

Dear participants and parents;

At Elk Point-Jefferson we believe that school sponsored activities are vital to the success of our school and the communities of Elk Point and Jefferson. As participants in these activities you are expected to represent EPJ in a respectful and positive manner.

Participation in school sponsored events is dependent on your ability to follow the guidelines that our outlined in the policies below. It is your responsibility to read, understand and follow the attached policies. These guidelines show exactly what the coaches, advisors, teachers and administration expect from you. If you do not understand any of these policies, please feel free to contact me or your coach.

The coaches and advisors here at EPJ are committed to building a stronger school and community one student at a time. Not only do they teach skills related to their activity, but will also work hard to teach and foster the following skills in the students under their leadership:

1. Work Ethic
  - Students will learn to accept challenges and work to overcome them.
2. Discipline
  - Students will learn to follow rules and accept responsibility when they deviate from the rules.
3. Community Involvement
  - Students will learn what it means to be a part of a community.
4. Academic Achievement
  - Students will understand academic responsibility comes first.
5. Goal Setting
  - Students will learn the value of setting goals and how to set goals that are achievable.
6. Sportsmanship
  - Students will learn how to be a good sport and teammate.
7. Teamwork
  - Students will learn how to accept a role as a member of a larger group with common goals.

Sincerely,  
**Justin Clercx**  
Activities Director

### **MISSION STATEMENT**

**The Mission of the Elk Point-Jefferson School is to provide a safe environment where students will be empowered with knowledge and skills to successfully navigate life's transitions and challenges.**

**ELK POINT-JEFFERSON COACHING STAFF**

**2016-2017 School Year**

K-12 ACTIVITIES DIRECTOR: Justin Clercx

School Phone # 605 356-5859

www.epj.k12.sd.us

**FOOTBALL**

Jake Terry - Head Coach  
Adam Timmins- Assistant  
Troy McCreary - Assistant  
Seth Fischer - Assistant  
Tyler Nolz -7<sup>th</sup>/8<sup>th</sup>  
Austin Koehler- 7<sup>th</sup>/8<sup>th</sup>

**CROSS COUNTRY(Boys & Girls)**

Kelly Haberling – Head Coach

**WRESTLING**

Dan Hutcheson - Head Coach  
Tyler Nolz - Assistant  
Seth Fischer – Assistant

**BOY'S BASKETBALL**

Cole Knippling - Head Coach  
Kelly Haberling - Assistant  
Reese Lewon - Assistant  
Manny Scarmon- 7<sup>th</sup>/8<sup>th</sup>  
Travis Aslesen – 8<sup>th</sup>

**GOLF**

Cole Knippling – Boys Head Coach  
Kelly Haberling – Girls Head Coach

**ONE ACT PLAY AND ALL SCHOOL PLAY**

Kirsten Colt

**BAND/JAZZ BAND/ORCHESTRA**

Aaron Schmeling

**SCIENCE OLYMPIAD**

Angela Peirce

**GIRL'S BASKETBALL**

Gary Nebelsick - Head Coach  
Adam Timmins - Assistant  
Melissa Curry - Assistant  
Troy McCreary – 7<sup>th</sup>  
Manny Scarmon – 8<sup>th</sup>

**VOLLEYBALL**

Traci Kollbaum - Head Coach  
Kendall Kritenbrink - Assistant  
Jeff Zeller – Assistant  
Tama Zeller – 7<sup>th</sup>/8<sup>th</sup>  
– 7<sup>th</sup>/8<sup>th</sup>

**GIRL'S TRACK**

Justin Clercx- Head Coach  
- Assistant  
- 7<sup>th</sup>/8<sup>th</sup>

**BOY'S TRACK**

Dan Hutcheson – Head Coach  
Haley Evans - Assistant  
Jake Terry- 7<sup>th</sup>/8<sup>th</sup>

**CHEERLEADER ADVISOR**

Maria Love – FB/WR/BB

**ORAL INTERPRETATION**

Kirsten Colt

**VOCAL/SHOW CHOIR**

Kristin Schmeling

**DESTINATION IMAGINATION**

Marcee Irlbeck

**Athletic Trainer:** Taylor Piper, CNOS, (712) 253-5161

**ADMINISTRATION**

Superintendent.....Sheri Hardman  
6-12 Principal.....Travis Aslesen  
K-5 Principal & Special Education Director ...Janet Ries  
K-12 Activities Director..... Justin Clercx

# ACADEMIC ELIGIBILITY POLICY

## ACADEMIC ELIGIBILITY POLICY

The Elk Point-Jefferson School has very high expectations of our students. We believe that it is a privilege to participate in our extra-curricular and co-curricular activities. If the student participant does not maintain a minimum level of academic standing he/she will not be able to participate in these activities.

Every participant shall have all passing grades during each four and one-half week reporting period, a passing grade consisting of a D-. If he/she does not, he/she will be ineligible to participate for at least one full week in all school activities that are considered co-curricular or extra-curricular. A week is from Monday until the following Monday when the grade is checked. If they are not passing after one week they will be ineligible for an additional week. They will only be eligible when they have a passing grade. The students are responsible for reporting a passing grade to the Activities Director in the form of a note from the teacher. If the affected students do not get their grade checked by Monday then they will become automatically ineligible for another week. The Activities Director will in turn report the status of the eligibility to the director of the activity. The students will be eligible the Monday that the grade has been reported as passing. The period of ineligibility will begin the Monday following the report of the failing grade. There are no exceptions to this policy.

The principal will be responsible for providing the Activities Director with a list of the students failing courses and notifying the students of their ineligibility. The Activities Director will provide an updated list weekly on the status of the students' eligibility that will be distributed to the teachers and directors of the activities.

At the semester break eligibility will be based on the second nine weeks grade, not the semester grade. If a student is failing a course after the second nine weeks, he/she will not be eligible until the first day of the second semester. If a student fails a course after the fourth nine weeks, the student will sit out one contest after the school year ends. This contest may be in the spring (golf or track post season) or it could carry over into the fall sports season.

### **Co-curricular activities include the following: \*Band and \*Vocal**

Academic Contests	Annual/Yearbook	Destination Imagination	Field Trips
Newspaper	Quiz Bowl	National Honor Society	
Oral Interpretation	School Play	Homecoming and Prom Royalty	

*\*Band and \*Vocal do not fall under this policy due to the fact that students receive a transcribed grade for the courses. Eligibility for participation at events as a graded part of each course will be handled on a case by case basis at the discretion and cooperation of the band/vocal advisor, activities director, and high school principal.*

*(The South Dakota High School Activities Association sets minimum requirements for all students in the state to participate in state sanctioned activities. A student must pass four courses in the prior semester or they will be ineligible for the entire semester that comes next.)*

# ATHLETIC TRAINING RULES

The Elk Point-Jefferson School District believes that it is important for our athletes to understand the importance of yearlong abstinence from alcohol, tobacco and intoxicants. We believe that student-athletes have a responsibility to refrain from these substances during the course of the school year. The expectation that student/athletes will refrain from the use of illegal substances does not just apply to a season or sport, rather, student/athletes are expected to follow these training rules throughout the course of an entire school year. An entire school year, for all students, is defined as beginning with the start of practice in the fall and concluding at midnight on the day of the last school-sponsored activity of the year. Please note that there are NO times during the school year, outlined above, when using alcohol, tobacco, and illegal drugs are tolerated by Elk Point-Jefferson.

The activities director and principal will investigate infractions and will consider the individual, other students, parents, community members and law enforcement as acceptable sources of information. It is important to note, that due to the sensitive nature of these infractions and the seriousness of the penalties enforced, the school can only enforce penalties if at least one of the following standards is met for the final determination of guilt:

1. Admission of guilt by the student in question.
2. Admission by parent or guardian of the student in question as to their guilt.
3. Signed affidavit by an adult that witnessed the infraction.
4. Citation by local law enforcement.

**Self-Report** – Any student that self reports a violation will have their penalty reduced by one-half (1/2). An admission of guilt is considered a self-report if the student initiates the reporting of the incident and if the incident is reported to the Activities Director or Principal within 24 hours. A self-report would only apply if the student admits to consuming alcohol, tobacco or illegal drugs. If they do not admit to consumption and it is later determined that the athlete did indeed consume one of the substances listed above the self report would be considered invalid and the athlete would face the full extent of the penalty.

**First Offense:** If a student is found to have used or possessed tobacco, alcoholic beverages or any other type of intoxicant during the time period outlined above, the following penalties will be enforced.

	<u>No Self-Report</u>	<u>With Self-Report</u>
Football	2 varsity dates	one varsity date
Girls and Boys Basketball	4 varsity dates	two varsity dates
Cross Country	2 varsity dates	one varsity date
Wrestling	2 varsity dates	one varsity date
Volleyball	4 varsity dates	two varsity dates
Golf	2 varsity dates	one varsity date
Track	2 varsity dates	one varsity date
Cheerleading	Same as the sport	

If guilt is determined, the student will not compete in any varsity or sub-varsity contest covered during this time frame. Please note that the suspension will be applied to varsity events and sub-varsity events cannot be substituted to lessen the length of a suspension.

During the time that the athletes are serving their penalty, they are required to attend and participate in all practices. They will also be expected to travel with and attend extra-curricular activities at the discretion of the coach and activities director.

If the student-athlete uses/possesses an intoxicant during the school year while they are not participating in a sport, the punishment will carry-over into the next sports season or next school year if necessary. The activities director will determine the minimum penalty if the penalty cannot be served in any one sport season. Example, if caught during football season and there is only one football game remaining the student-athlete will miss two basketball games also.

The superintendent has the final say on all matters of punishment and determination of guilt. The parents of the offenders and law enforcement will be notified. The student/athlete will not letter in that sport if he/she does not finish the season in good standing.

**Second Offense:** The student-athlete is finished with all athletic contests for the remainder of the year. Parents and law enforcement will be notified. The student/athlete will not letter in the sport he/she is participating in at the time of the second offense.

**Procedures for Suspension of Participants from an Athletic Contest:**

In the event it appears there is a violation the following steps shall be taken immediately:

- 1) The student will be advised of the concern.
- 2) Allow the student to explain his/her position.
- 3) Notify the parent or guardian of the alleged violation and provide an opportunity for a parent conference with any of the following personnel present: coach/advisor, activities director, principal and student. This conference may be used to determine the action taken.
- 4) The activities director will notify all parties of the decision rendered.
- 5) Punishment will begin the date the guilty decision is rendered.
- 6) The decision may be appealed to the superintendent.

**Suspension from Extra-curricular Activities for use or possession of controlled substances or marijuana: (adopted 12-12-2011)**

Any student who possesses, uses or distributes a controlled drug or substance or marijuana as defined in SDCL Chapter 22-42, or ingests, inhales, or otherwise takes into the body any substance prohibited by SDCL § 22-42-15, shall be suspended and ineligible to participate in any extra-curricular activity or co-curricular activity sanctioned by the South Dakota High School Activities Association for one calendar year from the date such improper activity is reported to the superintendent. These activities are listed in the Athletic Training Rules Policy and the Co-Curricular Drug and Alcohol Abuse Policy. The school board may reduce the one-year suspension to sixty (60) school days if the student participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. However, if the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extra-curricular activities. The results of the assessment or program shall be provided to the school district to determine compliance with this requirement.

Nothing in this policy shall relieve the school district from complying with any other state law, including the requirements set forth in SDCL § 13-32-9.

It is not a violation for a student to be in possession of a controlled drug or substance specifically prescribed for the student's own use by the student's doctor.

## CO-CURRICULAR DRUG/ALCOHOL ABUSE POLICY

Co-curricular activities are those activities that are designed to give students the opportunity to experience learning situations not offered by the regular curriculum. Co-curricular activities offered by the Elk Point-Jefferson School include, but are not limited to:

Newspaper	National Honor Society	School Play
Prom	Student Council	Academic Contests
Annual/Yearbook	Quiz Bowl	Homecoming Royalty
Destination Imagination	Oral Interpretation	Prom Royalty

Junior and senior high co-curricular activities are completely voluntary. No student is obligated to take part in school activities. Participation is not required for advancement or graduation. To prevent adverse public reaction, dissension on teams, and to promote the general welfare of teams and participants, the following rules will be imposed.

If a student is under the influence of, or in possession of tobacco, or an alcoholic beverage, or an intoxicant of any kind, throughout the school year, the following rules will be enforced.

**Self-Report:** Any student that self reports a violation will have their penalty reduced by one half (1/2). An admission of guilt is considered a self-report if the student initiates the reporting of the incident and if the incident is reported to the Activities Director or Principal within 24 hours.

**First Offense:** The student will not compete or perform in any co-curricular activity for 20 school days. If a student "self-reports" the incident as defined above, the suspension from co-curricular activities will be reduced to 10 school days. Students shall be required to attend and participate in all practices. The student will not be allowed to travel with or attend co-curricular activities with the organization. Parents will be notified. Elk Point and/or Jefferson Police will be notified.

**Second Offense:** The student will not compete or perform in co-curricular activities for the remainder of the year. Parents will be notified. The Elk Point and/or Jefferson Police will be notified. The student will not letter in the activity he/she is participating in at the time of the second offense.

### **Procedures for Suspension of Participants from an Athletic Contest:**

In the event it appears there is a violation the following steps shall be taken immediately:

- 1) The student will be advised of the concern.
- 2) Allow the student to explain his/her position.
- 3) Notify the parent or guardian of the alleged violation and provide an opportunity for a parent conference with any of the following personnel present: coach/advisor, activities director, principal and student. This conference may be used to determine the action taken.
- 4) The activities director will notify all parties of the decision rendered.
- 5) Punishment will begin the date the guilty decision is rendered.
- 6) The decision may be appealed to the superintendent.

## **SDHSAA ELIGIBILITY REQUIREMENTS**

The following eligibility requirements set by the SDHSAA must be met before any student can participate in the school interscholastic athletic program. Coaches should know these and discuss with all members of their team.

### **YOU ARE NOT ELIGIBLE IF:**

- 1) You have reached your 20th birthday.
- 2) You have attended more than four (4) first semesters and four (4) second semesters of school (any total of eight (8)) in grades nine (9) through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester.
- 3) You are not passing in four (4) academic classes for and during the previous semester. You will remain ineligible for the entire semester.
- 4) You have graduated from a regular four (4) year high school or institution of equivalent rank.
- 5) You have not enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
- 6) You have been absent from school more than ten consecutive school days. (Illness or death in the family accepted).
- 7) You have transferred from one high school to another without a corresponding change in the residence of your parents.
- 8) You do not have on file in the principal's office a signed physical examination and parent/s permit form.
- 9) You have ever participated in an athletic contest under an assumed name.
- 10) You have ever participated in athletics in any institution of learning of high rank than a standard secondary school.
- 11) You have violated your amateur standing. (Accepting monetary awards beyond limitations established by the SDHSAA).
- 12) You are a member of an independent or non-high school team in a sport during the high school season in that same sport.

**NOTE:** There are exceptions to the above rules. Consult your coach, activities director or principal if any questions arise.

# ABSENCE POLICY

## ABSENCES / ATTENDANCE POLICY

When a student is absent, a phone call from a parent or guardian must be received at the school, or a written statement signed by the parent or guardian must be delivered to the principal's office before the absence occurs or immediately upon return to school.

- The school must be notified of a student's absence by the parent (or guardian). This pertains to all students regardless of age. **A student must be in classes all day prior to an extra-curricular or co-curricular activity to participate in the activity unless the student has been pre-excused by the principal. "all day to play"**
- If students are absent from school in the morning, the parent or guardian must call the principal's office between 7:30 a.m. and 9:00 a.m. The phone number is 605 356-5900. A note must be given to the principal's office when they return.
- Any student who has been absent for any part of the day is asked to report to the principal's office when he/she returns to school to acquire an admit slip.
- A student who has been in school any part of the day but plans to be absent from school later, must bring written permission, be accompanied by parent or guardian, or telephone call, followed by an excuse slip. The student must sign out at the principal's office before leaving.
- If a student has become ill, he/she must get permission from the principal's office to go home. Parents will be contacted and students must sign out before they are allowed to leave.
- Pre-excused absences are permitted for certain occasions, such as out-of-town appointments. To obtain such an excuse, the student must bring written permission from parents in advance of the planned absence.

In the case of **pre-arranged/pre-excused absence** (vacation, advanced notice medical appointments, school activities, etc.), the parent and/or student shall report the anticipated absence to the office and to each of his/her teachers. As according to the direction of his/her teachers, the student shall complete the work prior to the absence or make arrangements with his/her teachers to complete the work upon return. The student shall initiate contact with his/her teachers prior to the absence making arrangements for the work to be completed in a timely manner. If a student fails to contact his/her teachers prior to the date of the pre-arranged/pre-excused absence to make arrangements for work completion for said absence, the student may be docked credit for the work in question by his/her teachers as according to their classroom procedures for late work inclusive of quizzes, tests, projects, etc.

## ABSENCES - UNEXCUSED:

Students absent from school without prior knowledge or approval of the parent/legal guardian or school personnel will be subject to a one-day in-school suspension.

## SUSPENSION FROM SCHOOL:

In school suspension will require the student to be in attendance from 8:15 – 4:00. The student will be required to complete all class work for the day and can receive full credit for this work. In addition to being isolated from classes, students serving an in-school suspension will be expected to participate in practice after 4:00 but will not be allowed to participate in extra-curricular or co-curricular activities for the day as an active participant. However, the student will be allowed to accompany, at the discretion of the advisor, the activity group as an inactive participant and fill a non-participatory role as deemed necessary. Students not involved directly in said activity will be allowed to attend such an event as a spectator.

Students serving out of school suspension will not be allowed to participate in school events (games, events or practices) as either a participant or as a spectator.



## **SPORTS PROGRAMS AND SEASONS**

Elk Point-Jefferson is a member of the Dakota XII Conference. Member schools are: Beresford, Elk Point-Jefferson, Canton, Dakota Valley, Dell Rapids, Lennox, Madison, Tri-Valley and Sioux Falls Christian, Tea Area, Vermillion and West Central. Competitive sports include: Football, Boys' and girls' cross country; girls' basketball, volleyball, wrestling, academic bowl, boys' basketball, boys' and girls' track, boys' and girls' golf. The Dakota XII Conference determines a champion in each of these sports and also determines a "Conference Cup" champion that is a combination of placing in all the conference activities.

### **FALL SPORTS**

The South Dakota High School Activities Association sets the dates for the start of all sport's programs.

The starting date for the 2016 fall sports is:

Boys Golf.....	Monday, August 8
Football.....	Thursday, August 11
Volleyball .....	Thursday, August 11
Cross Country.....	Monday, August 15

### **WINTER SPORTS**

The SDHSAA 2016-17 starting dates for the winter sports are:

Wrestling.....	Monday, November 14
Girls Basketball.....	Monday, November 21
Boys Basketball.....	Monday, November 28

### **SPRING SPORTS**

The SDHSAA 2017 starting dates for the spring sports are:

Track.....	* Monday, February 27
Golf.....	* Monday, March 27

\*Even though these are the official starting dates, some coaches will opt to start at a later date so as not to interfere with sports programs in progress.

### **TRANSPORTING ATHLETES**

All athletes **must ride the bus or van to and from an event**. Cheerleaders will ride with the team, unless the activities director arranges other school transportation. Elk Point-Jefferson strongly encourages all participants to ride home with the team. We consider this a vital part of the team experience. If there are any exceptions to this rule, arrangements must be made in advance and athletes can be released to parents only.

# LETTERWINNERS

Definite policies for winning major awards are established for each sport. These will be available to all squad members at the start of the season. One major award, an "EPJ" emblem, will be given when the athlete has met the qualifications as a varsity team letter winner. Repeat letter winners will receive bars after they have the initial emblem and bar for the sport.

The following EP-J Lettering Policy applies as listed below:

Football: Player must earn a total of 135 points based on participation in qualifying events outlined in the football lettering policy.

Volleyball: Players must participate in half of the varsity matches.

Cross Country: (Boys and Girls) Participants must place in at least one varsity meet during the season or run on the varsity squad for two (2) meets.

Cheerleading: Must follow the cheer guidelines as signed prior to tryouts.  
Must have 0 unexcused absences from games.

The following is the approved EP-J Lettering Policy for the winter/spring sports:

Boys Basketball: Player must earn a total of 210 points based on participation in qualifying events outlined in the boys basketball lettering policy.

Girls Basketball: Players must participate in eighteen (18) quarters of varsity games. Post-season play will count toward the total.

Wrestling: Participants will earn a letter if they accomplish one (1) of the following criteria:  
1) Win 5 matches (forfeits do not count), or  
2) Win one match at the Region Meet (byes and forfeits do not count).  
3) Wrestle twenty (20) varsity matches

Track: (Boys and Girls)  
Letters will be awarded to participants for placing in at least two (2) varsity events during the season and they must finish the year in good standing.

Golf: (Boys and Girls)  
Student must qualify by score and golf in two (2) varsity matches (Duals or Tournaments).

General Criteria for all Athletic Programs Sponsored by Elk Point-Jefferson:

- 1) Student-athletes must attend all practices, meets or games unless excused by the head coach.
- 2) Student-athletes will abide by the rest of the policies in the Activities Handbook.
- 3) Student-athletes will cooperate with coaches and their respective teams.
- 4) In case of illness or injury, the coaching staff will take into consideration the circumstances and use their own discretion
- 5) Student-athletes that have participated for four (4) years and fulfilled all of the other requirements and have not yet lettered, will be given their letter for loyal service.



**ELK POINT-JEFFERSON HIGH SCHOOL  
ACTIVITIES DEPARTMENT**

**WARNING:** Due to the nature of the athletic events, it is possible for a student-athlete to be injured during practice and/or games. It is the duty of the coaching staff to provide instruction, discipline and conditioning to minimize the possibility of injury. However, the possibility of injury exists.

We have read and understand the training rules, regulations, penalties and procedures of the Elk Point-Jefferson High School Activities Department. Your signatures indicate that you agree to abide by all of the policies.

Parent/Guardian Signature: \_\_\_\_\_

Student-Athlete Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**2016-2017 School Year**

**RETURN THIS BACK PAGE TO YOUR COACH.**



## Elk Point-Jefferson Event Volunteer Form

Parents and Community Members:

There are many events that take place during the course of the school year which help our students at EPJ grow physically, emotionally and mentally. In order to appropriately and safely carry out these events we need many adults to help with various tasks related to the administration of these very important activities.

Luckily, there are many people in our communities that have the skills to help us carry out these athletic, fine arts and academic activities. If you have the time and desire to help us please fill out the following volunteer form and return it to the school. Once this document has been submitted, you will be contacted by the Activities Director to begin scheduling dates.

**Thank you for considering this opportunity to share your time and your talent.**

### Area of Expertise (circle all that apply):

Band          Vocal          Drama          Quiz Bowl          Destination Imagination  
Football      Basketball      Wrestling      Volleyball      Cross Country  
Track          Golf          Cheerleading      Other: \_\_\_\_\_

### Special Skills (circle all that apply):

Referee                  Clock/scoreboard          Scorebook          Ticket Taker  
Timer                  Helper/supervisor

### Grade Level Preference (circle all that apply):

Junior High          Sub-varsity ("C" and Junior Varsity)          Varsity

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please return to the school with attention to: Justin Clercx – Activities Director  
Phone: 605 670-9595  
Fax: 605 356-5999  
E-mail: [justin.clercx@k12.sd.us](mailto:justin.clercx@k12.sd.us)