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**Crazy Horse
School**

Athletics/ Activities Handbook

K-12 Athletic Director: James Bagwell

TABLE OF CONTENTS

4.13 ATHLETICS AND ACTIVITIES..... 1

- 1. Introduction..... 1
- 2. Mission Statement..... 1
- 3. Goals..... 1
- 4. Athletics & Activities Offered At Chs..... 1
- 5. Classifications And Alignments..... 2
- 6. Policies And Procedures..... 2
- 7. Student Code of Conduct..... 6
- 8. Student Misconduct..... 7
- 9. Consequences..... 7
- 10. Weapons..... 8
- 11. Violence..... 8
- 12. Detentions/In School Suspensions..... 8
- 13. Unexcused Absences..... 9
- 14. Other Disciplinary Issues..... 9
- 15. Poor Sportsmanship..... 9

APPENDIX 14: ATHLETIC/ACTIVITIES JOB DESCRIPTIONS..... 1

APPENDIX 15: COACH’S CODE OF CONDUCT..... 4

APPENDIX 16: LETTER OF ACCEPTANCE..... 5

4.13 ATHLETICS AND ACTIVITIES.

1. INTRODUCTION.

Through this Athletics/Activities Handbook we hope to accomplish the following:

- a. Develop the guidelines which can be used to establish the foundation for a credible athletic program which can be enjoyed by the athletes and supported by the administration, staff, coaches, student body and community.
- b. Provide rules and regulations where the student, parents/guardians, and community will be able to clearly understand what will be expected of him/her. Also, to provide clarity as to what the consequence will be for violations of those rules and regulations.

We believe that participating in high school athletic programs brings valuable life lessons. We think students can gain many positive characteristics as participants. Participation can be a rewarding experience. It can build confidence, increase discipline and teach teamwork. It can also teach the participants the values of winning and losing.

The participants can develop many positive characteristics which will help in their future lives. Along with these positive characteristics also comes responsibility on the part of the participant. The student should realize that certain guidelines and rules are expected of him/her from both the state activity association and the local school district. If the student expects to represent a school on the playing fields of competition, then he/she accepts this responsibility.

This Handbook shall reflect the Dakota values taught at the Crazy Horse School including:

- a. Respect yourselves and your fellow man;
- b. Wisdom to know what is the right thing to do;
- c. Generosity means giving more of yourself than you receive; and
- d. Courage to be able to defend your beliefs in the face of adversity.

2. MISSION STATEMENT.

The mission of the Crazy Horse School (“CHS”) Athletics and Activities has been organized to serve our student body by providing consistent, positive leadership through skill-building experiences. CHS is committed to ensuring that participation is safe, healthy, and equitable to enrich Lakota values by emphasizing academic achievement, sportsmanship and teamwork.

3. GOALS.

The goal of the activities is to involve as many students as possible in one or more activities based on the availability of faculty, materials, facilities, and funds.

4. ATHLETICS & ACTIVITIES OFFERED AT CHS.

a. Athletics:

- i. Football (6-12)
- ii. Volleyball (6-12)
- iii. Boys/Girls Cross Country (6-12)
- iv. Boys/Girls Basketball (4-12)
- v. Cheerleading (6-12)
- vi. Boys/Girls Track (6-12)
- vii. Boys/Girls Golf (6-12)

b. Non-Athletic:

- i. Student Government (9-12)
- ii. Prom Moderator (11)
- iii. Drum Group (3-12)
- iv. Talented and Gifted (~12)
- v. National Jr. Honor Society (6-9)
- vi. National Honor Society (10-12)
- vii. Yearbook (6-12)
- viii. Wanblee Wisdom (6-12) (Newsletter)
- ix. Native Club (Song/Dance/Drum/Art/Language)
- x. Rodeo Club

5. CLASSIFICATIONS AND ALIGNMENTS.

Sport	Class	District	Region
Football	B		Region
Volleyball	B		Region
Cross Country	B		
Girls Basketball	B		Region
Track & Field	B		Region

6. POLICIES AND PROCEDURES.

- a. **Athletics Handbook:** All members of the CHS athletic staff, and student body, are encouraged to carefully read through this Athletics and Activities Policies. All athletic personnel and student athletes must be willing to abide by the rules as they pertain to activities. A form signed by the student and their guardian stating they both understand, and are willing to abide by these procedures must be on file before being allowed to participate. The Letter of Acceptance Form is attached to this Policy Manual as **Appendix 16.**

- b. **SDHSAA Constitution and By-Laws:** It shall be the responsibility of each coach/moderator to familiarize themselves with the constitution and by-laws of the South Dakota High School Activities Association of which we are a member. It is the Athletic Directors responsibility to ensure compliance with SDHSAA.

- c. **Sport/Activity General Information:** It shall be the responsibility of each coach/moderator to familiarize himself/herself with the general information, rules and regulations that pertain to their sport or activity. The Athletic Director will distribute an updated copy of this material to the head coach/moderator annually.
- d. **Chain of Command:** All items involving athletics/activities should initially go through the Athletic Director. At CHS, the following chain of command will be in effect:

Assistant Coach/Moderator → Head Coach/Moderator → Athletic Director →
High School Principal → Superintendent → School Board

- e. **Profanity:** At no time shall the use of profanity by students, coaches, moderators, directors, or supervisors be allowed.
- f. **9-12 Eligibility Requirements:** CHS students shall be eligible to participate in interscholastic activities as representatives of CHS if they meet the general requirements as established by SDHSAA as follows:
- i. **Age.** The students must be under 20 years of age at the time of participation.
 - ii. **Enrollment.** The students must have enrolled not later than the sixteenth school day of the current semester.
 - a) **Current Semester.** The student shall be enrolled in an accredited high school attend a minimum of twenty hours of school work per week during the current semester for which academic units are used in the issuance of a diploma.

Correspondence courses approved in advance by the school principal for which credits earned are used in the issuance of a high school diploma may count toward the twenty-hour academic eligibility requirement.

Note: twenty hours is the equivalent of four (4) full time academic subjects for which the student earns 2.0 units of credit that will be used in the issuance of a diploma.

Units of credit and their equivalency in terms of hours are as follows:

- **One unit of credit is the equivalent of 10 hours**
- **One half unit of credit is the equivalent of 5 hours**
- **One fourth unit of credit is the equivalent of 2.5 hours**

- b) Students who have been declared ineligible because of academic deficiencies from the previous semester may earn scholastic/academic eligibility by taking course work during the summer school.

- c) Beginning the ending of a semester for this subsection, the first semester shall be considered as ending on midnight of the day before the second semester begins and second semester shall be considered as starting on the first day classes are held in said semester. The actual ending of the second semester of the school year, rather than the date of graduation exercises of diploma date, controls when eligibility terminates.

Note: eligibility is extended to all students, including graduating seniors, whenever the state track and field meet is held after the school year has been completed at the local level.

(see SDHSAA Athletic Handbook, SDHSAA Bylaws, Chapter 1, Part IV, Section 1 at <https://www.sdhsaa.com/athletic-handbook/>).

- g. **CHS Eligibility Requirements.** In addition to the SDHSAA requirements, students in Grades 6-12 will be required to pass four (4) core classes in order to participate in CHS school activities; therefore, a student during a weekly period of grade check will not be eligible for participation if there is one failing grade in one of the following core classes: math, science, social studies, and language arts, (including Odysseyware courses) a failing grade is an “F.” However, this requirement may be met with non-core classes in certain circumstances, if approved in advance. Eligibility reports will be completed weekly; the weekly eligibility reports will be given to the coach on a weekly basis.

Ineligible participants may not practice for the week of ineligibility; meaning the student will be required to wait until there preceding satisfactory eligibility report, which will be the following week.

- h. **Transfer Eligibility.** Transfer eligibility pertains to the eligibility of students that transfer from one school to another in-district, out-of-district and open enrollment students. (See SDHSAA Athletic Handbook, SDHSAA Bylaws, Chapter II, Part 1, Section 1). See Athletic Director for the information that pertains to your student.
- i. **Physicals.** The SDHSAA requires all students who plan to participate in high school interscholastic athletics to have on file in the school office a record of a physical examination performed by a duly licensed doctor of medicine, doctor of osteopathy, duly licensed physician’s assistant, or nurse practitioner. **Annual physical examinations are REQUIRED of all students who plan to participate in high school interscholastic athletics.**
- j. **Seventh and Eighth Grade Participants.** Students may participate on high school teams for high school contests provided they meet scholastic standards fully equivalent to those required for students in grade 9-12 by the SDHSAA and by the standards set by CHS regarding weekly eligibility.
- k. **Non-School Team/Individual Participation.** A student who is a member of a high school team may not participate in games, practices, tryouts, etc. For that particular sport

during the “in-season” time period on an independent or non-high school team or as a member of any “all-star” team or completely unattached on an individual basis. (In-season is defined as that period of time starting with the first allowable practices and ending when a team or individual has been eliminated from further competition during the championship series of direct-region-state tournaments or meets).

Note: The penalty for violation of this by-law is loss of eligibility for the remainder of that sport season.

- l. **Pre-Season Meeting.** Head coaches and moderators **WILL** meet with the athletic director before their season is to begin and discuss pertinent items to their sport/activity.
- m. **Adult/Student Transportation Requests.** Transportation request forms must be turned into the Transportation Director and must accompany travel authorization. Transportation list requires an accurate list of students.
- n. **Parent/Guardian Night.** This event is organized to recognize the parents/guardians and their support during the year. The date for each sport will be determined by the Head Coach and Athletic Director in the pre-season meeting.
- o. **Rosters.** A current roster of your team must be submitted to the Athletic Director as soon as it is developed. The Athletic Director must be informed of all changes, drops, and additions to the roster.
- p. **Cancellations of School Due to Inclement Weather.** There will be no practices or competitions when school has been cancelled due to inclement weather.
- q. **Sunday Practices.** Practice may be held on Sundays at the coach’s discretion
- r. **Mandated Team Practices.** No SDHSAA member shall participate in an athletic contest, in any sport, unless the **TEAM** has had two full weeks of practice, including attending practice the day before an athletic contest.

Note: two full weeks of practice is interpreted to mean ten (10) practice days counting Monday through Saturday prior to the first contest. One full week of practice is interpreting to mean five (5) days counting Monday through Saturday prior to the first contest.

- s. **Student Absences.** In order to participate in activities students must:
 - i. Be present and on time the day of the athletic or extracurricular activity is to take place.
 - ii. Not be under suspension (including in-school suspension when or if the team leaves before the end of the school day) for disciplinary or other reasons.

- iii. Students that are in detention will not be allowed to leave for participation until 6:00PM or when detention obligations have been satisfied.
- iv. Students are required to attend practice the day before the athletic or extracurricular activity.
- t. **Students Returning from Away Events in Non-School Vehicles.** Students will be expected to ride home after an away event with the coach and team unless granted permission from their parent/guardian. This permission must be submitted in the form of a signed note or letter from the parent/guardian; students will only be released to the custody of a parent/guardian.
- u. **Bus Conduct and Supervision While Traveling.** To and from an event or going home after practice; CHS athletes are expected to follow the same code of conduct expected during the school day. Supervision of the students to and from athletic events is the responsibility of the coaches.
- v. **Activity Buses.** Students participating in after school activities will be provided with a ride home on an activity bus at 6:00PM. Rides will also be provided after home contest for the participants only. Any activities (practice) lasting after 6:00PM, the coach will dictate the mode of transportation.
- w. **Minimum Number of Participants Needed to Participate.** In order to participate in an athletic contest at CHS, students are expected to have been present at ten (10) team practices including attending practice the day before an athletic contest. For football, this includes two (2) practices with no pads, or contact. It is up to the coach to track individual practices and expect all participants in a game to have had ten (10) practices.
- x. **Budget.** The Athletic Department budget will be determined on a yearly basis by the business office. Once determined it is the responsibility of the Athletic Director to track, and maintain the overall budget, along with individual accounts for each sport or activity. The Athletic Director will determine if requested expenditures fit within the budget of the Athletic Department, and/or particular sport.
- y. **Chaperone Ratio.** The ratio of students to coach/moderator/chaperones must not exceed ten (10) to one (1) for student travel. If so, the coach/moderator/chaperone must seek additional adult supervision. At least one adult approved by the Athletic Director, of the same gender as the student participants for an event including overnight trips. This can be the coach; if the coach is the opposite gender of the participants, a chaperone must be selected of the same sex as the students being chaperoned.

7. **STUDENT CODE OF CONDUCT.**

The students at CHS are expected to follow the code of conduct outlined in the CHS Student Handbook. These expectations still apply while participating in extracurricular activities, with further positive behaviors expected:

- a. Be respectful to yourself and others;
- b. Be on time for school, classes, and practices;
- c. Apply yourself and your potential to your course work;
- d. Display a positive attitude;
- e. Use appropriate respectful language;
- f. Dress appropriately;
- g. Expect your personal best, and the best out of your teammates. Strive for this goal through hard work, and positive behaviors; and
- h. Practice good sportsmanship at all times, games and practice.

8. STUDENT MISCONDUCT.

The use of drugs, alcohol, or tobacco will not be tolerated by the CHS Athletics Department. Not only are these substances detrimental to training and preparation for athletics, their use violates CHS school policy, and is against the law. The crimes of theft, the possession of weapons, and violence towards others will also not be tolerated at CHS.

9. CONSEQUENCES.

All CHS students involved in athletics and activities will be subject to consequences set by CHS in the Policy Manual, Student Handbooks, Athletic/Activities Handbook, Behavioral Matrix, and SDHSAA Constitution and Bylaws for violations of the school rules, and tribal, state, and federal laws.

- a. The use or possession of alcohol, tobacco (including vaping), or any controlled substance will result in the following steps being followed (along with those listed in the Behavioral Matrix):
 - i. **First Offense.** Ineligibility for a minimum of two SDHSAA sanctioned events. If two events do not occur within suspension time, then the student must wait until two of them take place. § 13-32-9.2.
 - ii. **Second Offense.** Ineligibility for a minimum of six SDHSAA sanctioned events. If six events do not take place, the student must wait until the six activities take place. § 13-32-9.2.
 - iii. **Third Offense.** the student shall lose eligibility for the next twelve SDHSAA sanctioned in which the student is a participant.
 - iv. If, after the third or subsequent violations, the student on her/his 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.

- b. A participant who commits theft will carry the consequences listed in the Behavioral Matrix under the Level II Offenses and Consequences.
- c. Any participant adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any SDHSAA sanctioned events for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. Refer to **SDHSAA Handbook § 13-32-9 for further procedures.**
- d. Protocol for reporting violations are as follows:

Those violations which are violations of state and federal law are required to be reported to the local law enforcement authorities with assurances that staff has followed the notification protocol of chain of command, for confirmation of reporting:

Assistant Coach/Moderator → Head Coach/Moderator → Athletic Director → High School Principal

Note: Reporting will include if not able to make contact (verbal or in their presence) a text message, email or voicemail message.

10. WEAPONS.

In accordance with the CHS Student Handbook, Level VI Offenses, weapon use by CHS athletes will not be tolerated. Any athlete found to be in possession of a weapon will be subject to Level VI consequences pursuant to the Behavioral Matrix.

11. VIOLENCE.

Any violent behaviors as outlined in the Behavioral Matrix will be dealt with on an individual basis by the Athletic Director, Principal, and Superintendent. The consequences will fit the severity of the behavior, and will range from short-term suspensions to life-time ban from participating in extracurricular activities at CHS. This includes fighting and/or behavior during competition or while participating in any CHS activities.

12. DETENTIONS/IN SCHOOL SUSPENSIONS.

Detentions/In School Suspensions will be served for the day they are assigned. If this requires an athlete to miss a game, they will miss the game (unless granted a pass from the administrator). Students, who receive detention/in school suspension and are forced to miss practice, will miss the next game as this will be counted as an unexcused absence. If an athlete receives a detention and skips it, the repercussions will still follow these guidelines.

13. UNEXCUSED ABSENCES.

An unexcused absence is defined as missing a practice, game or school without giving any prior notice or missing a game due to detention/in school suspension. Reasons warranting an excused absence include, but are not limited to: sickness, medical appointments, funerals, other emergencies, or individual situations. Excused absences must be approved by the coach if it is a game or practice and by an administrator if it is school that the student is absent from. Reversing an unexcused absence is up to the discretion of the Athletic Director and Administration. Unexcused absences will result in the following consequences:

- a. Miss the next game; or
- b. Removal from the team.

If at any time during the season there has been an act or series of act, that the coach feels warrants the removal of a player from a team it is the right of the coach to temporarily remove that player; with a written statement directed to the Athletic Director who will notify that student as well as the parent/guardian verbally and in writing of this suspension. Permanent removal of the student will be through the joint decision of the Athletic Director and Administration and supported by the Superintendent.

Note: Those participants that have missed ten (10) days or more school will not be allowed to participate in CHS athletics for the remainder of the semester.

14. OTHER DISCIPLINARY ISSUES.

Any other behavioral issues not specifically covered already, will be dealt with on a case by case basis. The decision and consequences shall be followed in accordance with the Behavioral Matrix and the Athletic Handbook.

15. POOR SPORTSMANSHIP.

The practice and/or display of poor sportsmanship will not be tolerated. This includes but is not limited to taunting, using profanity, engaging officials, engaging the opponent, or any other behaviors interpreted as being poor or negative in nature. It is the responsibility of the coach to monitor sportsmanship behaviors from the team. If poor sportsmanship is being displayed and the administration feels it is not being dealt with, it is the responsibility of the Athletic Director and Principal to meet the coach and players involved. If disciplinary action is necessary it will be at the discretion of the coach, athletic director and principal (all circumstances are subject to the School Conduct and Discipline Policies and Behavioral Matrix).

The Job Descriptions for Activity/Advisor; Assistant Coach; and Head Coach are attached as **Appendix 14** to this Handbook.

The Coach's Code of Conduct is attached as **Appendix 15** to this Handbook.

APPENDIX 14: ATHLETIC/ACTIVITIES JOB DESCRIPTIONS

Activity / Advisors Job Description

The advisors will report directly to the athletic director. all concerns should follow the chain of command athletic director-principal-superintendent. All activity advisors are to demonstrate through sign-in sheets and meeting agenda that there is a well-represented process for conducting meetings. Due to the fund raising and timely planning of certain events every month the eighth grade advisors, junior advisors, senior advisors, and student council advisors will provide documented updates. The updates are to be presented to the principal and should include:

- Items ordered
- Fundraising updates
- Event planning
- Sign-in sheet from monthly meetings
- Agenda and minutes from monthly meetings
- Items such as monthly newsletters should be turned in as a part of the monthly update
- Advisors will be on the October, December, February, and April school board agendas prepared to present updates noted above.

Essential Duties and Responsibilities:

- a. Assist the Head Coach; manage, motivate, and lead a CHS team in a manner that is consistent with the mission and values of CHS.
- b. Abide by all conference and SDHSAA regulations and assist to ensure departmental compliance.
- c. Provide constant supervision of student athletes during practices, home or away events (Including overnight trips).
- d. Must follow the policies and procedures adopted by CHS in the student handbook, along with the athletic handbook.
- e. Responsible for the transportation home of any students participating in any given activity unless otherwise indicated by a parent/guardian.

Assistant Coach Job Description

The Assistant Coach Reports to the Head Coach and is responsible for all assigned duties as dictated by the Head Coach. The Assistant Coach is held to the same standards and expectations as the Head Coach and therefore should be familiar with coaching principles and ethics.

Essential Duties and Responsibilities:

- a. Assist the Head Coach; manage, motivate and lead a CHS team in a manner that is consistent with the mission and values of CHS.
- b. Abide by all conference and SDHSAA regulations and assist to ensure departmental compliance.
- c. Provide constant supervision of student athletes during practices, home or away events (including overnight trips).
- d. Must follow the policies and procedures adopted by CHS in the student handbook, along with the athletic handbook.
- e. Responsible for the transport at ion home of any students participating in any given activity unless otherwise indicated by a parent/guardian.
- f. Provide the Athletic Director with a detailed report at the end of the season. This report is to accompany the coach's request for supplemental pay.
- g. Duties as assigned by the Head Coach.

I have read the CHS Athletic Manual and agree to abide by the following document.

Assistant Coach Signature: _____

Date: _____

Athletic Director Signature: _____

Date: _____

Head Coach Job Description

The head coach reports to the athletic director and is responsible for all aspects of managing a CHS program. The head coach must understand and promote the mission of athletics, as well as the mission, goals, values and educational ideals of CHS. The head coach is responsible for abiding by all CHS and SDHSAA regulations to ensure departmental compliance.

Essential Duties and Responsibilities:

- a. Manage, motivate and lead a CHS team in a manner that is consistent with the mission and values of CHS.
- b. Fulfill all administrative responsibilities of the program in an efficient and responsible manner.
- c. Abide by all conference and SDI-ISAA regulations and assist to ensure departmental compliance.
- d. Provide constant supervision of student athletes during practices, home or away events (Including overnight trips).
- e. Must follow the policies and procedures adopted by CHS in the student handbook, along with the athletic handbook.
- f. Responsible to inform parents of practice schedule and dates and times for transportation when practice is outside of the hours of 6:00pm.
- g. Must keep adequate records of practice and conditioning plans, parent involvement for their activity/sport, weekly grade reports, team philosophy, and sign out sheets for activities that require students miss school. The method for incorporating the teaching of values and discipline must be available for inspection.
- h. Provide game statistics reports for each game, match or tournament, at the end of the season provide the Athletic Director with a detailed close of the season report; This report is to accompany the coach's request for supplemental pay.
- i. Schedule summer team contacts and coordinate camps and clinics.

Head Coach Signature: _____

Date: _____

Athletic Director Signature: _____

Date: _____

APPENDIX 15: COACH'S CODE OF CONDUCT

Coach's Code of Conduct

The expectations of the coaches are to provide an environment of the students to participate learn and grow within a team atmosphere that is not threatening, degrading or negative in any manner. The rights and responsibilities of providing this are listed below.

Rights

Coaches must respect and champion the rights of every individual to participate in sports.

Relationship

Coaches must develop a relationship with athletes (and others) based on openness, honesty, mutual trust and respect.

Responsibilities-Personal Standards

Coaches must demonstrate proper personal behavior and conduct at all times.

Responsibilities-Professional Standards

To maximize benefits and minimize the risks to athletes, coaches must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice.

I have read the CHS athletic manual and agree by the contents of the document.

Head Coach Signature: _____ Date: _____

Assistant Coach Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

APPENDIX 16: LETTER OF ACCEPTANCE

Letter of Acceptance

The rules, regulations and standards set forth in this Athletics/Activities Handbook are designed to give each participant a sense of responsibility and pride through membership in CHS' athletics/activities program whether he or she are on the fields of play, in the classroom, in our community while visiting another city or school. Therefore, your signature commits you to abide by the rules and regulations set forth in the Athletics/Activities Handbook or the CHS Athletics Department, in addition to specific regulations set forth in this letter. Failure to do so may result in suspension from the team, athletic program or any other sanctioned or non-sanctioned activity.

1. I will strive for excellence in all my activities, at all times, while I am a member of CHS' Athletics/Activities Program.
2. I will faithfully abide by the training rules set forth in the athletics/activities handbook. I realize that failure to do so may result in probation or suspension (from one week to the entire season), depending upon the coach's/administrations recommendation.
3. I will abide by the practice schedules and complete my workout each day with vigor and pride.
4. I will personally notify my coach when I cannot attend after school practice, and will miss only under extreme circumstances.
5. I will be responsible for the proper care of my practice and game clothing.
6. I will pay for any equipment I am personally responsible for losing, damaging or destroying.
7. I have read the Athletics/Activities Handbook from cover to cover and fully understand my obligations, responsibilities and duties to myself, my parents, my coaches, my school and to my community.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Assistant Coach Signature: _____

Date: _____

Athletic Director Signature: _____

Date: _____