

# **HARDING COUNTY SCHOOLS**

## **JR HIGH / HIGH SCHOOL STUDENT/ATHLETE AND ACTIVITIES HANDBOOK**

### **Chain of Command**

Parents and athletes must adhere to the following chain of command when dealing with a coach, team, or player complaint or inquiry. Please do not skip a step. All correspondence must be done in person or by phone.

- 1. Head Coach***
- 2. Athletic Director/Principal***
- 3. Superintendent***
- 4. School Board***

## **FORWARD**

The purpose of this handbook is to present student athletes, students that participate in other extra-curricular activities, their parents, and all members of the activity staff with accurate, pertinent information that concerns students' participation in the Harding County School's extra-curricular programs. Expectations in regard to pre-season preparations, academic eligibility, training rules, appropriate attire, conduct, and transportation are contained herein.

It is to be stressed that the student, his/her parent(s), and all school staff are to acquaint themselves with the information in this handbook. These are rules by which all will play. Knowledge of the contents herein should result in the virtual elimination of hard feelings that come about when inappropriate requests are made and have to be refused due to policy.

Parents are to realize that the school is responsible for their child(ren) during school sponsored activities. The Board of Education, Administration, and Staff take this responsibility very seriously. Random, arbitrary decisions are not to be made if student safety is to be our uppermost concern. Parents should be partners with the school in ensuring that their child follows the rules, i.e., Observes the parameters defined in the following pages. In regard to the section on transportation, parents are to expect that their child will be using the transportation provided by the district, both to and from the activity. Any requests that vary from this expectation are to be cleared in advance in the interests of student safety, district/staff liability, and just plain old courtesy.

## **PHYSICALS**

The state requires all student/athletes to have a yearly physical before beginning a sports season. This includes all students in grades 7-12 and any students in grade 6 that are participating in a junior high/middle school sport. Students may go to the Harding County Clinic or to other medical personnel who can examine the student and sign the physical from which allows the student to participate.

## **INSURANCE/WAIVER**

All students who participate in interscholastic competition must be covered by accident insurance. If the student is covered under a family policy, a waiver is signed stating that the student is covered. If the student is not covered, the school distributes an insurance policy that is endorsed by the National Federation of State High School Association. The family may elect to purchase this coverage or find/purchase another. Please note, Harding County Schools is not in the insurance business. We only distribute the student accident forms. The school receives no financial incentive from insurance companies. Harding County School carries catastrophic insurance on all student athletes.

## **CONSENT FOR MEDICAL TREATMENT**

Parents are required to sign a consent form for their student athletes. This consent allows the supervising district employee to authorize any necessary medical treatment in the event of an accident or other unforeseen mishap. Students participating in other activities may require a medical consent form also.

## **ACTIVITIES POLICY**

### **CONCUSSION/IMPACT TESTING**

All students who participate in interscholastic competition must take the concussion/impact test provided by the Harding County School District before they are allowed to participate in any interscholastic sport including practice

## **REMOVAL AND RETURN-TO PLAY POST CONCUSSION**

The Harding County School District will follow the SDHSAA policy on concussions. More specifically, removing a student/athlete from play and return-to-play post concussion. In addition, the licensed health care provider the parent(s) chooses to take their student/athlete to for care, will have complete discretion on when that student/athlete returns to play and the guidelines to be followed when they return. Furthermore, Harding County School District will not allow participation in any activity post concussion until they get a release from a licensed health care provider.

### **HARDING COUNTY RANCHER CODE OF ETHICS**

Students involved in any athletic programs are under the full direction of the coach along with his/her assistants. Students are expected to abide by the rules and regulations set up by their coaches. Failure to abide by the rules is sufficient cause for a student to be dismissed or dropped from a sport.

No student will be permitted to practice without a physical examination, proof of insurance or insurance waiver and a medical consent form.

All SDHSAA policies and procedures will be followed and conformed to along with the Harding County High School policies. The Harding County Code of Ethics is in effect from the first day of VB/FB practice in August until the Sunday morning (12AM) following the state track meet. Every student/athlete must abide by these rules throughout the school year regardless of what sport they participate in.

**\*Note: Example-If a student only participates in basketball and no other sport, they will start following the code of ethics on the first day of VB/FB practice in August and will continue to follow the code of ethics until the Sunday morning(12AM) following the state track meet. In other words, training rules last all year long, no breaks between seasons!!**

**All discipline will carry over to the following sport and school year if the consequences have not been met by the end of the previous season/school year. In order for a student to carry out the discipline they must be out for the activity within the first week of the season and continue in the activity until after the state tournament or until the team is eliminated from further competition.**

These rules are the minimum and may be strengthened by the individual in charge of the activity. Activities under the Rancher Code of Ethics are, but not limited to the following:

<b>Girls Sports</b>	<b>Boys Sports</b>	<b>Other Activities</b>
Cross Country	Cross Country	Band
Basketball	Football	Chorus
Volleyball	Basketball	Student Council
Track	Track	National Honor Society
Wrestling	Wrestling	FFA
Golf	Golf	

#### **1. Controlled substances or marijuana:**

Athletes will follow SDCL 13-32-9. This law is provided in detail at the end of this handbook.

In addition, any student who needs to serve discipline concerning this section during an activity season will also be ineligible for all post-season awards that are given through the school for that activity where the discipline was served. This can and will include awards voted on by outside agencies.

**2. Drugs, Drinking, Tobacco: The use, possession, acquiring, delivering, or transportation of tobacco, and/or alcohol is not allowed. Also, no student will be present at parties where alcoholic beverages are being served or at drinking establishments (bars). This does not include restaurants that serve alcohol to consenting adults. Confirmed violations can include self incrimination and or a report from an adult, staff member, or student that has been investigated and confirmed to be true by administration.**

**Refer to discipline matrix on back page of this handbook for consequences for first, second, and third offenses.**

### **3. Academic Eligibility:**

Starting the third week of each quarter (September, November, January, & March), grades will be posted by 9:00 am, Monday morning on DDN campus. Teachers shall take a minimum of two grades per week in each class. Any student who is below 70% in any class, will be ineligible for all games or performances starting immediately from that Monday through Saturday and until all grades are above an "F". Ineligible students shall be allowed to practice, or complete team or group assignments, but will not be allowed to participate in activities or competitions. **Furthermore, the ineligible student(s) may not be allowed to travel with the team if the traveling causes the student(s) to miss any part of the school day. This includes playoffs and state tournaments.** The principal will provide for the notification of students, coaches, or program sponsors/directors of ineligible students on a weekly basis. If a student fails a class at the end of a quarter, they will be ineligible for the first two weeks of the next quarter. In addition, if a student fails a class at the end of the first 18 weeks/1<sup>st</sup> semester (December) or second 18 weeks/2<sup>nd</sup> semester (May), they will miss the first four weeks of the next event they participate in starting with the first practice after the semester. This penalty will carry over from the previous year.

*\*Note- The principal will determine eligibility and procedure in situations that may not be fully addressed in this eligibility policy. The principal's decision may be appealed to the superintendent. The superintendent's decision may be appealed to the Board of Education.*

### **4. Extra Curriculars and Absences:**

In order to participate in a **HOME** performance/activity, the student must be at school the day of the performance/activity for at least four(4) periods when the activity is after school.

If the performance is **AWAY** and **the bus leaves before the school day ends**, the student must be in school the day of the performance/activity for at least 4 periods. **Example: Basketball game in Dupree and the bus leaves at 1:00(6th period) the student must be at the beginning of his/her 3rd period class.**

**If any performance begins during the school day** (Example: Track meet starting at 1:00) the student must be at school for at least four (4) periods, the **day prior** to the performance or activity. **Example: Track meet is on Tuesday at 1:00 and bus leaves at 10:00. The student must be in school for at least four (4) periods on Monday to be able to attend the track meet on Tuesday.** Class periods will not roll over to the next day. **Example: Student comes for 7<sup>th</sup> and 8<sup>th</sup> period on Monday and 1<sup>st</sup> and 2<sup>nd</sup> period on Tuesday before bus leaves at 10:00 for track meet. This does not constitute 4 periods.**

This includes excused absences such as sickness, medical appointments, work, family outings, etc. Events including the following: funerals, weather related incidents, and other family/medical emergencies can be excused if cleared with the Principal prior to the athletic event. **Administration does have the right to ask for a note from a medical professional to verify any absence.**

### **5. Curfew:**

All athletes are to be home by 10:30 pm each night and the night before an activity, except on weekends when that time will be 11:30 pm (Example: if a contest is held on Saturday, the curfew on Friday night will be 10:30 pm). Confirmed violation of curfew will result in a 1 game suspension from the team. The second confirmed violation of curfew would result in 3 weeks or 3 games (whichever is longer) suspension from the team. The third confirmed violation will result in removal from the team. *\*Note- If the student is under the direct supervision of their parent(s) or legal guardian, there will be no violation of curfew.*

## **6. Dress Code:**

Participants must dress appropriately for all school sponsored activities, including activities the participant is not involved in. If your apparel is considered to be inappropriate you will be asked to change it. The school dress code will be enforced by all athletic coaches and supervisors.

## **7. Conduct:**

Student/Athletes must not only maintain the required academic standards, but also proper standards of conduct both in and out of school. Any student/athlete guilty of misconduct such as stealing, inappropriate behavior as defined by the AD and Coach, willful destruction of property or disregard for school authority will be subject to discipline determined by the coach, principal, and athletic director. This could be a suspension from an event/activity for an undetermined length of time. A student/athlete must pay for any abnormal damages to school issued equipment.

**Refer to discipline matrix on back page of this handbook for consequences for first, second, and third offenses.**

## **8. Due Process:**

Students who are accused of misconduct are entitled to a due process hearing with the personnel involved with their activity and an administrator.

Adopted by Harding County School Board-May12, 2008

### **Semester/Final Tests & Activities:**

There will be no activities scheduled on December 17 & 18 as well as May 18 & 19 which are scheduled semester/final test days. Activities may be scheduled on December 19 and May 20 as long as the activity does not interfere with the semester/final test schedule (Example: Activity will take place and bus will leave after 1:00 on December 19 and May 20).

## **APPROPRIATE DRESS / BEHAVIOR**

Students that participate in extra-curricular activities are Harding County's most prominent community representatives. They have a responsibility to dress and behave in an exemplary manner.

In terms of behavior, the student handbook defines most inappropriate activities and will be followed by students at athletic contests and other activities. More important here, is to define appropriate behaviors for the student athlete. First, student athletes treat opponents with respect, i.e., shaking hands, etc... Second, student athletes respect the judgment of officials, coaches, and the other team to conduct a fair and positive contest. Finally, the student athlete accepts his/her responsibility and serves as a positive role model for all the community.

In terms of attire, inappropriate student dress is defined in the handbook. Although coaches will be in charge of dress for game-days including whether they want the team to dress up, wear team travel uniforms, etc. Finally, during late fall and winter, all bus students must travel with appropriate winter gear. Students should bring a heavy coat, winter footwear, hats, mittens/gloves, and any other clothing necessary in the event of a breakdown or temperamental heating system.

## TRANSPORTATION

This single item, transportation, has caused more misunderstanding than any other in this booklet. For this reason, transportation will be fully examined, and a number of examples set forth. According to the student handbook, "All students going on school trips will be transported by school authorized transportation. Students must go and must return in the bus or car assigned by the faculty member in charge. Exceptions will be made only with advance notice from administration, parent, or coach. Students will not be allowed to ride home from a performance or activity with anyone other than a parent.

Advanced permission must be requested by the parent or guardian and granted by the advisor, coach, or Principal." Specifically, here are the expectations defined by the handbook: Students are expected to ride to and from the event in the assigned transportation. In team sports, this means the bus.

If there is a reason for a parent to alter this arrangement, he/she must talk to the person in charge prior to the bus leaving. In other words, if the student will not be riding the bus to the event, and these are rare, then the advisor, coach, or Principal should be contacted before the bus leaves for the event. If the student will not be riding home on the bus, then the parent should talk with the advisor or coach prior to the bus leaving for home. The Principal and coach/advisor are working under the assumption that the student is riding. No contrary action should be taken without the appropriate advisor or coach, as described above, being contacted directly by the parent.

Student athletes will not be allowed to ride home with anyone but their parents. Any exceptions to this need to be cleared well in advance through the advisor, coach, or Principal. Examples of when this exception may be approved, a) If the student athlete would be traveling with a mature adult, 18 years or older, for reasons such as: medical appointment, college visitation, to meet with the student's family that is not in Harding County, other reasonable appointment. b) If the student athlete is traveling with another (adult) family member for reasons similar to those stated above.

Picking up student athletes on the way to the event or dropping student athletes off along the way requires explanation to the trip to advisor/coach by the student. Example: The student lives south of Reva and the bus is traveling to Bison. The student would tell the coach he/she was to be picked up/dropped off at Reva. It is the student athlete's responsibility to inform the coach that he/she is to be dropped off. The Principal's authorization is not required. Using the same scenario, if the team leaves before the school day is complete, and the student needs to drop off a vehicle at Reva, he/she must get permission from the Principal to drive to Reva. The bus would then drop him/her at the vehicle in Reva on their return. NO other student(s) will be allowed to ride with the student driver to any drop off point. If a student is to be dropped off after an event with a student driver, the coach will need permission from both parents (student driver and passenger). Furthermore, the school district will no longer pick-up or drop-off students along the highway at driveways, etc. The traffic has become too busy and unpredictable to do this. The following will be the designated pick-up and drop-off locations.

North: Ludlow School parking lot  
South: Crow Buttes Store parking lot  
East: Reva Store parking lot

Though not expressly stated in the handbook, part of the team aspect of sports is traveling as a team. Parents should resist requesting that their children be transported in any other manner. Comfort and convenience are to be carefully weighed with the concern to develop the team philosophy. "In victory and defeat, in practices or event, in school and on the bus, we are a team."

Finally, most parental requests are honored but this is not the "given", that is sometimes assumed. The school cannot release its liability for the student without certain conditions being met. This is in the best interest of the student, parent, school, and community. Meeting these conditions, as described above, is not convenient, nor is it meant to be. The student's best interest is to be protected by the district when the student is on school time. This includes all school sponsored activities and transportation required.

## **EXPENSE REIMBURSEMENT**

Harding County Schools allows meal expenses only during regional and state competitions. Necessary lodging expenses are also paid by the school district. Meal expenses and lodging costs have been paid in the event of unforeseen events, e.g., storms, mechanical breakdowns, etc... No other expenses are reimbursed.

### **SDCL 13-32-9 (Controlled substances or marijuana)**

13-32-9. 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 school thirty calendar days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program.** If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

**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.