

# **JOURNALISM HANDBOOK 2023-24**

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

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**Journalism Activity Forms at [www.sdhsaa.com](http://www.sdhsaa.com)**

All Journalism Forms can be found in the “Forms” area of the Bound section of our website.

**JOURNALISM ADVISORY COMMITTEE**

<b>Member</b>	<b>Representing</b>	<b>Term Expires</b>
Jennifer Dame – RC Stevens	Class AA	2024
TBD	Class A	2025
Megan Bickel – Timber Lake	Class B	2024
TBD	Native American	2026
TBD	Administrator	2026

**Visit the SDHSAA Website**  
**[www.sdhsaa.com](http://www.sdhsaa.com)**  
**for the latest SDHSAA**  
**High School Journalism Information**

**HEAD JOURNALISM ADVISORS MUST COMPLETE AN ONLINE RULES MEETING FOR THEIR ACTIVITY.** The SDHSAA Board of Directors has adopted a policy which mandates that all head coaches/directors in each South Dakota high school journalism program must complete an online rules meeting in their activity by the announced rules meeting completion deadline for the activity. The rules meeting will become available approximately **AUGUST 15 and must be completed no later than OCTOBER 1.** Failure of a head advisor to complete a rules meeting will result in a \$50.00 fine assessed against the member school. Completion of an online rules meeting by assistant advisors is recommended but is not mandatory.

An email notification of online rules meeting deadlines for each of the journalism activities will be sent to the head coach/director of each activity in all schools, as listed in the SDHSAA Member Directory. Journalism advisors who have questions about the journalism rules meetings or any journalism regulation should contact Brooks Bowman, at [Brooks.Bowman@sdhsaa.com](mailto:Brooks.Bowman@sdhsaa.com).  
Phone: 605- 224-9261.

**CONSTITUTION AND BY-LAWS OF THE  
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
that relate to  
South Dakota High School Journalism 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 III  
MEMBERSHIP**

**Section 2. BASIS FOR CLASSIFICATION BY ENROLLMENT.** When member schools are classified according to enrollment for participation in the various athletic or fine arts activities sponsored by the Association, Average Daily Membership (ADM) based on enrollment in grades 9-11 from one year previous as documented by member schools on the SD SIMS NET Average Daily Membership Report form. The ADM shall be the basis upon which schools are classified. Member schools shall submit the above referenced form on or before January 15 on an annual basis. The SDHSAA shall compile the enrollment data and said data shall be the basis for a two year classification with such enrollment figures being set forth in bulletins sent out annually by the SDHSAA.

**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 2. CONTESTS APPROVED BY PRINCIPAL.** No contest shall be arranged with another school without the sanction of the high school principal, superintendent, or athletic/activity director.

**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.

## ARTICLE IX PROHIBITED ACTS AND PENALTIES

**Section 4. UNAPPROVED CONTESTS, MEETS, OR TOURNAMENTS.** A member school shall not sponsor nor enter a team or contestants in any contest, meet, or tournament that has not been sanctioned by the Board of Directors. Any member school that violates this regulation shall be liable to discipline, including reprimand, monetary fine, or temporary suspension, by the Board of Directors.

# 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.

## **PART V - PROTESTS - REVIEW OF DECISIONS**

**Section 1. DECISIONS OF THE JUDGES FINAL.** Judges' decisions in any contest are by their nature necessarily regarded as final and shall not be considered as the basis for protest.

**Section 2. BASIS AND PROCEDURE FOR PROTEST.** Protests based upon a challenge to the interpretation given to a contest regulation or administrative ruling thereon must be submitted in writing within 24 hours after the contest, to the chairman of the district or region committee. The committee shall render its decision promptly to the Executive Director of the Association, and shall notify the protester, by telephone, to be followed by a written notice of its decision sent by first class mail to the protester. An appeal from the decision of the district or region committee shall go directly to the Board of Directors. The decision of the Board of Directors shall be final. The appeal must state the decision of the district or region committee and the basis for the request to overrule that decision.

## **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.

In the event an ineligible student is allowed to participate in an interscholastic contest, forfeiture will be automatic. Additionally, the Board of Directors shall determine other penalties as deemed appropriate...

...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**

**Section 4.** When dividing the membership into classes for the purpose of competition, the Board of Directors shall use Average Daily Membership figures based upon the ADM in grades 9, 10 and 11. A copy of the enrollment data will be filed by the member schools, with the Executive Director of the South Dakota High School Activities Association on or before the 1<sup>st</sup> day of December each year.

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](http://www.sdhsaa.com).

## **ACADEMIC ACHIEVEMENT TEAM AWARD FOR HIGH SCHOOL JOURNALISTS**

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. As determined on May 15 or later GPA's, the following publications "teams" are eligible for the award:

- The school newspaper staff (on May 15)
- The school yearbook staff (on May 15)

For additional information about the "Academic Team Awards" refer to the "Academic Achievement Team Award" Section of either the *SDHSAA FINE ARTS HANDBOOK* or the *SDHSAA ATHLETIC HANDBOOK*.

## **NOTE FOR NEW JOURNALISM ADVISORS**

First time high school yearbook and newspaper advisors are urged to contact the High School Press Association Office at SDSU in Brookings. Inform the High School Press Office that you are a new advisor and request information to help orient yourself to the high school journalism activities in South Dakota. You may contact the High School Press Association at the following:

**Telephone: 605-688-6515**

**Mail: High School Press Association**

**Box 2235**

**SDSU**

**Brookings, SD 57007**

## A NOTE ABOUT ENROLLMENT AND SCHOOL CLASSIFICATIONS

The publications contests classify schools based upon their enrollment in grades 9 through 11. The enrollment figures are obtained from the SDHSAA and are based upon each school's Average Daily Membership (ADM). Schools are classified for a two- year time period. Classification time periods will be for the following school years:

2023-24

“AA”: 450 and above

“A”: 90 – 449.999

“B”: 89.999 and below

**NOTE: The *SDHSAA DIRECTORY* listing for each school includes the official grades 9 through 11 ADM enrollment for school.**

## SDHSAA SPONSORED JOURNALISM ACTIVITIES AT A GLANCE

All Journalism activities and contests sponsored by the South Dakota High School Activities Association are open to each SDHSAA member school.

### A. HIGH SCHOOL PRESS CONVENTION

**Date:** October 16, 2023

USD - Vermillion

**Registration deadline – October 1, 2023**

### B. ANNUAL PUBLICATIONS CONTESTS

1. Newspaper Contest  
**Deadline – September 8**
2. Yearbook Contest  
**Deadline – September 8**
3. Newswriting Contest  
**Deadline – September 8**
4. Journalistic Photography Contest  
**Deadline – September 8**

The results from the above contests will be announced during the High School Press Convention.

**NOTE:** Schools should make every effort to pick up their contest entries and awards at the Press Convention.

### C. HIGH SCHOOL PRESS PASSES: Schools must submit their online rosters by the following deadlines:

**1<sup>st</sup> Semester – October 1**

**2<sup>nd</sup> Semester – February 10**

Press passes can be secured for high school journalists when their school has a team competing in a State Athletic Contest. **To request Student Press Passes, access the ONLINE FORM in the Bound Section at [www.SDHSAA.com](http://www.SDHSAA.com).**

### D. JOURNALISM ADVISORY COMMITTEE

The Journalism Advisory Committee will meet once per year to review SDHSAA Journalism policies. Advisors for school publications are welcome to attend.

## ANNUAL PUBLICATIONS

The annual SDHSAA Publications Contest is designed to critique and reward high school newspapers, miscellaneous publications and yearbooks in South Dakota. The contest is structured to fulfill two goals: improving those entered publications in the future and providing recognition of excellence in high school publications.

## ANNUAL CONTEST GUIDELINES

Entries in the Annual Publication Contest are judged on the basis of criteria established by the Journalism Advisory Committee. Sample copies of the contest ballots are available from the SDHSAA “Journalism” Webpage.

### NEWSPAPER AND ONLINE NEWSPAPER CONTEST

- A. SCOPE OF CONTEST:** This contest is limited to school newspapers and news magazines.
- B. SCORING AND RATINGS:** Awards will be based on the following scoring and ratings:
- Superior
  - Excellent
  - Honorable Mention
- C.** The following are types of newspapers accepted for the Newspaper Contest. Newspapers in this category are judged on such criteria as: News and feature coverage, editorials, sports, photography, in depth reporting, column writing, headlines, page design and layout, and advertising, if applicable.
1. **OFFSET NEWSPAPERS:** Papers that are reproduced on an offset printing press but are not a page in the community newspaper.
  2. **ALL SELF-PUBLISHED NEWSPAPERS:** Papers that are reproduced on in-house copiers (i.e. photocopy machines, risographs, etc.).
  3. **PAGE IN THE LOCAL NEWSPAPER:** Papers that are a page or two published in the community newspaper.
  4. **ONLINE NEWSPAPER:** Papers that are published only online will be entered into this category. The judges will review the newspaper site during the judging period.
- D. JUDGES**  
Judges for the Newspaper Contest will be selected by the SDHSAA based on professional expertise in the field of newspaper.
- E. “NEWSPAPER BALLOT”**  
Newspaper entries will be evaluated using the “Newspaper Ballot” which is available on the SDHSAA “Journalism” webpage.
- F. SUBMITTING SCHOOL NEWSPAPERS**  
A newspaper entry must consist of three successive issues. The papers should be mailed flat, all in one package. The SDHSAA cannot store or file individual papers received during the school year. The newspaper selections may be chosen from any edition that follows the previous year’s State Journalism Convention.  
Clearly label the package **CONTEST ENTRY** and address it to:

SDHSAA  
Attn: Brooks Bowman  
804 N. Euclid, Suite 102  
PO Box 1217  
Pierre, SD 57501

### ENTRY DEADLINE: SEPTEMBER 8

**ENTRY FORM:** A copy of the official entry form is found online at [www.sdhsaa.com](http://www.sdhsaa.com) under the Fine Arts Forms section.

### YEARBOOK CONTEST

Entries in this contest are judged on the basis of criteria established by the Journalism Advisory Committee. These criteria include writing, editing, design, layout, advertising, photography, coverage and organization.



#### A. SCORING AND RATINGS

Awards will be based on the following scoring and ratings:

Superior  
Excellent  
Honorable Mention

#### B. JUDGES

Judges for the Yearbook Contest will be selected by the SDHSAA based on professional expertise in the field of annual publications.

#### C. SUBMITTING SCHOOL YEARBOOKS

Yearbooks should be well wrapped and mailed as soon as they are published.

### ENTRY DEADLINE: September 8

Entries must arrive in the SDHSAA office no later than **SEPTEMBER 8**.

All entries should be mailed to:  
**SDHSAA**  
**804 N. Euclid, Suite 102**  
**PO Box 1217**  
**Pierre, SD 57501**

**ENTRY FORM:** A copy of the entry form is found at [www.sdhsaa.com](http://www.sdhsaa.com) under the Fine Arts Forms section.

## WRITING CONTEST RULES AND REGULATIONS

The Writing Contest is a high school writing and journalistic photography contest sponsored annually by the South Dakota High School Activities Association and the South Dakota High School Press Association.

#### A. ENTRY LIMITS FOR SCHOOLS

Each school must observe the “Entry Limitation” that is provided for each contest category.

#### B. SUBMISSION OF ENTRIES

Where appropriate, entries may be either mounted on 8 ½ x 11-inch standard paper and attached to the entry form OR mounted on the back of the entry form. All entry forms are found at [www.sdhsaa.com](http://www.sdhsaa.com) under the Fine Arts Forms section.

#### C. CATEGORIES AND RULES

##### 1. NEWSWRITING: Includes the following categories:

- a) Sports
- b) Editorial
- c) General Newswriting
- d) Feature Story

News clippings which are submitted must either be mounted on 8 ½ by 11-inch standard paper and be attached to the entry form or mounted on the back of the entry form.

**ENTRY FORM:** Use the “Newswriting” entry form, Form JO-3A, to register entries in this category. A copy of the entry form is found at [www.sdhsaa.com](http://www.sdhsaa.com) under the Fine Arts Forms section.

##### ENTRY LIMITATIONS

- a) Each school is allowed to enter **THREE** items in each of the newswriting categories.
- b) A student may submit only **ONE** entry in each of the writing categories.

##### 2. JOURNALISTIC PHOTOGRAPHY: Photos which are entered in the contest should be suitable for reproduction. Photos or clippings of photos along with their outline/caption must be mounted on the back of the entry form.

Includes the following categories:

- a) Photo: School Activities
- b) Photo: Sports
- c) Photo: Non-School Activities

**ENTRY FORM:** Use the “Journalistic Photography” entry form to register entries in this category. A copy of the entry form is found at [www.sdhsaa.com](http://www.sdhsaa.com) under the Fine Arts Forms section. Each photo (or photo grouping) should be submitted with its own entry form.

##### ENTRY LIMITATIONS:

- a) Each school is allowed to enter **THREE** items in each of the photography categories.

- b) A student may submit only **ONE** entry in each of the photography categories.

#### **D. ENTRY INFORMATION**

1. **DEADLINE: SEPTEMBER 8.** All entries must be received by the SDHSAA by September 8.
  2. **PERIOD COVERED:** Schools may only enter material published in their school publications after the previous year's Journalism Convention thru September 8.
- ENTRY FORMS:** The entry forms can be found online at sdhsaa.com under the Fine Arts Forms section.
3. **MAIL ALL ENTRIES TO:**

**SDHSAA  
804 N. Euclid, Suite 102  
PO Box 1217  
Pierre, SD 57501**

**E. ANNOUNCEMENT OF RESULTS:** The results of the Writing Contest will be announced at the Fall Press Convention.

### **JOURNALISM CONTEST RATINGS AND AWARDS**

#### **A. JUDGE RANKINGS**

Judges shall rank publications as: Superior, Excellent, or Honorable Mention.

The "Superior" and "Excellent" award winners selected in each classification will receive certificates.

Rankings will be based on scores from a rubric. The following point system will be used to determine ratings:

	<b>Superior</b>	<b>Excellent</b>	<b>Honorable Mention</b>
<b>Newswriting</b>	50-41	40-29	28 and below
<b>Newspaper</b>	90-73	72-58	57 and below
<b>Journalistic Photography</b>	40-33	32-24	23 and below
<b>Yearbook</b>	80-65	64-47	46 and below

#### **B. "SUPERIOR AWARD"**

1. ***SUPERIOR NEWSPAPER AWARD*** – This award (a plaque) will be presented to the school that receives a Superior rating for its newspaper and whose score is highest in all the Newspaper Contest Divisions. (In case of ties, duplicate awards will be given.)
2. ***SUPERIOR YEARBOOK AWARD*** – This award (a plaque) will be presented to the school that receives a Superior rating for its yearbook and whose score is highest in all the Yearbook Classes. (In case of ties, duplicate awards will be given.)
3. ***SUPERIOR NEWSWRITING AWARD*** - This award (a certificate) will be presented to any entry that receives a Superior rating for its newswriting. The entry whose score is highest in all the Newswriting Classes will receive a plaque. (In case of ties, duplicate awards will be given.)
4. ***SUPERIOR JOURNALISTIC PHOTOGRAPHY AWARD*** - This award (a certificate) will be presented to any entry that receives a Superior rating for its journalistic photography. The entry whose score is highest in all the Journalistic Photography Classes will receive a plaque. (In case of ties, duplicate awards will be given.)

#### **C. "SWEEPSTAKES AWARD"**

This award will be presented to the school that receives a Superior rating in its yearbook, newspaper, newswriting, and journalistic photography, and whose combined scores for all contest events are the highest. (In case of ties, duplicate awards will be made.)

#### **DECISION OF JUDGES IS FINAL**

The decision of the judge or judges shall be final and no protest based upon the judge's ratings will be considered (SDHSAA By-Laws Part V, Sections 1-2).

## SDHSAA POLICY REGARDING HIGH SCHOOL PRESS PASSES FOR STATE ATHLETIC EVENTS

**A. SCHOOL NEWSPAPER & YEARBOOK ROSTERS.** It is the responsibility of each school to submit a roster of their student journalists that are working with their school newspaper and school yearbook.

1. **The roster must be submitted online.**

Go to [www.sdhsaa.com](http://www.sdhsaa.com). The online form is available in the *Bound area*.

2. **The roster must be submitted each semester (even if the students listed do not change).**
3. No High School Press Passes will be issued to a school if the school has not submitted the "Journalism Roster Form" for that semester or for a student not listed on the "Roster Form."

### Roster Submission Deadlines:

**1<sup>st</sup> Semester Activities – October 1**

**2<sup>nd</sup> Semester Activities – February 10**

**B. WHO CAN RECEIVE HIGH SCHOOL PRESS PASSES:**

1. **Bona-fide high school student journalists and photographers** can receive press passes into the SDHSAA State Athletic Event only by their school requesting the passes in advance of the event. **This policy does not apply to** students who record video of the school's games for team evaluation or public access broadcast.
2. **Advisors:** High School Newspaper and Yearbook advisors who supervise their student journalists or take pictures of the athletic competition must submit a **"Request for Adult Floor Pass"** (See the information which follows regarding *"SDHSAA Press/Floor Pass Policy Adult School Representatives at State Athletic Event"*).

**C. PRESS PASS LIMITS:** A school may request one or two student passes for their school newspaper and one or two student passes for their yearbook.

*\*Only one (1) pass will be issued to schools for the State Wrestling Tournament. Schools must decide whether they will request their one allotted pass for either a student or an adult from their journalism department.*

**D. PRESS PASS REQUEST FORM:** All school requests for student press passes must be made on the "Request for Student Press Passes" **online form in the Bound area of the SDHSAA website**. Press passes will only be issued to a student whose name appears on the online journalism roster.

**E. PRESS PASS REQUEST DEADLINE:** Requests for passes must be submitted online no later than 1:00 p.m. (CT) / noon (MT) on the Monday immediately prior to any of the following state events. **Requests cannot be made after the deadline.** If, due to extenuating circumstances, an earlier deadline is necessary, the athletic directors in the schools involved in the State Event will be notified about the earlier deadline.

1. Soccer
2. Cross Country
3. Competitive Cheer & Dance
4. Football Championships
5. Volleyball
6. Girls' Gymnastics
7. Wrestling
8. Girls' Basketball Tournaments
9. Boys' Basketball Tournaments
10. Track & Field

**F. PICKING UP PRESS PASSES:** The press passes that are requested are to be picked up by the student(s) at the media entrance at the state event site.

**G. STATE EVENT PRESS PASS LOCATION:** The location for picking up the press passes will be posted on the SDHSAA. If the "media entrance" is not listed, please call the SDHSAA at 605-224-9261.

The above press pass policy places the responsibility on the school to make advance arrangements for student coverage of an athletic event. If arrangements are not made in advance, the student(s) will be denied press pass admission to the contest and must pay for admission.

## SDHSAA PRESS/FLOOR PASS POLICY FOR ADULT SCHOOL REPRESENTATIVES AT STATE ATHLETIC EVENTS

- A. High school newspaper or yearbook advisors who supervise their student journalists or take pictures of the athletic competition for their school need to secure a “floor pass.”
- B. Some schools have adults that routinely take photographs for their school. In such cases adults representing a school at a state athletic contest (including professional photographers) need to secure a “floor pass.”

### C. ADULT PRESS/FLOOR PASS POLICY

1. **PRESS PASS LIMITS:** A school may request one or two adult floor passes for their school yearbook advisor, and one or two adult floor passes for their school newspaper advisor.
2. **FLOOR PASS REQUEST FORM.** All requests for adult floor passes should be made on the “Request for Adult Floor Pass” **online form in the Bound area of the SDHSAA website**. The request should name the adult needing the floor pass and their affiliation with the school. All names should be approved by the school’s principal, athletic director, or superintendent prior to submission.  
*\*Only one (1) pass will be issued to schools for the State Wrestling Tournament. Schools must decide whether they will request their one allotted pass for either a student or an adult from their journalism department.*
3. **FLOOR PASS REQUEST DEADLINE.** Requests for floor passes must be submitted online no later than 1:00 p.m. (CT) / noon (MT) on the Monday immediately prior to the state athletic event. **Requests cannot be made after the deadline.** If due to extenuating circumstances an earlier deadline is necessary, athletic directors in the schools involved in the State Event will be notified about the earlier deadline.
4. **SECURING THE FLOOR PASS.**
  - a) The individual listed on the request form will pick up their “Floor Pass” at the media entrance to the state event. The location for picking up the floor pass will be listed on the SDHSAA Website (click on “Media” then on the State Tournament Entrances for which the floor pass is requested.) If the “media entrance” is not listed, please call the SDHSAA at 605-224-9261.

## JOURNALISM ADVISORY COMMITTEE REPRESENTATION AREAS

**Committee Membership Criteria:** Membership on the SDHSAA Journalism Advisory Committee is based on one representative per “Representation Area.” Representation areas will include an advisor from Class AA, Class A, Class B, and Native American Schools, as well as an administrative representative.

School publications advisors who have recommendations to improve the SDHSAA Journalism program or have concerns with the program should contact their Area Representative on the Advisory Committee.

## ORGANIZATIONS TO ASSIST HIGH SCHOOL PUBLICATIONS ADVISORS

## **SOUTH DAKOTA HIGH SCHOOL PRESS ASSOCIATION**

The South Dakota High School Press Association was founded in 1922 by Paul Kreiser, then head of the Journalism Department at South Dakota State College. In 1962, after 67 years of service, the organization became the Journalism Division of the South Dakota High School Activities Association. In 1994, the organization returned to its original name, The South Dakota High School Press Association. Throughout the years, the organization has conducted a program for the South Dakota students that staff high school newspapers, yearbooks and other publications.

Every SDHSAA member high school is automatically a member of the High School Press Association.

Policies of SDHSPA are established by an Advisory Committee composed of high school publication advisors appointed by the SDHSAA. SDHSPA programs are under the supervision of the SDHSAA Assistant Executive Director in charge of Fine Arts. A member of the Journalism and Mass Communication staff at South Dakota State University serves as executive secretary of the SDHSPA.

The SDHSPA is involved in numerous projects designed to improve the publications program in South Dakota High Schools. These include:

- A. Sponsor Summer Journalism Institute sessions for high school student journalists in June each year. Professional Journalism instructors from SDSU, South Dakota schools and surrounding states' schools, teach publication basics to students. In addition, special sessions are designed for high school Journalism advisors.
- B. Selecting the All-State staff of writers and photographers. The All-State staff is composed of Summer Journalism Institute students who show a high degree of proficiency in journalism.

### **Contact the High School Press Association at:**

**High School Press Association  
Department of Journalism  
Marina Hendricks  
Box 2235  
SDSU  
Brookings, SD 57007  
Telephone: (605) 688-6515**