



Student Activity
Handbook
2018-2019

HOWARD SCHOOL DISTRICT STUDENT ACTIVITY HANDBOOK
FOR ALL STUDENTS PARTICIPATING IN ANY SCHOOL SPONSORED ACTIVITY, WHICH INCLUDES:
ATHLETES, CHEERLEADERS, STATISTICIANS, STUDENT MANAGERS, MUSIC, DRAMA, ETC.

ATTITUDE

1. A team is a team only if there is a common leader. Your coach/advisor must be the final authority when dealing with the team. Coaches/advisors expect to be called "Mr., Mrs., or Coach". If you wish to second-guess a decision, don't grumble under your breath or complain where it will do no good. Come to the coach/advisor with whom you disagree. Hopefully you and your coach/advisor can solve the problem. If not, the next step is for you and the coach/advisor to talk to the AD and/or principal.
2. Some of our sports are for individuals, but in a team situation, the team must come first. You must be more interested in team achievements than personal gain in a team sport.
3. Not everyone likes discipline. However, if you do not have the proper outlook on correction, you will not last long as a team member. You should realize that you must conform to the requirements, and if you do not, there are two alternatives; accept your punishment or leave the group. To complain, alibi, lie or lose your poise or pride over correction means you are too weak to be a good athlete. Don't waste your time with us if you think you are above being corrected.
4. You must produce 100 % effort. This is what is required of a top competitor. The coaches/advisors look for this effort and criticize you when you do not put out 100%. Not expecting to be driven is what causes most people to leave Co-Curricular Activities.
5. There is no reason for swearing in Co-Curricular Activities. Anyone who does has lost poise and has acquired a habit that should be broken. We will always correct you when you swear. Expect severe punishment if you continue to express yourself in a foul manner.

You participate in Co-Curricular Activities because you are going to school. You do not go to school to participate in Co-Curricular Activities. Please be aware of this philosophy. The following regulations are the major ones that govern your eligibility on the local and state level. There may be others that pertain to specific situations.

ACADEMIC ELIGIBILITY POLICY

1. A student cannot be failing more than one class.
2. Eligibility will begin the 3rd week of each semester. The cumulative GPA of each class will be used to determine eligibility.
3. All work must be turned in by Tuesday at 3:45 p.m. Academic eligibility will be determined at 8:20 a.m. on Wednesday of each week. The list will be emailed to the staff, coaches and advisors.
4. The period of ineligibility will run from Wednesday until the following Wednesday.
5. If a student is ineligible, that student will be notified by an administrator and must meet with the teacher in order to improve the grade. A parent will also be notified by administration.
6. The student remains ineligible to participate in or travel with his/her team or organization until passing grades are achieved at subsequent grade checks, which are performed weekly on Wednesdays. However, if the team is leaving for the event after 3:30 or the end of the school day, the student may still travel with the team. Travel will be at the discretion of the coach/advisor or parent. If either party dictates no travel, that student does not travel.
7. Academic eligibility for contests that occur after the last day of school, the 4 quarter final grades will be used to determine eligibility.
8. It is the coach's and activity advisor's responsibility to check the eligibility list and enforce policy.

Adopted December 2015 Amended August 2016

ELIGIBILITY – SDHSAA

Participants are ELIGIBLE according to the following regulations set forth by the South Dakota High School Activities Association if:

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

ATTENDANCE POLICY FOR CO-CURRICULAR ACTIVITIES

If students are to make the most of educational opportunities offered at Howard High School regular attendance is of prime importance. Absences due to activities should not be compounded by students missing additional classes during the week. In order to participate in a school sponsored activity (practice or performance) a student must be in attendance the last half of the school day prior to the time he/she is to be dismissed by the school for the activity. For example, if the person is to be dismissed at 1:30 pm for an event, he/she must be in attendance by 11:00 am. If the activity does not impede the school day, he/she must be in attendance by the start of 5th period. The activities director, high school or middle school principal may grant an exception to the activities' attendance policy on an individual basis.

SPORTSMANSHIP

A challenge we face annually is striving for good sportsmanship. As a high school activity participant, the positive values learned on the playing field now will last a lifetime. Therein is the educational value of high school activities. If we lose focus on that fact, then these activities are not worth sponsoring.

We are engaged in a statewide sportsmanship campaign. The program is designed to reinforce the need for high levels of sportsmanship, ethics and integrity in competition, and your help as an activity participant representing our school is strongly needed to make a difference in our community. As an activity participant, you are constantly in the public eye. You are a leader of today. Many people look to your display on the field, court, etc. as a source of community pride. Many young people in our school look to you as a role model they would like to emulate. That is why good sportsmanship is so important. The example you provide sets the standard of behavior for everyone associated with our programs.

UNRULY AND UNACCEPTABLE SPECTATOR BEHAVIOR

Unruly behavior includes:

1. Cursing or yelling at players, game officials, coaches, advisors or other spectators.
2. Threatening violence against players, game officials, coaches, advisors or other spectators.
3. Physical violence or fighting of any kind.
4. Throwing trash or other items onto the playing surface.
5. Entering the playing field or surface at any time during the game, except for exceptional emergency circumstances to render aid.

CONSEQUENCES:

First Violation – Game administration will point out the violation and ask the spectator to stop. Game administration will also remind the spectator of further consequences if the behavior happens again.

Second Violation – The spectator will be asked to leave. If necessary, the spectator will be escorted away by security personnel. If a spectator is asked to leave from an interscholastic home or away contest, they will be banned from the next home contest in the sport that they were ejected. If a spectator is ejected from two contests during a school year, they will be banned from all home games for the remainder of the school year.

Completion of ineligibility may carry over to the following sport season in the same area of competition. A sport official, school official, or law enforcement has the authority to eject individuals from an interscholastic contest. Participant ejections will be covered by the SDHSAA.

<http://www.sdhsaa.com/Portals/0/PDFs/Handbook/athletics/15-Ejections.pdf>

FAILED COURSE WORK

Failed course work, which causes a student to be ineligible as per SDHSAA rules, must be completed and transcribed, by the governing body in all subjects in which the student is receiving credit, by the first day of practice of each sport season. If the coursework is not transcribed by the deadline the student will be ineligible to compete or practice during that sports/activity season.

PHYSICALS/CONCUSSION TEST

Physical exams are required every year and must be on file before a student's first athletic season. The physical form must be on file before a student is allowed to participate.

All students must take the concussion test prior to participation.

HOME-SCHOOLED STUDENTS

South Dakota: A homeschool student can participate in public school sports subject to the approval of the school board. South Dakota Codified Laws § 13-36-7. A homeschool student also has a right to partial enrollment in public school. Id. § 13-28-51, as confirmed by an opinion of the South Dakota Attorney General.
http://www.hslda.org/hs/state/sd/Attorney_Gen_opinion_SD_11-20-2015.pdf.

If the student's enrollment in public school is equal to or greater than 50%, the student is required to take the same tests as public school students as prescribed in SDCL 13-3-55. A homeschool student can obtain a loan of textbooks from the public school. South Dakota Codified Laws § 13-34-23. The Howard School District requires a student to be enrolled in 7 class periods per day, not including a study hall.

Adopted March 2018

SEVENTH AND EIGHTH GRADE CONTESTANTS

Chapter I, Part IV, Section 3 of the SDHSAA Bylaws provides that member schools may use seventh and eighth grade students on high school teams, provided they meet scholastic standards fully equivalent to those required by the Association for high school contests. The SDHSAA allows, but does not guarantee, Jr. High students to compete at the varsity level. Some 7th and 8th grade students may be moved to a higher skill level only if coaches and the Activities Director, along with the middle and high school principals agree. A conference will then be held with the student's parents to determine if the student is capable of handling the situation and contributing to the team. The practice of 7th and 8th grade students competing at the high school level will be the exception instead of the rule. Examples of when 7th and 8th grade students may be moved to the high school level are to meet scheduling obligations, team needs, and to fill rosters. SDCL 13-36-8

<http://www.sdhsaa.com/Portals/0/PDFs/Handbook/Athletics/16-Eligibility.pdf>

NO SIXTH GRADE CONTESTANTS

Member schools should be advised that the interpretation of Chapter I, Part IV, Section 3 of the SDHSAA Bylaws prohibits any student from participating in high school athletic contests who might be in grade six or below. This pertains to both boys and girls Co-Curricular Activities, and there is no exception to the rule.

STUDENT HANDBOOK

All participants/athletes will be expected to follow all policies included in the Howard School District Student Handbook.

CO-CURRICULAR ACTIVITY RULES

Adopted by the Howard School Board August 11, 2008

Hours: Participants in Co-curricular activities are to be home by:

10:30 p.m. Sunday through Thursday nights.

1:00 a.m. Friday and Saturday nights.

Exceptions to these hours may be made for special occasions with permission from the head coach/advisor or if accompanied by parents or legal guardian. First offense will be one-week suspension to include at least one public contest. Coaches/advisors may have other expectations the night before an event.

The following training rules are in effect beginning with the 2008-2009 school year. These rules are in force for all students participating in Co-curricular activities, from the time a student becomes eligible in the seventh grade until the end of their participation as a senior. These rules will be applied beginning with the first practice of the school year and will conclude with the final event of the school year.

Any violation a student receives at any time during the school calendar year will apply to all Co-curricular activities the student is participating which include all days between first fall practice and last spring event.

Example: If a student receives a first violation during football and receives another between football and basketball season the second offense rule applies.

Use, distribution, or possession of tobacco (smoking or chewing), alcohol or drugs is prohibited. Participants in Co-curricular activities who use, distribute, or possess tobacco (smoking or chewing), alcoholic beverages, or drugs will lose activity participation privileges as follows:

1. After confirmation of the first violation through admission or notification by law enforcement, the student shall lose eligibility for the next three consecutive interscholastic events or three weeks, whichever is greater.
 2. The second offense and any subsequent offenses will result in the student losing eligibility to participate in all Co-curricular activities for the current academic year from the date the superintendent was informed of the infraction either through admission or notification by law enforcement.
- A. Any student participating in a Co-curricular activity in the Howard School District grades 7-12 automatically gives their consent for law enforcement officials to release information regarding the enforcement of this policy.
- B. Judgment as to guilt in cases involving hours, tobacco, alcohol or drugs will rest with a credible witness, arrest/citation by Law Enforcement, admission and a signed statement by the student or adjudication of the court. Credible witness is defined as parents of the violator, any Howard coach or advisor, Howard School administrator, or law enforcement officer.
- C. Suspension from Co-curricular Activities for Controlled Substance Violations**
Refer to policy stated above.
- D. Any student who plans to continue participation in an activity, following a suspension must continue to practice under the supervision of the coaching staff/advisors during the time of suspension. Under no circumstances, however, will a suspended athlete be allowed to wear a school uniform at a public contest while under supervision.
- E. Any student newly enrolled must have no violations for one year prior to the Co-curricular activity they will participate in. If he/she has a violation(s) the penalty assigned to that violation would go into effect for the activity. The newly enrolled student and parent(s) will sign a statement in regard to whether they have or have not violated the training rules of the Howard School District in the year prior to the year of attendance at the Howard School District.
- F. Co-Curricular activities shall be defined as all co-curricular activities that are sponsored by the Howard School District and sanctioned by Howard School District and the South Dakota High School Activities Association. Those activities are:

Oral Interpretation	Football	Golf
One-Act Play	Cross-Country	Music Concerts
All School Play	Wrestling	FFA
H-Club	Track	All State Chorus
Student Council	Basketball	All State Band
Cheerleader	Volleyball	FCCLA

- G. For a student to participate in a co-curricular activity on a day that school is in session, the student is expected to be in school for at least 4 out of the 8 periods. Exceptions can be made for certain cases such as funerals, testing, doctor appointments, etc. Such cases should be cleared in advance with the principal's office.
- H. Awards: The head coach/advisor for each individual activity shall explain to all participants, at the beginning of the season, the lettering requirements for that activity. This is to be done prior to opening of interscholastic competition. Copies of the lettering requirements are included in the student handbook. It will be the responsibility of each head coach/advisor to keep participation records for his/her team so that any participant can easily determine his/her progress toward a letter.
- I. To be academically eligible a student can only be failing one (1) course at any time. Academic eligibility will be determined each Wednesday of the week. If a student is ineligible, (i.e. failing more than one class) that student will be notified by any administrator and must meet with the teacher in order to improve the grade. When the student has received a passing grade, the teacher will notify the coach/advisor that an acceptable grade has been attained. Until that notification occurs the student remains ineligible.
- J. Student managers are governed by all training regulations pertaining to athletes.

LETTERING REQUIREMENTS

FOOTBALL

1. The player must participate in at least 12 quarters of Varsity competition.
2. A player regardless of injury during the season should if possible attend practices and games.

BASKETBALL (BOYS & GIRLS)

1. The player or manager must finish the season, except for reasons of injury or illness.
2. The player should participate in at least 16 quarters of Varsity competition.
3. The player and manager must meet all subjective requirements. These requirements include attendance at practice, overall attitude, contribution to team development, etc.
4. The final decision on whether or not a player or manager receives a letter is left to the discretion of the coach.

WRESTLING - A wrestler shall letter when:

1. He/she scores 15 team points.
2. He/she places 1st, 2nd, or 3rd in any tournament.
3. He/she wrestles in half the varsity matches.
A wrestler will also letter if he/she is certain to earn his/her letter but is injured prior to this accomplishment.
(He/she should if possible attend daily practices while injured.)

CROSS-COUNTRY (BOYS & GIRLS)

1. A participant must complete the season unless he/she is injured.
2. A participant must win 2 ribbons or 2 medals or 1 ribbon and 1 medal.
3. A participant may earn a letter, even though he/she has not fulfilled No. 2, if he/she qualified as a member of the State Cross-Country team.
4. Final discretion of lettering is left up to the coach.

TRACK (BOYS & GIRLS)

1. A participant must complete the season unless he/she is injured while participating in track.
2. A participant must win 2 ribbons or 2 medals or 1 ribbon and 1 medal or scored points in at least 4 meets.
3. Final discretion of lettering is left up to the coach.

VOLLEYBALL

1. The player or manager must finish the season, except for reasons of injury or illness.
2. The player should participate in at least 6 matches of Varsity competition.
3. The player and manager must meet all subjective requirements. These requirements include attendance at practice, overall attitude, contribution to team development, etc.
4. The final decision on whether or not a player or manager receives a letter is left to the discretion of the coach.

BAND

1. Participate in band for two complete semesters.
2. Participate in all home concerts (absences excused by band director will require make up work).
3. Participate in at least one region music contest or participate in at least one marching competition.
4. Miss no more than three scheduled pep band performances.

VOCAL

1. Participate in vocal two complete semesters (during high school).
2. Participate in all home concerts (absences excused by vocal director will require make up work).
3. Participate in at least one region music contest (if in choir spring semester).

GOLF

You must meet one of the following Varsity Golf Lettering requirements:

1. Participate in a varsity level meet where:
2. Boys score 95 or lower for 18 holes or 45 or lower for 9 holes. Girls – score 105 or lower for 18 holes or 50 or lower for 9 holes at a varsity level meet.
3. OR Get a medal at a varsity meet
4. OR Compete at regions,
5. OR Coach's decision. You also must complete the season unless injured (this situation will be the coach's decision) and conduct yourself properly as a varsity golfer should all season.

GAME RULES

1. We expect you to arrive on time for contests and in condition to play. You must eat properly before a contest. If you are nervous, try to rest. Be prepared both physically and mentally for the contest.
2. During the contest you will be expected to maintain poise at all times. Any display of temperament may cause you to sit on the bench. Avoid the following displays:
 - a) Yelling at teammates or placing blame
 - b) Constant excuses for a poor performance.
 - c) Swearing and foul signs.
 - d) Letting everyone know your feelings while under pressure.
3. An athlete who loses poise will only hurt the team. He/she must learn to overcome emotions.
4. You must adjust to the officials as you would to a new playing area. The officials deserve your respect.

TRAVEL RULES

1. We take trips to represent our school district and our town. A trip is not a joy ride, so do not expect anything but strict scheduling and discipline when we leave town.
2. We furnish rides to and from events in other towns. We also insist that you come home with us unless you are released to the custody of your parents or guardian. **The parent/guardian (no one else), must sign out before the athlete/student goes with them.**
3. We will expect you to be on time for bus loading. Do not make others wait because you are late.
4. We do not want conduct problems while on a trip. Some trips are long and it is easy for one or two people to be a nuisance. Off color songs, jokes, or literature will not be allowed.

DRESS

1. We feel what a person wears serves as a symbol of what he/she is. We expect you to represent the athletic department well. You must wear your clothes in a proper manner and with good taste. We will gladly inform you if you lose sight of the athletic image, and we expect you to comply with decisions on good dress.
2. All members of a team that will be competing will dress neatly on the day of competition. Due to the time schedule of track meets, your dress will be informal, but remember, you are representing your school and sloppy dress will not be tolerated.
3. When entering a contest, it is as a team. We do not want to play as individuals, so do not try to dress as individuals. Everyone should wear their uniform in the same manner.

EQUIPMENT/LOCKER ROOM

1. The school will issue the best equipment that our budget allows. You are expected to care for your gear in an intelligent manner. Do not write on or use tape to patch your equipment. Lost equipment must be paid for. Do not loan school gear to anyone. Do not ask to borrow equipment. Do not leave your equipment lying on the floor.
2. You are responsible for your personal materials. Any school equipment that is checked out to you must be accounted for. If it is lost it must be replaced at your expense and school records will be withheld until settlement is made. The clothing/uniform should not be worn outside of the activity.
3. There should be no horse-play in the locker room. Keep your locker room and shower room clean. You will appreciate it more and so will the staff.
4. The coaches do not want you in their dressing room. They will request that you stay out of there unless authorized to enter. If you need supplies, get permission before entering.
5. The equipment room is off limits for all students except managers. We do not want to see you in this room unless you have definite permission from a coach.

PARENT/COACH/ADVISOR/STUDENT COMMUNICATION

We are pleased that your son or daughter has chosen to participate in one or more of the athletic programs. We will do all we can to provide a positive experience for him/her.

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach/advisor of your child's program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH/ADVISOR:

1. Philosophy of the coach/advisor.
2. Expectations the coach/advisor has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. fees, equipment, off-season conditioning, etc.
5. Emergency procedure in case of injury.
6. Code of conduct and/or discipline that result in the denial of your child's participation.
7. Notification of lost or outstanding equipment at the end of the season
8. Changes in schedule due to weather, etc.

COMMUNICATION COACHES/ADVISORS EXPECT FROM PARENTS:

1. Concerns need to be expressed directly to the coach/advisor at an appropriate time
2. Encourage the athlete/student to discuss issues with the coach/advisor first – chain of command
3. Notification of any schedule conflicts well in advance.
4. Specific concerns in regard to a coach's/advisor's philosophy and/or expectations may exist.

As your children become involved in the programs at Howard High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wish. At these times discussion with the coach/advisor is encouraged and may be desirable to clean up the issue and avoid any misunderstandings.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES/ADVISORS:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES/ADVISORS:

1. Playing time
2. Team strategy
3. Play calling
4. Matters concerning other athletes/participants

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established and are encouraged in our school district. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided helps make the Howard High School Athletic Program as enjoyable as possible for you and your child.

While it is very difficult to accept that your child is not playing as much as you may hope, coaches/advisors are professionals; they make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach/advisor. These conferences are encouraged and should be set up as soon as a problem arises. It is important that both parties involved have a clear understanding of the others' positions.

Please do not attempt to confront a coach/advisor before or after a contest or practice. These can be emotional times for both the parent and the coach/advisor. Meetings of this nature do not promote resolution.

Howard High School follows the chain of command listed below. We ask that you observe it if you elect to pursue any concern you may have regarding the athletic program.

1. Assistant Coach (if applicable)
2. Head Coach/Advisor
3. Athletic Director
4. Superintendent/Principal
5. Board of Education

When conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH/ADVISOR, FOLLOW THIS PROCEDURE:

1. Call to set up an appointment as soon as possible.
2. The Howard High School telephone number is 772-5515.
3. If the coach/advisor cannot be reached, the Activities Director, will set up the meeting.

WHAT TO DO IF THE MEETING DID NOT PROVIDE A SATISFACTORY RESOLUTION:

1. Call and set up an appointment with the Activities Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

AWARDS

1. We follow the regulations set forth by the SDHSAA that states a participant may receive a school letter for athletic participation.
2. The school provides letters for any athlete/participant who has earned them. Each sport will have its own requirements for earning a letter. The coach/advisor will award a letter to each athlete /participant who has met those requirements and has completed the season in good standing.

Understanding of Rules and Regulations

We (Mother, Father, Legal Guardian, and Student) hereby confirm that we have read and understand the contents of the **Howard School District Student Activity Handbook** and **Howard School District Student Handbook**, and that we promise on our honor to follow all the rules and regulations of the Athletic Department and the Board of Education of the Howard School District. The Student Activity Handbook does not supersede the bylaws of an organization such as, NHS, FFA or FCCLA, etc.

Parent Signature_____ Date_____

Student/Athlete Signature_____ Date_____

This form must be signed and returned to the
Howard High School Office/Athletic Director or Activity Advisor
prior to the first practice.

