

Shiloh Christian School

Student Activities Handbook



2019-2020

Academic Excellence on a Christian Foundation

Forward

The purpose of this handbook is to share important information and explain the rules, regulations and responsibilities to the parents and students who choose to participate in athletics and activities at Shiloh Christian School. We are proud of the variety of opportunities available to our students and look forward to the continued success and growth of our programs. The co-curricular programs at Shiloh Christian exist for the development of skills, attitudes, and self-esteem of students, and are intended to enhance the physical, spiritual, emotional, social, artistic, and intellectual growth of our students. Parents are encouraged to be positive and supportive in their relationships with their children, advisors, and coaches. It is the responsibility of the advisor/coach to manage the activity in such a manner that sound human relationships are encouraged and the rules and regulations of the North Dakota High School Activities Association (NDHSAA) are followed. A team effort by parents, school officials, and the participants is needed to achieve these goals.

Philosophy & Purpose

Our program is focused on personal growth and development that leads to well-rounded participants who are better prepared to handle life's challenges and further God's kingdom. We will look to do things the SHILOH way through: Servant leadership - Honesty - Integrity - Loyalty - Obedience - and - Humbleness. Involvement in activities may also lead to the development of goal commitment, time management, a competitive spirit and school pride. At Shiloh Christian, participation in activities is a privilege, not a right. Students who elect to participate in activities will be expected to hold strong academic standings, and will be expected to demonstrate high standards of behavior both on and off school property. Our co-curricular programs are voluntary. Therefore, when a student signs his/her name to accept the code, it means that he/she voluntarily accepts it as part of his/her co-curricular endeavors while attending Shiloh Christian School.

SOAR HIGHER

The goal for our activities department in the 2019-2020 school year will be to *SOAR HIGHER*. Shiloh Christian has a longstanding tradition of excellence in academics, activities, and athletics. However, as Christians we have a higher calling to uphold and further God's kingdom (see Matthew 28: 18-20). Our goal is to take our activities department to new heights of success and support through positive action and true reflection of the Word.

Policies

All Shiloh Christian School policies and student handbook regulations, as well as NDHSAA rules and regulations, apply to student conduct while participating in activities. Violation of a policy may affect future participation in an activity. If a student is participating in an activity that is offered in conjunction with another school district, the policies of that school district will apply.

Eligibility

In order for a student to participate in activities, he/she must meet eligibility requirements set by the NDHSAA and Shiloh Christian. All students at Shiloh Christian who choose to participate in activities will be subject to grade checks and eligibility reports. Grade checks will be done every Monday at 8 AM. Any student who has a GPA below 2.0 at that time will be ineligible to participate in any activity sponsored by the NDHSAA or otherwise for one calendar week. This policy will now include fine arts activities and productions put on by the school along with any club or organization within the school. Please see the suspensions and ineligible student's section for procedure and standards questions.

Attendance

Students at Shiloh Christian must attend at least three full class periods to participate in any practice, competition, or function within their activity. Students are expected to attend all practices, meetings, and competitions.

Transportation

Students are required to travel to and from competitions by school-provided transportation only. An exception to this rule is if a student is injured and requires alternative transportation, or if prior approval has been given by a coach, advisor, or building administration for a student to travel with his/her parents.

Harassment

Harassment or intimidation will not be tolerated and those found guilty of such conduct may receive a disciplinary warning, a suspension or may be expelled from school, depending on the severity of the misconduct.

-Harassment is unwelcome behavior to the recipient and may include, but is not limited to-

- 1. Unwelcome teasing, taunting or other verbal messages**
- 2. Unwelcome physical contact such as pushing, shoving, hitting and carrying**
- 3. Sex-oriented verbal "kidding" or abuse**
- 4. Subtle or overt pressure for sexual activity**
- 5. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats.**

It is the policy of Shiloh Christian School to maintain a learning environment that is free from any form of harassment or violence on the basis of race, color, national origin, gender, disability, age, religion, marital status, or any other basis prohibited by federal, state, or local law, ordinance, or regulation. We expect all in this community, including administrators, faculty, staff, parents and students to foster positive attitudes and behaviors toward members of the Shiloh Christian School community and those outside of the community alike. Furthermore, we encourage those who experience or observe forms of harassment to bring such incidents to the attention of those who carry special responsibility for nurturing in this community. "Hear something, say something".

Alcohol, Tobacco, & Other Drugs

Shiloh Christian School recognizes that the possession and use of alcohol, tobacco, and other drugs, by students, is unlawful, harmful and wrong. Possession is defined as, “not removing yourself from the presence of drugs, alcohol, or tobacco as soon as you realize it is present”. Any prohibited substance that jeopardizes the health or clear thinking of an individual diminishes effectiveness for God’s will.

-Prohibited substances include but are not limited to-

- 1. Tobacco (includes Juul, Vaporizers, and E- Cigarettes)**
- 2. Alcohol or any alcoholic beverage**
- 3. Any controlled substance**
- 4. Anabolic Steroids**
- 5. Any abuse of aerosol sprays, paints, glues, solvents, or other chemicals**
- 6. Any prescription drug or non-prescription drug not taken in accordance to the authorized use policy.**

-It is against school policy for any student including students age 18 or older-

- 1. To sell, deliver, give, or attempt to sell, deliver or give to any person any of these substances or what the student represents or believes to be any of these substances.**
- 2. To possess, procure, purchase or receive, or attempt to possess, procure, purchase or receive any of these substances or what the student believes to be any of these substances. The student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car, and bag or when they own it completely or partially.**
- 3. To be under the influence of (legal intoxication is not required), or to use or consume or attempt to do so, the listed substances or what is represented by the student to be any of the substances.**

The policy applies to any Shiloh Christian student who is on school property, who is in attendance at school, at a school-sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the mission or operations of Shiloh Christian or the safety or welfare of our students. Please refer to the Shiloh Christian Student Handbook for the full policy on Alcohol, Tobacco and Other Drugs.

Suspensions and Ineligible Students

By voluntarily participating in activities and athletics, the student and parents/guardians recognize that a school official shall have the authority to suspend a student for any of the following behaviors. Furthermore, there are additional consequences for students involved in co-curricular activities as outlined in Section XII of the NDHSAA Constitution and By-Laws.

-Behaviors include, but are not limited to-

- **Possession, use, or purchase of tobacco products, regardless of the student's age. "Tobacco" is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine.**
- **Possession, use, or purchase of any alcoholic beverages. The North Dakota Supreme Court has defined "use" as having the odor of alcohol on one's breath and "possession" is evidence of the exercise of some degree of actual dominion or control over an alcoholic beverage.**
- **Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase or attempted sale/purchase of otherwise lawful drugs.**
- **Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act or acts.**
- **Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, hazing or harassment of others. NOTE: This could include group conduct.**
- **Any other behavior or act deemed inappropriate or punishable by school officials at Shiloh Christian.**

Suspensions and consequences for all activities will follow the guidelines put in place by the NDHSAA. Please refer to their constitution and bylaws for further clarification. The period of suspension shall begin from the date and time the school official becomes aware of the violation.

- **1st Violation - Penalty shall be a suspension from participation of 6 consecutive weeks in the students current and/or next activity season.**
- **Subsequent Violations- Penalty shall be a suspension from participation of 18 weeks in the students current and/or next activity season.**

-During Suspension/ Period of Ineligibility-

A student who is serving a suspension for a NDHSAA/Shiloh Christian rule violation **MAY:**

- **Practice with their team/group**
- **Tryout for a team/group**
- **Attend team/group meetings and gatherings**
- **Be present in the team locker room during pre-game, halftime, or post game.**

A student who is serving a suspension for a NDHSAA/Shiloh Christian rule violation **MAY NOT:**

- **Travel out of the school with their team/group**
- **Miss school to attend a team/group event**
- **Perform in public with the team/group**
- **Be in uniform on the team bench**

- **Represent the team/group outside of the school.**

The supervisor of any co-curricular activity shall have the authority to suspend a participant for: 1) engaging in behaviors not specifically mentioned in this handbook, or 2) being suspected of engaging in behavior not specifically mentioned in this handbook but deemed to be detrimental to the program. Such a suspension shall be for a minimum of one week or one event.

Sports Cautions, Considerations, and Responsibilities

Activities can be highly competitive and physical conditioning plays a major role in the preparation of the student athlete. Because of the intended demands of participation, students must observe the practice rules, procedures, and training progression that are given. This, in turn, should address the need for safety, learning, and the overall desire to succeed and enjoy the sport. A few risks will be highlighted, however, additional risks may not be mentioned, but care should be taken to follow these suggestions - Preparation for the activity: clothing, shoes, and protective equipment for your sport should fit properly and be worn during practices and contests. Remove all jewelry before participation. Individuals requiring training services should arrive early to receive treatment to avoid being late for practice. All physical problems that are chronic or may interfere with participation should be reported to the athletic trainer and coach(es). All athletes must have a physical exam form on file prior to the start of the season and should report in sound physical condition/sport appropriate. If needed, shatterproof glasses and/or appropriate eyewear should be worn when needed. Be alert to dehydration symptoms. Students should remain well hydrated throughout the season of participation. Do appropriate warming up before the start of the activity. Horseplay with required equipment for the sport is forbidden. Assist with the equipment check at practice and game sites to ensure safety. Do not overload equipment. Always be certain to observe noted limits. When practice or competition is taking place outdoors, always be mindful of pending weather conditions that could threaten safety. Proper safety procedure for individual sports will be covered by coaches in each specific activity. Emergencies because of the nature of sports, injuries may occur. All injuries must be called to the attention of the coaching staff and athletic trainer. Some injuries may require more intense management. When such an incident occurs, the practice, scrimmage, drill, or contest should be stopped. Make sure the coach, trainer, or other site manager is aware of the problem. If necessary, additional assistance should be called. If a fire or fire alarm occurs, the site should be evacuated, with all participants moving a safe distance away from the facility

Locker Room and Practice

Students should not engage in roughhouse or horseplay, which could lead to injury. Close and lock your lockers whether you are at home or a contest on the road. Do not leave valuables out. When spikes are used for the sport in which you are participating, they should not be worn in the building. Please remove them before entering. Be alert to the surroundings to prevent any injuries. It is the duty of the coach or advisor to supervise locker room use and to ensure that rules are being followed.

Dress & Grooming

Students who participate in extracurricular activities will be required to observe the dress code outlined in the student handbook at all times. Students are expected to dress appropriately for out-of-town trips. Coaches/Advisors may establish appropriate standards with each individual group.

Behavior & Conduct

The conduct and behavior of participants and spectators alike is closely observed in many areas of school life and is a direct reflection of themselves, their parents, the school, the organization, and their coach/ advisor. Participants shall be courteous and show respect for people and property. Unsportsmanlike conduct is not acceptable. Our participants and parents will follow proper sport etiquette. School activity programs can bring out the very best in our participants, students, and adults, or it can bring out the worst. Shiloh Christian believes that our programs are educational and that there are very important lessons in citizenship and sportsmanship to be learned in the process. Everyone has a role to play.

-Best practice and things to keep in mind-

- **Be a gracious host and show respect for our opponents.**
- **Respect the decisions made by the contest officials.**
- **Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.**
- **BE A FAN, NOT A FANATIC.**
- **Realize that a ticket is a privilege to observe the contest and support the activities, not a license to verbally assault others or be generally obnoxious.**

-Actions such as, but not limited to, are NOT acceptable-

Cheering against another team.

Specifically cheering against opposing players or participants.

Yelling at opposing players/coaches/spectators.

Yelling at officials.

Challenging officials and their judgement.

Challenging coaches and their judgement.

Please see NDHSAA Minimal Behavior Expectations for further clarification on acceptable behavior. Any participant or spectator who chooses to violate these rules will be talked to by school officials and if the behavior does not stop will be asked to leave the game. Again, participating and spectating events is a privilege not a right. We are called to be a reflection of the Word. Our participants and spectators will represent and cheer for our school in a positive manor. Exceptional leaders accept these responsibilities, realizing that they influence many others in the school.

Athletic Insurance and Injuries

Activities can play an important role in a student's development; however, there is a risk of injury occurring during participation. We encourage all parents to have medical coverage in the event that an injury occurs while their student is involved in activities or during the regular school day. Shiloh Christian School does not provide insurance coverage for student participants. We have a certified athletic trainer on duty during some practices and at most contests, so immediate attention can be provided. If the athletic trainer is present, they will consult with the parents/guardians and make recommendations if they believe further attention is needed by a physician.

NDHSAA Eligibility

Shiloh Christian is a voluntary member of the North Dakota High School Activities Association and the National Federation. Both of these associations have developed guidelines and rules, with those listed here representing a summary of the regulations dealing with student eligibility. Most of the rules and regulations can be found in the NDHSAA Constitution and Bylaws which can be found online at their website. Your role in following the rules will ensure eligibility to participate in interscholastic activities. Not following the rules could lead to ineligibility and/or forfeiture of contests.

-Some NDHSAA rules and regulations to keep in mind-

- **Physical Exam- A student must have on file an Athletic Pre-Participation Health History Screening and Physical Examination form. This form must be completed annually. A physical is considered current so long as it has been signed by a physician after June 15.**
- **Enrollment- A student must be enrolled in the school for which he/she competes. After a student enrolls in the 9th grade, he/she will be eligible for no more than eight semesters. The 7th and 8th semesters must be consecutive.**
- **Academic Achievement - The Shiloh Christian policy replaces the NDHSAA policy as it meets the minimum standards set forth by NDHSAA. However, any 7th or 8th grade students must be passing all classes if they are to participate on a high school team as set forth by the NDHSAA policy.**
- **Amateur Status- A participant will become ineligible in an activity if they receive compensation for participating in a contest. They will also be ineligible if they participate in activities, schools, tryouts, or games sponsored by professional athletic organizations during the season of a sport. Competing in a contest under an assumed name will also cause a student to become ineligible. Participants may accept any cup, medal, or trophy (not money) for winning or placing in a competition providing the value of the award does not exceed \$75. Playing on Teams Outside of School When a student is participating or under suspension in an activity during a season at a school, he/she may not play on an outside team or as an unattached individual in a non-school meet in the same sport (activity) during the school season of that same sport or activity. A student may participate at any time other than the high school season without affecting his/her eligibility. Students playing on a team outside of school may do so as an unattached individual so long as it is not the same activity during the school season. (Example: A student is on the school basketball team, he/she may not play on a non-school basketball team during the season. He/she may be on a volleyball**

team, and not lose eligibility.) Summer Camps Students may not participate in sports camps during the school year but may do so during the summer months on their own.

Participation in such camps for fall sports is not permitted after July 31. Students may participate on city recreation or independent teams or as unattached individuals during the summer until the opening of the high school season in that sport. Transfer If a student transfers from one school to another without the parents moving to the new district, the student will be ineligible for varsity competition for 180 school days. If students transfer after a natural break in the school system they are eligible. (Example: after middle school or junior high school before starting high school)

- **All Star Competition-** Students shall not compete in any sport under NDHSAA jurisdiction in All Star events or in national competition without having written permission from the NDHSAA. Participation in such contests will cause the student to lose eligibility.
- **Misbehavior During Contests-** If a student is found in gross violation of the ethics of competition or the principle of good sportsmanship, he/she may be barred from interscholastic competition either as a participant or spectator, or both.

If you have a question regarding one of the afore-mentioned regulations, or have other questions dealing with eligibility or participation, please feel free to contact the Activities Director.

Dual Activity Participation

It is the view of Shiloh Christian that it takes a special individual to effectively and wholly participate in two activities full time. If any student wishes to participate in more than one activity in any given season, that student and their parents/guardian must set up a meeting time with the Activities Director. In this meeting, the commitments and requirements will be covered and both the student and parents will complete the dual activity application. Many of our students are involved in several activities which occasionally conflict with each other outside of the school day. Academic and co-curricular leaders should make every effort to work with the student to determine a positive solution that allows the student to attend part of both activities.

Music/Athletics:

- Concert vs. practice – student attends the concert
- Concert vs. game – If concert is for a grade the student will attend the concert. If not – student’s decision
- Performance dress rehearsal vs. practice – student’s decision
- Performance dress rehearsal vs. game – game
- Concert vs. regional/state competitions – student attends competitions.

Drama/Athletics:

- Curricular production vs. game – Student attends the production
- Co-curricular production vs. practice – Student attends the production
- Co-curricular production tech rehearsal vs. practice – student’s decision
- Co-curricular production tech rehearsal vs. game – Student attends game

In the event that a state drama/music event and a NDHSAA state tournament occur simultaneously, the students, teacher and parents would work together for a decision in the best interest of the student.

Tryouts and Student Assignment Within the Program

All eligible students have the opportunity to try out for a school activity. Each activity has a starting date, and there will be a minimum of three practices or tryouts before team selections will be made. Sub-varsity and lower level program students need to be invited to try out for a higher-level program. If the number of participants is unmanageable the head coach/advisor reserves the right to limit the roster size.

General Commitment to the Program

Each student who is involved in a school activity must have strong commitment to the program in general. Being involved will require teamwork, self-discipline, loyalty, tolerance, sportsmanship, citizenship, and perseverance.

Skill and Ability

Each student who participates will receive an assessment of his/her skills, talents, and abilities from the advisor/coach. This information will serve as a major criterion in the selection of program members and their placement within the program. Other areas participants will be evaluated are to include grades and eligibility, attitude, mental toughness, dedication, as well as any other area deemed suitable.

Moving-Up Policy and Procedures

It is the belief of Shiloh Christian School that moving a middle school student up to participate in a co-curricular program at the high school level is an exception rather than the rule. By strictly adhering to the criteria below, it is the belief of Shiloh Christian that a middle school student who is allowed to participate at the high school level will be physically, socially, and psychologically capable of handling the situation. Shiloh Christian has a responsibility to help students reach their full potential, and therefore a need exists to provide an opportunity for growth physically as well as mentally, socially, spiritually, and psychologically. A form will need to be completed when petitioning to move an exceptional middle school student to the high school level.

- Criteria for reviewing a petition of exceptional students-

- 1. Level of skill appreciatively above those of his/her peers, which will limit a student's ability to develop to his/her full potential, and/or a need exists to fill a roster at the high school level. (Note: A middle school student who is moved up to the high school level must compete on the junior varsity or varsity squad. They cannot be moved up to the freshmen or "C" squad level unless the move is made for the sole purpose of filling a roster.)**

2. **The student must be emotionally stable and mature enough to advance to the high school level.**
3. **The student must be in good academic standing, display a strong attendance record, and have a proven behavioral track record. (A good citizen in and out of school related activities.)**
4. **The student must be self-disciplined and coachable.**

Parent & Coach/Advisor Communication Parent & Advisor/Coach Relationship

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

-Communication You Should Expect from Your Child's Advisor/Coach-

1. **Philosophy of the advisor/coach.**
2. **Expectations the coach has for your child as well as all the members of the group.**
3. **Location and times of all practices, contests, performances, etc.**
4. **Requirements: i.e. fees, special equipment, off-season conditioning.**
5. **Discipline that might affect your child's participation.**

- Communication Advisors/Coaches Expect from Parents-

1. **Notification of any schedule conflicts well in advance.**
2. **Specific concerns in regard to advisor's/coach's philosophy and/or expectations.**
3. **Transportation changes.**

As your children become involved in the programs of Shiloh Christian School, they will experience some of the most rewarding moments of their lives. It is also important to understand that there may be times when things do not go the way you or your child wishes. During those times it is important to have an open dialogue with the advisor/coach.

-Appropriate Concerns to Discuss with Advisors/Coaches-

1. **The treatment of your child mentally and physically.**
2. **Ways to help your child improve.**
3. **Concerns about your child's behavior.**
4. **Personal or family matters that may affect your child's behavior.**

It is very difficult to accept your child's achievement when it is not as great as you might hope. Advisors and coaches are professionals. They make judgment decisions based upon what they believe to be the best

for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's advisor/coach. Other things, such as those listed below, must be left to the discretion of the coach. Shiloh Christian and its activities department will follow the 24-hour rule. Parents and students are required to wait a full 24 hours following a contest to contact coaches. This allows the coach time to de-stress, break down the game, and be better prepared for parent interaction to promote proactive interaction rather than placing either party in a reactive state. This also affords both parties to allow emotions settle following a contest. Please do not attempt to confront an advisor/ coach before or after practice or performance. Meetings of that nature usually do not promote resolution.

-Issues Not Appropriate to Discuss with the Advisor/Coach-

- 1. Participation Selection (Examples: Playing Time, Position Selection, etc.)**
- 2. Team Strategy (Example: Play Calling)**
- 3. Other Students**

What Can A Parent Do To Provide A Satisfactory Resolution? There are situations that may require a conference between the Activities Director, the advisor/ coach and the parent. These are to be encouraged. It is important that all parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern. Please be respectful of the advisor's/coach's family and personal time.

If an issue arises, the proper steps are as follows:

- 1. Student talks with coach.**

If after the student speaks with the coach and a resolution still has not been met, the proper steps are as follows:

- 1. Call the advisor/coach during school hours to set up a mutually agreeable time to meet.**
- 2. Call to set up an appointment with the Activities Director to discuss the situation.**
- 3. At that meeting the next appropriate step can be determined.**

-Lettering Policies General Guidelines -

- The awarding of a letter to a student may be jeopardized by violation of Shiloh Christian or NDHSAA rules.
- Middle School students may be awarded a letter if they participate on the varsity level and meet lettering criteria.
- Students must complete the season to be considered for a letter.
- Students must maintain a positive attitude, faithfully attend all practices and live up to the guidelines established by the advisor/coach.
- Students who participate in a cooperative activity will receive a Shiloh Christian letter. The criteria for lettering are established by the cooperative school.
- Any student not meeting the criteria for a letter, which the advisor/coach feels is deserving of the honor shall be awarded a letter.

- All coaches and advisors will have discretion to determine specific lettering requirements for their activity.

Student Contact

In accordance with the Department of Public Instruction and NDHSAA, Shiloh will adhere to the open enrollment policy established. In conjunction with the aforementioned, Shiloh Christian will follow a strict no recruiting policy. Coaches and advisors alike will not be permitted to contact any prospective student until they are actively enrolled at the school. Prior approval can be obtained through clearance by the Activities Director.

Equipment

Each sport and activity has its own set of unique equipment at varying levels of demand. Shiloh Christian recognizes this and will do its best to furnish athletes with required equipment or equipment options. Along with equipment, each team will have its own specific set of uniforms and in some cases, practice apparel. All items checked out at the beginning of a sporting season must be returned no later than two weeks following the last competition. If, at that time, there is still equipment that has not been returned, whomever the equipment/ uniform was checked out to will be automatically billed a flat rate of \$75. If the item(s) value is more than \$100, the bill will be for the amount of replacement. Upon the return of all issued equipment/ uniforms the bill will be resolved - unless the equipment/uniform is returned following each academic semester in which case the bill will stand.

Sanford and Shiloh

Sanford Health has been gracious enough to offer its services to Shiloh Christian and we are proud to promote this relationship in all capacities. Shiloh Christian will have one full time certified athletic trainer provided by Sanford Health and that athletic trainer will oversee all injuries and return to play protocol. For questions regarding the return to play protocol please refer to the Athletic Training and Return to Play tab. Along with athletic training services, Shiloh Christian will be working with Sanford POWER for our student athlete development. Coaches and advisors will be working closely with the certified staff at Sanford POWER to develop schedules and programs that fit each specific activity's needs.

Athletic Training & Return to Play

Shiloh Christian will closely follow and adhere to the return-to-play protocol set in place by Sanford. The head athletic trainer will be responsible for overseeing all return-to-play cases.