

STUDENT COUNCIL HANDBOOK 2024-25

South Dakota High School Activities Association

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SDHSAA

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STUDENT COUNCIL ADVISORY COMMITTEE

Member	Region
Kelsey Lovseth, Brookings	Big Sioux
Haley Barfuss, Winner	Capitol
Nancy Leach, Mitchell	James River
Katrina Boyum, Florence	Northern Lakes
TBD	Rushmore
Laura Stahlberg, SF Washington	Spirit Point
Halie Straight, Lemmon	Upper Missouri

For the Latest Information On:

- Area Student Council Workshops
- Outstanding Student Council Project
- South Dakota Student Council Association (SDSCA)
 - School Membership Information
 - State and Regional Officers
 - State Executive Board Meeting Minutes
 - SDSCA Newsletter
 - Annual State Student Council Convention Information
 - SDSCA State Wide Projects

Check Out the SDHSAA Website

www.sdhsaa.com

Forms : **all Student Council forms are located in the Activities Forms Area or the Bound Area of the SDHSAA website.*

**Articles and Sections from the
CONSTITUTION AND BY-LAWS OF THE
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
that relate to
South Dakota High School Student Council Activities**

**CONSTITUTION OF THE SOUTH DAKOTA HIGH SCHOOL
ACTIVITIES ASSOCIATION**

Preamble

The school districts of the state of South Dakota, acting by and through their duly elected school board members, having heretofore associated together in the creation and development of a voluntary, non-profit association organized for the advancement of both curricular and co-curricular interscholastic activities, do hereby jointly and in cooperation with each other, and with the non-public schools authorized by law to join therein, for the perpetuation of the Association, do hereby establish this Constitution and these By-Laws.

**ARTICLE I
NAME**

This Association shall be known as the South Dakota High School Activities Association, (referred to herein as the Association or as the SDHSAA) and its duration shall be perpetual.

**ARTICLE II
OBJECT**

The purpose of this Association is to direct and coordinate interscholastic activities carried on by the member high schools of South Dakota.

It shall have the duty and obligation to control, coordinate, and direct the operation of the interscholastic activity programs of its member schools. Among these programs shall be those in athletics, speech, music, student council, publications, and such like or related programs as now or hereafter may be organized among member schools and which are recognized by the By-Laws.

It shall also attempt to equalize activity opportunity by standardizing qualifications for participants, coaching and directing procedures, and treatment of visiting teams and participants in connection with all activities.

**ARTICLE VII
ADMINISTRATION BY THE BOARD OF DIRECTORS
(Functions, Powers, Duties)**

Section 2. CONTROL OF ACTIVITY DATES. All interscholastic events and dates for such events shall be approved, cleared or arranged for by the Board of Directors.

Section 5. CONTROL OF OTHER ACTIVITIES. The Board of Directors shall have the power to adopt such rules and regulations in connection with any and all high school activities not inconsistent with the Constitution and By-Laws of the Association as it may feel necessary. In order to organize, plan and supervise the operation of the various activity programs, the Board of Directors shall appoint advisory committees consisting of not less than three nor more than seven members, who shall be either administrators or persons qualified to teach or coach the activities in the committee's charge. These advisory committees shall be responsible to the Board of Directors, and their decisions shall be subject to the approval of the Board of Directors.

Section 10. CONTROL OF ELIGIBILITY OF STUDENTS. The eligibility of students of member high schools to participate in South Dakota High School Activities Association events will rest with the Board of Directors of the Association under the powers of Section 3.

ARTICLE VIII LOCAL ADMINISTRATION OF CONTESTS

Section 1. PRINCIPAL RESPONSIBLE. The principal of the high school or the superintendent of schools or the athletic/activities director, or his authorized faculty representative shall be the official representative for each member school, and such principal or superintendent shall be responsible to the Association for all matters pertaining to the activity relations of the school.

Section 3. LOCAL RULES. Local rules pertaining to eligibility of student players and performers in inter-school competition may be made and enforced by the local school officials, provided such rules are not inconsistent with the Constitution and By-Laws of the Association.

BY-LAWS OF THE SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

CHAPTER I - GENERAL PROVISIONS PART I - SCOPE OF BY-LAWS

These By-Laws constitute the rules and regulations governing all approved interscholastic activity programs and the provisions of this chapter shall be applicable to all such activities except as may be otherwise provided as to certain specific programs.

PART II - ADVISORY COMMITTEES

The Advisory Committees authorized by Article VII, Section 5 of the Constitution of this Association shall include, but shall not be limited to, advisory committees on girls' athletics, boys' athletics, athletic directors, speech, music, journalism, and student council activities. The Board of Directors shall fix the terms of the members to afford continuity and provide for such meetings of the committees as it deems necessary. It shall be the duty of each respective advisory committee to plan and recommend to the Board of Directors, for its approval, a program of activities for its assigned activity.

PART III - SCHOOL PARTICIPATION

Any high school which is a member of this Association is eligible to participate in the activities sponsored by the Association.

PART IV - STUDENT ELIGIBILITY FOR FINE ARTS AND ATHLETIC PARTICIPATION

Section 1. GENERAL REQUIREMENTS.

- A) Age. The student must be under 20 years of age at the time of participation.
- B) Enrollment. Must have enrolled not later than the sixteenth school day of the current semester.
- C) Eight Semester Rule. A student shall be eligible for four first semesters and four second semesters of interscholastic competition. For the purpose of this subsection, enrollment and attendance in school or participation in one or more contests shall count as a semester of eligibility. Once a student enrolls as a ninth grader, all semesters must be consecutive unless waived as per Article VII, Section 3 (1) of the Constitution. NOTE: Attendance Defined: If the student is used in the ADM count, full or partial day, they are considered to have attended school.
- D) Scholastic/ Academic Eligibility Rule.
- 1) Preceding Semester. The student, unless they are entering high school for the first time, shall have successfully earned a minimum of two (2) units of credit which are used in the issuance of a diploma, for the preceding or for the most recent semester of attendance in any accredited high school. For the purposes of this subsection, enrollment in school for fifteen school days or participation in one or more contests shall constitute a semester in determining eligibility. However, the Board of Directors or the Executive Director shall have the authority to waive the attendance rule when and if a student withdraws from school as a result of an injury or illness and does not return to any school for the remainder of the semester and the student does not receive any high school course credits.
NOTE: Failure to earn two (2) units of credit the previous semester causes the student to become ineligible the entire following semester.
NOTE: Only credits accepted by the school for graduation may be used in determining whether a student successfully earned two (2) units of credit. Source: Minutes of the January 10-11, 2001 Board of Directors Meeting.
 - 2) Current Semester. The student shall (a) be enrolled in an accredited high school and attend courses for which a minimum of two (2) units of credit may be earned towards the issuance of a diploma, (b) be receiving alternative instruction as set forth in SDCL 13-27-3 or (c) any student in grades ten, eleven, or twelve may apply to an institution of higher education or a postsecondary vocational education institution as a special student in a course or courses offered at the institution of higher education or postsecondary vocational education institution. Correspondence/college courses approved in advance by the high school principal for which credits earned are used in the issuance of a high school diploma may count towards the two (2) units of credit eligibility requirement. (Refer to SDCL 13-28-37)
 - 3) A student's grades, which are dependent upon completion of a project, such as a vocational education project after the close of the academic school year, shall be determined by the grade averages of record assuming satisfactory completion of the project.
 - 4) Credit Recovery. Student's who have been declared ineligible because of academic deficiencies from the previous semester/trimester may earn scholastic/ academic eligibility by taking an academic course(s) via the options approved by the SD Department of Education. Examples include, but not limited to, online courses, in-district credit recovery courses, alternative education settings, digital courses, etc. The principal must monitor the successful completion of the course(s) and reinstate eligibility only after the successful completion of 2 units of credit as per Chapter I, Part IV, Section 1, Subsection D., page 8 of the Bylaws.
 - 5) Beginning and Ending of a Semester. For the purpose of this subsection, the first semester shall be considered as ending on midnight on the day before the second semester begins and the second

semester shall be considered as starting on the first day classes are held in said semester. The actual ending of the first/second semester or school year, rather than the date of graduation exercises or diploma date, controls the determination when eligibility terminates.

CHAPTER II

PART I

Section 1. CHANGE OF SCHOOLS EFFECT ON ELIGIBILITY. A Student cannot transfer from:

A. a high school in another state to a high school in this state, or

B. a member school to another member school (to include non-member school to member school) and be eligible for athletic/fine arts participation if he/she were not eligible due to personal conduct violations (i.e. training rule violations, code of conduct violations, activities violations, etc.) for such participation in the state/member school from which he/she transferred. This provision also includes those students who transfer under sub-section (m) --- open enrollment students.

A student who would be ineligible at their previous school may not become eligible for competition at any level by transferring. The school at which the ineligibility occurred determines the period of ineligibility. A transfer at the beginning of a school year does not decrease or eliminate the period of ineligibility.

A transfer student will be eligible for athletic and fine arts participation provided he/she meets the eligibility requirements as set forth by Part IV --- Student Eligibility For Fine Arts and Athletic Participation, Section I --- of the Bylaws of the SDHSAA and has completed any suspension for activities violations from the school they are transferring from.

NOTE: As these are student penalties and not penalties against the school, the penalty follows the student. A change in schools does not erase the violation or the penalty for the violation.

PART II - REGULATIONS GOVERNING LOCAL ADMINISTRATION

Section 6. ANNUAL ELIGIBILITY REPORT. Prior to the start of any sport or fine arts activity, the high school principal or his/her designee shall verify to the coaching staff in each sport respectively and to the director of each fine arts activity respectively that the students participating in those activities meet all the eligibility requirements set forth in Chapter I, Part IV and chapter II, Part I of the By-Laws.

...On or before June 15, each high school principal or his/her designee shall submit to the Executive Director the Annual Fine Arts Eligibility Report Form listing the names and other pertinent data of all students who participated in interscholastic fine arts activities for the school year just completed.

In the event a student becomes ineligible at any time during the school year, it shall be the duty of the high school principal or his/her designee to so inform the athletic coach or fine arts director, at which time the student will be immediately withdrawn from all interscholastic competition.

PART III - RULES AND PROVISIONS FOR TOURNAMENTS AND MEETS

Reclassification for all sports or fine arts activities shall be done at the same time so that the two-year periods are concurrent for all activities.

NOTE: For a copy of the complete Constitution and By-Laws of the SDHSAA go to www.sdhsaa.com.

STUDENT COUNCIL GENERAL INFORMATION

- 1. SDHSAA SUPERVISION POLICY:** Students participating in any SDHSAA sponsored activity (including the Region Student Council Workshops and State Convention) are required to be accompanied by qualified individuals: **“All participating students at Fine Arts and Athletic Activities sponsored by the SDHSAA must be accompanied by their coach or director or, in cases of emergency, by an administratively authorized and approved individual. Students not accompanied by their coach or director or administratively authorized individual will be prohibited from participating in the event.”**
- 2. ACADEMIC ACHIEVEMENT TEAM AWARD:** in an attempt to recognize the academic excellence of the athletic teams and fine arts groups in each school, the SDHSAA created the Academic Team Award. The Academic Team Award is designed to recognize “varsity level teams” that achieve a combined GPA of 3.0 or higher.

Student Councils are eligible to receive the Academic Team Award provided the members of the council meet the combined 3.0 GPA criteria. The criteria for a student council specifies that the combined GPA is of all the members of the Council on April 1st (April 1st will also serve as the “grade calculation” date for the award). For additional information, see the Academic Achievement Team Award web pages on the SDHSAA Website.

3. SDHSAA ACTIVITIES FOR STUDENT COUNCILS

NOTE - SDHSAA sponsored Student Council activities are open to ALL SDHSAA member schools.

A. Region Student Council Workshops: Cost is \$5.00 for each student or adult.

When: October 2024

Description – The Regional Student Council Workshops are planned to develop leadership skills in the student body of each participating school. With the belief that the entire school can benefit with trained student leaders, the Region Student Council Workshops have been designed to assist students in discovering their leadership potential. In an effort to provide a unified student council program for South Dakota schools, the South Dakota Student Council Association (SDSCA) Region Officers have been given a major role in executing the Region Workshops. Combining the Workshops with the SDSCA Regions allows the consolidation of Student Council activities.

Even though the Workshops have a regional designation, schools are not assigned to attend any specific Workshop site and are free to participate at any Region Workshop that best fits their school calendar. Nevertheless, all schools are encouraged to become fully involved in SDSCA activities, and to attend the Workshop that is held within their own SDSCA region if possible.

B. “Outstanding Student Council” Designation

When: Ongoing throughout the year. (Submission Dates: February 15 - March 1, 2025)

Description - The “Outstanding Council” project is designed to serve as a motivational tool as well as a self-evaluation instrument for each school’s student council. In addition, the “Outstanding” project is also a program to provide recognition to those student councils that achieve the designation of being an “Outstanding Council”.

Cost – None

C. “All-State Student Council” Award

When: Ongoing throughout the year. (Submission Dates: February 15 - March 1, 2025)

Description: The All-State Student Council Award is designed to recognize individual students who have gone above and beyond to help out in their Student Councils, Schools, and Communities.

D. State Student Council Convention:

In 2016, the SDHSAA Board of Directors voted to fully sponsor the State Student Council Convention. The convention is designed to provide opportunities for student growth in leadership through multiple workshops and presentations. Students also have the opportunity to run for an elected position on the Student Council State Executive Board.

2024 REGIONAL STUDENT COUNCIL WORKSHOPS

The Student Council Regional Workshops are structured as a springboard to provide leadership training for all student leaders within a school. They serve as a forum for both students and advisors to exchange ideas and gain feedback from other schools.

The Workshop schedule is designed to allow students to return to their schools following the Workshop in order to participate in their after-school activities.

Remember that each school is on its own for noon lunch following the Workshop.

All SDHSAA member schools are encouraged to attend one of the Regional Workshops. Please see Registration Form and Workshop Schedule at www.SDHSAA.com (in the Varsity Bound Area)

SCHEDULE:

8:30 a.m. BEGIN REGISTRATION

9:00 OPENING – Conducted by the SDSCA Region Officers

- ◆ Welcome
- ◆ Pledge of Allegiance
- ◆ Introduction of SDSCA Region Officers

9:10 OPENING ACTIVITY (To be planned by the Region Officers in each region.)

ADVISORS’ ROUND-TABLE DISCUSSION

9:20 GROUP SESSIONS (A “Break” will be scheduled by each workshop)

Regions officers and advisors will select workshops sessions for their regions. All regions will include “Parliamentary Procedures”, and “Campaign Essentials” in their workshop sessions.

11:40 WORKSHOP EVALUATIONS - The student delegation from each school meets as a group to complete one Workshop evaluation.

12:00 WRAP UP – Conducted by SDSCA Officers

- ✓ Report on Region Board Meeting and Present the Minutes
- ✓ Preliminary Report on the 2023-24 State Student Council Convention Plans
- ✓ Proper behavior at the state convention
- ✓ 2023-24 SDSCA Spring Children’s Miracle Network Project
- ✓ “Ivan Dixon Administrator of the Year Award” Nomination Process
- ✓ “Shull Award” Nomination Process for outstanding advisor
- ✓ “Outstanding Student Council” Award Application Process & Recognize the 2022-23 “Outstanding Student Council” Recipient Schools
- ✓ Overview of application process for “Outstanding Student Council”
- ✓ Overview of application process for “All-State Student Council”
- ✓ Promote SDSCA Social Media pages

12:15 (Estimate) LUNCH AND RETURN TO YOUR SCHOOL

NOTE: Due to the Upper Missouri Region having a significant number of schools in both the Central Time Zone and the Mountain Time Zone, the Upper Missouri Region Workshop schedule will begin at 9:00 (MT)/10:00 (CT) and will conclude at 12:15 (MT)/1:15 (CT).

WORKSHOP REGISTRATION: A Registration Form is located on the Student Council page at www.sdhsaa.com.

SEND FORM TO: The Region Advisor for your Workshop site, as listed on the form.

REGISTRATION DEADLINE: *The form should be sent by the deadline date printed on the form.*

REGISTRATION FEE: *\$7.00 for each student and advisor.* Schools are responsible for paying the registration fees for the total number of students and advisors registered. *No refunds will be given. *Registration fees are to be paid directly to the region.*

NOTE: Students attending a Student Council Workshop must be accompanied by qualified staff personnel or they will be prohibited from participating.

A. HISTORY, BACKGROUND AND VALUE: The 2024-25 school year marks the thirty-fourth year the SDHSAA has sponsored the "Outstanding Student Council" project. The goal of the "Outstanding" project is to serve as an incentive for student councils to maintain a program of continued excellence and to provide a benchmark with which student councils in SDHSAA member schools can compare their accomplishments.

The ultimate value of the SDHSAA "Outstanding Student Council" project is to give those Student Councils that are designated as being "Outstanding" the praise and recognition they deserve for a job well done.

A student council that is recognized as SDHSAA "Outstanding" can be characterized as having a well-rounded program that involves many activities in a variety of areas. "Outstanding" Councils are active at the state as well as the local level. They have done an exemplary job that has been a benefit to their school and community.

The SDHSAA "Outstanding Student Council" project should be viewed as a self-evaluation tool whereby a school participates in the program to determine on a measurement standard, where the student council is and where the council would like to be. The SDHSAA would hope that all schools participate in this valuable activity.

Schools with questions about the SDHSAA "Outstanding Student Council" project should call the SDHSAA (224-9261) for further details.

B. PROJECT CRITERIA: The criteria, which has been determined as necessary for a school to be declared an "Outstanding Student Council" is included on the "SDHSAA Outstanding Student Council Report Form."

1. Each of the criteria on the "Report Form" has been given an assigned point value. Schools meeting all of the criteria can earn 500 or more points.
2. The SDHSAA staff will evaluate all report forms that have been submitted. After determining that a student council has met the criteria, SDHSAA staff will designate as "Outstanding" each student council that merits the recognition.

NOTE: *Reports received without the points being recorded (on both the "Entry Form" and the "Tally Page") and totaled on the "Tally Page" will not be accepted.*

C. PROJECT AWARD STANDARDS: Each high school student council that met the criteria and accumulated 500 or more points will be designated as an "Outstanding Student Council".

D. SUBMITTING REPORT FORM:

1. Location of Report Form:

- a. The "Outstanding Student Council Online Report Form" is located under the Activities Forms section of the Bound Area on the SDHSAA website.

2. Time Period Covered:

- a. March 1, 2023 through February 28, 2025

3. Deadline to Submit Report Electronically:

4. Forms must be submitted by March 1, 2025

5. Submit the following by email to Brooks.Bowman@sdhsaa.com

- a. Outstanding Student Council Report Form
- b. Meeting Agendas
- c. Meeting Minutes
- d. Master Calendar

E. OUTSTANDING STUDENT COUNCIL AWARDS: All student councils recognized with the designation of being an "Outstanding Student Council" will be presented with a plaque at the state convention.



SOUTH DAKOTA STUDENT COUNCIL ASSOCIATION (SDSCA)

SDSCA MISSION: The South Dakota Student Council Association was founded in 1988 to encourage and support the development, growth and unity of Student Councils in South Dakota. The SDSCA plans programs and provides a variety of additional services designed to assist student councils in its member schools. The SDSCA also is involved with various projects to benefit the communities of its member schools and youth of South Dakota.

SDSCA SPONSORSHIP: The SDSCA is co-sponsored by the South Dakota High School Activities Association and the South Dakota Association of Secondary School Principals.

SDSCA MEMBERSHIP: All South Dakota High School Activities Association member schools are eligible to become a member of the SDSCA. Schools that attend the State Student Council Convention will be charged a \$60 SDSCA membership fee.

ORGANIZATION (State): The primary governing body is a State Executive Board whose student officers are elected during the Annual SDSCA State Convention. The State Board plans the Annual Convention, determines SDSCA projects, and establishes statewide policy for student council in South Dakota. Adult representatives from the SDHSAA, SDASSP, Student Council Advisor's and the SDSCA Executive Director serve as advisors for the State Executive Board's officers.

ORGANIZATION (Region): In addition to the State Executive Board, the state is divided into seven regions. The student officers for each region are elected during region meetings that are scheduled as part of the Annual SDSCA State Convention. Each SDSCA Member School is entitled to send a representative from their school as a voting delegate to all region board meetings. Each region holds at least one regional meeting a year for the conducting of business. A report on the region board meetings will be given during each Region's Student Council Workshop.

REGION ADVISORS & STUDENT COUNCIL ADVISORY COMMITTEE: To better coordinate the state's Student Council activities, the positions of the SDSCA Region Advisor and the membership on the SDHSAA Student Council Advisory Committee have been combined.

SDSCA ANNUAL STATE CONVENTION: All SDSCA member schools are encouraged to send one or more delegates to the Annual State Convention held each spring. The State Convention provides an opportunity to work with a recognized motivational leader, to participate in team building leadership sessions and to determine the future direction of the Association through the election of the SDSCA State and regional officers for the next year. The convention will rotate between the communities of Sioux Falls and Rapid City.

2024-25 Annual State Student Council Convention

Dates: April 1-2, 2025 **Site:** The Monument, Rapid City, SD

Registration Information: Registration must be completed online by March 1. The form is in the **BOUND AREA** at www.sdhsaa.com.

Tentative Convention Schedule: Check the SDSCA Website - as the State Convention plans are developed the tentative schedule and other information will be placed on the SDSCA website.

SDSCA WEBSITE: The official SDSCA website is hosted under the South Dakota High School Activities Association's website at www.sdhsaa.com. Check out the SDSCA website for a listing of State and Region officers, the SDSCA Constitution, Annual State Convention information, State Executive Board meeting minutes and many more items of interest.

FOR SDSCA INFORMATION CONTACT:

Brooks Bowman, SDHSAA Representative or
Brooks.Bowman@sdhsaa.com or 605-224-9261

Gary Linn, SDSCA Executive Director
Lead-Deadwood High School
Gary.Linn@k12.sd.us or 605-717-3899

Student Council Region Alignment of Schools for the 2024-25 school year can be viewed on Bound within the SDHSAA website:

<https://gobound.com/sd/sdhsaa/studentcouncil/2024-25/teams>

NATIONAL ASSOCIATION OF STUDENT COUNCILS (NASC)



The National Association of Student Councils is the national advocate and voice for Student Councils across the country. Many of the SDSCA member school services are a result of the affiliation with the NASC.

About NASC: Since 1931 the goal of NASC has been to help all student councils become more effective organizations. NASC, representing high school councils nationwide, seeks to provide a valuable leadership partnership between students and their school. It creates the opportunity for students to become effective leaders, thus encouraging and influencing a positive school climate.

NASC Vision Statement: The National Association of Student Councils provides leadership development opportunities to prepare and empower student leaders to serve their schools and communities. **We believe....**

- Empowered students are vehicles for positive change in their school and community.
- Student leaders have the responsibility to be positive role models.
- Student councils play a vital role in preserving knowledge of and practice in the democratic process.
- Leadership training programs are essential for developing leaders to achieve their full potential.
- Involvement in state and national programs enhances the local school's leadership development program.
- Student council programs are stronger when all students are encouraged to participate.
- Every secondary school should have a student council.

- Adopted by the NASC Executive Board (January 1999)

Why should a school belong to both the SDSCA state organization and NASC? Many student councils are members of both the NASC and their state student council organization so that they benefit from both. **With NASC membership, schools receive the following NASC benefits:**

- **Training and development opportunities for students and advisers.**
- **The *Leadership for Student Activities* monthly magazine** (September-May) along with **other resources** that are mailed each year to members (including a publication each year on a student activities topic, materials for National Student Leadership Week, and information about various programs)
- **Special member pricing on student council resource publications and merchandise at the www.nasc.us/store website).**
- **Member discounts for leadership conferences (i.e. NASC National Conference)**
- **Recognition opportunities for advisers, students, student councils and schools.**
- **Free support from the NASC Staff on matters such as student council policy and procedures.**

How to Join or Affiliate With NASC:

Go to the NASC website (www.nasc.us) for complete information on how to become a NASC affiliate.