

Potter County Athletic Co-Op

Gettysburg School District 53-1

Hoven School District 53-2



PARENT/STUDENT HANDBOOK

2022 – 2023

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ATHLETIC DIRECTORS' MESSAGE



Welcome to Potter County Athletics. The school districts of Gettysburg and Hoven support the athletic programs as a positive extra-curricular activity. We will use the following guidelines:

1. Athletic participants are treated as regular students. No special consideration is given to them for grades or assignments.
2. The athletic programs are conducted for the benefit of the participants with maximum concern for their safety, health, and well-being.
3. Full allegiance must be given to the South Dakota High School Activities Association and its constitution and by-laws.
4. Coaches employed, the same as regular faculty members, are expected to exhaust all legitimate channels for promoting the highest level of excellence in the program and are to be evaluated on the basis of their loyalty and contribution to the total school program.
5. All involved must be mindful that participation in athletics is a privilege earned by meeting certain expectations.
6. It is the policy of Potter County Athletics that educational activities, employment programs and services are offered without regard to race, national origin, sex, religion, disability, or age. The superintendents at each school district are the contacts for Title IX compliance, Section 504 and ADA compliance.
7. It is the policy of Potter County Athletics that all SDHSAA required documents will be completed annually and kept on file for all students-athletes.

In pursuance of these policies and beliefs, the activities are organized under the direction of the Athletic Directors of each school, who are directly responsible to the Superintendents of the Potter County Co-Op.

Students are encouraged to participate in activities offered by the Potter County Athletic Co-Op to bring added fulfillment to their school experience.

Vern Smith

**Athletic Director
Gettysburg School District 53-1**

Jonie Abler

**Athletic Director
Hoven School District 53-2**

POTTER COUNTY ATHLETIC OFFERINGS

FALL:

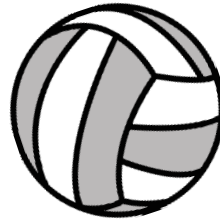
High School (9-12)

- Football
- Volleyball
- Cross Country
- Cheerleading



Grades 6-8

- Football
- Volleyball (1st Quarter)
- Cross Country



WINTER:

High School (9-12)

- Girls Basketball
- Boys Basketball
- Wrestling



Grades 6-8

- Girls Basketball (2nd Quarter)
- Boys Basketball (3rd Quarter)
- Wrestling



SPRING:

High School (9-12)

- Track and Field
- Golf



Grades 6-8

- Track and Field
- Golf



PHILOSOPHY

The programs of extracurricular activities of the Potter County (Gettysburg-Hoven) Sports Co-Op are organized and conducted as an integral part of the total educational programs of the schools involved. The objectives of the programs must conform in every respect to the general purpose of the schools.

Strong and healthy bodies, alert minds, a high sense of sportsmanship, enjoyment, and a love of teaching and coaching should be the outcome of the activities, and programs at the school. For the students and alumni alike, the values include the development of a sense of pride in the total educational program, the development of tradition and school spirit, sportsmanship, and loyalty.

BASIC PRINCIPLES

This being the activities' philosophy of the Potter County Co-Op, it follows that we adhere to certain principles.

- Coaches shall meet all expectations of faculty members and shall abide by the same rules and regulations and privileges pertaining to all other faculty members.
- All participants shall be afforded the utmost protection while engaged in school sponsored events both on the field, and while travelling to and from events. The participants' general health and physical welfare must be the FIRST priority.
- Sound equipment, safe playing conditions, and channels for assuring proper training and medical attention shall be available at all times.
- No member of the staff or faculty shall feel that his/her job depends on winning or losing. Coaches will always strive to their best effort.
- Activities during school hours will be kept to a minimum.
- When a school has an early dismissal due to inclement weather, no practices will be held at that school, and the student/athletes from that school will not practice even if the practice is held at the other school.

SPORTSMANSHIP

The Potter County Athletics Department believes that sports programs serve educational purposes in the lives of the district's students. One of the purposes is the development of good sportsmanship. The primary focus of the challenge of achieving good sportsmanship is on the student, but others are involved.

The administrators of the Potter County Co-Op insist that good sportsmanship is the goal. Activity Directors must realize the value of sportsmanship and set the tone for implementation and its good practice.

The coaches must accept the responsibility of making each contest a showcase for education. Coaches are expected to be role models of self-control and dignity for participants and spectators.

The participants must be taught to always handle themselves in a sportsman-like way. Students/Athletes are expected to project sportsmanship in the activity in which they participate.

Good sportsmanship practices will be demonstrated by administrators, coaches, student/athletes, parents, and spectators, and all will be held accountable for their actions. Spectators will be reminded and expected to be appropriate role models for young people. Furthermore, belligerent behavior and/or profane language will not be tolerated. Administrators of the Gettysburg School District and the Hoven School District reserve the right to remove players or spectators from activities using their best judgement. Individuals will receive one warning of such behavior, and if not corrected they will immediately be asked to leave. Should the individual refuse, they will be escorted out by law enforcement. Should the same individual have a second offense, they will not be allowed to attend the rest of the season. (Fall: August 19-Nov 19; winter Nov 20-Mar 18; spring Mar 19-May 6)

ATHLETIC/ACTIVITIES NOTIFICATION SYSTEM

As parents/guardians it is often a difficult task to keep track of all the events in which our children participate. Potter County Co-Op provides web access to the most current events and changes in our activities' schedules through Google Calendars (updated and available from both school district websites.)

CO-CURRICULAR ATTENDANCE POLICY

Students must be recorded as present in all eight periods of the school day of an activity to participate. This includes practice, extra-curricular or co-curricular activity later that day. Parents must contact the principal/superintendent before the start of the school day if exceptions are being requested. Students who are ill during the day are presumed to be too ill to participate in the activity later that day.

Exceptions to this rule will be made under the following conditions:

1. Absences due to school related activities.
2. Absences due to family emergency, medical appointments, religious observances, or other advance requests **approved by the school administration**.

Alternate Instruction/ Homeschool Policy

Pursuant to SDCL 13-36-7 Participation in interscholastic activities

Each public-school district shall allow participation in athletics, fine arts, or activities for a child being provided alternative instruction pursuant to Â§ 13-27-3 within the district in which the child resides. This includes school-sponsored activities and those sanctioned by the South Dakota High School Activities Association. Alternative instruction students must meet the same requirements as publicly enrolled students to participate in activities.

The documents required by the school district for participation in activities must be completed, signed, and submitted as required before students can participate.

- For many activities, parents/guardians must submit proof of age to the school (i.e., birth certificate or affidavit in lieu of a birth certificate).

- Parents/guardians must provide the school district a copy of the student's transcript from the previous semester.
- Complete and submit the SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY CHECKLIST FOR ALTERNATIVE INSTRUCTION STUDENTS to the school district, along with the student's athletic physical form, if applicable. <https://www.sdhsaa.com/>

Participation in activities, school-sponsored or High School Activities Association-sanctioned, is a privilege, not a right. The eligibility requirements, training rules, and reporting periods for alternative instruction students are the same as those required for students enrolled in the public school. Training rules include both academic and non-academic components such as grades and attendance at practices. No student is conferred any vested right to be selected for competition in any activity.

Students participating in High School Activities Association-sanctioned activities are held to the organization's transfer and non-academic eligibility rules. An alternative instruction student may not participate in activities in multiple districts or school systems unless school districts have a cooperative athletic agreement in place.

The parent, guardian, or other person in control of a child being provided alternative instruction shall notify the appropriate school official if the child becomes ineligible under South Dakota High School Activities Association or local school rules. (<https://doe.sd.gov/oatq/homeschooling.aspx>)

PROPER PROCEDURES TO DISCUSS CONCERNS

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH: There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the others' position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

1. Call to set up an appointment. These situations will NOT be handled via email or messaging.
2. Coaches/Administration should never be called/texted between the hours of 8pm-8am unless it's an emergency.
2. If the coach cannot be reached, call the Activities Director(s). They will set up the meeting for you.
3. Please do not attempt to confront coaches before or after a contest or practice. These are emotional times for both the parent and the coach. Meetings of this nature usually do not promote resolution. **The 24-Hour Rule** will be utilized for any in-season communication with the coaching staff. Contact with the coaching staff will not be allowed until 24 hours after an athletic event. The only exception to this rule is reporting an injury, illness, or emergency situation.

A **chain of command** is established by the Potter County Sports Co-Op to make sure that concerns are handled at the lowest level first prior to coming to administrators. Parents and their student athletes must follow the following chain of command regarding concerns and issues relative to an athlete, their playing time, a coach's philosophy and organized practices, and any other concerns relative to the sport or the athletic program. Parents are expected to follow the chain of command listed below:

1. Player to Coach
2. Parent and Player to Coach

3. Parent, Player, and Coach to Athletic Directors.
4. If a resolution is not found, a formal grievance procedure must be initiated within 5 school days of meeting with athletic directors.

POTTER COUNTY ATHLETICS GRIEVANCE PROCEDURE

A grievance is defined as a complaint alleging one or more of the following unfair practices:

1. That a co-op rule has been inappropriately applied to a situation.
2. That a co-op rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or handicap.
3. That an unfair procedure has been used in arriving at a punishment.
4. Other.
5. The absence of a co-op rule does not constitute a grievance.

Potter County Athletics Grievance Procedure: A grievance shall be presented in writing to the athletic directors. The grievance form in this handbook must be used for each grievance and any subsequent appeals.

LEVEL 1: The grievance form in this handbook must be filed within 5 school days of the meeting held between the participant, parent, coach, and athletic directors. If the form is not filed within 5 days, the grievance is deemed abandoned. The athletic directors will schedule a formal grievance meeting between the participant, parent, and coach. This meeting must be held within 5 school days, and a written resolution produced by the coach to the athletic directors. The grievant will receive a copy of the resolution from the athletic directors.

LEVEL 2: If a grievant is not satisfied with the resolution made at Level 1, the grievant may appeal (handbook grievance form) to the athletic directors for an informal conference, and discussion of said grievance. This appeal must be made within 3 school days of the coach's decision, or the grievance is deemed abandoned. An appeal is to be in writing, signed and dated by the party filing the appeal, and indicating why in the opinion of the appealing party the decision was not appropriate. Within 7 school days of the of the appeal being filed, the athletic directors shall issue a written resolution. The party filing the appeal shall receive a copy of the resolution; copies shall also be given to the superintendents and the coach for whose decision was appealed and filed. If the matter is not resolved, it may be appeal to the superintendents, level 3. (If the complaint relates to conduct or decision of the athletic director, the appeal is initiated at the superintendents' level.)

LEVEL 3: If the grievant is not satisfied with the resolution made at level 2, he/she may appeal (handbook grievance form) in writing to the superintendents for an informal conference and discussion of said grievance. This appeal must be made withing 3 school days of the athletic directors' decision. Within 7 school days of the appeal being filed, the superintendents shall issue a written decision. The party filing the appeal shall receive a copy of the decision; copies shall also be given to the athletic directors and the coach for whose decision was appealed and filed. (If the complaint relates to conduct or decision of the superintendents, the appeal is initiated at the board level.)

LEVEL 4: Complaints that remain unresolved following any action of the superintendents may be referred to the school board in writing for review. The school board who hired the employee will review the appeal. This appeal must be made withing 3 school days of the superintendents' decision utilizing the grievance form in this handbook. The board shall conduct an evidential hearing relative to the complaint, with the appealing party, the coach(es), the athletic directors, the superintendents, and

other person as may be deemed necessary in the discretion of the board being present. Any individual whose attendance is necessary may be accompanied by a representative. The Board hearing shall be in executive session. The board shall issue its decision in writing, within 15 school days of the hearing. The appealing party, the athletic directors, and the coaches/employees whose conduct or decision was the basis of the complaint shall be provided copies of the board decision and copy of the decision will be filed. Any board decision may be appealed to the Circuit Court pursuant of SDCL 13-46-1.

DUAL ATHLETIC PARTICIPATION

A student/athlete may participate in two activities during the same season provided that the practice times for both are not in conflict so that a student may not miss any regularly scheduled practice or contest in an activity without the consent of each coach or advisor.

The purpose of this rule is to prevent a student from trying out for more than one activity occurring at the same time, thus eliminating another student from participation, and then not fulfill his/her obligation to practice and perform in both of them. Request for dual participation requires a meeting between the student, AD, and both coaches for establishing a participation plan.

FALL ALL-SPORTS PARENT MEETING

Coaches are required to hold a Pre-Season Parent Meeting annually. This meeting should provide parents/students with the philosophy of the coach, schedules, practice times, team requirements, rules, and injury procedures. This meeting also includes parents of student managers and student statisticians.

Handbooks, permission forms, physical forms, and concussion fact sheet forms are distributed and discussed at the meetings. **Students cannot participate in Potter County Athletics until the required forms are turned in to the activities office.**

WEDNESDAY/CHURCH NIGHT & SUNDAY ACTIVITIES

There shall be no school events, practice sessions, or meetings of any sort on Wednesday evenings after 5:45 PM, or on any Sunday unless specifically authorized by the Superintendent of either school district. Buses will leave promptly at 5:45 when practicing at an alternate site, and all students are expected to leave practice sites at 5:45 on Wednesdays. There will be no practices of any kind on Wednesday for Grades 6-8 unless they hold a varsity position.

The only exceptions to this policy are Grades 6-8 students who are competing at the Varsity level. Student athletes in Grades 6-8 who currently hold a varsity position may practice with signed permission from their parents/guardians and only while slotted in the Varsity position. This permission slip must be filed with the administration.

TRANSPORTATION FOR EVENTS AND ACTIVITIES

When school is in session, Gettysburg School District 53-1 and Hoven School District 53-2 will be responsible for transporting student/athletes to and from practices and games.

All students participating in extra-curricular activities will ride in school-designated transportation both to and from out-of-town activities. Exceptions may be granted according to the following provisions:

1. Hoven School District parents/guardians that choose to have their child(ren) drive to the other district for practices or games must complete a transportation agreement form and turn it into the Hoven School District Athletic Director's office before driving. Students attending Gettysburg Schools are not allowed to drive to the other district for practices or games.
2. Parents who wish their students to ride with them either to or from an event must make arrangements in advance with the principal/superintendent by writing a note specifying the name(s) of the student(s) affected by the reason for the request, the planned destinations, and the name of the driver. This note must be in the hands of the principal/superintendent prior to the departure of the activity trip. The principal/superintendent will determine whether the request is to be granted. Requests will be granted by the principal/superintendent **ONLY** when the circumstances warrant an exception and **ONLY** with the understanding that a parent will be driving the car until the students return home. Parents may also sign their students out after every event.
3. Parents/guardians from both districts may sign their students out from activities with a member of the coaching staff. Hoven athletes and parents will follow the monthly transportation schedule as arranged by the Hoven Athletic Director. Students missing the return bus to their home district or who are staying to attend other activities where practices are held will be the responsibility of the parent/guardian(s).
4. The principal/superintendent may grant exceptions for special circumstances. These considerations must also include parental notification.
5. If a note is written to the principal/superintendent or coach that upon later information proves to be false or if it is determined that a parent was not the driver of the car, further requests from the parent signing the note for exceptions to the policy will be denied.
6. Failure to follow transportation rules may result in disciplinary actions, as determined by the Administration and Coaching Staff.

TRAVEL/PARTICIPATION WHILE INELIGIBLE

Students who are ineligible either academically or through suspension will **NOT** be allowed out of school for an early dismissal to attend activities. Ineligible students will not be allowed to represent the school during contest-public performances. Students will be allowed to attend all practices during the time of ineligibility. The head coach can apply additional consequences above what is listed, with approval from Athletic Director.

PHYSICAL EXAMINATIONS FOR ATHLETIC ACTIVITIES

Every athletic participant will need an up-to-date physical exam. The physical form should be turned into the Athletic Directors of each school to be kept as record and distributed to coaches at the beginning

of each season. Physical examinations must be completed on an **annual basis** starting the 2020-2021 school year. The reason for having annual physicals is for the safety and well-being of athletes in our athletic program as health conditions can change over the course of a school year that may prevent a student athlete from being healthy to participate. **An athlete not having an up-to-date physical exam prior to or on the first day of practice will not be able to participate in athletics until an exam form has been handed in to the coach or the Athletic Director's office.**

CONCUSSION POLICY/MANAGEMENT

A concussion is any alteration of mental status due to a sudden, and violent, rocking of the brain inside of the skull caused by a traumatic blow to the head or upper body. Concussion symptoms, which can last various lengths of time, may include: headache, nausea, vomiting, balance problems, dizziness, fatigue, drowsiness, sensitivity to light, sensitivity to noise, irritability, sadness, feeling foggy or groggy, visual problems, nervousness, feeling more emotional, difficulty concentrating, trouble sleeping, and difficulty remembering.

Most athletes who experience an initial concussion can recover completely as long as they are not returned to exertion or contact too soon. An athlete who returns to play too soon before the brain has had time to heal is at greater risk for further, more serious injury.

In accordance with improved understanding of concussions the National Federation of State High School Associations (NFHS) has instituted the following rule regarding concussions. Any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.

Understanding the danger of concussion injuries to our student athletes the Potter County coaching staff will adhere to the following action plan:

1. The coach will remove the participant from play. Athletes may be sent off the field of play by an official who **suspects** a head injury. (Officials are not making a determination of a concussion but can send a player out of a contest for evaluation. It is important to note that the responsibility of the officials is limited to activities that occur on the field, court or mat.) Once the participant has been removed from a contest due to a suspected concussion, the coach or appropriate health-care professional(s) assumes full responsibility for that athlete's further evaluation and safety.
2. The coach, an assistant coach, or administrator will inform the student athletes' parents or guardians about the possible concussion.
3. The coach will keep the student athlete out of play the day of the suspected concussion injury and will not allow them to return to play. **IF IN DOUBT, THE COACH WILL SIT THEM OUT.**
4. The Return to Competition form must be completed before the student athlete will be allowed to return to participate after a concussion.

It will be the policy of the Gettysburg School District 53-1 and Hoven School District 53-2 that when an athlete exhibits signs of a concussion either at a game or practice that the athlete will not participate until they have been cleared to play by a healthcare professional and their parents. The Return to Competition Form may be found at the end of the handbook.

All athletes in Grades 6-12 prior to participation will be required to take an impact concussion test. The test is valid for two years. All participants must also turn in a signed Concussion Fact Sheet to the Athletic Director's office, prior to participation.

Progressive Physical Activity Program Steps:

- (1) 5-10 minutes of an exercise bike or light jogging; no weightlifting, resistance training, or any other exercises
- (2) Moderate aerobic exercise 15 – 20 minutes of running at moderate intensity in the gym or field without a helmet or other equipment – Day 1 of Return To Play with consent from MD, DO, LAT
- (3) Non-contact training drills in full equipment. May begin weightlifting, resistance training, and other exercise – Day 2 of Return To Play with consent from MD, DO, LAT
- (4) Full contact practice or training – Day 3 of Return To Play with consent from MD, DO, LAT
- (5) Full game play – Day 4 of Return To Play with consent from MD, DO, LAT.

All athletes are subject to a Return To Play Impact Concussion Test. If symptoms of a concussion re-occur, or if concussion signs and/or behaviors are observed at any time during the activity program, the athlete must discontinue all activity and be re-evaluated by an appropriate health care provider.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Participation in all Grades 6-8 and High School extra-curricular activities is dependent on scholarship. A student must be passing in all his/her classes to be considered eligible for extra-curricular participation in trips, games, or competitions. In the event the student is not passing in one or more classes, the following procedures will be in effect:

- Academic eligibility will be reported every weekly.
- All subsequent grading reports will be posted on the first school day of the week.
- Quarter 1:
 - **September 6th** will be the first posting for the quarter
 - **October 17th** will be the last posting for the quarter, with eligibility lasting until the **October 24th**.
- Quarter 2:
 - **October 31st** will be the first posting for the quarter
 - **December 19th** will be the last posting for the quarter, with eligibility lasting through **December 26th**.
- Quarter 3:
 - **January 17th** will be the first posting for the quarter.
 - **March 13th** will be the last posting for the quarter, with eligibility lasting through **March 20th**.
- Quarter 4:
 - **April 3rd** will be the first posting for the quarter
 - **May 15th** will be the last posting for the quarter, with eligibility lasting through **May 22nd**.
- If a student has a (D+) or lower in any class, they will be put on the eligibility list for the week.
- If a student has a (F) or lower in any **one** class, they will be placed on academic probation.

- If a student is on academic probation, he/she will have one week to bring this grade up to passing if the student has not brought the grade up to passing in that class by the following weeks grade check they will be ineligible to participate in any extra-curricular activities, including SDHSAA sponsored activities or events until the next week's eligibility report is published
- The student may be allowed to continue to practice while on probation.
- If a student has a (F) or lower in **more than one** class, they will immediately be ineligible to participate in any extra-curricular activities, including SDHSAA sponsored activities or events during that week.
 - The student may be allowed to continue to practice while ineligible.
- Students that are ineligible will not be allowed to miss any school time for activities.
- Upon entering into a third consecutive week of probation/ineligibility, that student will not be allowed to travel to events with the team.
- If at any posting date a student's grade(s) fall below a 70%, they will be placed on probation immediately. If at any weekly eligibility posting a student's grades are all 70% or above, they will no longer be on probation and will be allowed to participate in all scheduled activities.
- Students who have un-served detentions and study time will remain ineligible to participate until the detention or study time is served.

IN ADDITION TO THE ABOVE POTTER COUNTY CO-OP REQUIRES THE FOLLOWING:

1. The use of alcohol, tobacco, or drugs is not permitted by students representing Potter County Sports in any school sponsored activity. **School Board and faculty members as well as other employees have an obligation to report violations.**
2. The advisor in charge of the activity will set up other training rules that may be necessary.
3. If, at any time, during any extra-curricular season, a student is ineligible due to a SDHSAA training violation, the student may participate in that sport once eligibility is reinstated, however, the student will not receive any awards from the school for that activity.
4. Parents will be responsible to provide transportation home from any activity in which a student is disciplined due to behavior issues (legal or otherwise).

ATHLETIC AND ACTIVITY TRAINING RULES

The following regulations are minimum school regulations. Regulations exceeding these in each sport may be determined by the Head Coach of a particular sport, provided that such regulations are approved by the Activities Director and the Principal, and provided that written notification is given to students involved in the particular sport and to their parents.

The Gettysburg School District 53-1 and Hoven School District 53-2 recognize the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The use and abuse of mood-altering chemicals for some adolescents affect co-curricular and extra-curricular participation and development of related skills.

There are two categories of activities. One category includes all activities that have a regular season including speech, drama, cheerleading, student managers, statisticians, sports, etc. A second category

does not have a regular season; All-State Band, All-State Chorus, FCCLA, FFA, Jazz Band, NHS, etc. To be fair to both categories the training rule for mood-altering chemicals applies on a 12-month basis.

The violations of alcohol, tobacco, e-cigarettes, vaping, mood altering chemicals, and controlled substance policies have an accumulative effect on the participant's eligibility. These rules and regulations will be applied on a twelve-month basis. Should law enforcement officials give notification of rules infractions that have occurred during times in which school or activities are not in session (i.e. Summer, and breaks between seasons), these rules and regulations will apply. It is understood that the specified length of time a student would not participate in games or contests could extend from one sport or activity as per the requirement set forth in the penalty code. Penalties are accumulative and carry-over from one year to the next

Grades 6-8 and High School extracurricular activities are completely voluntary programs. No student is obligated to take part in school athletics or cheerleading or other extracurricular activities. Participation is not required for advancement or graduation. Therefore, to prevent adverse public reaction, prevent dissension on teams, and for the general welfare of teams and participants, the following rules will be enforced for extracurricular participants.

Social Media Rules

The Potter County Co-Op wants to make sure students are aware of the social media rules. We recognize and support the student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student athlete must remember that playing and competing for Potter County Athletics is a privilege. As a student-athlete, you represent the Potter County Battlers and you are expected to portray yourself, your team, and the Co-Op in a positive manner at all times. Below are the social networking guidelines, which provide the following direction for social networking site usage:

- Everything you post is public information-any text or photo placed online is completely out of your control the moment it is placed online-even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
- What you post may affect your future! Many employers, college admissions officers, and athletic recruiters review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments and posters).
- Similar to comments made in person, the Co-Op will not tolerate disrespectful comments and behavior online, such as derogatory language or remarks that may harm teammates or coaches; other student-athletes, teachers or coaches; and student athletes, coaches or representatives from other schools, including comments that may be disrespectful to opposing teams.
- Incriminating photos or statements depicting violence, hazing, sexual harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behavior (including the use of profanity)
- Creating serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported school or team violation-regardless if the violation was unintentional or intentional. Social media outlets will be used as a communication device. They will also be used to encourage involvement with family, friends, fans, colleges and recruiting outlets. Do not be afraid to retweet and "Like" so we can promote our sites.

- For this reason all student-athletes need to comply with the following:
 - 1. Never involve yourself with alcohol or any other controlled substance. Posting pictures, retweeting, or “liking” a post where this behavior is going on also indicates your approval.
 - 2. If you are asked to remove a post, you must do so immediately! This is for the protection of your reputation and that of Potter County Co-Op. In short, do not have a false sense of security about your rights to freedom of speech.
 - 3. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information.
 - 4. Think about whom you represent: yourself, your family, your teammates and coaches, and your school. Like it or not, people are going to associate everything you post with you and what you represent. Protect yourself by maintaining a self-image of which you can be proud for years to come.

Philosophy and Purpose

A. Philosophy

The Gettysburg School District 53-1 and Hoven School District 53-2 recognize the use of alcohol, tobacco, e-cigarettes, vaping, mood altering chemicals, and controlled substances as a significant health problem for many adolescents that results in negative aspects on behavior, learning, and the total development of the individual.

B. Purpose of this Policy

1. To encourage the growth of responsible citizenship among students.
2. To emphasize the school’s concern for the health of the students in areas of safety while participating in activities, and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among all students.
4. To confirm and support existing state laws which restrict the use of alcohol, tobacco, mood altering chemicals, and controlled substances.
5. To establish standards of conduct for students who are leaders and standard bearers among their peers.
6. To assist students who desire to resist peer pressure directed toward alcohol, tobacco, e-cigarettes, vaping, mood altering chemicals, and controlled substances.
7. To assist students who should be referred for assistance or evaluation regarding their use of alcohol, tobacco, mood altering chemicals, and controlled substances.

In accordance to SDCL 13-32-9, any student who is adjudicated, convicted, or the subject of suspended imposition of sentence for possession, use or distribution of controlled substance or marijuana shall be ineligible to participate in SDHSAA extracurricular activities for one year. If, however, the student participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program, the suspension will be reduced to sixty school days. If the assessment indicates a need for a higher level of care,

the person will be required to complete the prescribed care before becoming eligible to participate in extracurricular activities. Upon a second offense, the ban becomes permanent.

C. Levels of Training Violations

The following rules apply to a member of an athletic team or cheerleader or school activity member who uses alcohol, tobacco, e-cigarettes, vaping, mood altering chemicals, or controlled substances or is arrested and/or referred to the court system for purchase, possession, or consumption of alcohol, tobacco, mood altering chemicals, or controlled substances:

- First Violation: will have a minimum of ten **(10) calendar days** (which is to include at least two (2) regularly scheduled extra-curricular activities/events) suspension. The student will meet with the principal and the parents will be notified.
- Second Violation: Upon the second violation the student shall lose eligibility for **six (6) weeks or six (6) extra-curricular events**, whichever is longer. Parent and student will meet with the principal.
- Third Violation: Upon the third violation the student shall lose eligibility for **all extra-curricular activities for one year from the time of the violation**. Parent and student will meet with the principal.
- Fourth Violation: Upon the fourth violation the student shall lose eligibility for **all extra-curricular activities. Parent and student will meet with the principal/superintendent.**
- Suspensions at the 3rd or 4th level will be moved down one level upon completion of an approved drug/alcohol counseling program. This does not erase the violation.
- If a student is questioned by staff, coaches or administration as to the possible involvement in a violation and it is later shown that the student's initial statement was falsified, the punishments for the violation will be doubled.

The Gettysburg School District and Hoven School District prohibits student presence at a gathering where alcohol, tobacco, e-cigarettes, vaping, mood altering chemicals or controlled substances are being illegally used. Student presence at such a gathering will be regarded as possession. The building Principal/Superintendent will take into consideration whether or not the student was at a gathering, where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove him/herself from said location.

The following rules apply to a member of an athletic team or cheerleader or school activity member who is found to be in the presence of alcohol, tobacco, e-cigarettes, vaping, mood altering chemicals or controlled substances that are being consumed in an illegal manner.

- First Violation: will have a minimum of **five (5) calendar days (which is to include at least one (1) regularly scheduled extra-curricular activity/event)** suspension. The student will meet with the principal and the parents will be notified.

- Second Violation: Upon the second violation the student shall lose eligibility for **two (2) weeks or two (2) extra-curricular events, whichever is longer**. Parent and student will meet with the principal.
- Third Violation: Upon the third violation the student shall lose eligibility for all activities for the **remainder of the school year, or for a minimum of twelve (12) consecutive extra-curricular events a student is a participant**. Parent and student will meet with the principal.
- Fourth Violation: Upon the fourth violation the student shall lose eligibility for **all extracurricular activities. Parent and student will meet with the principal/superintendent**.
- Suspensions at the 3rd or 4th level will be moved down one level upon completion of an approved drug/alcohol counseling program. This does not erase the violation.
- If a student is questioned by staff, coaches or administration as to the possible involvement in a violation and it is later shown that the student's initial statement was falsified, the punishments for the violation are subject to being doubled.

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the individual student's use by his/her doctor.

Penalties for students who violate the activity training policy while participating in or at a student activity.

- A student, who is a member of a student activity group: and, while the group is performing, the student uses or is under the influence of alcohol, tobacco, e-cigarette, mood altering chemicals, or controlled substances will be suspended from participation in all activities for a period of 18 weeks of school.
- In accordance to SDCL 13-32-9, any student who is adjudicated, convicted, or the subject of suspended imposition of sentence for possession, use or distribution of controlled substance or marijuana shall be ineligible to participate in SDHSAA extracurricular activities for one year. If, however, the student participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program, the suspension will be reduced to sixty school days. If the assessment indicates a need for a higher level of care, the person will be required to complete the prescribed care before becoming eligible to participate in extracurricular activities. Upon a second offense, the ban becomes permanent.
- The students(s) will serve in-school or out-of-school suspension for five (5) days. During the period of suspension, the student(s) will not be permitted to attend or participate in any school function or activity.

Individuals may travel with or sit with the team at home or away events but may not be in uniform. These individuals may practice with the team at the coach's discretion. The previous rules apply if the report is made by the following only: Any Gettysburg School District 53-1 or Hoven School District 53-2 coach or teacher, any Gettysburg/Hoven administrator, the parent/guardian of the student,

the voluntary admission of the student, or any written notification from law enforcement or the court system.

- Parent/guardian will be notified of every violation of the rules. They will be advised of any penalty that has been administered.
- The head coach of the sport/activity involved, athletic director, cheerleading advisor, and the individual principal, reserve the right to take disciplinary action for any conduct unbecoming of an athlete or cheerleader.
- Students who have assumed a leadership role such as team captain or who were elected to an office (Student council, FFA, FCCLA, etc.) will forfeit their leadership role with violation at level two or higher.

Due Process procedures following state rules, as applicable, will apply to suspensions under these Activity rules.

D. Violation of Other Misconduct Policies

Students who violate student conduct policies not covered by SDHSAA bylaws may be subject to suspension or removal from extracurricular activities for a period to be determined by the School Administration and coach/activity advisor of the activity(s) in which the student participates. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

E. Suspension Procedure

When the Principal/Superintendent, as a result of his/her investigation, concludes that a violation of this policy or SDHSAA bylaws has occurred, s/he shall issue notice to the student of this suspension.

F. Off-Season Violations

In addition to the penalties delineated in this policy, in the event the suspension is administered during a season when the student is not actively participating (e.g., summer for all students, fall for a student participating in track), the student's suspension shall be extended to include two (2) full days of competition/performance from the student's next activity. "Next activity" shall be defined as the next activity in which the student begins practicing at the appropriate date and concludes at the end of the season (i.e., does not start and quit). Should the student's next activity not be until the following school year, the two-week or two-contest rule will be applied at that time.

G. Due Process Appeal Procedure

Before being suspended, the student will be advised of the nature of the violation, the evidence against him/her, and the right to request an appeal hearing within three school days of the building Principal/Superintendent's decision. If a student wishes to appeal the decision, an appeal hearing must be requested to the building Principal/Superintendent within three school days of being notified

of the suspension. Once the request is made, the appeal hearing will take place as soon as possible, preferably within three days of the request to have such hearing.

1. Appeal Hearings: The following parties may be involved: the participant being charged, parents/guardians of the participant, witnesses to the violation, the investigating building Principal/Superintendent, and legal counsel for the participant if he/she desires. The participant being charged will be allowed to testify, to have witnesses, and to question all witnesses.
2. Initial Appeal: The initial appeal hearing will be heard by the Superintendent or if Superintendent and Principal are the same position, the school board. Once the appeal hearing is over, the Superintendent or School Board will render a decision. If a student wishes to appeal the decision of the Superintendent, an appeal hearing to the respective School Board must be requested to the Superintendent within three school days.
3. Final Appeal: The final appeal hearing will be heard by either the Gettysburg School Board or Hoven School Board. The School Board may delay its final decision if they feel it necessary to investigate the incident further.

Note: During the time between notification and the hearing, the suspension may be deferred for good cause shown. However, if the school administration believes that clear and substantial evidence shows that the student is in violation of this policy, the student will be suspended immediately. SDHSAA regulations state that if the suspension is not immediately imposed and the student is found to be guilty at a later date, any interscholastic contests or activities participated in by that student have to be forfeited.

Minimum Practices Required

Each athlete is required to participate in a minimum of 5 practices before he/she is able to compete in their first event of the season, unless extenuating circumstances warrant the administration and coaching staff to allow exceptions based on an individual's request/status.

Student Appearance and Dress

Student athletes must adhere to the same dress regulations during practice as during the school day. Clothing must be appropriate length and under garments must be adequately covered. Male athletes will wear shirts at all times and female athletes must have their sports bras adequately covered.

Activity Ticket Policy

Activity tickets will be sold for grades 1-12, with the price to be set each year by the Gettysburg and Hoven School District boards of education. These tickets provide admission to all regular season Battler Sporting Events with the exception of tournaments.

Adult athletic tickets providing admission to all regular season Battler Sporting Events, with the price to be set each year by the school board.

Football parking places for home football games in Gettysburg, including playoff games, are sold yearly, with the price to be set by the school board.

POTTER COUNTY SPORTS CO-OP RETURN TO COMPETITION FORM

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. The athlete should not be returned to play until written authorization is obtained from an appropriate health care professional and the parent/guardians. Appropriate health care professional shall be determined by each SDHSAA member school. This form should be kept on file at the school and need not be forwarded to the SDHSAA Office.

Athlete: _____ School: _____ Grade: _____

Sport: _____ Date of Injury: _____

REASON FOR ATHLETE'S INCAPACITY

Guidelines for Returning to an Activity after a Concussion

Note: Each step should be completed with no concussion symptoms before proceeding to the next step.

1. No activity, complete rest with no symptoms.
2. Light exercises: walking or stationary cycling with no symptoms.
3. Sport specific activity without body contact and no symptoms.
4. Practice without body contact and no symptoms. Resume resistance training.
5. Practice with body contact and no symptoms.
6. Return to game play with no symptoms.

Note:

1. If symptoms return at any time during the rehabilitation process, wait until asymptomatic for 1 full day, then re-start at the previous step.
2. Never return to competition with symptoms.
3. Do not use "smelling salts".
4. **When in doubt, sit them out.**

HEALTH CARE PROFESSIONAL'S ACTION

I have examined the named student-athlete following this episode and determined the following:

_____ **Permission is granted** for the athlete to return to competition

_____ **Permission is not granted** for the athlete to return to competition

Health Care Professional Printed Name & Title

Date: _____

Health Care Professional Signature

Date: _____

Parent/Guardian

Date: _____

School Administrator

POTTER COUNTY SPORTS CO-OP

TRANSPORTATION WAIVER

Student Transportation Policy

The Gettysburg School District 53-1 and Hoven School District 53-2 provides transportation to school activities and students are expected to ride to and from the activity on the transportation provided by the school. Students may ride home with parents/guardians only if the parent/guardian is at the activity and asks the activity advisor permission to do so. In such cases, the parent/guardian must complete a transportation waiver form and submit it to the activity advisor. In no instance will students either provide their own transportation or travel with anyone other than their own parent/guardian to or from a school sanctioned event. We highly recommend that student participants always travel with school provided transportation. Violations of this policy may result in the loss of the privilege of participating in the event as well as loss of the transportation waiver.

Acknowledgement of Liability Limitations and Assumption of Risk

South Dakota law provides those governmental entities, including school districts and their agents or employees, are not ordinarily liable for personal injury or accidental death, except in instances of gross negligence. Accordingly, parents assume risks any time students are permitted to travel and/or participate in school-related events and school districts must assure that student transportation to and from events is done so in the interests of student safety and school liability. The Gettysburg School District and Hoven School District acknowledges that you are not waiving your child’s or your personal rights, as defined under the liability limitations (outlined in the state’s tort claims law) by signing this permission authorization. However, the below-signed parent/guardian acknowledges disclosure that the Gettysburg School District and Hoven School District reserves all rights, immunities, and qualified defenses available to it under the law in connection with the permitted activities subject of this authorization.

Parent Release of Liability

I am requesting permission to personally transport my student to/from this event. Furthermore, my request releases the Gettysburg School District and Hoven School District from any responsibility or liability for my student’s safety and welfare associated with the student travel from this event. I understand that by being released into my custody my child may not personally drive a vehicle to or from this activity.

Having read the student travel policy and the transportation waiver, I acknowledge that I understand the policy and accept full responsibility for my student’s transportation from this event. Additionally, I hold the Gettysburg School District and Hoven School District, its officers, employees, and agents harmless from all liability and claims as a result of my request for the removal of my child from District Transportation. It is my request that Gettysburg School District and Hoven School District NOT provide transportation for the following activity:

Circle One: To the Event Home from Event Both to the event and back home

Name of Student: _____

Name of Activity: _____

Location: _____ Date: _____

Parent Signature: _____

Coach/Employee Signature (When Student is released): _____

POTTER COUNTY ATHLETICS STUDENT GRIEVANCE FORM

(must be completed at each level of grievance)

A grievance is defined as a complaint in writing presented by a student to the co-op athletic directors alleging one or more of the following:

- 1) That a co-op rule has been inappropriately applied to a situation.
- 2) That a rule in practice discriminates against or between students based on sex, age, race, color, religion, national origin, or handicap.
- 3) That school personnel uses an unfair procedure in assessing a form of punishment against a student.
- 4) Other.
- 5) The absence of a co-op rule does not constitute a grievance.

	<u>COMPLAINT</u>	Date _____
Check One		
Coach	Level 1 _____	Day/Month/Year
Athletic Director	Level 2 _____	
Superintendent	Level 3 _____	
Co-op/School Board	Level 4 _____	

I, _____, hereby file a grievance complaint to _____

My grievance is based on 1. _____ 2. _____ 3. _____ 4. _____ above. (More than one blank may be checked.)
Specifically, my grievance is that on or about _____ (date), the rule procedure, policy, law or, regulation alleging to have been violated is:

The complaint is specifically that (include all relevant facts): _____

The resolution I am proposing is:

Student's Signature/Date

Parent's Signature/Date

The grievant and a parent must be present at each conference to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school unless extenuating circumstances make it impossible for the student and parent to appear.

SCHOOL'S RECORD

Date Received _____ Date of Conference _____

Place of Conference _____ Time of Conference _____

Comments: _____

Resolution: _____

School Representative's Signature _____

Potter County Co-Op

Student-Athlete Parent Expectations

How I Can Help My Child's Athletic Experience

1. Allow your child to perform and progress at a level consistent with their ability. Athletes mature at different ages and some are more gifted than others.
2. Teach your child to enjoy the thrill of competition and that improving skills and attitude are important.
3. Don't relive your athletic life through your child! This creates added pressure that your child does not need. This is your child's experience, let them enjoy it.
4. Don't compete with the coach. Keep in mind that they are balancing the development of your child with the growth and progress of an entire athletic team. Often coaches have many considerations that are not obvious to parents.
5. Remember, young athletes tend to exaggerate when being praised and/or criticized. Temper your reaction until you investigate.
6. An athlete's self-confidence and self-image will be improved by support at home. Comparison to others is discouraged. Encourage the athlete to do their best regardless of family or friends who may have been outstanding players.
7. Insist on positive behavior in school and a high level of performance in the classroom. Numerous studies indicate extracurricular involvement helps enhance academic performance.

The job of an athlete parent is tough and takes a lot of effort to do it well. However, it is worth the effort when you hear your child say, "My parents really helped. I am lucky in this respect."

How I Can Get Ready For The Game

1. Cheer for our team and players. Opponents and referees deserve respect. Realize that players and officials will make mistakes. Your support is needed when things aren't going well.
2. Concentrate on what is best for the team. Preoccupation with statistics can be very distracting.
3. Attempting to communicate with coaches, players, or officials during a game only creates tension and is completely unacceptable. Be a respectful spectator.
4. Conduct that draws unwanted attention to oneself usually leads to embarrassment for your child. Please keep their well-being in mind at all times. Don't jeopardize losing the opportunity to watch your child participate.

How Do I Communicate The Right Way

Coaches have the authority over who becomes a participant of the team and when the participant plays or is removed from the team. The coaching staff determines coaching strategy. Acceptance of a position on the team includes acceptance of this policy. It is a privilege, not a right, to be a member of an athletic team.

Appropriate concerns to discuss with coaches:

1. Situations involving your child.
2. Ways to help your child improve.
3. Your child's attitude, work ethic, and eligibility.
4. Concerns about your child's behavior

Issues that are not appropriate to discuss with coaches or AD:

1. Playing time of any student-athlete
2. Team strategy, practice organization, or play calling.
3. Other student-athletes

Procedures to follow if there is a concern to discuss with a coach:

1. Your child should speak to the coach about an issue before you intervene. This will help our student athletes grow into young adults.
2. Contact the coach to set up an appointment. Give the coach a brief summary of what you want to discuss. This enables the coach to prepare to give you the best possible answers to your question(s). If the coach cannot be reached, contact the athletic director. The athletic director will assist you in arranging a meeting. Coaches will not talk to you unless you have arranged an appointment.
3. If a meeting with the coach did not provide a satisfactory resolution, call to schedule an appointment with the athletic director to discuss the situation.
4. **The 24-Hour Rule** will be utilized for any in-season communication with the coaching staff. Contact with the coaching staff will not be allowed until 24 hours after an athletic event. The only exception to this rule is reporting an injury, illness or emergency situation.

Athletics Media Use Policy

In an attempt to highlight the athletic achievements within our athletic program, Gettysburg School District 53-1 and Hoven School District 53-2 will utilize social media and news outlets to recognize the accomplishments of its teams and student athletes throughout the school year.

Signing below acknowledges that you have given Gettysburg School District 53-1 and Hoven School District 53-2 permission to include your child's picture and name for both individual and team recognition on all forms of social media and news outlets approved by the school districts. In the instance that a parent does not want their child to receive recognition through social media and news outlets, a signed parental letter declining usage must be submitted to each district Superintendent.

Please read the paragraph and sign it and return it to the coach by the end of the first week of practice. Failure to sign this document will exclude the athlete from participation in practices and athletic events until it has been signed. Please keep the expectations and policy handout. Only return the signed part of the form.

POTTER COUNTY ATHLETICS PARENT/STUDENT SIGNING FORM

Potter County students are encouraged to participate in extracurricular activities to round out their educational program. However, it must be clearly understood that participation in extracurricular activities is a privilege, not a right, and with privileges come certain responsibilities.

As a parent I have read the Student-Athlete Parent Expectations, Sportsmanship Policy, and Athletics Media Use Policy. I understand the ways I can help my child have the best athletic experiences possible, as well as the procedure for communicating with my child’s coach and will adhere to guidelines set forth for doing so. Furthermore, I understand the importance of Good Sportsmanship and agree to the school’s policies outlined in this document.

Students are representatives of Gettysburg School District 53-1 and Hoven School District 53-2 at all extracurricular events. The conduct of the students at such events determines the reputation of our school and its students. Disciplinary action could result if any student’s conduct is detrimental to his/her school or community. In addition to the SDHSAA rules, the Potter County Athletics program have established the following:

- I have read and agree to follow and abide by all South Dakota High School Activities Association (SDHSAA) policies and procedures.
- I have read and agree to abide by all academic eligibility policies of each school district.
- I have read and agree to follow extracurricular school attendance policies.
- I have read and agree to follow Potter County’s Social Media Policies for Athletes.
- I have read and agree to the conditions of the Potter County Athletics concussion policy.
- I have read and understood the Potter County Athletics transportation policy.

Student’s and parent’s signatures are receipts and adherence to the Potter County Coop’s athletic department’s parent/student handbook and must be on file with the Athletic Director before a student will be allowed to participate in any extracurricular activity.

CERTIFICATION OF RECEIPT OF AND ADHERENCE TO THE POTTER COUNTY COOP ATHLETIC’S STUDENT/PARENT HANDBOOK

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

STUDENT SIGNATURE

DATE

School District Administrative Signatures

This document was approved by both school districts in the month of August 2022 and presented in front of the school boards of both Gettysburg and Hoven as a mutual agreement for the 2022-2023 school year.

Chad Rausch, Gettysburg Board President

Mark Weber, Hoven Board President

Amber Mikkelsen, Gettysburg Superintendent

James Kayl, Hoven Superintendent