

2017-2018 SPEARFISH HIGH SCHOOL ACTIVITIES HANDBOOK



I have received a copy of the Spearfish High School Activities Handbook and have reviewed the contents. I agree to abide by the rules and other information contained within this handbook.

This must be returned to the coach or Activities Office by the first practice, along with the rest of the required paperwork.

Student Printed Name

Student Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

SPEARFISH SCHOOL DISTRICT

EXTRA-CURRICULAR STUDENT POLICIES

STUDENT CONDUCT

The Spearfish School District recognizes that all members of the student body are representatives of the school and encourages all students to participate in activities due to the benefits derived from such participation. *Participation in student activities exposes students to greater public exposure and scrutiny and students are expected and encouraged to bring credit rather than discredit to the school whose programs makes such participation possible. It shall therefore be the policy of the School District:*

1. That student participation in student activities is a privilege rather than a right.
2. That students who exercise the privilege of participation in student activities shall consequently be expected to exemplify high standards of behavior.
3. Students who participate in extra-curricular activities at Spearfish High School are expected to be students first. Therefore, there is an expectation that students who wish to participate in activities need to be in school to do so. The building administration realizes that at times situations arise that dictate students missing class. Therefore, the following guidelines will be used:
 - A. Students who miss class on the day of an activity due to an appointment must provide notification to the school in order to participate in the activity. Such notification must be received by the school prior to the appointment.
 - B. For students who are ill or are gone for personal reasons on the day of an activity, they must be in attendance for at least one full block prior to departing on a road event or in attendance for at least the last two blocks for a home event in order to participate or practice, unless 24 hours' notice for an excused absence is given.
 - C. Students going on school-sponsored trips will be granted an excused absence.
4. Each sponsor or coach may have additional training rules of his/her own. These must have the approval of the building principal or activities director. Plus, participant must be fully informed of all additional regulations.

INTERSCHOLASTIC ACTIVITY POLICY

It shall be the policy of the Board and administration that the rules of training and conduct shall be established for all activities. These rules must be written by the coaches/sponsors and agreed to by the principal and activities director. They should include:

1. No person under violation of any policy may participate.

It shall also be the policy of the Board and administration that all coaches and supervisors make no exceptions to the enforcement of the rules set up. All reasonable means of supervision should be employed and all reports of rules violation rigorously, fairly and impartially investigated.

ACADEMIC ELIGIBILITY STANDARDS

To be eligible to participate in extra-curricular activities at Spearfish High School a student must be passing all classes (D- or better). Grades will be evaluated at each grade reporting period, midterm, quarter and semester. A student who does not have the required grades at the reporting period (semester, quarter, and midterm) will be ineligible for the next four week grading period. The 2nd semester grade will determine eligibility for the beginning of the next school year.

These standards cover all extra-curricular activities. Band and choir concerts, not associated with the SDHSAA, constitute a classroom activity, thus students will be allowed to participate in those events.

PHYSICALS AND MEDICAL HISTORY

1. Students are not eligible to participate in practice or games if the student does not have on file in the Activities Office, a signed physical examination that falls under the rules of the SDHSAA. Annual physicals are required.
2. A copy of the Parent Consent form must be submitted annually.
3. A copy of the students Medical History must be submitted annually.
4. A physical exam after April 1 will be accepted for the next school year.

ALCOHOL / TOBACCO / DRUG POLICY

At the beginning of each sport season, an informational meeting for participants, parents/guardians, coaches, advisors and the activities director will be held to go over activities information and the eligibility rules of the Spearfish School District. Attendance will be encouraged before a student is allowed to practice with the team or group activity.

The use and/or possession of mood-altering chemicals such as tobacco, alcohol, drugs or drug paraphernalia by participants of high school extra-curricular activities is prohibited. This prohibition will be in force all year, including the summer months, weekends and holidays. Out-of-school suspension supersedes all training rules.

A student may not behave in a manner that will bring discredit to the students' team, activity or school.

Consequences for Violations of this Policy

First Violation: The participant will be suspended for 20 percent of the scheduled extra-curricular games/activities of the activity in session. If the full number of games/activities is not met, the suspension will be extended to the next activity the student participates in, even if that activity is the next school year. The percentage will be divided by the number of regular season games/activities scheduled for the activity. All percentage points will be rounded up. (i.e. 1.1 games will equal 2 games) The suspension will occur when competition begins, not when practice begins. The attendance at practice will be at the discretion of the coach or advisor. Parent/guardians and the students will be notified and a record will be kept of pertinent facts, actions and contracts. Conferences with the participant, his/her parent/guardian, coach or advisor and the activities director will be required before any future participation by the individual.

For the first offense, the student will enroll, show a record of participation and complete an alcohol/drug diversion program by an approved, certified chemical dependency counselor or licensed health professional trained in chemical dependency. All costs of the diversion program are the responsibility of the student and family.

Second Violation: The participant will be suspended for 40 percent of the scheduled extra-curricular games/activities of the activity in session. If the full number of games/activities is not met, the suspension will be extended to the next activity the student participates in, even if that activity is the next school year. The percentage will be divided by the number of regular season games/activities scheduled for the activity. All percentage points will be rounded up. (i.e. 1.1 games will equal 2 games) The suspension will occur when competition begins, not when practice begins. The attendance at practice will be at the discretion of the coach or advisor. Parent/guardians and the students will be notified and a record will be kept of pertinent facts, actions and contracts. Conferences with the participant, his/her parent/guardian, coach or advisor and the activities director will be required before any future participation by the individual.

For the second offense, the student will enroll, show a record of participation and complete an alcohol/drug diversion program by an approved, certified chemical dependency counselor or licensed health professional trained in chemical dependency. All costs of the diversion program are the responsibility of the student and family.

Third Violation: The participant will not be allowed to participate in any school extra-curricular activity, including athletics or fine arts, for the remainder of his/her high school career.

When a participant is accused of violating a training rule, the allegation will be directed to the coach and the activities director. The allegation may also be reported to any building administrator who will forward it to the activities director. The individual making the allegation must sign an accusation form, complete with details of when, where and witnesses. The accuser will be informed that the accuser's name and written statement will be kept in confidence to the greatest extent possible, but may be released to the participant in case of an appeal. The activities director and the principal and/or

asst. principal will discuss the allegation with the participant in question to determine the nature of the violation. After a proper investigation, a decision to suspend or not to suspend will be decided by the activities director and/or the principal. Upon suspension for a First or Second violation, the participant may appeal the decision to the Superintendent by submitting an appeal in writing within 10 calendar days after the issuance of the suspension. The written request for a Superintendent appeal shall be directed to the Superintendent. Failure by the participant to request a Superintendent appeal within the 10 calendar days will be a waiver of any appeal right, and the suspension will be final. The Superintendent will conduct an investigation and issue a written decision as soon as possible and this decision will be final. The suspension will not begin until the Superintendent issues a decision affirming the suspension.

Upon suspension for a Third Violation, the participant may first appeal the decision to the Superintendent. If the participant is not satisfied with the Superintendent's decision, a written appeal may be made to the Board of Education within 10 calendar days from the date the Superintendent issues a decision. Failure by the participant to request a Board hearing within the 10 calendar days will be a waiver of any appeal right and the Superintendent's decision will be final. If the Superintendent affirms the suspension and the participant appeals to the Board of Education, the participant will be temporarily suspended during the period of appeal to the Board.

Consequences for Violations Involving Controlled Substances or Marijuana

In accordance with SDCL 13-32-9 the following consequences will occur with any violation of possession, use or distribution of a controlled substance or marijuana:

13-32-9. Suspension from extracurricular activities for controlled substances violation--Unified Judicial System to give certain notices. Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program.

Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court 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 participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

Source: SL 1997, ch 102, §§ 1, 4; SL 2003, ch 272 (Ex. Ord. 03-1), § 63; SL 2006, ch 82, § 1; SL 2010, ch 92, § 1; SL 2014, ch 88, § 1. 13-32-9.2. If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events. If two sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until two sanctioned events for which the student is ineligible have taken place. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events. If six sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until six sanctioned events for which the student is ineligible have taken place. To count toward the minimum number of events, the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates. In addition, a suspension that is reduced pursuant to § 13-32-9 is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first sanctioned event and concludes on the last day of its last sanctioned event. A reduced suspension that is not completed by the end of one activity year shall carry over to the next activity year.

A suspension begins on:

- (1) The day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students; or
- (2) The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an unemancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association.

HAZING OR INITIATION IS NOT ACCEPTABLE BEHAVIOR

It is of utmost importance on all teams, but especially teams with underclassmen, that there be absolutely no hazing or so-called initiation rites. This is demeaning to all involved and is a most blatant form of harassment. Students who violate this guideline will be subject to disciplinary action.

CONCUSSION PROCEDURES

When Spearfish High School becomes aware of a student concussion, the staff at SHS wants to accommodate the safety and academic success of the student during the recovery process. A notification letter will be mailed to the student's parent outlining the procedures to be followed. Please be aware of the following: Possible symptoms of a concussion include: Headaches, slower reaction time, blurred vision, insomnia or fatigue, difficulty concentrating, short term memory lapses, distraction by everyday noises. In some cases, symptoms became worse by participation in or experiencing the following: Playing video games, listening to loud music, texting, bright lights – including night driving, watching movies/television, activities that may cause another head injury, using computers, exercising, reading or doing homework for varying periods of time.

SPEARFISH HIGH SCHOOL RETURN TO PLAY CONCUSSION PROTOCOL

There is a minimum of 24 hours between each step.

- 1) No activity, complete rest with no symptoms
- 2) Take and pass ImPact test
- 3) Exertional testing (Can be done the same day the ImPact test is passed)
- 4) Sport specific activity without body contact and no symptoms
- 5) Practice without body contact and no symptoms. (Non-contact practice)
- 6) Practice with body contact and no symptoms (full contact practice)
- 7) Return to play with no symptoms

If symptoms return during any step you must wait until asymptomatic for a full 24 hours and re-start at the previous step.

In the case of a concussion YOU ARE ENCOURAGED to have your son-daughter seen by a medical doctor. The doctor will provide you with more information about your child's specific injury and what to expect. The school district has also requested that your doctor send pertinent information to our guidance counselors, who are tasked with providing information to teachers about academic modifications that may be necessary (to be sure the school receives this information, please verify that it has been sent and received by our guidance counselors). **TO BE ELIGIBLE FOR ACADEMIC MODIFICATIONS, YOU MUST FURNISH SPEARFISH HIGH SCHOOL WITH ANY AND ALL OF YOUR MEDICAL DOCTOR'S RECOMMENDATIONS.** Subsequent changes in those recommendations must also be sent to the school so appropriate adjustments in services may be made. Parents are encouraged to discuss physical and academic modifications with our guidance counselors (call 717-1212, or FAX 717-1234). While some individuals may be able to attend school without increasing their symptoms, the majority will probably need modifications depending on the nature of the symptoms. What follows are some examples of possible modifications: If students are unable to attend school for an entire day without symptoms, they may attend for a half day. Some students may only be able to attend for one period, some not at all, due to severe headaches or other symptoms. Frequent breaks with rest periods may be necessary. Often, alternating a class with a rest period may be helpful. Certain classes may cause more problems than others. As recovery proceeds, hours spent in school may be gradually increased. Depending on symptoms, some students may need to be driven to school to avoid walking or driving. In most cases students should not attend gym or exercise classes. Workload and homework may need to be reduced. Frequent breaks while doing homework may be helpful. Term papers should be postponed. Pre-printed class notes and tutors may help to relieve the pressure of schoolwork. If there are concentration and memory problems, tests, quizzes, and final exams should be delayed or postponed, but are not **exempted**. Extra time (un-timed tests) may be necessary initially when test taking is resumed. Questions about the IMPACT concussion testing process and results (the test used to determine whether or not a student has suffered a concussion) may be directed to the school district's trainer by calling 717-1212. More information about IMPACT testing may be found on their web site (<http://impacttest.com>).

ACTIVITY TRAVEL RULES

1. Coaches/sponsors are required to accompany students to and from all school activities unless prior arrangements have been made and the activities director has been notified.
2. Students are required to travel by the mode of transportation provided by the school district to and from school activities unless prior arrangements and necessary forms have been completed and signed. Students will be released only to their parent/guardian at the activity site unless acceptable arrangements have been made with the activities director, prior to the departure of the team. These arrangements will be at the activities director's discretion.
3. Students/coaches/sponsors will dress appropriately for the activity they are attending. This will be specified by the coach/sponsor. (Example: An athlete may be told to wear dress clothing to school and travel uniforms on the road. Coach's apparel and dress will be defined at the pre-season coaches meeting.
4. A bus driver request regarding noise, seating, behavior, etc. should be recognized and supported by all.

TRAVEL DURING INCLEMENT WEATHER

Practice: Practice will not be permitted on days that school has been canceled or has been released early because of weather related conditions.

Regular Scheduled Event: When school has been canceled or released early because of weather, no travel will be allowed. Certain SDHSAA district, region and state events may alter this policy.

Culminating Event: When the State Activities Association Office has not called off or postponed the scheduled event, every effort will be made to get district personnel to the event. At all times, we will consider the safety of the people traveling first. In no way, will we travel on any road that has been closed by the Highway Department.

When leaving an event to come home, the decision will be left to the professional driver that has been contracted to drive the vehicle. The driver and Bus Company will be monitoring safe travel. If the professional driver and Dakota Bus, after collaboration with the activities director, Principal or Superintendent believes it is unsafe to travel, they make the final decision, not the coach or sponsor of the event.

SUSPENSION

A student who is suspended from a team or from school for violation of team or school rules may not participate on another team during the same season or until suspension has been completed. Suspended students may not participate in a scheduled event or practice during the suspension. Students serving training rules violations may practice if they are not serving an in-school or out-of-school suspension. Activity suspension may extend to the student's graduation. A meeting or contact involving the parents/guardians, the student, and the director of activities will be convened or made to determine the conditions of suspension.

Some offenses carry an automatic activity probation and suspension on the first or second offense. Some of these violations include:

1. Possession, use, being under the influence, transfer or dispensing of any alcoholic beverage while on school premises or on a school-sponsored activity.
2. Use of tobacco products while on school premises or on a school-sponsored activity.
3. Vandalism to school property or vandalism to any property while on a school-sponsored activity.
4. Stealing while under the supervision of the school.
5. Possession, use, being under the influence, transfer, or dispensing of any substance prohibited by the Controlled Substance Act of 1971, or misuse of any drug, including transfer or dispensing, while on school premises or on a school-sponsored activity.
6. Weapons on school grounds: Board Policy 5105.

STUDENT COMMUNICABLE DISEASES (BOARD POLICY 5305)

The School Board recognizes the need and right of all children to receive free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for students and school employees.

School Attendance

The determination of whether an infected or potentially infected students is excluded from the classroom or school activities and how the student's needs will be met shall be made on a case by case basis, under the direction of the building principal / building administrator or designee with consultation from the assigned school nurse.

In situations that require additional knowledge or where the student may be out of school for five (5) or more consecutive school days, the principal and school nurse will meet as necessary with medical care providers, the State Health Department, Center for Disease Control, and/or other experts to consider the need to exclude a student from school due to the characteristics of the contagious disease, the medical condition of the student, and expected interaction with others in the school setting. For information on specific diseases reference may be made to <http://doh.sd.gov/DiseaseFacts/default.aspx>

If the School District has reasonable cause to believe that a student is an infected individual, additional medical information may be needed before the student may return to school. If an infected student is not permitted to attend classes for ten (10) consecutive school days, the District will provide the student with an appropriate educational program.

CONFIDENTIALITY

Information will not be revealed to the public about a student who may have a communicable disease. Appropriate information will be provided to school employees and/or the public if the potential for communicability is a factor.

INFECTION CONTROL

Employees are required to follow infection control practices where all body fluids are treated as if they are contaminated. Equipment and supplies needed to apply universal precautions will be provided.

If a situation occurs at school in which a student might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, the school principal or designee shall inform the parents/guardians to seek medical advice.

INSURANCE FOR INTERSCHOLASTIC ACTIVITIES

1. Participants are required to show proof of insurance before participating or competing in SHS activities.
2. SHS does have access to insurance for students at their request and expense.
3. Catastrophic Insurance is provided through our involvement with SDHSAA.

WEDNESDAY NIGHT PRACTICES/ACTIVITIES

There are no scheduled school activities after 6:15pm on Wednesday night that involve students.

LATE NIGHT ACTIVITIES

The general guidelines to follow for students' activities is that they should end before 10:00pm on week nights and before midnight on Friday and Saturday. Any exceptions to this should have prior administrative approval. This does not include trips home from away games.

HOLIDAY PRACTICES

There will be no required practices over national school holidays. Per the head coach and at the discretion of the Activities Director/Principal there may be practices for those who can attend, however these practices cannot be required. There will be no Sunday practices without prior approval of the activities director.

CONFLICTS BETWEEN ACTIVITIES

Conflict between activity programs and the attendance of a student at one or the other should be handled by the sponsors involved, and the student, well in advance of the conflict with no penalty to the student. If the sponsors and the students cannot satisfactorily solve the problem, the activity office and building administration will be involved.