

# McLaughlin MS/HS 2023-2024 Athletic Handbook



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## **Code of Ethics:**

The function of a coach or advisor is to educate students through participation in interscholastic competitions. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Accordingly, the following guidelines for coaches and advisors have been adopted by the National Federation of State High School Activities (NFHS) Board of Directors:

- ❖ The Advisor and Coach: shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- ❖ The Advisor and Coach: shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public. The advisor and coach shall strive to set an example of the highest ethical and moral conduct.
- ❖ The Advisor and Coach: shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- ❖ The Advisor and Coach: shall avoid the use of alcohol and tobacco products when in contact with players.
- ❖ The Advisor and Coach: shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- ❖ The Advisor and Coach: shall master the contest rules and shall teach them to his or her team members. The advisor and coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- ❖ The Advisor and Coach: shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- ❖ The Advisor and Coach: shall respect and support contest officials. The advisor and coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- ❖ Before and after contests: Advisors and Coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- ❖ An Advisor and Coach: shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## **Non-Discrimination Statement**

It is the policy of the McLaughlin School District 15-2 that no person be subject to discrimination or harassment, including hazing, on the basis of race, color, national origin, sex, or handicap in its programs and activities for which the McLaughlin School District 15-2 is responsible as required by title VI, Title IX, P.L. 93-112, Sec. #504, and other state and federal laws. Any person wishing to discuss his/ her rights under the McLaughlin School District 15-2 non-discrimination policies may contact the McLaughlin Superintendent at P.O. Box 880, McLaughlin, SD 57642, (605) 823-4484; or the US Department of Education, Office of Civil Rights, 10220 North Executive Hills Boulevard, 8th floor, Kansas City, Missouri 64153-1367, (816) 880-4200.

Copies of the McLaughlin School District 15-2 harassment policy are available at the office of the Superintendent.

### **South Dakota High School Activities Association**

The state of South Dakota (SDCL 13-36-4) authorizes schools to delegate the control, supervision, and regulation of all high school interscholastic activities to a high school activities association. Thus South Dakota school districts, jointly and cooperatively, created and developed the South Dakota High School Activities Association (SDHSAA) to sanction and regulate activity programs for athletics, music, publications, speech, oral interpretation, and student council through a board of control and an executive staff. Member schools ratified each article of the SDHSAA constitution, bylaws, rules, and regulations. When a high school becomes a member school, it adopts the SDHSAA rules. The Activities/Athletic Director is McLaughlin High School's official representative to SDHSAA and is responsible for the administration and supervision of the school's activities program. A copy of the SDHSAA administrative rules and regulations is available on the school website with a link to the SDHSAA.

Each school coach/advisor is responsible for knowing and complying with the SDHSAA administrative rules and regulations listed in the SDHSAA handbook including, but not limited to, student eligibility, contest regulations, and regular and out of season rules **for his/her respective activity. Non-compliance with these rules and regulations may result in disciplinary measures, up to and including termination of the coach's/advisor's extra duty contract.**

### **Coaching Expectations**

- ❖ **Coaching/Advisory staff report to the Activities Director (AD) and building Principal.**
- ❖ Attendance is required at all practices, games and performances. If a coach/advisor is going to be absent from a practice or a game, he/she will need to fill out an absence form to explain the reason for his/her absence. This form will be placed in the coaches' personnel file.
- **If a coach/advisor must cancel a practice for any reason, he/she must communicate this to participating families in a timely manner.**
- **If a game must be cancelled due to participation numbers, weather, etc., this will be communicated to the AD, who will then communicate the cancellation to students, staff and stakeholders in a timely manner.**
- ❖ Supervision of athletes while traveling in a school vehicle is required. There must be one coach (preferably two) riding on the bus at all times.
- ❖ **Coaches/Advisors must maintain active and timely communication with participating families throughout the activity season.**
  - **An activity-level handbook, accompanied by a signed form acknowledging receipt and filed with the coach/advisor at the beginning of the season, is encouraged as the first step in this communication process**

- ❖ Coaching/Advisory staff are the first step in the chain of command with regard to District activities.
  - Questions/concerns about an activity should first be directed to the coach/advisor of that activity.
  - Any concerns with game play must take place **24 hours after the game. Parent/guardian must schedule a meeting with the coach(s). Please remember coaches can ONLY discuss your athlete. Coaches cannot discuss another athlete with you.**
  - If an acceptable resolution to a question/concern cannot be reached with the coach/advisor, it may then be directed to the AD as the next step in the chain of command
- ❖ All disciplinary action implemented by a coach will be reviewed with the AD and follow the chain of command.
- ❖ All coaches will be evaluated prior to the end of the season.
- ❖ The AD will approve and sign off on all purchases being made by the coaches or advisors utilizing a District-controlled budget.
  - Purchases must follow the District's procurement procedure
  - Purchases must be planned several weeks in advance of need, in order to accommodate the procurement procedure and vendor turnaround times
- ❖ Coaching/Advisory staff are responsible for monitoring dates/times/locations of games/matches/events, completing any necessary travel packet information (travel requests, meal vouchers and requisitions for hotel rooms/registration fees, etc.), and submitting these to the AD for approval a minimum of 2 weeks prior to an event.

## Supervision of Students

Coaches, advisors, club organizers are responsible for the supervision of their students from the time a practice (3:30pm) or event begins until it ends. **Coaches and advisors should be the first to enter the facility and the last to leave; students should never be unsupervised.** Only participating students and other authorized personnel should be permitted in the activity area.

Before leaving, the coach/advisor should see that equipment is properly stored, lights are off, and the facility/building is locked. When the facility has multiple uses, the area should be left ready for the next program.

## Concussion Awareness and Prevention Policy

With commitment in providing a safe learning environment, and in recognition of the risks that concussions pose to our student athletes, the District will provide appropriate concussion awareness education to athletes and parents/guardians through the SDHSAA required forms located within the Parent Forms packet.

Training: Each year, every athletic coach, including volunteer coaches, shall complete a training program to provide continuing education on the risks and management of concussions provided on the National Federation of State High School Activities Association (NFHS) website. No coach shall be allowed to participate in any way in the District's athletic program until the individual provides verification to the District that he/she has completed the required training.

### ImPact Testing Concussion Policy & Procedure

- ❖ **What:** ImPACT is a computerized test designed to test the athletes cognitive functioning in several areas including: attention span, working memory, sustained and selective attention time, response variability, nonverbal problem-solving, and reaction time. This test is used as a tool to evaluate an athletes brain functions before and after a suspected concussion, and is used as a part of the decision-making process for return to participation after an athlete sustains a suspected concussion.
- ❖ **Who:** Athletes in grades 7-12 who participate in contact/collision sports: Football, Volleyball, Basketball, Wrestling
- ❖ **When:** Athletes must be tested before practicing and competing for the McLaughlin School District. Athletes in grades 7-8 will be tested yearly. Athletes in grades 9-12 will be tested freshmen and junior years.
- ❖ **Return to play procedure:**
  - Removal from competition or practice following observation or reporting of signs/symptoms of concussion
  - No return to participation in games or practice
  - Medical evaluation following injury
    - Rule out more serious intracranial injury
    - Neuropsychological testing (ImPACT) or proper post-injury assessment
  - Stepwise return to play
    - No physical activity, rest until asymptomatic.
    - Light aerobic exercise
    - Sport-specific training
    - Non-contact drills
    - Full-contact drills
    - Game participation
  - Each of the above steps should be separated by at least 24 hours. An athlete may fluctuate back and forth between steps. If symptoms develop at any of the stages, the athlete should stop activity, rest and drop back to the previous level of activity.
- ❖ Each concussion is different and clinical judgment is a large part in determining return to play.

### **Insurance**

All students participating in interscholastic athletics must fill out the Consent for Medical Treatment and Student Medical Exam Form requesting insurance information,

or the parent/guardian must sign a waiver to the effect that such coverage is not necessary. A copy of the Consent for Medical Treatment Form is located within the Parent Forms packet.

## **Physical Examinations**

**According to the School Board Policy Handbook, and in compliance with SDHSAA policy, in order for a K-12 student to participate in athletic activities in the McLaughlin School District at any point during the school year, he/she must have a current, annually-updated health history report and physical on file with the school. Copies of the annual health history report and physical forms are located within the Parent Forms packet. Physicals must be conducted by a qualified health professional, which may include a certified chiropractor. Please contact a medical facility of your choice in order to schedule and complete this requirement.**

If a student does not have a completed and updated physical on file with the school, he/she will NOT be allowed to participate in any events or practices. The cost of the physical is borne by the individual.

Physical forms and health history report forms are available in the main office and with the Activities/ Athletic Director. **Each student will submit the forms to the coach/advisor of the first activity in which he/she participates during the course of the year for verification.** The original forms will then be transferred to the Activities Director for filing throughout the duration of the school year.

## **Travel, Transportation, and Meals**

According to the McLaughlin School Board Policy Handbook, the McLaughlin School District is responsible for student safety when participating in school activities held at a location other than within the McLaughlin School District. Therefore, students participating in a school activity held at a location other than within the McLaughlin School District must return to the school on the school bus/transportation unless:

- ❖ A parent/guardian requests to personally transport their child to or from an activity, a transportation waiver form must be filled out.
- ❖ A parent/guardian requests to have an alternative transporter for their child to travel to or from an activity, the transportation waiver form must be filled out and approved prior to the activity. The parent/guardian, activity/event advisor, alternative transporter, and administrator must sign the transportation waiver form in advance.
- ❖ Under no circumstance shall the coach/advisor authorize the student to leave with anyone other than the adult specified in the prior parent/guardian authorization.
- ❖ In no case shall the coach/advisor authorize the student to leave with the specified adult if, in the opinion of the advisor and coach, the specified adult may be under the influence of alcohol or illegal drugs.

## Meals

- ❖ Any travel greater than 30 miles or longer/**all double headers**
- ❖ Group meals will be provided by McLaughlin Food Service or an eating establishment with reasonable meal rates to be negotiated as needed by the Activities Director **or coach/advisor** prior to the event
- ❖ **Coaches/advisors will be supplied access to a school credit/debit card for food establishments that do not accept food vouchers**

❖ Group meals for special events including, but not limited to, football jamborees, volleyball triangular and other Sub-State events will be handled on a case-by-case basis.

## Attendance and Participation

Students must maintain 85% attendance from the official first day of an activity (first practice) to the official end of the season in order to be eligible for competition.

- ❖ Excused absences will not be counted towards the student's attendance eligibility.
- ❖ The following reasons for absence from practice will be considered excusable if followed in this manner
  - Medical appointment for the student, such as doctor, dentist, chiropractor, etc.
  - Death in the immediate family. Parent/guardian must make contact with the coach and the office.
  - Illness or injury to student. Parent/guardian must make contact with the coach and the office.
- ❖ Attendance will be tracked through Infinite Campus using the District attendance policy.
- MS/HS – 8 class periods of unexcused absences = 1 day absent; 7 periods of tardies=1/2 day absent.

❖ **The District understands exceptional circumstances may arise, and these will be assessed by the coach/advisor, building Principal and/or Activities Director on a case-by-case basis**

❖ **Attendance report will be done Monday morning at 8:30am.**

## Academic Eligibility

In order to be eligible to participate in extracurricular activities, students must be in good standing academically. Students must have passed 4 classes the previous semester in order to participate for the current semester as required by the SDHSAA.

## In-Season Grade Check

- ❖ Athletic Director will do a grade check each week throughout the season. This will only be done to keep athletes on track for next semester.



- ❖ **The District understands exceptional circumstances may arise, and these will be assessed by the coach/advisor, building Principal and/or Activities Director on a case-by-case basis**

### **Elementary Eligibility**

The McLaughlin Public School District believes that co-curricular activities are a vital aspect of a well-balanced educational program. Organized activities provide an additional avenue for positive learning experiences, and all students are encouraged to become active participants.

- ❖ Each athletic participant must have a current physical form on file prior to his/her participation in any event if applicable.
- ❖ Each activity participant must be in school by 7:30 AM MT the day of the event unless prior arrangements have been made with the elementary office.

### **Internal Hardship**

**Students participating in extracurricular activities can file an “internal hardship.” This would mean that students with extenuating circumstances that hurt their attendance or grades in relation to eligibility may file for an internal hardship, to be approved by the Activities Director. This consists of a form to be filled out by the student and a teacher, explaining the details of the hardship. Student may file up to 3 per sports season. Each hardship would apply to one calendar week from the day of approval.**

### **Training Rules**

Students participating in extracurricular activities will be expected to adhere to training rules in order to continue their participation with all of the activities offered at the McLaughlin School District. Students and Parent/Guardians will sign the McLaughlin Athletic Training rules found on page 20.

#### **Detention**

- ❖ Any student receiving detention must serve that detention before competing or attending practice

#### **In School Suspension**

- ❖ Any student who receives In School Suspension (ISS) for any part of the school day will not be allowed to participate in any game, meet, or event that day, evening, or night.
  - ❖ If a student receives ISS, he/she must finish any suspension before participating any game or meet.
  - ❖ Students receiving ISS will be allowed to practice that day.
  - ❖ Coaches will be notified of students who are in ISS by the Middle/High School office, and/or the AD
- ~Example: If a student is assigned ISS **Friday**/Monday, he/she will be ineligible for weekend events.

## Out of School Suspension

❖ Students receiving Out of School Suspension (OSS) will not be allowed onto school property until their Suspension is completed, therefore they will not be allowed to participate in any extracurricular activities, including after school practices or meetings, while serving OSS. This will result in an unexcused practice for the team.

Students participating in McLaughlin School District extracurricular activities will be expected to refrain from the use of tobacco products, alcohol, drugs, or any mind-altering chemicals in accordance with South Dakota Codified Law and District policy. Students who are caught using any of the previously mentioned will be subject to strict discipline guidelines as recommended by the SDHSAA and the McLaughlin School District **Board Policy Handbook**.

❖ First Violation: After confirmation of the first violation, and assignment of school disciplinary measures, the student shall lose eligibility for the next two consecutive interscholastic events or two weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

It is recommended from the SDHSAA that the school develop a local education program through which the student would receive information about the effects of misuse or abuse of mood-altering chemicals.

❖ Second Violation: After confirmation of the second violation, and assignment of school disciplinary measures, the student shall lose eligibility for the next six consecutive interscholastic events in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

○ It is recommended from the SDHSAA that before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that he/she has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist.

❖ Third Violation: After confirmation the third or subsequent violations, and assignment of school disciplinary measures, the student shall lose eligibility for the next twelve consecutive interscholastic events in which the student is participant.

○ If, after the third or subsequent violations, the students on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in SDHSAA activities after a minimum period of six weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Penalties shall be cumulative beginning with, and continuing throughout, the student's participation on a varsity or sub-varsity activity.

Students participating in extracurricular activities will also be expected to follow the rules and guidelines put forth by each coach/advisor at the beginning of the season. Each advisor and coach's rules and guidelines will submitted to, and approved by, the

Activities/Athletic Director prior to the beginning of the season.

❖ **Activity-level handbooks may impose more rigorous regulations which exceed those found within the District's Activities Handbook; these regulations shall be agreed upon via a signed statement of understanding by the athlete and his/her parent/guardian, which will be filed with the coach/advisor and/or Activities Director, and subsequently followed by student athletes .**

### **Use of School Facilities**

The McLaughlin School District has established a policy for the usage of school facilities by outside individuals and organizations. Individuals and organizations wishing to contract for use of any facilities are responsible to comply with the rules and regulations for usage of any and all facilities set forth in the McLaughlin School District Board Policy Handbook. A Request for Facilities Use form may be obtained at the Business Office, or requested from the Activities Director.

### **Activities Director Disclaimer**

It is understood that not all situations, problems, or circumstances will be directly addressed by the policies presented within this handbook. It should be understood by all parties that the discretion of the Activities Director will supersede policy in the event of any situations not outlined within this document. As necessary, the Activities Director will seek the opinion and guidance of the building Principal and/or Superintendent, and refer to McLaughlin School Board Policy in order to determine a decision that is in the best interest of all parties.