



**EXTRA & CO-CURRICULAR
ACTIVITIES HANDBOOK
FOR
LARAMIE COUNTY SCHOOL
DISTRICT #2**

**The LCSD #2 School Board and Administrators reserve the right to
make revisions or corrections throughout the calendar year, as
needed.**

LARAMIE COUNTY SCHOOL DISTRICT #2

Burns Jr. Sr. High School Activities/Athletic Handbook

Pine Bluffs Jr. Sr. High School Activities/Athletic Handbook

I. INTRODUCTION

A. To the parent:

This activity handbook is being presented to you as a result of your student's desire to participate in interscholastic activities through Laramie County School District #2 (LCSD#2) and you have expressed your willingness to permit him or her to participate. Your family's interest in this phase of our school program is gratifying. We, who are concerned with the educational development of students through activities, believe that a properly controlled, well-organized activities program can meet students' needs for self-expression and mental, social, emotional and physical growth. It is our hope to maintain a program that is sound in purpose and will further each students' educational experience.

A student who chooses to participate in activities is voluntarily making a choice of self-discipline. These are the times when we stress good habits. Failure to comply with the rules of training, participation and the code of conduct of LCSD#2 could result in exclusion from activity.

Participation in extra-curricular or co-curricular activities is a privilege, not a right. A minimum requirement of all students for participation is good citizenship. Students are expected to abide by all district, school and program rules, policies and regulations set by the program, school district and the Wyoming High School Activities Association (WHSAA) and to comply with all state and federal laws.

Likewise, we feel that you have committed yourself to certain responsibilities and obligations.

B. To the student participant:

Being involved in LCSD#2 activities is the fulfillment of ambitions for many students. The attainment of this goal carries with it certain responsibilities that must be maintained. A great activities tradition is not built overnight; it takes the hard work of many people over many years. As a member of any activity program in LCSD#2, you have inherited wonderful traditions, which you are challenged to uphold. Each of you will be asked to help build on these traditions, which is to excel to your best and do so with honor. Such traditions are worth the best effort of all concerned.

It will not be easy to contribute to these activity traditions; however, when you wear the colors of your particular school, we assume you not only understand the traditions, but you are willing to assume the responsibilities that go with them.

II. PHILOSOPHY OF ACTIVITIES

LCSD#2 athletic and activities programs should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The athletic and activities programs shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost." It discourages any and all pressures which might tend to neglect good

sportsmanship or positive mental health. Athletic and activities programs must be conducted in such a way as to justify them as educational enhancers.

III. ATHLETIC / ACTIVITIES OBJECTIVES

Our Specific Objectives – The student shall learn:

- A. **To work with others** – In a democratic society, a person must develop self-discipline, respect for authority and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
- B. **To strive for goals** – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- C. **To develop sportsmanship** – To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- D. **To improve** – Continual improvement is essential to good citizenship. As a student you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
- E. **To enjoy athletics and activities** – It is necessary for students to enjoy participation, to acknowledge all the personal rewards to be derived from athletics and activities and to give sufficiently of themselves in order to preserve and improve the program.
- F. **To develop desirable personal health habits** – To be an active, contributing citizen, it is important to obtain a degree of physical fitness through exercise and good health habits.

IV. STUDENT CODE OF CONDUCT

All participants of activities shall abide by a Code of Conduct, which will earn them the honor and respect that participation and competition in the interscholastic programs affords. The community, school, administrators, sponsors and coaches feel strongly that high standards of conduct and citizenship are essential to maintaining a strong program of activities.

As a participant in LCSD#2 activities programs, you are expected to understand that:

- A. Any infractions of rules will have consequences, and examples and explanations will be offered to you. Participants will comply with the standards of the Code of Conduct or they will be subject to disciplinary action, which may include dismissal by the sponsor or coach.
- B. Officials do not lose games, but are there for the purpose of ensuring that both teams receive equal treatment. They deserve courtesy and respect.
- C. Students must plan their time so that sufficient energy is devoted to studies to ensure grades which represent the student's true ability. Students are subject to the school and state's eligibility policies.
- D. Students are subject to the district's attendance policy.
- E. Students will follow the attendance guidelines from their sponsor or coach, which may include no unexcused absences from practices, events, games or meetings.
- F. Students work for the betterment of the school and fellow students.
- G. Students obey the specific rules for each sponsor or coach.
- H. Students directly represent the community, school, district and sponsor/coach and will conduct themselves properly when traveling.
- I. Students must not employ illegal tactics to gain an undeserved advantage.
- J. Students should dress neatly and be well-groomed at all times.

- K. Students will not let employment interfere with practices, events, games or meetings.
- L. Sponsors, coaches and administrators have the best interest of the participants in mind as they conduct, operate or complete activity programs.
- M. Proper rest, diet and exercise is very important.
- N. Once a person enrolls in an activity, he or she has the obligation to the other participants and their sponsors/coaches to be there and do his or her best throughout the entire session, season or activity time.
- O. All equipment that is released to the participant will be returned after the activity is completed, in good condition, as indicated by the sponsor/coach. All items not returned will result in one of the following consequences: assessment or fine for the missing or damaged equipment, holding graduation certification until the matter is cleared up or taking the participant to small claims court.

Each sponsor or coach will inform the participant of the consequences of breaking the Code of Conduct.

Each sponsor or coach should inform student participants in writing of additional rules and procedures.

V. PARENT CODE OF CONDUCT

Title 6, Article 3, of the Wyoming State Statutes outlines what individuals may or may not do when they are within governmental facilities. According to the laws of the State of Wyoming, school and school properties are considered to be governmental facilities. It is therefore noted that all parents, students, teachers, administrators and community members are to follow the statutes as they are provided below.

- A. **6 - 6 - 302.** Obstructive or disruptive conduct within governmental facilities prohibited.
 - 1. No person, acting either singly or in concert with others, shall go into or upon facilities owned by, or under the control of, a governing body and obstruct or disrupt, by force, violence or other conduct which is in fact obstructive or disruptive, the activities conducted therein or thereon or the uses made thereof under the authority of the governing body. Obstructive or disruptive activities include restricting lawful:
 - a. Freedom of movement on or within a facility;
 - b. And designated use of a facility;
 - c. Ingress or egress on or within a facility.
- B. **6 - 6 - 303.** Refusing to desist or remove oneself from facilities.
 - 1. No person within or upon the facilities of a governing body shall refuse to desist from a course of conduct or to remove himself from the facilities upon request by an authorized representative of the governing body, after having been notified that the conduct or the presence of the person is contrary to or in violation of established policies, rules or regulations of the governing body which are reasonably related to the furtherance of the lawful purposes of the governing body and incident to the maintenance or orderly and efficient rules of its facilities for the purpose for which acquired or designated.
- C. **6 - 6 - 305.** Penalties for violations of article.
 - 1. Any person violating any provision of W.S. 6 - 6 - 301 through 6 - 6 - 307 is guilty of a misdemeanor, and, upon conviction thereof, shall be punished by a fine of not more than seven hundred fifty dollars (\$750.00), or by imprisonment in the county jail for a period not to exceed sixty (60) days, or both.

VI. PARENT - SPONSOR / COACH COMMUNICATIONS

Possibly the most important ingredient to achieve the outcomes we desire is to ensure that lines of communication are developed to allow for free and easy resolution of questions. As a parent you have the right to know what the expectations are that are being placed upon your son or daughter. This section of the handbook is designed to spell out all levels of communication so that parents, sponsors, coaches and participants are aware of the steps they have available in resolving anything they think might become an issue.

Both the parents and the sponsor/coach share a commitment to bring out the best in the student participant. The most beneficial environment in which a young person can improve occurs when the parent and the sponsor/coach establish a partnership based on understanding the responsibility of each other. The parent has the right to expect clear communications from the sponsor or coach. Likewise, the sponsor or coach will best function with prompt and sincere notice of family concerns. The student participant will benefit from the unified relationship of the parent and sponsor/coach.

Communication you should expect from your child's sponsor or coach:

- A. Philosophy of the sponsor or coach.
- B. Expectations the sponsor or coach has for your child.
- C. Extracurricular or co-curricular participation policies and eligibility requirements.
- D. Locations and times of all practices, rehearsals and contests or events.
- E. Changes in schedules, practices or rehearsals.
- F. Team or group requirements i.e.: fees, special equipment, off-season conditioning or camps.
- G. Participant conduct codes and discipline that result in the denial of your child's participation.
- H. Requirements to earn notice of completion or a school letter in the activity.
- I. Procedure if your child should be injured during participation.
- J. Repercussions for lost, damaged or outstanding equipment at the end of the activity.

Communication sponsors and coaches should expect from parents:

- A. Express concerns directly to the sponsor or coach.
- B. Notification of any schedule conflicts well in advance.
- C. Specific concerns in regard to a sponsor or coaches' philosophy or expectations.
- D. Injuries to student participants.

Appropriate concerns to discuss with the sponsor or coach:

- A. While involved in the activity programs in LCSD#2, your child will experience some of the most rewarding moments of his or her life. There will always be moments when events do not go the way the parent or student would prefer. At those times, timely and respectful discussion with the sponsor or coach would most likely bring about a clear understanding of each person's position and a positive resolution of differences.

Topics that might be included in an appropriate discussion might include:

- A. The treatment of your child, mentally and physically.
- B. Ways to help your child improve.
- C. Concerns about your child's behavior.

Inappropriate issues to discuss with the sponsor or coach:

- A. It is very difficult to accept that your child is not playing or participating as much as you had hoped. Sponsors and coaches are professionals. They make decision based on what they believe to be the best for all of the students involved. As you can see from the above list, concerns can be and should be discussed. However, other issues, such as the following subject, must be left to the discretion of the sponsor or coach.

The following list includes topics that will not be discussed with parents:

- A. Role selection in an activity and playing time.

- B. Team strategy.
- C. Play calling, role assignment.
- D. Matters concerning other student participants.
- E. Practice or rehearsal format.

Procedure to follow to discuss a concern with a sponsor or coach:

There are situations that may require a conference between the sponsor/coach and the parent. These are to be encouraged. It is important that both parties have a clear understanding of the other’s position. When these conferences are necessary, the following procedure should be followed to help promote a positive resolution to the issue of concern.

- A. Call to set up an appointment. Please be aware of the school hours across the district.
- B. The schools have individual phone numbers. Please check the website to review the number.
- C. If the sponsor or coach cannot be reached within 24 hours please call: Mr. Will Gray, Activities Director for Pine Bluffs Jr./Sr. High School at 245-4000 OR Mr. Barry Ward, Activities Director for Burns Jr./Sr. High School at 245-4100. These individuals can help with any appointment arrangements.
- D. If the parent – sponsor/coach meeting does not reach a satisfactory resolution, call to make an appointment with the appropriate Athletic Director. The parent/guardian, sponsor/coach and Athletic Director will discuss the concern. A final resolution will be made.
- E. Please do not attempt to confront a sponsor or coach before or after a contest, rehearsal, practice or meeting. These can be emotional times for both the parents and the sponsor/coach.

VII. CHAIN OF COMMAND

LCSD#2 asks that you observe the following chain of command when pursuing any concerns you may have regarding activity programs:

- A. Assistant Sponsor/Coach (If the concern is with an Assistant Sponsor/Coach)
- B. Head Sponsor or Head coach
- C. Activity Director (one at each Jr./Sr. High School)
- D. Building Principal (one at each Jr./Sr. High School)
- E. Superintendent
- F. Board of Trustees

The solution for misunderstanding, concern and questioning is communication between those involved. Negative approaches to a problem do nothing but make it more difficult to solve. Participants, parents, sponsors, coaches and administrators of LCSD#2 should work together in an atmosphere of mutual trust, fostered by open communication.

VIII. SELECTION OF TEAMS

In some activities we are forced to hold tryouts and select those participants that have a higher level of skills. We do this because of space, time and coaching personnel. We have determined that we can only give quality educational experiences in the activity to a certain number. The sponsors or coaches will have the final say in who makes a performing group, a travel team, a team in the general scope, or travel activity of any type and who does not.

All sponsors and coaches are required to complete a process that allows all participants to receive an equal opportunity to qualify if tryouts are held and notice that tryouts are in process. A strict application of expectations should be evident when this procedure is required. The process should be documented and self-determining for sponsors, coaches, participants and parents.

IX. POLICIES AND REGULATIONS

LCSD#2 is a member of the Wyoming High School Activities Association (WHSAA) which is a voluntary organization of public and private schools of Wyoming organized for the purpose of promoting and regulating the competition between schools in what is generally known as extra-curricular and, in some instances, co-curricular activities.

The high schools within the boundaries of LCSD#2 are subject to and governed in part by the rules and regulations for extra and co-curricular activities of the WHSAA, which rules and regulations are incorporated into and made a part of this policy by this reference. These rules and regulations include, but are not limited to, such subjects as eligibility, entry fees, awards, seasons, practices, summer activities, out-of-state contests, statewide contests, physical examination, participation on non-high school teams in non-high school competition, all-star competition, amateur rules, assumed names, prohibited activities, playing rules, equal opportunity for participation and sports and activities sponsored by the WHSAA.

These rules and regulation are available for inspection in the office of the schools Activity Director. WHSAA has a due process appeal procedure for alleged violations of their rules and regulations which will be followed by LCSD#2. Refer to WHSAA Handbook, page 10.

LCSD#2 supports and follows the rules and regulations set up by the WHSAA; however, the district also believes that we need to strengthen some areas in order for students to participate in activities at Burns Jr./Sr. High School and at Pine Bluffs Jr./Sr. High School.

X. WHSAA RULES OF ELIGIBILITY

The following rules of eligibility apply to boys and girls in all activities. Specific rules for various activities may be found in sections of the WHSAA Handbook to which they apply. The rules of eligibility have been developed gradually over a period of years.

These eligibility rules are minimum requirements and members may establish any additional rules as they see fit. Except for the eligibility rules in regard to age and to the number of semesters in high school, the WHSAA Board of Control has the authority to set aside any eligibility rule when, in its opinion, the rule fails to accomplish the purpose for which it is intended. Furthermore, the board has the same authority in cases which a rule causes undue hardship.

These rules are WHSAA minimum requirements. WHSAA member schools may establish additional rules. For a complete copy of these rules, please see your principal or activities director or view them on the WHSAA web site at whsaa.org.

A student:

- A. Must have passed at least five solid subjects in the immediately preceding semester, must be passing five solid subjects currently, and must be enrolled in at least 20 weekly hours of course work. Special education students must be meeting the IEP goals set for them.
- B. Must be under twenty years of age on August 1 for fall sports, November 1 for winter sports and March 1 for spring sports.
- C. Must have been in residence at the school he or she is representing for one year from date of enrollment unless:
 1. Entering 9th grade for first time
 2. Transferring into a school due to a move on the part of parent or legal guardian of twelve months
 3. Assigned to a foster home by court order

- 4. Transferring from a school which has been discontinued or consolidated
- 5. Student did not compete in the same activity which is being participated in at varsity level at new school during twelve months prior to enrollment at new school
- D. Must not have changed schools due to influence by any person(s) or promises of preferential treatment
- E. Must not have been in attendance for more than four Fall or four Spring semesters, for a total of eight semesters, which will be counted consecutively after the student enters the ninth grade.
- F. Must have had a physical examination prior to the first practice, but not before May 1 of this year
- G. Must have practiced for the required number of days dependent upon the sport (Check with the Principal)
- H. Must not participate with an independent team while a member of a high school competing squad in the same sport or activity during the same season.
- I. Must not have received any awards with a value greater than \$250 or any cash as the result of athletic involvement. Golf will follow the USGA rule.
- J. Must be an amateur – one who has never used, and is not now using, athletic skill for monetary gain.
- K. Must not have participated in athletics with any college or university group.

XI. LCSD#2 RULES OF ELIGIBILITY

Participation and Attendance

All sponsors, coaches and administrators in LCSD#2 recognize the importance of participation in regularly scheduled classes. Activities participants are expected to attend all regularly scheduled classes on days when activities are scheduled. They are also expected to attend regularly scheduled classes on days prior to scheduled activities. However, circumstances sometimes arise that make it impossible to attend all, or part, of the classes prior to and on the days of scheduled events. When this occurs, all attempts should be made to give prior notice to the head sponsor or head coach, the activity director at your school or the building principal at your school.

Parental Acknowledgment of Activities Policies

Upon entering the high school or junior high school, the participant trying out for an activity will be presented with this handbook containing all the information needed for participating in activities for LCSD#2. All appropriate forms must be signed by the student and the parent and returned to the sponsor or coach in recognition of reading and understanding the policies of the activities department and directed by the school district. Furthermore, signing the acknowledgement indicates a willingness of both participant and parent to abide by the rules and regulations set forth in this handbook.

Eligibility Requirements

LCSD#2, Burns Jr./Sr. High School and Pine Bluffs Jr./Sr. High School recognize the importance of maintaining a standard of academic success. Being a member of an athletic team or group, an extra-curricular organization, a club, or any other activity offered at the junior high or high school level is recognized as a privilege, not a right.

Each student must meet the eligibility requirements of the Board of Trustees and the WHSAA rules and regulations to be eligible to participate in school and extra-curricular activities. School activities are any activity in which the student is a participant, is sponsored by the WHSAA, and/or is considered to be extra-curricular (not an extension of the regular classroom). Local, noncompetitive extensions of classroom curriculum and awards programs are exempt from these regulations.

Therefore, students participating in all activities in LCSD#2 will be held to the following eligibility requirements:

- A. All students in LCSD#2 must be **eligible** in order to participate in activities.
- B. The eligibility “cut-off” is 69%. If a student has a 69% (or lower) average in any class, they are mandated to

- attend "Friday School" to correct this deficiency.
- C. An initial eligibility list will be run at 10:00 am on Tuesday of each week. Students will be notified of their ineligibility.
 - D. In order to give students the opportunity to participate during each week, they have until NOON on Thursday to correct their deficiency, removed from the list for Friday school and become eligible to participate.
 - E. They must still attend Friday school if they have NOT corrected their grade deficiency by Thursday at noon; however, they can participate if the deficiency is corrected during Friday school.
 - F. "Friday School" will be held from 8:00 am until 10:00 am.

Students declared ineligible may attend practices but not compete in games, matches or activities until they are declared eligible. Ineligible students may not travel with the group unless approved by the principal and it is after school hours. Ineligible students will be allowed release time from practices to fulfill their obligation to seek extra help from their instructors.

Students who are removed from class by the principal for disciplinary reasons and/or are suspended from school will not be allowed to practice or participate in any activity during the days on which they are removed from the class or in suspension.

Students are not eligible to participate in any activity if they have been absent from school the day of the activity. Absent shall mean an absence that has not been approved by the principal. To be counted in attendance students must be in school by the first period following lunch or one (1) period prior to bus departure for away contests, whichever is earlier.

XII. TRAVEL GUIDELINES

Whenever possible and practical, teams, groups and performers will travel to and from an activity on the same day. When lodging is required, suitable arrangements will be made for the traveling activity group through the Activity Director's office. Lodging should be at the lowest possible rate for acceptable accommodations.

LCSD#2 will determine any costs associated with student extracurricular and interscholastic athletics travel. The sponsors, coaches, director will notify student participants when they are responsible for any costs associated with this travel.

Return Times for Travel

Every effort should be made for all activity groups to be home from away events by 1:30 a.m. following the event. Activities Directors should make a qualified attempt to schedule events so that this return home time is a feasible request.

- A. Sponsors, coaches and drivers should make every effort to ensure that all groups and teams are back in Burns or Pine Bluffs by the 1:30 a.m. return time. If a team or a group has been eliminated from a competition, the sponsor or coach must determine times to make sure this time can be reached before deciding to stay for other groups' competitions.
- B. Teams should not stop to eat or get snacks if it is evident that this action will prevent the bus from being home by 1:30 a.m.
- C. Sponsors and coaches should notify all participants that they should bring enough food for the entire trip if time does not allow the bus to stop. In addition, sponsors and coaches will demand that participants for the activity dress appropriately for the weather conditions that may be evident on Wyoming highways and roadways.

XIII. PRACTICE

- A. Sponsors and coaches are not to plan practice during any teacher's orientation or workshop activities unless arrangements are made with the building principal to hold these activities after the requirements of the district have been reached.
- B. Practice times will be set by individual sponsors or coaches. Although morning practices will typically be avoided, it may be necessary to have morning practices due to a lack of facility space.
- C. Practice on Sundays is strictly prohibited. All practices and rehearsals on Wednesdays should be completed By 6:00 p.m. Scheduling events on Wednesdays should be avoided if possible. Practices on days when the school district is not in session must be clearly communicated to parents.
 - 1. If students are going to miss practice, parents must make the request at least 24 hours in advance of the practice date. Special considerations will be given for emergencies.
 - 2. All coaches and sponsors should seriously consider the needs of the request prior to making a decision regarding a student's participation eligibility.
- D. Sponsors and coaches are to remain in the building until all students on the team or members of the group have left the building or the school grounds. Do not, under any circumstances, leave students unattended in the building. To avoid any problems, sponsors and coaches should develop accurate practice and event schedules and encourage all parents to assist by collecting their children at these scheduled times.
- E. Sponsors and coaches are to adhere to the practice schedule. Activities should begin and end as regularly scheduled unless unforeseen circumstances occur and the schedule must be changed at which time participants will be notified as soon as possible.
- F. Practices should remain open. The only exceptions will be when observers become a distraction or to prevent unfair advantages. A coach/sponsor may request a closed practice if such permission is gained from the athletic director and/or the building administrator.

XIV. SCHEDULING

Schedules for all interscholastic activities, contests or events for each individual school are to be arranged by the Athletic Director or the building administrator. This will be accomplished by working with the sponsor or coach of a particular activity and with the approval of the principal and the superintendent. The Athletic Director has the authority to develop schedules for WHSAA sanctioned activities that are in the best interest of the district. This needs to be done while considering the preservation of academic seat time, limited travel and maximizing safety.

XV. UNSPORTSMANLIKE CONDUCT

It is very important that all people involved in activities provided by LCSD#2 promote good sportsmanship and promote the good in activities. This includes the participants, the athletes, the sponsors, the coaches, the booster clubs, the student body and the spectators. It is vital that all involved promote a positive atmosphere at all activity endeavors.

- A. **Coaches**
 - 1. It is the responsibility of all sponsors/coaches to promote good sportsmanship at all activity events. Sponsors and Coaches are the most important influence toward a strong positive atmosphere at all activities. Sponsors/Coaches in LCSD#2 will adhere to the Sponsors'/Coaches' Code of Conduct when promoting good sportsmanship. Sponsors/Coaches who are ejected from an event because of unsportsmanlike conduct shall be subject to suspension according to the WHSAA Handbook.
- B. **Participant/ Players**
 - 1. The responsibility of the participant/players for sportsmanship is second in importance only to the sponsor or coach. Because players are admired and respected, they exert a great deal of influence over the actions and behaviors of spectators. Desirable behavior for participant/players would be as follows.
 - a. Treat opponents with the respect that is due them as guests and fellow human beings.

- b. Shake hands with opponents, or wish them good luck, before and after the contest or judged event, when possible.
- c. Exercise self-control at all times, accepting decisions and abiding by them.
- d. Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
- e. Do not communicate with the officials regarding the clarification of a ruling. This is the captain's responsibility.

Any participant who has been disqualified from an activity, game, contest, competition or tournament for committing an unsportsmanlike act shall be disqualified for the remainder of that game, contest or tournament. In addition, the participant will be ineligible for the next six (6) consecutive school days, exclusive of vacations or open weeks, at any level – junior high, freshman, junior varsity or varsity. The participant who has been disqualified must miss at least one contest, but no more than two contests, at the level in which the penalty was administered, as well as all other contests at any level until the suspension has been served. Unsportsmanlike acts either prior to, or following a contest, will result in a similar penalty. Any participant made ineligible will have to complete the WHSAA Good Standing Buy Back Program before the athlete will be able to return to full eligibility.

- A. Should a participant be ejected or removed from more than one contest or activity during any one school year, that participant's suspension, as described in Rule 3.5.2 (WHSAA Handbook), shall be doubled for each additional ejection (Rule 3.5.3).
- B. Unsportsmanlike conduct by coaches, the student body, and/or spectator(s) may also cause the offending school to be warned and/or placed on probation for the first offense. The second offense may cause probation and/or suspension for a one-year period (Rule 3.5.4).
- C. Any player who physically assaults a referee, judge or other official in connection with an association contest or event shall immediately become ineligible for further interscholastic competition. It shall be the responsibility of the activities director or principal of the school hosting the event to notify the WHSAA commissioner as soon as possible. The official, judge or individual involved must report the incident to the WHSAA office within three days of its occurrence. Additionally, any player who assaults any referee, judge, coach, sponsor or athlete will be subject to school discipline which may include suspension or expulsion from school.
- D. The sponsor, the coach, the activities director and the principal of the student involved are responsible for keeping that student from further interscholastic participation pending a ruling by the WHSAA commissioner. The commissioner shall have the power to suspend the violating participant from further interscholastic competition for a period not to exceed one calendar year from the same calendar week of the infraction. Should an infraction occur during a culminating event, the commissioner may withhold the student from the entire corresponding event in the succeeding school year (Rule 3.5.7).

XVI. TRANSPORTATION

All students who participate in out-of-town activities are expected to travel to and from the event on school provided transportation in order to participate in the event. However, circumstances may arise that do not allow a student to ride the school provided transportation. When this occurs, parents or guardians are to submit in advance a written request to receive permission for a change in this procedure. If possible, these requests are to be submitted at least 24 hours in advance of the activity or event. If the situation prevents advance notice, then parents must notify the coach/sponsor as soon as possible. The coach/sponsor will contact the athletic director and the building principal. Approval for this transportation method must be received prior to the student being allowed to participate in the activity. No participant will be released to anyone except parents or legal guardians unless advance written notice is filed in the activity office at the high school 24 hours prior to the activity. Parents may request that they provide home transportation for their student participant, providing they accompany the verbal request with a written note. Coaches/sponsors may deny the request if they have activity issues to go over with the team or the group.

If a student misses the bus and drives, or is driven by someone else, to the event or activity, his or her participation shall be reviewed by the athletic director and the building administrator. The final decision for participation will be that of the building administrator, but the decision may be relayed by the athletic director.

Parents and guardians may request permission to transport their child to an event; however, the decision to allow this to happen lies with the building administrator. Students will only be allowed to be transported by persons that have been given permission by parents or legal guardians. Advance written permission requests must be on file in the activity office. Permission to be transported by anyone other than parents or legal guardians must be submitted at least 24 hours prior to the activity or event.

Parents and guardians may request permission to transport their child from an event. Sponsors and coaches must have written permission (all requests should be made in advance when possible) and will not release any participant to anyone other than parents or legal guardians unless advance written requests are on file in the activities director's office. Permission for anyone other than parents or legal guardians to transport students from an event must be on file in the activity office at least 24 hours prior to the activity. Students may not leave an event site, game area (including motels, restaurant, etc.) unless he or she leaves with his or her parents or legal guardians.

This procedure is to provide a means to help families when circumstances arise that preclude a student from traveling to or from an activity or event on school provided transportation. Only responsible adults should be considered when requests for alternative transportation are submitted.

The final decision for approval of requests for alternative transportation lies with the building administrators.

XVII. TRAVELING SQUADS

Traveling squads will be made up of team or group members that qualify for the activity to travel. Managers, trainers and other coaches should be considered as part of the travel squad. It is the responsibility of the sponsor or head coach to determine their travel squad list. All students or all coaches are not required to travel to all events and this determination should come from the head sponsor or coach. A travel list will be submitted to the activities director and to the principal for distribution and checks for eligibility.

XVIII. CANCELLATION OF EVENTS

If a team, squad or group travels out-of-town and the event or activity cannot be held for some reason and the event has no effect on the Conference Championship or another type of placing value, the event shall not be rescheduled. If the event or activity affects the Conference Championship or may prevent a participant from further competition, every effort will be made to reschedule the event. Track and wrestling activities may provide additional opportunities for qualifying times or matches and these must be considered prior to rescheduling an event.

XIX. UNAUTHORIZED PERSONS TO BE EXCLUDED FROM DESIGNATED AREAS

Only those designated by the school administration to act as officials, or have specific assignments at activity practices or contests, are to have access to busses, dressing rooms, training rooms and any other designated activity room or playing area. It shall be the responsibility of the sponsor, coach, school employee in charge of the practice, event or contest to exclude unauthorized persons from areas so designated.

XX. FACILITY SUPERVISION (Locker Rooms, Dressing Rooms, Practice Facilities, etc.)

Supervision of participants' conduct and care of facilities being used, such as locker rooms, dressing rooms or

practice rooms, is the sponsor's or coach's responsibility. Supervision of these facilities, before, during and after practice, contests, or events is required by all sponsors and coaches. Do not leave students unattended after practice or games. When all participants have left an area, the supervising personnel may leave the area.

Check the activity area and other parts of the building to see that all lights are turned off and all doors are secured after practices, including locker room doors.

XXI. LETTERING

The head sponsor or head coach of each activity will decide his or her lettering criteria. Each secondary principal shall have on file the procedures for lettering in an activity at the school. This information must be provided to parents in the preseason expectations letter.

XXII. LCSD#2 TRAINING AND DISCIPLINE RULES

These rules apply throughout the school year to all activity participants, including those portions of the school year when the student is not actively participating in an activity. In addition, if a student participates in any WHSAA sanctioned event, school sponsored summer activity or travel to a national event, these rules will continue to be in force for the calendar year.

Great activities programs are developed through hard work, good attitudes, good training and a lot of heart and desire. Our success will depend greatly on every individual adhering to the rules and guidelines set up by LCSD#2. Below are some of the most common questionable behaviors. Please see policy JFC, Student Discipline Procedures and Matrix, for a more thorough listing.

A. Minor Offenses (examples)

| | |
|--|-----------------------|
| Curfew Violations | Dress Code Violations |
| Classroom Problems | Abusive Language |
| Misconduct on Trips | Unexcused Absences |
| Infractions of the Student Code of Conduct | |

B. Major Offenses (examples)

| | |
|--|--|
| Use, possession or distribution of illegal drugs | Bullying or Hazing |
| Use, possession or distribution of any tobacco products | Abuse of prescription drugs |
| Use, possession or distribution of alcohol | Abuse of over-the-counter-drugs |
| Use, possession or distribution of e-cigarettes, Juuls, vapes, etc. | Criminal Conduct |
| Harassment – sexual, verbal, video, electronic | Fighting |
| Grossly inappropriate use or displays on social media | Vandalism |
| Inappropriate displays of affection on school trips | Students are not allowed to enter the rooms of the opposite sex or engage in any type of sexual activity on school trips |

- C. These lists are not all-inclusive. Each violation of student conduct will be judged individually, according to the specific circumstances and by the severity of the specific situation.

As set forth above, these examples of minor offenses and major offenses are not an all-inclusive list. The principal reserves the right, in his or her sole discretion, to determine whether other misconduct not listed above should be treated as a minor or major offense. The principal also reserves the right to determine when an example for a minor offense has moved into the major offense category by crossing into criminal conduct descriptions.

Sponsors, coaches and administrators recognize the importance of stringent rules regarding all the examples presented. As a member of activity groups, athletic teams, clubs, and organizations in LCSD#2, all participants are

expected to adhere to a strict code of compliance and training rules. Participants will be required to sign a code of conduct pledge prior to the start of the school year or all specific sport seasons. Failure to sign and return the Pledge of Conduct will prevent the participant from participating as a member of the team or the group.

CONSEQUENCES FOR INFRACTIONS OF MAJOR OFFENSES

A. General Statement of Regulation

The privilege to participate in extracurricular activities and interscholastic athletics is reserved for those students who are making satisfactory progress in their academic subjects, as determined by the district guidelines, and who are obeying all applicable policies, procedures and practices of LCSD#2.

B. Definitions

1. "Activity Days" means any day in which a meeting, practice session or event is held for the activity in which the student is participating or will participate in, beginning the next scheduled activity day and continuing in a non-consecutive sequence to a specified number.
2. Assistance Program means any program that is accepted as providing services of cessation or counseling for the student with a goal of educating that using illegal substances is not a societal option for participation.
3. Community Service Project means a program that is accepted to provide services to members of the community/ies that is completed for the service of an individual or group with no monetary compensation in return.

C. Penalties

1. **Minor Offenses - The following disciplinary actions are provided as action for each single event.**
 - a. A student, who, in a first offense, violates a section of the minor offenses as noted above, or in the Student discipline matrix, shall be subject to discipline by the Head Coach, Chaperone, or sponsor of the activity in which they are participating, the athletic director, and by the building principal. The activity leader, athletic director, and the principal will do due diligence to investigate all reports. There are variety of disciplinary actions that can be used while still staying within the boundaries of common courtesy toward the individual(s). All decisions on minor violations will be final, providing they comply with the directives as provided.
2. **Major Offenses - The following disciplinary actions are cumulative grades 9-12.**
 - a. A student, who, in a first offense, violates a section of the major offenses as noted above, or in the student discipline matrix, shall be ineligible to participate in all extracurricular activities and interscholastic athletics for ten (10) activity days or 2 events, whichever is greater. Students declared ineligible under this provision may continue to attend regularly scheduled meetings or practices, but may not participate in performances, contests, field trips, special events, or functions deemed by the building principal or designee to be subject to this provision.
 - b. A student, who, in a second offense, violates a section of the major offenses as noted above, or in the student discipline matrix, shall be ineligible to participate in all extracurricular activities and interscholastic athletics for the remainder of the current season or 6 events, whichever is greater. students declared ineligible under this provision may attend regularly scheduled meetings or practices, but may not participate in performances, contests, field trips, special events or functions deemed by the building principal or designee to be subject to this provision.
 - c. A student who, in a third offense, violates a section of the major offenses as noted above, or in The student discipline matrix, shall be ineligible to participate in all extracurricular activities and interscholastic athletics for one (1) calendar year. Students declared ineligible under this provision may not attend regularly scheduled meetings or practices and may not participate in performances, contests, field trips, special events or functions deemed by the building principal or designee to be subject to this provision. It is also required that to return to extracurricular activities, the student must agree to participate in both an Assistance Program as well as a Community Service Program. The successful completion of a specifically designated Assistance Program as defined by the district will provide documentation that the individual participated and

completed any required activities that were assigned by the professional in charge of the program (Doctors, Counselors, or Therapists). By participating in a community service project, the participant will follow the directions of the lead individuals of the agency involved. The program will be directed by the athletic director and the building principal. These individuals will develop community service projects with any agency that may have a need of assistance. The athletic director and principal will be accountable for making sure the agency has a legitimate service need. Consent to participate in the Assistance Program or Community Service Program shall be obtained from the student's parent or legal guardian if the student is a minor. Any costs associated with an Assistance Program or a Community Service Program will be the responsibility of the participant or their parents.

- d. A student who, in a fourth offense, violates a section of the major offenses as noted above, or in the student discipline matrix, shall be ineligible to participate in all extracurricular activities and interscholastic athletics for one (1) calendar year. If the student participant wishes to return to extra-curricular activities all applicable rules as stated for a third violation must be followed.

XXIII: GENERAL

When an offense occurs at an activity, the coach or sponsor shall have the discretion to determine whether or not to immediately remove the participant from the group or team. If the incident occurs out of town, the coach or sponsor may elect to notify the parent/guardian and request that they immediately come and pick up their student. Any infraction which includes a violation of the law will result in proper authorities being called, as well as the parents being informed. Coaches and sponsors should contact the activity director and the building principal before taking any action to remove a student or contact law enforcement. Coaches shall all have the leeway to add additional team rules such as curfews, etc., which are applicable to their activity. All such rules should be set out in writing and shared with the activity participants and their parents in advance of the activity. Any violation of the team or group rules, if it constitutes a major offense, will be treated as set forth in the training and discipline rules for student activities. Any violation which constitutes a minor offense will be treated as set forth in the training and discipline rules for student activities. The coach or sponsor shall have the authority to impose lesser penalties for violations of team rules that do not constitute a minor offense. Any coach or sponsor shall have the right to impose additional training or practice requirements on participants who violate the student activity training and discipline rules as a condition for participating in games and/or performances.

XXIV. INSURANCE FOR INTERSCHOLASTIC ACTIVITIES

Laramie County School District #2 requires all participants of athletic events to have full insurance coverage before they participate in activities. The district also encourages all activity participants to have full insurance coverage before they participate in other activities.

Catastrophic Insurance – The district participates in a catastrophic insurance program with the WHSAA.

XXV. INJURIES TO PARTICIPANTS AND EMERGENCY INFORMATION

Each student must have a signed Emergency Medical Release Form on file before they will be allowed to practice or participate in an activity.

- A. Sponsors and coaches are to make sure students have a signed form on file.
- B. Sponsors and coaches are to have the completed forms readily available for emergencies at practice or at events.
- C. Sponsors and coaches are to have these forms on all activity trips.
- D. In case of an emergency, make every attempt to contact the parent before using the Emergency Medical Release form.

Injured participants may be released to their parents after all other requirements and duties of the coach or sponsor have been reached.

Information to Students and Parents Regarding Head Injuries and Related Restrictions on Participation in Athletic Activities, as cited by policy JJIF-R, will be provided.

At the beginning of each academic year, each junior high / high school within the district shall provide to a student athlete and the student athlete's parent or guardian, a form with information pertaining to concussion and other head injury. The school district shall receive signatures on the form from the student athlete and the student athlete's parent or guardian before permitting the student to begin participating in youth athletic activities for that academic year. This form may be combined with other consent to participate forms utilized by the school, or in connection with registration forms, at the discretion of the school/athletic administrator.

XXVI. COACHING ENDORSEMENTS

All athletic coaches will hold an endorsement from the Professional Teaching Standards Board. This requirement will include all volunteer coaches that are **allowed** to be on the field of play or on the courts of any activity and are recognized by the Head Coach and the Board of Trustees as volunteer coaches.

Certain activities request parent assistance. In that event, the parents will need to comply and have a background check completed prior to the activity travel. These volunteer opportunities may not require a certification or endorsement from the state of Wyoming.

XXVII. NONDISCRIMINATION STATEMENT

Laramie County School District Number Two hereby notifies all of its employees, students and potential employees that it complies with the laws enforced by the Office of Civil Rights, including:

Title II of the American with Disability Act of 1990 which prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment.

Title IV of the Civil Rights Act of 1964 which protects people from discrimination on the basis of race, color, national origin and gender.

Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex;

Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap (disability) and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age.

All employees, students, and potential employees have the right to equal admission, access and treatment of employment in its educational programs and activities.

Inquiries concerning Title II, Title IV, Title IX, Section 504 and the Age Discrimination Act may be referred to the district's Superintendent of School or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-9950 or phone (307) 777-6218. Inquiries may also be referred to the U.S. Department of Education, Office of Civil Rights, Region VII, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582 or phone (303) 844-5695 or (303) 844-3417. This publication will be provided in alternative format upon request.



**LARAMIE COUNTY
SCHOOL DISTRICT 2**
Students First

PLEDGE OF CONDUCT

I understand and acknowledge that it is my obligation and responsibility to be familiar with the attendance, grade and other requirements of the Wyoming High School Activities Association for participation in Wyoming High School Activities Association events. I also understand that LCSD#2 has set forth training and discipline rules in the activities handbook. The handbook sets forth examples of various minor and major offenses that will result in disciplinary action relating to participation in activities. I have reviewed and understand the training and discipline rules set forth in the handbook. I further understand that each individual coach or sponsor may adopt additional rules for participating in individual activities. I acknowledge that it is my responsibility to be familiar with any additional rules from the coach/sponsor and to discuss with the coach/sponsor or the athletic director any rules that I have questions about or do not understand. I understand that these rules will apply at all times throughout the school year, including those times during the school year that I am not actively participating in activities. In addition, if I participate in any WHSAA sanctioned events, school sponsored summer activities or travel to a national event, these rules will continue to be in force for the calendar year.

I realize and accept the consequences for not adhering to this pledge.

Please sign and return to the sponsor or coach by the First Contest, Trip, or Activity.
(Must be signed and returned before being allowed to participate in any activity.)

I/We understand and fully agree to the above pledge. I/We agree to the consequences if this pledge is broken.

Date: _____

Student's Signature _____

Parent/Guardian's Signature _____

Coach's Signature _____

Activity Director's Signature _____

Mr. Bobby Dishman, Principal
Mr. Barry Ward, Activities Director
Burns Jr./Sr. High School
Burns, WY 82053
(307) 245-4100

Mr. Todd Sweeter, Principal
Mr. Will Gray, Activities Director
Pine Bluffs Jr./Sr. High School
Pine Bluffs, WY 82082
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