competitive Play  
Emphasis on Intramurals & Fundamentals

5<sup>th</sup> & 6<sup>th</sup>

Total Participation  
Emphasis on Fundamental & Individual Skills

Adopted 10/15/90

## STATEMENT OF ATHLETIC PHILOSOPHY

It is the intent of the Pierre Board of Education that each student who attends the Pierre School District and participates in athletics has a positive experience. This positive experience will be limited by the dictates of the program.

Furthermore, it is the intent of the Pierre Board of Education that those students who participate in athletics have the opportunity to acquire and develop physical skills, mental and social attributes which will assist them not only today but throughout their adult lives.

The goals of the program for the student athlete will be to further develop and maintain self esteem and self confidence, responsible citizenship, good sportsmanship, respect for one's body, good health practices and effective leadership.

In striving to attain these goals, the Pierre Board of Education acknowledges the obligation to provide the opportunity for participation of students regardless of race, sex, creed, disability or economic background. It furthermore is the desire of the Board to ensure that open lines of communication are maintained among students, parents, coaches and administrators in order to positively benefit students through their participation in all athletic activities.



**PURPOSES OF  
ATHLETIC PROGRAM  
PIERRE SCHOOL DISTRICT**

**I. Purpose of the Athletic Program**

- A. **For the athlete:** Athletic competition offers increased opportunity for improving playing skill, developing physical vigor, promoting real friendships and learning good sportsmanship. It is fully intended that athletic competition develops the understanding that the rules of the game are similar to the rules of every day living.
- B. **For the students:** The athletic program provides opportunities for developing fine school morale, for being sportsmanlike hosts to visiting students and athletes and for exercising the qualities of fair play and courtesy. The athletic program should be considered a part of the school curriculum, educational in purpose and conduct.
- C. **For the community:** The athletic program afford increased opportunities for wholesome school community relations under constructive conditions.

**II. The School Provides:**

- A. An opportunity for every student to participate in some phase of the athletic program.
- B. Leadership in the form of coaches and other supervisors.
- C. Necessary equipment and facilities.

**III. The Student Provides:**

- A. Themselves and their desire to excel.
- B. A good attitude which would include:
  - 1. Training rules - high regard and willingness to conform.
  - 2. Equipment - proper care and accounting.
  - 3. Acting as a representative of the school, student body, and community.

**IV. The Parents Provide:**

- A. Encouragement to their son or daughter.
- B. Subscribe to and help enforce training regulations.
- C. Lend support to the program in which their son or daughter is participating.

**HEAD COACHES  
ORGANIZATION & ADMINISTRATION**

The following duties pertaining to your program also apply to assistant coaches.

1. Understand the philosophy and purpose of the athletic program and conduct your program within the framework of this philosophy.
2. Organize and coordinate your program for the entire school system.
3. Meet with all the coaches in your program before each season to define goals and objectives.
4. Follow the professional code of ethics in relationship to administrators and fellow coaches.
5. Be responsible for equipment, uniforms and facilities pertaining to your sport.
6. Work with the athletic director in setting up practice schedule. (Arrange for pre-season and holiday work-outs).
7. Delegate responsibilities to assistants for specific duties such as locker room supervision, locking dressing rooms, gyms, etc.
8. Know the legal responsibilities of your program: Take precautions against replacements.
9. Make recommendations to the athletic director concerning staff assignments and replacements.
10. Assist the athletic director in administering game details for all contests home and away.
11. Work with the athletic director in setting up budget, schedules, ordering equipment, inventories, arranging transportation, meals, etc.
12. Prior to each contest have information ready which can be given to the radio, press, TV, school bulletins for publicity.

**PERSONAL CHARACTERISTICS**

1. Set a good example for your assistants and athletes to follow in appearance, manners, behavior and language. This might include your own discretionary attitudes towards gambling and the use of alcohol, drugs and tobacco.
2. Show self control and poise in all areas relating to coaching.
3. Keep abreast of things by constantly studying, analyzing and improving competency in your sport.
4. Be proficient in your sport. (i.e. knowledge of the rules, techniques, strategies and skills.)
5. Motivate your staff and athletes towards desired goals, such as:
  - a. Insisting on proper respect for game officials, visiting teams, coaching staff, school officials, etc.
  - b. Insisting on proper dress when representing the school on trips.

### **COACHES SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Each athlete must have a physical and parents consent form before he/she is allowed to practice or compete in the Pierre School District's Athletic Program. Also, insurance forms are to be made available to all athletes. A list of those participating in the insurance program is to be turned into the Athletic Director.
2. The head coach is responsible for getting eligibility lists of the entire squad to the Athletic Director one week before the first contest. (Include year in school and birthdate.)
3. Check transportation schedules with the Athletic Director. Any requests for use of chartered bus and school vehicles must be made well in advance.
4. A list of students, chaperones, coaches, will be turned into the principal's office at least three days prior to date of departure. Travel forms will be provided.
5. Arrangements for meals from the school lunch program should be made at least three days in advance. Other meals to be eaten on trips would be discussed with the Athletic Director.
6. Procedure for payment of meals and motel:
  - a. Meals will be paid by check from the athletic expense account. The meal receipt must be signed and dated with the cost per meal indicated. (Receipts should be turned into the Athletic Director's office the next day.)
  - b. Motel bills will be paid by the Business Manager. Pick up a voucher before the trip. The motel manager will attach a signed bill to the voucher and sign the voucher. The coach will then return this to the Athletic Director.
7. Athletes/coaches may be absent a maximum of one school day per week. (Not to include two half days in lieu of one full day) for inter-scholastic competition, exclusive of tournaments/meets leading to state level competition. Exceptions to the policy must have prior approval of the school administration.
8. Coaches are responsible for the checking out and in of equipment. At the end of the season equipment is to be stored and an inventory given to the Athletic Director.
9. The head coach must make a final report for the official record book not later than two weeks after the last contest. This will include team rosters, alphabetized by class, major and minor award winners, schedules and results of contests.
10. Coaches will meet with the Athletic Director at the end of the season for an evaluation. Goals, objectives, methods, and suggestions for improving the program will be discussed at that time.

### **SPORTS PROGRAMS AND SEASONS**

Pierre is a member of the ESD Conference. Member schools are Aberdeen Central, Brandon Valley, Brookings, Huron, Mitchell, Watertown, Yankton and Pierre. In competition there are seven different sports for the girls: cross country, basketball, tennis in the fall, gymnastics and volleyball in the winter, track and golf in the spring. The boys competitive program consists of football, cross country, and golf in the fall, wrestling and basketball in the winter, track and tennis in the spring. The ESD Conference determines a champion in each of these sports through round robin play or season ending tournament or meets.

**FALL SPORTS:**

The dates for the start of the fall sports program are set by the SDHSAA. All sports which include football, varsity, JV's and sophs, cross country for girls and boys, girls tennis and boys golf will begin when school starts.

**WINTER SPORTS:**

Boys basketball starting dates are set by the SDHSAA. Wrestling programs at the senior high may begin Monday of the week November 1<sup>st</sup> falls. Middle school wrestling will begin approximately two weeks later. Girls gymnastics starting date is set by the SDHSAA. During the winter season there is a terrific demand for use of the gymnasiums by both school and community. It takes a lot of cooperation by everyone involved and it is very important that coaches adhere to their assigned practice time schedule.

**SPRING SPORTS:**

Track programs for boys and girls will officially start March 1<sup>st</sup>. 7<sup>th</sup> and 8<sup>th</sup> grade track will begin the 3<sup>rd</sup> week in March. Boys tennis and girls golf will also begin the 3<sup>rd</sup> week in March. There may be some pre-season workout in some sports but coaches should see that they do not in any way interfere with sports that have priority.

**ASSIGNED DUTIES AND RESPONSIBILITIES BEYOND THE SCHOOL DAY**

This schedule is used as a basis for extra duty salaries in the Pierre Public School System. The salaries are based on an index ratio of the Extra Duty Base of \$35,000, plus an increment for each year of coaching experience.

Graduated index figures and variation in experience accumulation totals are used to adjust for the varying pressures, responsibilities and work loads of the different coaching assignments. When and if new coaching positions are created, the athletic director will be responsible for suggesting the proper place of the new position within the established schedule.

Experience accumulation up to and including (5) years from other systems will be accredited to new coaches entering the Pierre system.

Upon receipt of written notification from the teacher indicating a desire to be relieved from the extra duty assignment, the Superintendent will begin to look for a replacement and notify the staff. Interested applicants should discuss the duties of the position with the appropriate building principal. Any teacher interested in the extracurricular assignment can apply to the Superintendent.

<b>Activity</b>	<b>New Base Index</b>	<b>Current Hiring Base x index</b>	<b>Yearly Increase Increment</b>	<b>base for extra duty</b>	<b>\$35,000</b>
<b>Boys Basketball</b>					
Varsity	0.171	\$5,985.00	\$20		
Varsity Assistant	0.122	\$4,270.00	\$20		
Sophomore	0.122	\$4,270.00	\$20		
9 <sup>th</sup>	0.122	\$4,270.00	\$20		
8 <sup>th</sup> (2)	0.080	\$2,800.00	\$20		
7 <sup>th</sup> (2)	0.080	\$2,800.00	\$20		
<b>Girls Basketball</b>					
Varsity	0.171	\$5,985.00	\$20		
Varsity Assistant	0.122	\$4,270.00	\$20		
Sophomore	0.122	\$4,270.00	\$20		
9 <sup>th</sup>	0.122	\$4,270.00	\$20		
8 <sup>th</sup> (2)	0.080	\$2,800.00	\$20		
7 <sup>th</sup> (2)	0.080	\$2,800.00	\$20		
<b>Cross Country</b>					
Varsity, Boys & Girls	0.151	\$5,285.00	\$20		
Ass't. Varsity, B & G	0.117	\$4,095.00	\$20		
MMS, Boys & Girls	0.079	\$2,765.00	\$20		

<b>Activity</b>	<b>New Base Index</b>	<b>Current Hiring Base x index</b>	<b>Yearly Increase Increment</b>
<b>Soccer</b>			
Varsity, Boys	0.151	\$5,285.00	\$20
Asst. Varsity, Boys	0.117	\$4,095.00	\$20
Varsity, Girls	0.151	\$5,285.00	\$20
Asst. Varsity. Girls	0.117	\$4,095.00	\$20
<b>Football</b>			
Varsity	0.167	\$5,845.00	\$20
Varsity Assistant (3)	0.118	\$4,130.00	\$20
Sophomore/JV (2)	0.118	\$4,130.00	\$20
9 <sup>th</sup> (3)	0.118	\$4,130.00	\$20
8 <sup>th</sup> (4)	0.078	\$2,730.00	\$20
<b>Golf</b>			
Varsity Boys	0.103	\$3,605.00	\$20
Varsity Girls	0.103	\$3,605.00	\$20
Assistant Varsity (2)	0.078	\$2,730.00	\$20
<b>Gymnastics</b>			
Varsity	0.160	\$5,600.00	\$20
Varsity Assistant	0.122	\$4,270.00	\$20
MMS Head	0.090	\$3,150.00	\$20
MMS Assistant	0.079	\$2,765.00	\$20
<b>Tennis</b>			
Varsity Boys	0.103	\$3,605.00	\$20
Varsity Girls	0.103	\$3,605.00	\$20
Varsity Assistant (2)	0.078	\$2,730.00	\$20
<b>Track</b>			
Varsity Boys & Girls	0.233	\$8,155.00	\$20
Varsity Boys	0.155	\$5,425.00	\$20
Varsity Girls	0.155	\$5,425.00	\$20
Varsity Assistant (6)	0.111	\$3,885.00	\$20
MMS Head, Boys & Girls	0.111	\$3,885.00	\$20
MMS Assistant (6)	0.078	\$2,730.00	\$20
<b>Volleyball</b>			
Varsity	0.171	\$5,985.00	\$20
Varsity Assistant	0.122	\$4,270.00	\$20
Sophomore	0.122	\$4,270.00	\$20
9 <sup>th</sup>	0.122	\$4,270.00	\$20
MMS – 8 <sup>th</sup> (2)	0.080	\$2,800.00	\$20
MMS – 7 <sup>th</sup> (2)	0.080	\$2,800.00	\$20
<b>Wrestling</b>			
Varsity	0.171	\$5,985.00	\$20
Varsity Assistant	0.121	\$4,235.00	\$20
MMS	0.102	\$3,570.00	\$20
MMS Assistant	0.090	\$3,150.00	\$20
<b>Strength/Conditioning (3)</b> Fall, Winter, Spring	0.051	\$1,785.00	\$20
<b>Speech &amp; Drama</b>			
Oral Interpretation	0.090	\$3,150.00	\$20
One Act Play (3)	0.102	\$3,570.00	\$20
*Fall Play	0.104	\$3,640.00	\$20
*Spring Play	0.104	\$3,640.00	\$20
Musical* (Optional)	0.000	\$0.00	\$20

Activity	New Base Index	Current Hiring Base x index	Yearly Increase Increment
*Drama Director	0.128	\$4,480.00	\$20
Instrumental Director	0.067	\$2,345.00	\$20
Vocal Director	0.067	\$2,345.00	\$20
MMS Musical-Drama	0.102	\$3,570.00	\$20
MMS Musical-Music	0.102	\$3,570.00	\$20

\*When an assistant drama director is utilized the percentages will be: Fall & Spring Plays 6.6% and 3.3% and Musical 8.2% and 4%. One Acts will be .03 for each with .05 for the contest play.

<b>Cheerleaders</b>			
Senior High	0.134	\$4,690.00	\$20
Competitive Cheer	0.103	\$3,605.00	\$20
Competitive Dance	0.103	\$3,605.00	\$20
<b>Directors</b>			
Guidance Director	0.181	\$6,335.00	\$20
At-Risk VocEd Coordinator	0.181	\$6,335.00	\$20
Instrumental Music SH Band	0.133	\$4,655.00	\$20
Vocal Music SH	0.098	\$3,430.00	\$20
Flag Corps	0.023	\$805.00	\$20
Destination Imagination	0.051	\$1,785.00	\$20
Riggs Student Senate - assistant	0.051	\$1,785.00	\$20
Riggs Student Senate - head	0.103	\$3,605.00	\$20
MS Student Senate	0.039	\$1,365.00	\$20
FBLA	0.103	\$3,605.00	\$20
Asst. FBLA	0.051	\$1,785.00	\$20
National Honor Society	0.023	\$805.00	\$20
Intramural Sports Senior High Supervisor (4 total, index for ea sport)	0.051	\$1,785.00	\$20
<b>Publications</b>		\$0.00	
SH Annual	0.155	\$5,425.00	\$20
SH Newspaper	0.145	\$5,075.00	\$20
MMS Annual	0.075	\$2,625.00	\$20
<b>Chairman</b>			
Advisor, Jr. Class	0.086	\$3,010.00	\$20

Ticket sellers and takers, crowd control, public address and so forth will be \$25.00 per session. Scorers and timers will be paid \$25.00 per contest for grades 6-12. Junior Class Advisors that organize and work concessions at a game, set up for prom and supervise prom will be paid \$50 per session.

Other intramural activities and certain other activities will be paid at the rate of \$21.21 per hour for faculty staff.

Any teacher who is assigned an extracurricular activity and must attend an out-of-town event on a non-school day will be paid \$50 per each out-of-town event.

In the event a driver is requested for out of town activities, drivers will be arranged through the Activities Director at least two days prior to event. In the event a driver cannot be provided for a school activity and a teacher/coach is required to transport students to said activity, that teacher/coach will receive \$50 compensation.

## GENERAL SPORTS COMMENTS

### **PRACTICE SESSIONS:**

In most instances, all teams and coaches will practice or play five days a week. Some middle school programs may only have four practices per week. Extra duty pay schedule is figured on this formula. Before a practice or game is canceled, it must be cleared with the athletic director.

### **STAFF ASSIGNMENTS:**

Assignment of extra duties is the right of the school board and administration (superintendent, principal and athletic director). Assignments will be annually reviewed and changes made when deemed necessary. All coaches should know and realize the extra duty assignment is part of the contract and resigning of one without the other cannot happen unless special arrangements have been made. If you feel that you need to be relieved from an extra duty assignment, make it known in writing to your building principal and athletic director. Every effort will be made to honor your request provided a suitable replacement can be contracted.

### **TRANSPORTING ATHLETES:**

Due to the high costs of transportation it will not always be possible to use the chartered bus. The school vehicles will be used for small groups and possibly shorter distances. Coaches and their assistants will be asked to drive these vehicles. All vehicle requests are to be made to the athletic director. He will in turn schedule the charter vehicles or school vehicles. Coaches are not to schedule vehicles on their own.

### **LETTER AWARDS:**

Definite policies for winning major and minor letter awards should be established for each sport. These should be made available to all squad members in writing at the start of a season. The school will furnish one minor award, small "p", if an athlete has successfully met the requirements when competing at the sophomore level. Only one major award, large "P", will be given when the athlete has met the qualification as a varsity team member. Letter award certificates will be presented to all members of any team at both the junior and senior high level.

### **EXTRACURRICULAR PARTICIPATION POLICIES**

It is felt that a simple but effective code for enforcing training regulations has been established. Every athlete will be given a copy of the school system's training rules and his or her signed statement, plus the signature of the parent, will be placed on file in the athletic director's office. This is very important and no one should be allowed to compete without this statement. In addition, the head coach of each sport will spell out his/her own specific training rules. All coaches should strive to develop a consistency of regulation for all athletes. A copy of this should also be filed in the athletic director's office.

## **PIERRE SCHOOL DISTRICT EXTRACURRICULAR PARTICIPATION POLICIES**

### **Pierre School District's Rule:**

Students enrolled in the Pierre School District are eligible to participate in extracurricular activities and school sanctioned club sports if they meet the requirements set forth under the policies outlined below. Consistent with District policy C33- students in an accredited private school or pursuing alternative instruction under SDC § 13-27-3 are also eligible to participate if they enroll on a part-time basis (defined as enrollment in at least one-half unit during the term of eligibility) in the district and comply with the rules outlined within this section.

Participants in Pierre School District extracurricular activities and school sanctioned club sports shall at no time possess, use, buy, sell or give away alcoholic beverages, tobacco products or any substance defined by law as a drug except nonprescription, over-the-counter medications or those specifically prescribed for the student's own use by his or her doctor. In addition, participants in extracurricular activities shall not commit crimes against persons or property and shall not engage in exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, hazing or harassment of others. A single incident with multiple training rule violations may result in the enforcement of multiple training rule penalties pending the seriousness of the violations.

Students currently serving sanctions under the Pierre School District's Extracurricular Participation Policy adopted in 2001 will be entitled to change their eligibility status through school service and/or by avoiding further violations over a twelve-month period. The twelve-month period begins the day after the activities director notifies a student that he/she has been cited for a violation of the policy.

Students at the second and third step in the penalties sequence will have an opportunity to move to the previous step through school service and remaining violation free for 1 year. Appropriate school service tasks and the length of service will be determined by the athletic director in consultation with coaching staff and directors of other activities. The length of service may be determined by the length of loss of eligibility. Students with a second violation may be assigned school service for 50% of the season and students with a third violation may be assigned school service for 75% of the season. Under either the second or the third violation, school service may be for the coinciding percentage of the season for the first athletic activity or non-athletic activity in which the student is a participant.

#### **PENALTIES FOR THE EXTRACURRICULAR PARTICIPATION POLICIES:**

##### **A. FIRST VIOLATION**

After confirmation of the first violation, the student shall lose eligibility for 25% of the season in which the student is a participant. The student will be at all practices during the suspension. No exception is permitted for a student who becomes a participant in a treatment program.

##### **B. SECOND VIOLATION**

After confirmation of the second violation, the student shall lose eligibility for 50% of the season in which the student is a participant. During this suspension, the student must take part in a counseling program as approved by the school. This counseling will be at the expense of the student involved. The student will be at all practices during the suspension. If the student does not receive counseling, he/she will not be allowed to participate in any activities for the remainder of that school year. Students at this step in the penalties process will be entitled to change their eligibility status through school service and by avoiding further violations over a twelve-month period.

##### **C. THIRD VIOLATION**

After confirmation of a third violation, the student shall lose eligibility for 75% of the season in which the student is a participant if the student completes an appropriate counseling program as determined by the school. The counseling will be at the expense of the student involved. Students at this step in the penalties process will be entitled to change their eligibility status through school service and by avoiding further violations over a twelve-month period.

##### **D. FOURTH VIOLATION**

After confirmation of a fourth violation the student shall lose eligibility for the remainder of his/her high school career.

#### **SDCL: 13-32-9**

##### **SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS**

Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana as defined in chapter 22-42 is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is enrolled.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.



## **VERIFICATION OF VIOLATIONS**

The implementation of penalties shall be based upon legal citation or arrest, an admission of violation by a participant, or observation by a school staff member or community member. Alleged violations will be investigated and the assignment of penalties will be based upon confirmation of the allegations made. Individuals bringing allegations must be willing to identify themselves and may be called upon to meet with the person/persons against whom the allegations are made and/or their parents or guardian.

## **DETAILS FOR IMPLEMENTATIONS**

1. The rule is for the entire calendar year.
2. The rule involves all students in grades 7-12. Students will start with a clean slate at the end of their 8<sup>th</sup> grade year once any pending suspensions are served.
3. Violations accumulate throughout the student's high school career. If, after a twelve month period of time, a student has not committed additional violations and has completed school service, she/he will be placed on the previous step of the penalties sequence (i.e. move from step two to step one or from step three to step two).
4. If the penalty for a violation is not completed in one activity, it will be completed in the next activity in which that student participates. It is not the intent of this policy to allow students to serve their penalty in a new activity.
5. Students will be at all practices during practice and conditioning weeks in which no contests are scheduled.
6. All unserved penalties will carry over from one school year to the next. Example: If the violation occurs at the end of the track season, the penalty will be assessed the following school year.
7. Before a penalty will be considered served, the student must complete the season in which that penalty is being served. The only exception will be because of a serious injury in which a doctor's excuse has been provided.
8. A student who violates the participation policies will not be allowed to participate in an extracurricular activity once that activity is in progress (if his or her intentions are to meet his/her penalty obligations).
9. At the beginning of each extracurricular activity the coach/director will give out a copy of the training regulations, explain them, and ask the student to sign a form stating that he/she has read and understands the training regulations. Once the form is signed by the student and his/her parents, it be in effect through the student's senior year (grades 7-12)
10. Students new to the district will not become eligible to participate until any existing periods of ineligibility have been satisfied.
11. School service is defined as a series of activities, projects or labor provided by the student to the school. School service agreements are established between the student and the advisor/coach(s) of the activity affected by the disciplinary suspension. The agreed-upon school service must be defined in writing, with a commitment to the service signed by the student and their parent/guardian and approved by the athletic director. This will only be offered at the discretion of the Athletic Director in consultation with the Riggs Administration and coaches.

## **STUDENT DUE PROCESS**

A student who is informed by school officials of his/her ineligibility may request a hearing with school administrators. The request must be made so that a hearing can be held within 24 hours of the notification of ineligibility. In the event that a student/athlete or parent requests a hearing regarding a student's suspension from participation the activities director shall:

- A. Designate a date, time and place for a hearing.
- B. Notify the building administrator and coach, director or advisor of the date, time and place of the hearing.
- C. Conduct the hearing in such a manner that the student/athlete has an opportunity to review the alleged violations, to ask questions and to respond to those alleged violations.
- D. Along with the school administration determines the disposition of the alleged violation and notifies the parents and the student/athlete in a timely fashion.

**Note** – A decision of the athletic director and school administration may be appealed in the following manner:

1. To the superintendent of schools
2. To the Pierre School District Board of Education

Any student who is ruled ineligible following an initial hearing with building administrators shall remain ineligible pending appeals to the superintendent and board of education.

## **PROCEDURES FOR DISMISSAL OF ATHLETES FROM THE TEAM:**

In the event it becomes necessary to drop an athlete for a violation of one of the training rules, coaches should take the following steps:

1. Advise the athlete orally or in writing of the violation.
2. Allow the athlete to explain his/her position.
3. Notify the parent of the problem and explain the reason for potential dismissal.
4. Provide a parent conference which may include coaches, athletic director, principal, superintendent and athlete, if requested by the athlete or parent.

### **ONE FINAL IMPORTANT NOTE:**

Coaches should always make themselves available to talk to their athletes about any problems they may have. Also it is important to keep in close contact with the parents. (Remember an ounce of prevention here can keep those small problems from becoming big problems.)

## **PARTICIPATION OF PRIVATE SCHOOL AND ALTERNATIVE INSTRUCTION STUDENTS IN INTERSCHOLASTIC ACTIVITIES**

The Pierre School District will grant permission for students enrolled in an accredited private school to participate in interscholastic activities if they are enrolled on a part-time basis in the district. Additionally, students who are excused from attendance if provided alternative instruction under SDC § 13-27-3 are also eligible to participate in interscholastic activities if they are enrolled on a part-time basis in the district. As a condition of participation, private school and alternative instruction students must annually fulfill the following conditions:

1. Enroll in at least one half-unit of coursework pursuant to the appropriate grade level through the Pierre School District during the term of eligibility in co-curricular activity.
2. Comply with all the District's eligibility requirements which shall be verified per the District's administrative policy following the same procedure used to accept credits towards graduation.
3. Any student, who was unable to maintain academic eligibility in an accredited school, shall be ineligible to participate as a private school student for a period of one year. After one year, the student may regain eligibility per the District's administrative policy.
4. Satisfy the responsibilities and standards of behavior and performance, including related class or practice requirements, as expected of other student participants as a condition for both the initial acceptance and continued membership in the activity including but not limited to:
  - All the District training rules and codes of conduct will be applicable.
  - In order to be eligible to audition for and participate in Region Music Contests, All-State Chorus, All-State Orchestra or All-State Band, the student must be currently enrolled and attending the District's parallel musical organization.
  - A student who is a member of a high school team may not participate in games, practice, tryouts, etc. in that particular sport during the same season on an independent or non-high school team or as a member of any "all- star" team, or completely unattached on an individual basis.
  - All references to calendar shall refer to the District's calendar.
5. A student who leaves the Pierre School District for any reason to enter private school instruction or engage in alternative instruction, shall be ineligible for interscholastic competition for a period of one year, beginning on the date of enrollment.

Revised: August 13, 2001

Revised: July 11, 2005

Revised: August 8, 2011

Revised: May 18, 2016

## PARENTAL TRANSPORTATION RELEASE

**This form is to be completed and delivered to the BUILDING ADMINISTRATOR prior to the date of the activity.**

Student Name: \_\_\_\_\_  
(please print)

Parent Name: \_\_\_\_\_  
(please print)

I, the undersigned as parent/guardian of the above named student, hereby give permission

to \_\_\_\_\_ to transport my son/daughter named above **to/from**  
(please print name)

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_.  
(activity) (date) (location)

I absolve and indemnify the Pierre School District from any and all responsibility related to this travel.

\_\_\_\_\_  
Parent/Guardian Date

.....  
I, the undersigned, hereby accept the responsibility of transporting the above named student as per the above-signed release.

\_\_\_\_\_  
Transporting Parent Date

.....  
Approved: \_\_\_\_\_, Principal  
Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Return to Coach: \_\_\_\_\_

STUDENT\_\_\_\_\_

ACTIVITY\_\_\_\_\_ DATE OF ACTIVITY\_\_\_\_\_

TRANSPORTATION RELEASE:

I, the undersigned parent/legal guardian of the student listed above, release Pierre School District and its advisors and coaches from any responsibility for the above mentioned student once that student is released to me for his/her travel to/from a school activity. I am fully aware that the student may only be released directly to his/her parents or guardian.

PARENT/LEGAL GUARDIAN\_\_\_\_\_

DATE CARD IS SIGNED \_\_\_\_\_

(ADVISOR OR COACH SHOULD HAVE VERBAL CONTACT WITH PARENTS OR GUARDIAN BEFORE STUDENT LEAVES)