

# HIGH SCHOOL ATHLETICS & ACTIVITIES HANDBOOK



970 N. GLENN ROAD  
CASPER, WY 82601  
307.253.5460 • 307.253.5464 FAX  
[www.ncsdathletics.com](http://www.ncsdathletics.com)

Revised August 2009  
Revised July 09, 2015  
Revised September 2015  
Revised May 26, 2016  
Revised September 12, 2017  
Revised August 29, 2018  
Revised July 25, 2019  
Revised December 30, 2020  
Revised Jun 30, 2021  
Revised October 26, 2022  
Revised August 1, 2023  
Revised January 17, 2023

## TABLE OF CONTENTS

Nondiscrimination Policy .....	6
Grievance Procedures .....	7
Philosophy of Athletics / Activities: Board Policy 5300 .....	8
Activities Eligibility: Administrative Regulation 5300 .....	9
Activities Eligibility: High School .....	10
District Co-Curricular Process (Chart) .....	14
Discipline and Conduct Philosophy: Board Policy 5370 .....	16
Open Enrollment/Schools of Choice Athletic/Activity Participation for Grades 6-12: Board Policy 5310 .....	18
Open Enrollment/Schools of Choice Athletic/Activity Participation for Grades 6-12: Administrative Regulation Code 5310.....	19
Horizontal and Vertical Alignment of Athletics.....	24
Athletic – Dual/Concurrent Competitions – Standard Operating Procedures 5310 .....	26
Undue Influence Inquiry Flow Chart .....	27
Supervision and Responsibilities for Chaperones, Sponsors & Coaches - Board Policies 4130 .....	28
Student Trips – Supervision of Student Activity & Field Trips – Administrative Regulations 5341 .....	29
AT WILL Head and Assistant COACH DUTIES AND RESPONSIBILITIES and Job Descriptions.....	33
Coaches Evaluation.....	36
Head Coach.....	36
Assistant Coaches.....	36
Undergarment / Jewelry Policy .....	37
Number of Coaches Per Sport.....	37
Procedures and Resources for Coaching in Secondary Athletics .....	37
Coach/Sponsor General Responsibilities .....	38
Coaching/Teaching Techniques .....	38
Student Managers .....	38
Storing Equipment between Seasons .....	38
NCSA Athletics & Activities Code of Conduct: Administrative Regulation 5371 .....	39
Student Rights and Responsibilities .....	46
Home-Based School Participation in Sponsored Athletic Programs.....	47
Combination School Agreement .....	49
Injury Procedures.....	50

Health and Safety: Board Policy 4160 .....	51
Health and Safety .....	52
ATC Emergency Replacement Procedure .....	53
Sports-Related Concussion Protocol Secondary Athletics .....	54
Open Gym Rules and Sunday Participation .....	60
Secondary Schools Student Activity Travel – Board Policy 5342 .....	60
Transportation Code of Conduct.....	62
School District Procedures.....	63
Responsibilities – Coach/Sponsor.....	63
Coordination .....	64
Bus Regulations .....	64
Bus Rules.....	64
Athletic/Activity/Field Trip Bus Guidelines.....	65
Mileage Chart.....	67
2023-2024 NCSD Officials Pay Scale.....	68
Volunteer Incentive Scale .....	69
Parent-Community Night: Board Policy 1200 .....	70
Extra-Curricular Activities: Board Policy 3450 .....	71
Student Trips - Defined 5340 .....	72
Student Trips – Supervision of Student Activity and Field Trips 5341 .....	73
Student Trips – Secondary School Activity Trips 5342 .....	74
Student Trips – School Field Trips 5343.....	75
Student Trips – Non-school District Sponsored Student Trips 5344.....	76
Insurance – Student: Board Policy 5380.....	77
K-12 Academic Competitions: Board Policy 5350 .....	78
K-12 Academic Competition - Administrative Regulation 5350 .....	79
NINTH GRADE .....	80
Geldien Ninth Grade Conference Constitution and Bylaws (2019-2020).....	82
Geldien League Team Record Report Form For Conference Tournament Seeding .....	87
Athletics & Activities Forms .....	88
Activity and Field Trip Manifestation .....	89
Varsity Coach Sign-Off Sheet.....	90
Undue Influence / Recruiting.....	91
Undue Influence Findings .....	92
Injury/Illness Report .....	94
Volunteer Confidentiality Agreement .....	96
Volunteer Consent Form.....	98

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District Employee Volunteer Record .....	99
Non-Employee Volunteer Record .....	100
Volunteer Incentive Scale .....	101
Coaches Evaluation Instrument .....	102
Evaluation – Head Coach .....	103
Evaluation – Assistant Coach .....	106
NCSA Sports Safety and Warning Program .....	107
Nata Recommendations .....	108
Lightning Safety .....	108
Weather Precautions .....	109
NWS Wind Chill Chart.....	111
Chill Factor Chart .....	112
Water Survival Chart.....	112
Accidental Hypothermia Chart .....	112
Guidelines for Preventing Heat Stress.....	113
Risk Management Checklists .....	117
Basketball .....	117
Cheerleading .....	118
Cross Country Running .....	119
Football.....	120
Golf.....	121
Ski – Alpine.....	122
Ski – Nordic .....	123
Soccer .....	124
Softball.....	125
Swimming .....	126
Tennis.....	127
Track.....	128
Volleyball .....	129
Wrestling.....	130
SCHOOL ACTIVITY AND SCHOOL FIELD TRIP FORMS .....	131

## **Nondiscrimination Policy**

NCSD #1 does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in employment, treatment, admission, or access to educational programs and activities.

The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. Natrona County School District does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). The following person(s) have been designated to handle inquiries regarding the Non-Discrimination Policies of Natrona County School District.

504 Coordinator – Todd Burns  
970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445  
[thomas\\_ernst@natronaschools.org](mailto:thomas_ernst@natronaschools.org)

Title IX Coordinator - Dillon Fuller  
970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445  
[dillon\\_fuller@natronaschools.org](mailto:dillon_fuller@natronaschools.org)

Or you may also contact:  
The Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue,  
Cheyenne, WY 82002-0050 or 307-777-7673

## Grievance Procedures

Students and parents of students have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

**Level I** – A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability concerning student activities may discuss it with the teacher, counselor or building administrator involved.

**Level II** – If the grievance is not resolved at Level I and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint with the Associate Superintendent of Human Resources. The complaint should state the nature of the grievance and the remedy requested. The filing of a formal complaint at Level II must be within 20 working days from the event giving rise to the grievance or from the date the grievant could reasonably become aware of the occurrence. The grievant may request that a meeting be held with the Associate Superintendent of Human Resources or his/her appropriate Designee, who shall investigate and attempt to resolve the issue. A written report from the Associate Superintendent of Human Resources, or appropriate Designees, regarding action taken will be sent within 15 working days of receiving the complaint.

**Level III** – If the complaint is not resolved at Level II, the grievant may proceed to Level III by presenting a written appeal to the Superintendent within 120 working days after the grievant receives a report from the Level II. The grievant may request a meeting with the Superintendent or an appropriate Designee. The Superintendent has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or Designee within 10 working days after receiving the appeal.

**Level IV** – If the complaint is not resolved at Level III, the grievant may proceed to Level IV by presenting a written appeal to the Chairman of the Board of Trustees within 10 working days of receiving the Superintendent's report. The grievant may request a meeting with the Board to discuss the appeal. A decision will be rendered by the Board at its next regularly scheduled meeting. The grievant will be notified in writing of the decision within 10 working days after the Board action.

This procedure in no way denies the right of the grievant to file formal complaints with the Office for Civil Rights, or other agencies available for mediation or rectification of grievances, or to seek private counsel for complaints alleging discrimination.

For all other harassment or discriminatory complaints, follow Board policies.

### **Associate Superintendent of Human Resources**

Natrona County School District  
970 N. Glenn Rd., Casper, WY 82601  
307-253-5231 phone/307-253-5395 FAX

### **Office for Civil Rights**

U.S. Department of Health and Human Services  
999 18<sup>th</sup> St., Ste. 417, Denver, CO 80202  
303-844-2024 voice phone/303-844-2025 FAX  
307-844-3439 TDD

## **Philosophy of Athletics / Activities: Board Policy 5300**

Activities should function as an integral part of the total school curriculum. In striving for excellence, the District's goals are to produce young men and women who can be successful citizens in our highly competitive society.

The Board does not condone "winning at any cost" and discourages any pressure that neglects good sportsmanship, physical, or mental health. Therefore, objective criteria will be developed when tryouts and participant selection is part of any activity or sport.

Students and parents will be informed of the criteria before tryouts, and both will be made aware of the attrition of players through high school, due to the competitive nature of some teams and activities. Students not selected will be directed toward another sport or activity.

## **Activities Eligibility: Administrative Regulation 5300**

June 19, 2018

In a continued effort to assist students in the Natrona County School District to develop their intellectual potential, the Board of Trustees has by virtue of this policy, increased the eligibility requirements for participation in extra-curricular and co-curricular activities as governed by the Wyoming High School Activities Association. This supports the efforts of recent years in regard to improving standards in curriculum and raising the achievement level of students in the Natrona County School District.

The philosophy of strengthening the eligibility requirements is not to render students ineligible for activities. By monitoring grades weekly it is believed we will not only provide increased academic standards, but will, hopefully, contribute to the academic success of each student involved. Once a deficiency is identified, academic counseling and remediation will commence immediately.

The following activities eligibility regulations become effective at the beginning of each school year and fall activities season in accordance with the dates established by the Wyoming High School Activities Association and Natrona County School District.

**HIGH SCHOOL Students**-The activities eligibility regulations of Natrona County School District (NCSD) and activities eligibility rules of the Wyoming High School Activities Association (WHSAA) shall govern a student's activities eligibility requirements while participating in co-curricular and extra-curricular activities aligned with or sanctioned by the Wyoming High School Activities Association.

**MIDDLE SCHOOL Students**-The activities eligibility regulations of Natrona County School District shall govern a student's activities eligibility requirements while participating in co-curricular and extra-curricular activities aligned with Wyoming High School Activities Association sanctioned activities.



## Activities Eligibility: High School

- A. A high school student must be passing all classes plus meet all Wyoming High School Activities Association (WHSAA) eligibility requirements in order to maintain academic eligibility, regardless of the number of subjects taken.
- B. Grades for high school students participating in co-curricular & extra-curricular sports & activities will be checked weekly on Wednesday after the first full week of each semester.
  - Good Academic Standing is a high school student with no failing grades on the weekly Wednesday activities eligibility grade check report.
  - Academic Warning is a high school student with one week of failing grades on the weekly Wednesday activities eligibility grade check report and may practice, participate in competitions and travel.
  - Academic Ineligibility is a high school student with two or more consecutive weeks of failing grades on the weekly Wednesday activities eligibility grade check report may practice but not participate in competitions or travel.
- C. A mandatory intervention is required for students entering their third consecutive week of academic activities ineligibility. The coach or sponsor will initiate the intervention process with a recommendation of school staff and resources necessary to help the student regain academic eligibility.
- D. A high school student may use summer school classes to meet the minimum requirements of the eligibility policy of the Natrona County School District and the Wyoming High School Activities Association (WHSAA).
- E. A high school student must meet or exceed Natrona County School District and the Wyoming High School Activities Association activities eligibility requirements at semester in order to be eligible to participate in an activities competition in the next semester.
- F. A high school student may practice while ineligible with permission of the sponsor or coach, but may not appear publicly in competition or travel under school auspices to such competition.
- G. Special education students will be expected to meet the same activity eligibility requirements as regular education students since each student, through child study committee action, is placed into an individualized educational program that is designed for academic success.
- H. Poor conduct, poor attendance or inappropriate behavior, as determined by the school administrator, shall be grounds for ineligibility. This statement pertains to general conduct, not just the particular activity in which the student is involved.
- I. Transfer students from out-of-district must meet WHSAA and Natrona County School District eligibility standards.
- J. Extenuating circumstances may be appealed to the head principal.
- K. A student enrolled in non-traditional courses e.g. BOCES classes, Work Study... must contact the activities director/assistant principal and school counselor when a non-traditional course is dropped. Dropping a course may impact activities eligibility.
- L. It is up to each school's head principal to add to the minimum standards as long as they are clearly defined by the head principal and the students are given those standards in writing. The new eligibility standards must be consistently monitored and applied to the students participating in all NCSD and WHSAA co-curricular and extra-curricular activities and sports offered at the school.

**Wyoming High School Activities Association Eligibility Requirements (partial list):**

- A. In order to be eligible for any level of interscholastic competition, a student must be currently enrolled and must have been enrolled in school the immediate preceding semester and received passing grades during that semester in subjects that earn a minimum of 2.5 credits or equivalent and 5.0 credits per year toward graduation. (WHSAA Rule 6.2.1)
- B. A student must be passing in five solid subjects (three solid subjects in an accelerated block schedule) at the time of contest. A passing grade is considered to be the passing grade of the individual school. As defined, a solid subject meets five days a week or its equivalent for the entire semester and for which one-half Carnegie units are granted. (WHSAA Rule 6.2.2)
- C. A student shall be permitted to make up work after the close of the semester for the purpose of becoming eligible. Deficiencies, including incompletes, conditions and failures for the previous semester may be made up during a subsequent semester, summer session, night school, correspondence, or tutoring for qualification purposes. The makeup work must match the class where the failure occurred (ex. If an online class is taken, Algebra I for Algebra I, etc.). Credit needs to be approved by the student's school district. The student will not become eligible until all deficiencies from the previous semester have been made up to meet Rules 6.2.0 – 6.2.2
- D. A student ineligible because of scholastic deficiencies from the previous semester shall not be eligible until all grades have been verified by a school official on or after the last day of the current semester provided they have met requirements. (WHSAA Rule 6.2.6)
- E. A student who is suspended or expelled from high school during a semester and who does not finish the semester is ineligible during all of his/her next semester since his/her record for the previous semester is incomplete (WHSAA Rule 6.2.7)
- F. High school students taking college classes will be allowed to count the college classes toward the required five solid subjects, if the student has the approval of the school. (WHSAA Rule 6.2.8)
- G. A special education student is eligible to participate upon verification by the student's high school principal that he/she is proceeding in a satisfactory manner towards the educational goals established for him/her. (WHSAA Rule 6.2.85)
- H. WHSAA eligibility rules regarding Home School Students and combination school agreements please refer to the WHSAA handbook rules 6.2.90 and 6.2.91 respectively, at [whsaa.org](http://whsaa.org), general links, click on handbook.
- I. For a comprehensive list of WHSAA activities eligibility requirements go to WHSAA.org and go to General Links, then to Handbook <http://www.whsaa.org/handbook/handbook.asp>.

Adopted: October 23, 1984  
Revised: June 30, 2000  
Readopted: October 23, 2000  
Revised: July 16, 2013  
Revised: May 23, 2014  
Revised: June 12, 2018  
Revised: June 19, 2018

## Selection Policy: Administrative Regulations 5311

Natrona County School District (NCSD) #1 supports the philosophy of encouraging all students to participate in co-curricular activities. The participation of students in co-curricular activities plays an integral role in the success of students in the classroom and in real life applications.

The nature or popularity of some co-curricular activities challenges this philosophy as students enter high school where the number of teams or positions available for students to participate are significantly reduced (view attachment "Selection Process Funnel") and coaches/sponsors are forced to cut some students from an activity.

The cut process or selection process is designed to be the last option considered by the high school administrators and coaches when elevated student interest in an activity requires the section process as a solution.

Administrators, coaches and sponsors will look at all options to continue to keep participants engaged in the activity being offered. The possible option(s) being considered must fit successfully within the resources of the district and of the school i.e. (budget, space requirement, scheduling requirement, transportation availability, equipment requirements, availability of officials and qualified coaches or sponsors).

Communication about the high school co-curricular activity options available to all students and the awareness of the District's high school selection process (cut policy) will begin at the Middle Level (ML), grades 6<sup>th</sup>-8<sup>th</sup>.

The communication at the ML will occur at co-curricular activity parent meetings, be published in the following areas but not limited to the ML school's student handbook and posted in the District ML Activities Handbook. A current list of co-curricular activities offered at the secondary level and a copy of the Selection Process Funnel will be provided to ML students, parents and coaches. The strategy is to educate and expand ML students and parents' awareness of the opportunities in co-curricular activities possible as the student enters high school.

All high school activities will have a written selection process. The selection process (cut policy) is communicated to participants and parents annually through the school's enrollment handbook, during co-curricular activity parent meetings, in the coach/sponsor activity handbook and in the district's High School Activities handbook. The high school coach/sponsor and administration are not limited to these options as the only and best ideas to inform students and parents.

The selection process for each high school activity will be approved by the school's Activities Director/Assistant Principal before publishing or communicating the process with students or parents. The selection process for each activity will include the following criteria but not be limited to the following criteria:

1. Objective individual skills evaluation process based on the horizontal and vertical alignment skills taught to participants in this activity from 6<sup>th</sup> through 12<sup>th</sup> grade.
2. A grading system or rubric will be utilized for the skills evaluation by coaches during the selection process which will provide feedback to the participants on their areas of strength and areas for improvement.
3. A grading system or rubric around teamwork, sportsmanship, citizenship and attitude will be combined with the skills evaluation to produce the participant's final selection process grade/score.
4. There is a pre-selection communication such as a parent meeting or a letter to participants and parents concerning the need for the selection process, when it will occur, how long it will last, and who will be the evaluators and a list of co-curricular activity options at the high school if the participant is not selected.

5. There is a post evaluation process meeting with participants and the evaluator or coach to review the participant's selection status, the areas for improvement and the areas of strength.
6. The selection process will be completed during the first week of the activity's season with a minimum of three practices dedicated for the participant evaluation and selection process (does not include high school activities which do not have a designated season such as cheer, dance, drama, FFA, etc.)
7. Coaches/Sponsors will provide all participants, especially incoming 9<sup>th</sup> grade students, transfer students and students new to the activity an opportunity to review the skills, drills and techniques the selection process will be based on through a clinic, brochure, handout, online site or other means prior to the try outs for the activity.
8. Head coach or Sponsor provides a list of names of participants not selected for the activity to the building Activities Director/Assistant Principal/designee.
9. The Activities Director/Assistant Principal/designee tracks the participants not selected for the activity for the remainder of the school year in order to monitor if the participants chose another co-curricular activity of interest.
10. The Activities Director/Assistant Principal/designee submits an annual report to the District Athletic Activities Director with the names of all students cut from a high school activity. Natrona County School District (NCSD) #1 supports the philosophy of encouraging all students to participate in co-curricular activities. The participation of students in co-curricular activities plays an integral role in the success of students in the classroom and in real life applications.

Reference: Board Policy - None  
Standard Operating Procedures

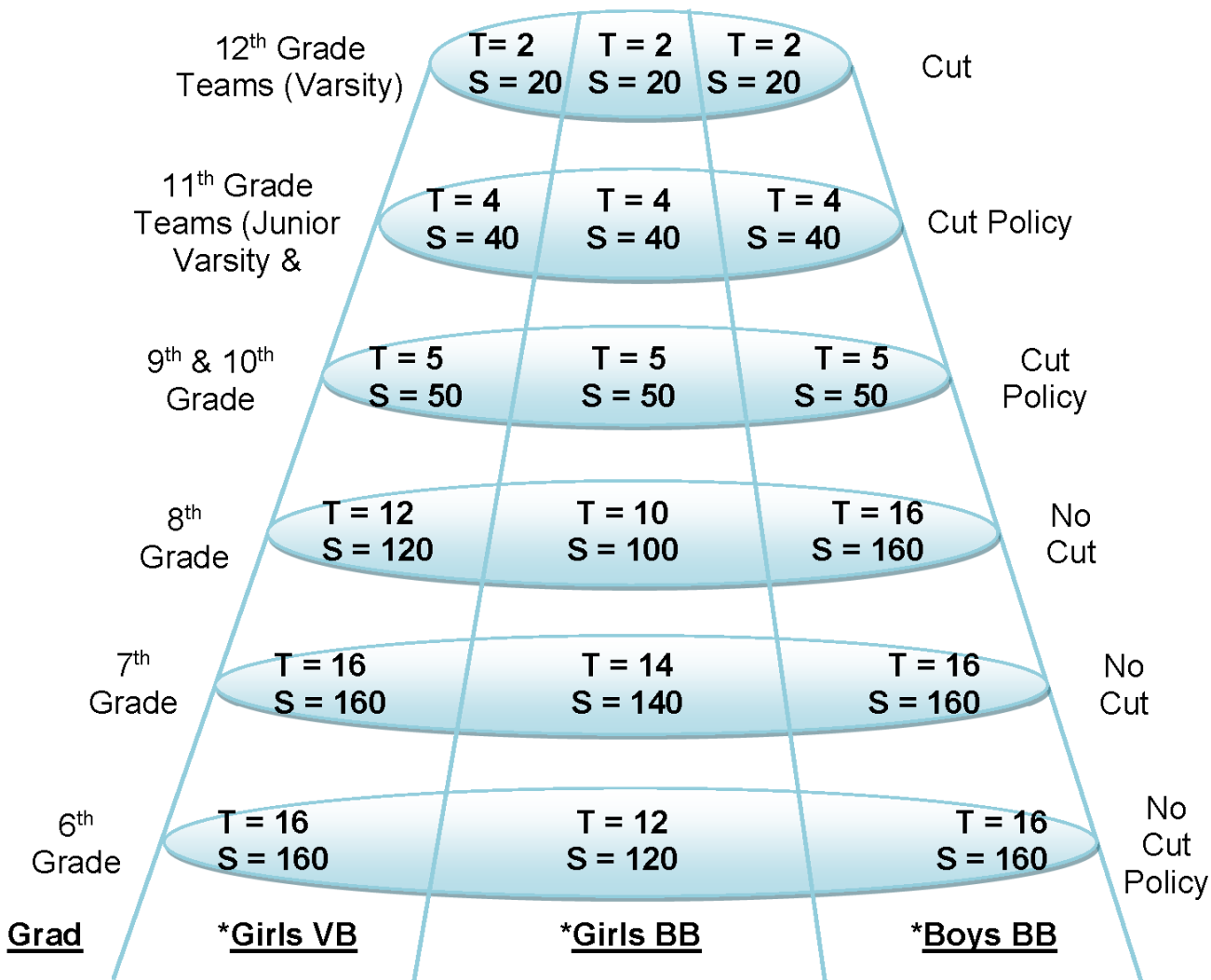
[Co-curricular Participant Selection Process.pdf \(344 KB\)](#)

## District Co-Curricular Process (Chart)

## DISTRICT CO-CURRICULAR PARTICIPANT SELECTION PROCESS

**6<sup>TH</sup>, 7<sup>TH</sup> AND 8<sup>TH</sup> GRADES VOLLEYBALL & BASKETBALL AT CCA/FMS, CN, CY AND DM  
AND 9<sup>TH</sup>, 10<sup>TH</sup>, 11<sup>TH</sup> AND 12<sup>TH</sup> GRADES AT KW AND NC**

**KEY:**  
**T = Teams**  
**S = Students**



\* Some participants will have the ability/skills to play/participate on both the volleyball and basketball teams and, in some cases, in all grades 6<sup>th</sup> through 12<sup>th</sup>

Source: <http://www.ncaa.org>  
 Revised June 2015

## Discipline and Conduct Philosophy: Board Policy 5370

The Natrona County School District, (NCSD **or the District**), Board of Trustees (*the Board*) recognizes its responsibility to give support and assistance to school employees with respect to student discipline policies and procedures of the school district.

Further, the Board recognizes that an effective discipline policy is intended to foster student growth while assuring each student an atmosphere which is safe, conducive to the learning process, and as free as possible from unnecessary disruptions.

The Board also recognizes that the District is the school community and that schools are a reflection of society. The rules of the District reflect the standards of the school community. The interest of this policy is to have all stakeholders use a consistent set of behavioral expectations and rules. Discipline techniques should teach those expectations, how to make acceptable choices, and how to resolve conflict in a productive, non-violent way. Additionally, it is the intent of this policy to help create a positive, caring atmosphere where all students and adults feel respected and are valued members of our school community. The desired result is to have a safe, positive, and proactive environment where both the students and the staff feel enthusiastic about learning and sharing ideas. This policy is based on the following tenets:

- Students and adults are encouraged to work cooperatively
- Students and adults are expected to treat one on another with respect
- Students and adults are expected to conduct themselves in an honest manner
- Students and adults have the right to be physically and emotionally safe
- When school personnel are instituting consequences or discipline for inappropriate behavior they will consider the following:
  - Fairness (appropriate to the situation)
  - Consistent
  - Allows for individualization
  - Developmentally appropriate
  - Adheres to District's and each school's philosophy
  - Reflective of exemplary practice
  - Promotes partnerships/communication with families
  - Promotes learning and personal responsibility

Parents are encouraged to take appropriate cooperative measures to ensure proper behavior of their student. Student chronic or severe misbehavior is an infringement on the right for *all* children to learn and negatively affects the classroom-learning environment.

Through the Wyoming Education Code (W.S. §21-1 - 21-15) and Board policy, all school personnel are charged with providing a proper learning environment and for maintaining order among the students placed in their charge. This charge includes developing means to motivate and reinforce positive behavior patterns and taking positive action to correct unacceptable behavior by students.

In addition, data will be gathered about effectiveness of creating an atmosphere that is safe, conducive to the learning process, and as free as possible from unnecessary disruptions. The purpose of gathering the information is to continually improve efforts to have a safe, positive, and proactive environment where both the students and the staff feel respected, valued, and enthusiastic about learning and sharing ideas.

It shall be the duty of all school personnel to enforce such rules for school and class control as the Board may establish. Procedures used to control pupil conduct should assist in advancing the purposes of education and be consistent with Board policies, state laws, and State Board of Education regulations.

Any misconduct on the part of pupils which directly relates to and affects the management and efficiency of the schools is within the scope of power of school officials and the Board to regulate. As appropriate based on the circumstances, the Board authorizes administrative and Supervisory staff to suspend or expel students pursuant the provisions set forth in W.S. § 21-4-305 and W.S. § 21-4-306.

The Board recognizes that individual schools may adopt additional rules for orderly conduct; however, such rules must be consistent with Board Policy and District Administrative Regulations.

The Board values and encourages student participation in co-curricular activities. However, the participation in athletics and co-curricular activities is a privilege and students who volunteer to participate in the Natrona County School District athletics, co-curricular clubs or co-curricular activity programs do so with the understanding that they must observe some regulations that are more restrictive than those relating to the general student community. Therefore, the Board of Trustees adopts the Natrona County School District Code of Conduct for Athletics, Co-Curricular Clubs, and Co-Curricular Activities as amended from time to time.

The Discipline and Conduct Policy of Natrona County School District is binding upon all school and student personnel at all District operated or controlled buildings, playgrounds, vehicles, or any other property owned or controlled by the District and at all activities conducted, sponsored, or participated in by school personnel or students of Natrona County School District.

Reviewed: May 15, 2023

Revised: July 18, 2012

Revised: April 28, 2003

Readopted: October 23, 2000



## **Open Enrollment/Schools of Choice Athletic/Activity Participation for Grades 6-12: Board Policy 5310**

In an effort to allow students in Natrona County School District to have the opportunity to develop their athletic abilities to the fullest, the Board of Trustees supports the development of a consistent instructional approach to skills taught, that aligns age appropriate knowledge, skills, and teaching technique in a progressive fashion. This will be known as Horizontal and Vertical Alignment of Athletics, and does not define an attendance pattern for students between middle school and high school choices, nor should it seek to secure or retain the attendance of a student in a particular school. (January 26, 2015 Board Policy 5310 Horizontal and Vertical Alignment of Athletics)

Adopted: June 1, 2000  
Readopted: October 23, 2000  
Reviewed: May 15, 2013  
Revised: January 26, 2015  
Revised: July 20, 2015  
Revised: June 20, 2017

## **Open Enrollment/Schools of Choice Athletic/Activity Participation for Grades 6-12: Administrative Regulation Code 5310**

### **I. DEFINITION OF UNDUE INFLUENCE**

The use of influence, pressure, and/or recruitment by any person/persons in an attempt to alter a student's enrollment selection specifically toward or away from a specific school-sponsored sport and/or a school activity and/or a school program at a targeted school.

Thus, any influence, pressure, and/or recruitment towards targeting a student's enrollment selection is not allowed by any Natrona County School District (NCS D) employee, coach, sponsor, or volunteer at any time.

The term "Undue Influence" shall include:

- A. Initiating any form of oral or written contact, pressure, or efforts to recruit a student to participate or not to participate in a particular school's sponsored sport and/or activity and/or program.
- B. An action that solicits the student to transfer and then to participate in the school's sponsored sport and/or activity and/or programs.
- C. Giving a student priority or creating the perception that a promise has been made to:
  - a. participation
  - b. an assignment
  - c. cash or gifts in any form
  - d. any other privilege or consideration

To maintain the integrity of our schools, this district has adopted a procedure to address allegations and charges of Undue Influence from within NCS D and the community. If you have allegations that you would like to be addressed, contact your building administrator. See Section X of this document below for additional processes to address Undue Influence allegations.

All NCS D Administrators are cognizant of the importance placed on creating an Undue Influence-free environment to promote harmony among all schools and benefit all students. NCS D administrators have the direct responsibility of communicating and applying the Undue Influence rules of the Wyoming High School Activities Association and the rules and regulations of Natrona County School District in order to consistently address issues of Undue Influence in a professional, timely, and discrete manner.

### **II. What can NCS D employees, coaches, sponsors, or volunteers do under the Horizontal and Vertical Alignment of Athletics Guidelines and Undue Influence parameters?**

*Any information to be shared will be pre-approved and aligned to all standards within this regulation by the designated administrator at each school prior to the information being shared.*

1. NCS D employees, coaches, sponsors, or volunteers may talk with students as long as their communication does not encourage or discourage a student from attending or not attending a targeted school.
2. NCS D employees, coaches, sponsors, or volunteers may make announcements to members of the student body that would help to share information about any upcoming camps, meetings, games, special events, and/or visits to a school or a school program.

3. NCSD employees, coaches, sponsors, or volunteers may share the history and/or philosophy of athletic/activity/academic programs offered at your school and the expectations for students participating in the programs.
4. NCSD employees, coaches, sponsors, or volunteers may share information and/or talk to students about any of the school's offered athletic and/or activity and/or academic programs as long as the efforts do not promote any aspect of an NCSD school over another NCSD school.
5. Information will be pre-approved by the designated administrator at each school prior to the information being shared.

### **III. NCSD employees, coaches, sponsors, or volunteers cannot talk about or hand out information that:**

1. Communicates playing or performance time.
2. Reference a playing a particular position or role.
3. Compare why a particular NCSD school's program is better/worse than another NCSD school's program.
4. Compares or contrasts any NCSD athletic/academic/activity program or facility in any manner.

### **IV. From December 1 until students and parents have received official written notification (email or letter) of their enrollment placement for the next school year from the NCSD Enrollment Office, no NCSD employee, coach, sponsor, or volunteer may visit another school for the purpose of sharing information, articulation work, or counseling related to an athletic/academic/activity topic unless it is an allowable visitation and/or activity defined in Section V below.**

### **V. What can NCSD employees, coaches, sponsors, and volunteers share or do with other schools, students and parents during the enrollment window for the next school year from December 1 until students and parents have received official written notification (email or letter) of their enrollment placement for the next school year from the NCSD Enrollment Office.**

1. From December 1 until students and parents have received official written notification (email or letter) of their enrollment placement for the next school year from the NCSD Enrollment Office.
  - a. A school may host an all-inclusive, school-wide information session(s) and/or event(s) at their individual hosting school's campus. This all-inclusive information session may include information, advertise and/or talk to potential students/families about any of the school's offered athletic/activity/academic programs as long as the efforts do not promote any aspect of an NCSD school over another NCSD school.
  - b. NCSD employees, coaches, sponsors, or volunteers may participate in meetings and work when associate specifically with any form of an individualized learning plan/service or general school enrollment processes. This type of work would be associated with the completion of a school's registration process for the upcoming school year.
  - c. NCSD employees, coaches, sponsors, or volunteers may collaborate, meet and work within the content or sport articulations throughout the window for the purpose of defining and aligning that work. Content or sports articulation work involves adult-to-adult work.
  - d. Any information to be shared will be pre-approved and aligned to all standards within this regulation by the designated administrator at each school prior to the information being shared.

## **VI. What can NCS D employees, coaches, sponsors, and volunteers share once students and parents have received official written notification (email or letter) of their enrollment placement for the next school year from the NCS D Enrollment Office.**

1. NCS D employees, coaches, sponsors, or volunteers may host school/campus visitations to help transition and educate NCS D students/families for the transitioning grade levels.
2. NCS D employees, coaches, sponsors, or volunteers may communicate any information that is deemed an necessary to the future verified, enrolled student and/or their family.
3. Any information to be shared at the current middle-level school will be generated by the future high school's activities director and approved by the current middle-level school's principal or designee before being distributed to students who have been notified by the NCS D Enrollment of their verified school of attendance for the future year.
4. Students who have registered for their next sequence of schooling (8th to 9th or 5th to 6th grade) are allowed to participate in practice with a spring sport or activity or academic program at the discretion of the future school's principal/designee.

## **VII. Other areas of clarity around Undue Influence:**

1. The following is appropriate as long as there is no form of influencing and/or promoting a particular school's program over another NCS D school's program (this would include comparing or contrasting any of the NCS D schools):
  - a. District employees may wear any form of NCS D school attire (hat, shirt, coat, etc.)
  - b. District employees may display an NCS D school's flag, pennant, poster, flyer, etc.
  - c. District employees may actively engage in forms of chaperoning, assisting, monitoring, supervising, and or/active participation with students.
  - d. School staff may post graphics, photos, electronic information, celebrations, and/or accomplishments on their individual website or share electronically with individuals who are enrolled and/or employed at the designated school.
  - e. During the school year, registration and enrollment information may be shared with students/families that are new members of the community and are seeking information about the enrollment process to inform their decision.
  - f. Students can participate in drama productions or plays allowing students the opportunity to support any specific role(s) at any school, K-12, as long as there is no form of influencing and/or promoting a particular school's program over another NCS D school's program This will include comparing or contrasting any of the NCS D schools.
  - g. Participation in NCS D sponsored cheer and/or dance clinics and/or camps are open to all students, K-12, as long as there is no form of influencing and/or promoting a particular school's program over another NCS D school's program. This will include comparing or contrasting any of the NCS D schools.
  - h. Activities that do not have an official season such as cheer and dance, may schedule tryouts after online enrollment has been completed for incoming and current high school students.

- i. Activities Directors will set the tryout date/window for all activities without an official season. The date will be mutually agreed upon by all NCSD high schools involved and allows incoming and current high school students an opportunity to learn the information being evaluated during the tryouts. Students not enrolled in a high school prior to tryouts for an activity will be able to contact the building Activities Director or coach to set up a tryout time after they have enrolled in the school.

**VIII. Electronic communication systems/tools/social media must also follow all of the guidelines presented in this section of the handbook regulating the Undue Influence of students in NCSD.**

**IX. It is impossible to list every potential situation that may lead to allegations of Undue Influence. If you have questions about something not previously covered, please speak to the high school Activities Director/Principal, or middle-level principal/designee, or to the District Athletic/Activities Director for clarification.**

**X. What will happen if documented allegations of Undue Influence are brought forth?**

**DISTRICT:**

1. The administrators of the involved schools will pursue resolution prior to district-level involvement.
2. The administrator of the school receiving the documentation of the possible Undue Influence violation begins a documented inquiry related to the allegations.
3. If the school requesting the inquiry is not satisfied with the results of the inquiry or does not receive a reply within two weeks of requesting the inquiry, a written request may be made to the District Athletic/Activities Director to review the findings. If the findings are unsubstantiated the process stops.
4. If the information supports the allegations of Undue Influence, the documented results will be sent to the Associate Superintendent and/or designee to initiate a formal investigation.
5. If the findings are substantiated by the investigation, the findings will be documented and shared with the Wyoming High School Activities Association (WHSAA), the involved school's principal/designee, and the District Athletic/Activities Director.
6. Results of findings from the combined District inquiry and investigation will determine the corrective action and communication to be administered by the Associate Superintendent and/or designee.

**WHSAA:**

After review, the Commissioner may agree with the findings, disagree with the findings, or decide to conduct an investigation of his/her own.

If the Commissioner determines that the findings verify a violation of undue influence, s/he will determine what, if any, further disciplinary action will be taken in accordance with rule 4.1.0 and rule 4.1.2.

Adopted: June 1, 2000

Readopted: October 23, 2000

Reviewed: May 15, 2013

Revised: January 26, 2015

Revised: July 20, 2015

Revised: June 20, 2017

Revised: July 20, 2021

Revised: October 15, 2021

Date the Undue Influence Allegation was reported to School Principal/Designee:

Reported to:

Name of School Principal/Designee

Date Inquiry Form Returned to School Principal/Designee:

Name of Person(s) Witnessing Undue Influence:

Phone #:

Violation cited-Page#:

Roman Numeral:

Section #:

I believe undue influence/recruitment happened to the following individual(s):

Witness Relationship to Impacted Student(s):

Impacted Student(s) is/are currently enrolled:  CCA/FMS  CYMS  DM  CN  
 KWHS  NCHS  Midwest  Roosevelt  PS  Woods  Elementary

Name of Person(s)/Group responsible for Undue Influence/Recruitment Allegations:

Date(s) of Alleged Incident(s):

**Describe the Undue Influence Alleged Incident(s):** 1) Use facts only; 2) Use names of people involved; 3) Describe what each person said/did; 4) Accurate Dates & Times; 5) Use Back of this form if needed.

**Witness Signature:**

**Date:**

*This form must be returned to the School Principal/Designee within (3) school days*

**Findings:**  Unsubstantiated  Substantiated

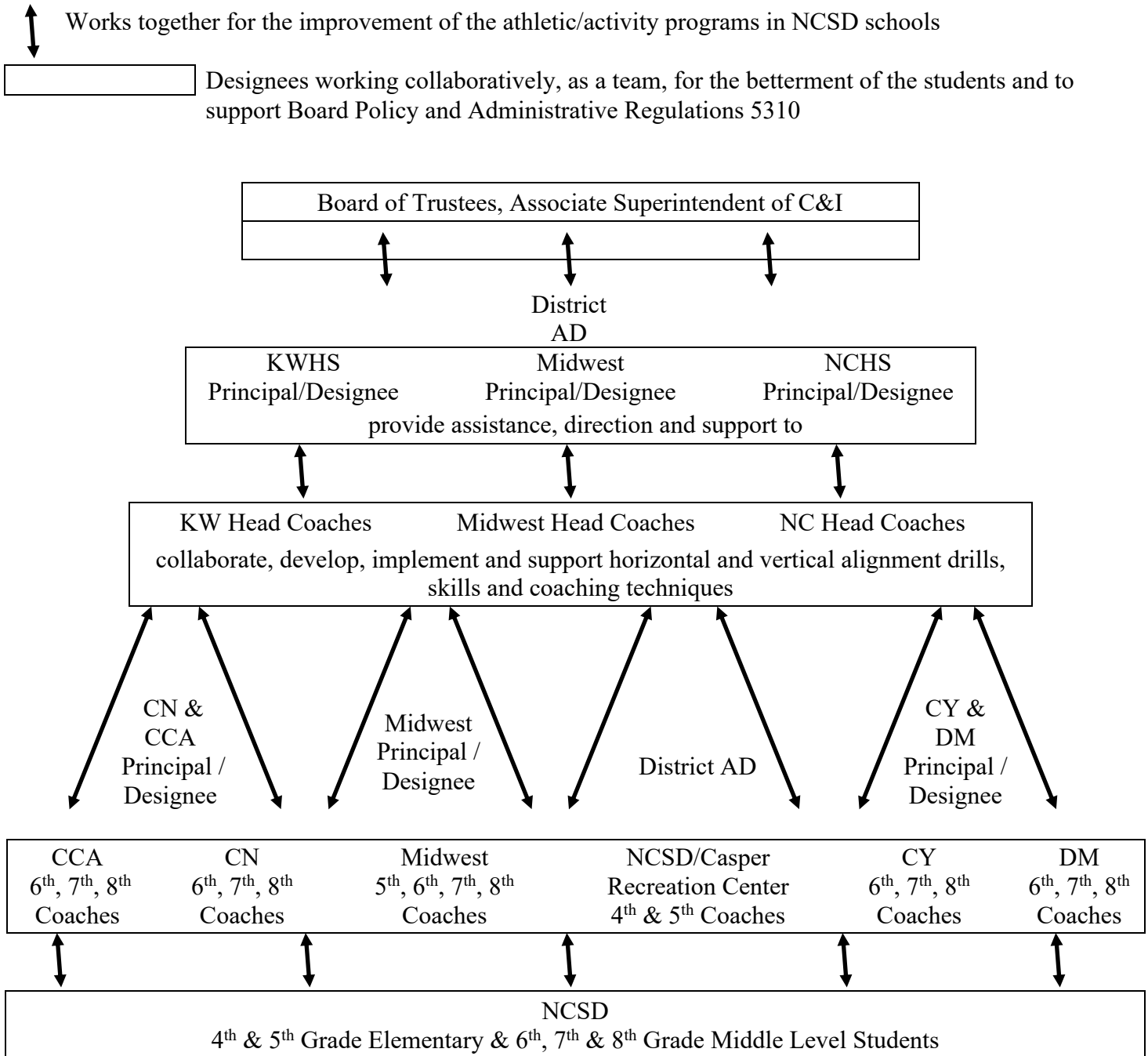
**Administrator  
Signatures:**

**Date:**

**Horizontal and Vertical Alignment of Athletics**

**Board Policy 5310:** In an effort to allow students in Natrona County School District to have the opportunity to develop their athletic abilities to the fullest, the Board of Trustees supports the development of a consistent instructional approach to skills taught, that aligns age appropriate knowledge, skills, and teaching technique in a progressive fashion. This will be known as Horizontal and Vertical Alignment of Athletics, and does not define an attendance pattern for students between middle school and high school choices, nor should it seek to secure or retain the attendance of a student in a particular school.

**Diagram A – NCSD Alignment of Athletics Flow Chart**



**Horizontal and Vertical Alignment of Athletics** – (4<sup>th</sup> & 5<sup>th</sup> grade basketball and volleyball and 6<sup>th</sup>-8<sup>th</sup> grade football, volleyball, XC-running, wrestling, basketball, XC-skiing, swimming and track)

The following information describes the roles, responsibilities and tasks of support provided through the NCSD Horizontal & Vertical Alignment of Athletics efforts:

- High School head coaches meet annually to jointly develop or update the Horizontal and Vertically Aligned sports specific resources being utilized to meet the expectations of Board Policy 5310 for middle level (ML) and elementary 4<sup>th</sup> & 5<sup>th</sup> grade sports participants.
- High School head coaches determine the implementation strategy for the sport specific Horizontal and Vertical Alignment information and resources which are realistic, consistent and fit well with all aspects of the middle level and elementary sports programs.
- Resources suggested to assist high school head coaches in the implementation of the Horizontal and Vertical Alignment information include but are not limited to sports specific notebooks (hard copy or electronic), clinics, high school student mentoring, high school coaching visits or other resources focusing on teaching skills, drills and coaching techniques in a progressive fashion.
- High School head coaches contact the ML Principal/designee annually prior to the beginning of the ML sport season to review the Horizontal and Vertical Alignment strategy, resources and times for implementation in order to confirm approval, roles, potential changes, evaluation of previous alignment steps, communication methods and contact information updates.
- Due to geographic convenience, Natrona County High School (NCHS) head coaches will provide Horizontal and Vertical Alignment for Dean Morgan and CY middle level sports programs. Kelly Walsh High School (KWHS) head coaches will provide Horizontal and Vertical Alignment for Centennial and CCA middle level sports programs.
- Midwest will provide Horizontal and Vertical Alignment for Midwest elementary and middle level sports programs. The geographic convenience does not prohibit NCSD head coaches from working with any of the NCSD middle level or elementary sports programs.
- KWHS, Midwest and NCHS head coaches will provide Horizontal and Vertical Alignment for NCSD 4<sup>th</sup> and 5<sup>th</sup> grade volleyball and basketball sports programs through the District Athletic/Activities Director and the Casper Recreation Center Sports Program Director.
- A one size fits all Horizontal and Vertical Alignment for Athletics implementation plan is not recommended for all of the sports programs offered at the elementary and middle levels which align with high school sports programs.
- The implementation and effectiveness of the Horizontal and Vertical Alignment information and implementation of middle level and elementary sports programs aligned to high school sports, are an annual evaluation component for the head high school coach, ML 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade coaches.

A maximum of three hours per year may be compensated to high school head coaches in the development, updating and evaluation (meets Board Policy 5310 requirements) of the Horizontal and Vertical Alignment process/strategies for their sport's program annually. The Horizontal and Vertical Alignment plan for the sport must be submitted with the payment application form referencing the alignment plan evaluation and recommended updates. The paperwork for the alignment plan update and recommendations is submitted to the District Athletic/Activities Director for payment approval.



## Athletic – Dual/Concurrent Competitions – Standard Operating Procedures 5310

Natrona County School District (NCSD) sponsored secondary activities and events sanctioned by the Wyoming High School Activities Association (WHSAA) or aligned with WHSAA sanctioned activities and events will not be run concurrently with “like” independent non-sanctioned activities or events. There must be a clear separation of the start and end of any NCSD secondary school sponsored WHSAA sanctioned event and the start and end of an outside affiliation independent event. This applies to any activity or event hosted or sponsored by Natrona County School District or their agent/s.

Natrona County School District does not provide or blend resources (buses, equipment, financial support, food, attire, staff ...) to support “like” non-sanctioned events/activities.

“Like” independent activities or events not sanctioned by WHSAA, but not exclusive to the following include:

- Amateur Athletic Union (AAU) –volleyball, basketball, football, track, cheerleading, dance, swimming, diving, golf, softball
- United State Ski and Snowboard Association (USSA) - Nordic Ski,
- United States Sports Association Track and Field (USATF) - track
- United States Sports Association (USA) wrestling, volleyball, soccer, swimming, golf, hockey, softball
- United State Tennis Association (USTA) – tennis

\*Natrona County School District schools with teams, coaches, students participating in sports governed by rule 5.8.5 will not utilize NCSD resources in order to participate in outside affiliations, activities, practices, or events.

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WHSAA Rules governing dual or outside competition (independent team) begin with rule 5.8.0 in the WHSAA Handbook:

WHSAA rule 5.8.1-an independent team shall be defined as any team not directly sponsored by a WHSAA member high school.

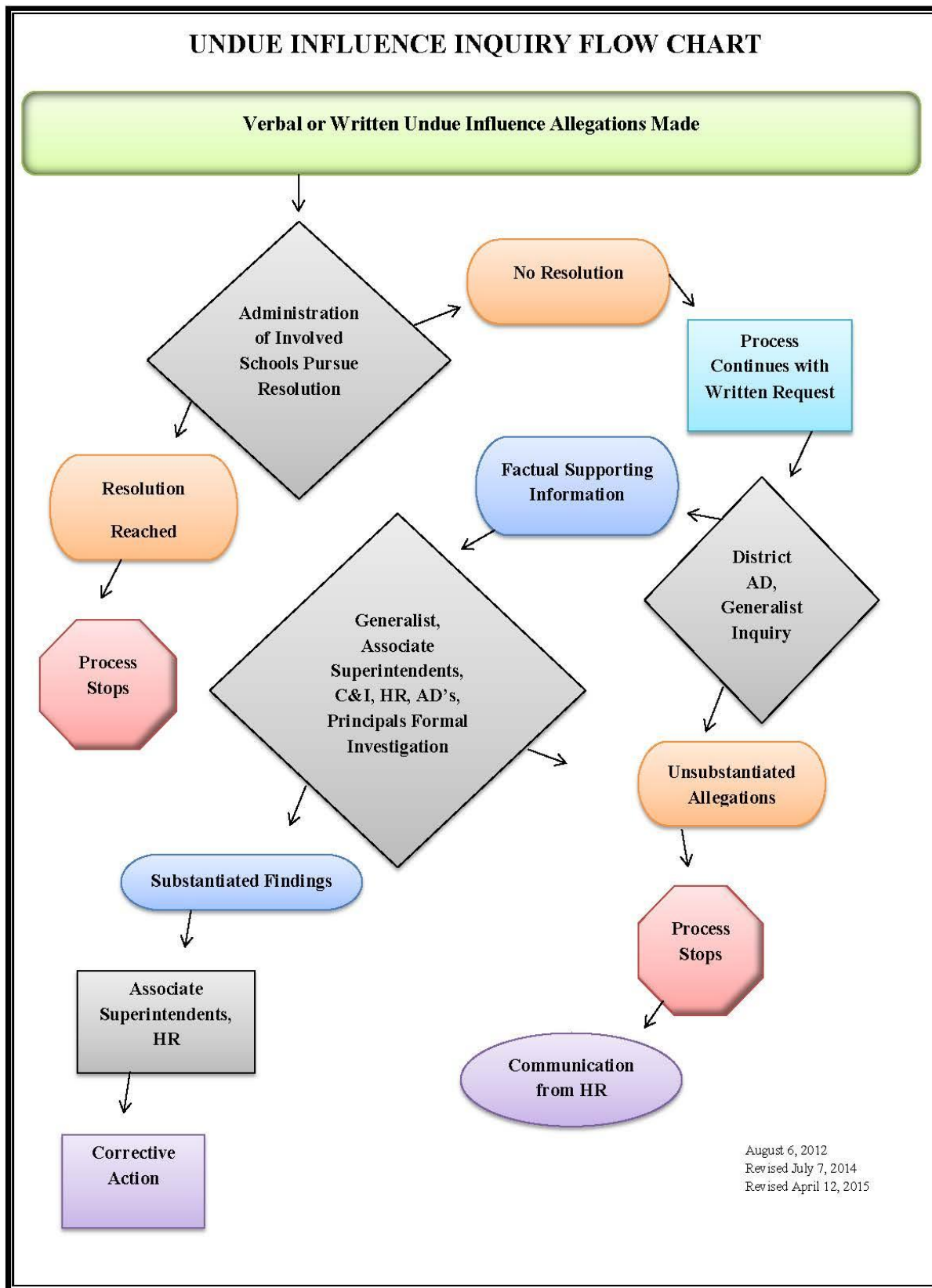
WHSAA rule 5.8.2-A student who is a member of a school athletic squad may not participate as a member of an outside team or as an independent competitor in the same sport during the same season.

WHSAA rule 5.8.3-Sudents may not participate in a WHSAA sanctioned activity (non-athletic) and with an independent group in the same activity during the season for the activity.

\*WHSAA rule 5.8.5 –EXCEPTION:

1. Students may participate in the individual sports of skiing, tennis, track, indoor track, cross country, golf swimming/diving and wrestling while a member of the high school team with outside affiliations as long as permission has been given by the local school district. During the season, skiers are allowed the opportunity to ski USSA point races.
2. Participate with non-athletic teams at the same time.
3. College auditions.
4. Olympic tryouts

Undue Influence Inquiry Flow Chart



## **Supervision and Responsibilities for Chaperones, Sponsors & Coaches - Board Policies 4130**

Chaperones, sponsors, and coaches will be provided rules and protocols governing the activity assigned. Chaperones, sponsors, and coaches are required to follow the rules and protocols of the given activity in conduct which promotes a safe and healthy environment in the best interest of the school/district.

Revised: June 30, 2000  
Readopted: October 23, 2000  
Revised: July 18, 2012

Reference: Administrative

Regulation <http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94WRL86E7A22>  
[Standard Operating Procedure](#)

## Student Trips – Supervision of Student Activity & Field Trips – Administrative Regulations 5341

### Definitions:

Teacher - a certified NCS D employee who is a member of the faculty who is sponsoring a field trip.

Coach - a certified NCS D employee or PTSB permitted coach who is a member of the faculty who is sponsoring an activity trip.

Sponsor - an NCS D employee who is a member of the faculty who is sponsoring an activity or field trip for students on or off campus.

Chaperone - an NCS D employee volunteering to supervise students who are involved in an activity or field trip.

Volunteer - a community member who is registered as an NCS D Volunteer that volunteers to supervise students who are involved in an activity or field trip.

### 1. Administration Activity & Field Trip Supervision and Responsibilities

a. The administration shall provide required Natrona County School District (NCS D) supervision guidelines for all student activity trips and field trips that occur in and away from Casper. This responsibility includes supervision of both participants and spectators. (This may include school Administrators, Campus Supervisors, Crowd Control Supervisors, law enforcement, fire and/or emergency medical services.)

b. On occasion, the administration will provide additional supervision for student activity trips and field trips that occur away from Casper. Reasons for this may include, but not limited to:

i. number of non-participating students/spectators attending the event;

ii. type of activity (football, soccer, jazz festival...);

iii. potential problem location based upon previous circumstances;

iv. the length of time the students will be participating in the event;

v. the emotional impact of the activity (i.e., conference or regional championship, state tournament, a cross-town rival at any location, home or away);

vi. time of day and day of the week; and/or

vii. coverage and supervision for ill or injured participants, coaches, teachers, sponsored, and chaperones as a result of an emergency medical situation;

c. The administration shall include adequate funds in the school's budget which may used to pay for reasonable expenses for this type of supervision. Assignment of supervision shall be at the discretion of the administration but must follow NCS D supervision guidelines for home or away activity and field trips.

d. The duties of those assigned supervision responsibilities shall be detailed in writing by the administration. Documentation of the duties assigned shall be stored at the school with the administration.

### 2. Coach/Teacher/Sponsor/Chaperone Activity & Field Trip Roles, Responsibilities and Supervision

- a. All activity and field trips will be supervised by an NCS D staff member(s) with abilities and interests which are similar to the group's interests and objectives that are assigned by the school administration. An NCS D registered volunteer may also supervise under the authority of an NCS D registered volunteer may also supervise under the authority of an NCS D coach/teacher/sponsor/chaperone.
- b. Prior to an activity or field trip, the Coach/Teacher/Sponsor/Chaperone shall provide a copy of the Activity/Field Trip Itinerary (AFT05) form and Activity/Field Trip Manifest (ATF06) form to the administration and to the Director of Transportation or designee.
- c. Annually, the Coach/Teacher/Sponsor/Chaperone in charge shall be responsible for assuring that all coaches, teachers, sponsors, and chaperones receive, sign and return the Activity/Field Trip Coach/Teacher/Sponsor/Chaperone Expectations Form (AFT04) to the administration prior to supervising an activity or field trip.
- d. All coaches, teachers, sponsors, and chaperones must be an NCS D staff member or an NCS D registered volunteer.
- e. The coach/teacher/sponsor, who is the NCS D staff member of the school sponsoring the trip, is in charge of the group.
- f. For overnight trips, including both male and female students in the group, at least one coach/teacher/sponsor/chaperone or volunteer of each gender shall be present throughout the trip.
- g. Coaches, teachers, sponsors, and chaperones must be familiar with the Student Conduct and Discipline Admin Regulation 5370, the Athletics and Activities-Code of Conduct Admin Regulation 5371, and Admin Reg 5373 Student Conduct and Discipline - Transportation. They shall report all suspected violations of these regulations to the Administration immediately.
- h. Active Supervision
  - i. Coaches/teachers/sponsors/chaperones must **ACTIVELY** supervise and keep an accurate check on the students assigned to them for all activities and field trips.
  - ii. Coaches/teachers/sponsors/chaperones assume a 24-hour-a-day responsibility for students from the time they leave until the time they return.
  - iii. The coaches/teachers/sponsors/chaperones shall set a curfew and notify all members of the group of the established curfew.
  - iv. For overnight lodging, periodic rounds shall be made by coaches/teachers/sponsors/chaperones, as needed, to assure that students are adhering to assigned room arrangements and behavioral expectations.
  - v. The level of student supervision while on an activity and/or field trip is no less than the level of student supervision required when students are one campus, participating in class, or participating in other school events.
  - vi. Supervision on NCS D Transportation will consist of the coaches/teachers/sponsors/chaperones being dispersed throughout the bus, beginning with the first coach/teacher/sponsor/chaperone sitting in the middle of the bus, the second coach/teacher/sponsor/chaperone sitting in the back of the bus and the third coach/teacher/sponsor/chaperone sitting in the front of the bus. Active supervision will include frequent checks throughout the bus while traveling.

### 3. Ratios

- a. Secondary school activity trip (day trip or overnight) supervision will meet district supervision ratio requirements at all times: 12-16 students to 1 adult (12-16:1).
- b. For overnight or out-of-town field trips (elementary, middle school, and high school), supervision ratio requirements at all times: 12-16 students per one adult (12-16:1).
- c. For daytime in-town field trips (elementary, middle school, and high school), adult supervisors to student ratio should reflect the size of the class taking the trip.
- d. Administrative exemptions to go beyond these ratios can occur on a case by case basis under extenuating circumstances.

### 4. Conduct expectations for Coaches/Teachers/Sponsors/Chaperones

- a. Coaches/teachers/sponsors/chaperones must conduct themselves in the manner of a prudent parent (acting with or showing care and thought for the future).
- b. No adult may sleep in or share a room with a student unless the adult is the student's legal guardian.
- c. Coaches/teachers/sponsors/chaperones must wear appropriate clothing in compliance with NCS D policy.
- d. Coaches/teachers/sponsors/chaperones must only engage in safe activities involving multiple students on the trip.
- e. No coach/teacher/sponsor/chaperone may take part in any sexual activity of any kind while on a trip.
- f. No coach/teacher/sponsor/chaperone may consume any alcoholic beverage at any time during a school activity or field trip.

### 5. Conduct expectations for students

- a. Students must wear appropriate clothing in compliance with NCS D policy.
- b. A student may only engage in safe activities involving multiple students on the trip.
- c. Students are not allowed to have guests of the opposite gender in their rooms.
- d. When a student is assigned to a group or coach/teacher/sponsor/chaperone, the student is to remain with a return with the group or coach/teacher/sponsor/chaperone unless other arrangements were made and approved by the administration prior to the time or departure or at the event by the parent/guardian signing out their own child with coach/teacher/sponsor/chaperone. See Parent/Guardian Private Transportation Release Form (PV02).
- e. Students may not take part in any sexual activity of any kind while on a trip.
- f. All NCS D rules, regulations, and policies governing student behavior are in force during any school-sponsored activity or field trip (Admin Reg 5370 Student Conduct and Discipline, Admin Reg 5371 Athletics & Activities Code of Conduct).

### 6. Required Paperwork

- a. An Activity/Field Trip Manifest Form (AFT06) and Activity/Field Trip Itinerary Form (AFT05) shall be filed with the school's Administration prior to departure.
- b. The Activity/Field Trip Manifest Form (AFT06) shall include the names of each student, coach, teacher, sponsor, and chaperone, their primary phone number, and the name and primary phone number of an emergency contact person(s).
- c. A copy of the Activity/Field Manifest Form (AFT06) shall be provided to each coach/teacher/sponsor/chaperone.
- d. The coach/teacher/sponsor/chaperone shall be provided with paper or digital copy of the Parent/Guardian Consent Form (AFT02) for each student and copy shall be maintained at the school.

#### 7. Consent for Medical Treatment Process

- a. A Parent/Guardian Consent Form (AFT02) for each student shall be readily available (paper or digital copy) on all activities and field trips. In case of an accident, the parent shall be notified as soon as practical and a medical release waiver shall be presented to the treating physician/medical personnel. A student's Parent/Guardian Consent Form (AFT02) Form will be attached to the Student Injury Incident Report which is required with an accident.
- b. The Parent/Guardian Consent Form (AFT02) and/or Physical Examination Form (PE01) will be retained on file at the school of attendance until at least two years after the close of the school year in which the activity or field trip occurred. In the event of a student injury, the student's Parent/Guardian Consent Form (AFT02) and/or Physical Examination Form (PE01) will be retained on file for a period on ten (10) years following the date of the incident resulting in the injury.

[See Admin Reg 5370 Student Conduct and Discipline](#)

[See Admin Reg 5371 Athletics & Activities Code of Conduct](#)

[See Admin Reg 5373 Student Conduct and Discipline-Transportation](#)

[AFT02 - Parent/Guardian Consent Form](#)

[AFT05 - Activity/Field Trip Itinerary Form](#)

[AFT06 - Activity/Field Trip Manifest Form](#)

[PE01 - Physical Examination Form](#)

[PV02 - Parent/Guardian Private Transportation Release Form](#)

Adopted: March 1, 1982

Reviewed: June 20, 2000

Readopted: October 23, 2000

Reviewed: May 13, 2013 (and replaced Policy 5330)

Revised: July 1, 2020

## AT WILL Head and Assistant COACH DUTIES AND RESPONSIBILITIES and Job Descriptions

**EDUCATION:** High School Diploma / GED

**REQUIREMENTS:** Current PTSTB Coaching Certificate and current CPR / First Aid card

Able to, work afternoons, evenings, nights & on weekends (not including Sunday) in order to provide the necessary practice time and game schedule associated with the sport and season length. Coaches are expected to schedule practice every week day (M-F) except for holidays, game days, and never on Sundays. All Natrona County School District (NCSD) student sponsored activities and sports must be completed by 6pm at the middle schools and 6:30pm at the high schools on Wednesdays-as per Board Policy 1200 Parent and Community Night.

Cooperate and coordinate with the Assistant Principal/Athletic Director (AD) or Athletic Designee on all matters pertaining to:

- the scheduling of contests, practice schedules, and parent meetings
- complaint and grievances process
- code of conduct requirements implemented and violations consistently administered
- participant eligibility requirements implemented and violations consistently administered
- purchasing of equipment and uniforms
- bus transportation procedures
- coach active supervision requirements during activity trips
- emergency action plan
- safety check-list
- fund raising requirements
- copyright law
- coach conduct requirement and issues
- coordinating and administering an effective system of assigning locks and lockers
- distribution and collection of equipment and uniforms
- beginning practice on the earliest date allowed by the regulations of the Wyoming High School Activities Association (WHSAA) and/or NCSD
- communicate coach active supervision expectations, and implementation during all practice and competition sessions
- understanding undue influence and the complaint process
- horizontal and vertical alignment strategy for each sport
- participant and coach attendance policy
- the annual review and approval of the team handbook and communication documents to students and parents
- annual evaluation process for head coaches, assistant coaches and aides
- annually completing district required compliance training

Ensure all athletic participants have:

- a current physical examination prior to starting practice
- been provided and understand the Natrona County School District's Code of Conduct and Academic Eligibility rules and regulations for activities and sports
- been provided the opportunity to purchase insurance coverage before the first practice session
- reviewed the safety video and WHSAA concussion risk information and Consent to Participate in the Parental Acknowledgement form.

Ensure that all athletic equipment and uniforms are:

- inspected, cleaned and/or repaired prior to issuing to participants
- accurately inventoried, distributed, repaired, cleaned, maintained and secured



- used correctly by participants through proper instruction

Ensure that:

- the locker and equipment rooms are maintained in a safe and orderly manner
- there is district required adult supervision for all student athletes in all settings (locker rooms, fields, gymnasiums, buses, lodging, etc., Administrative Regulation 5341)
- all injuries are reported immediately verbally and in writing via the NCSD Injury Reporting Form to the following: parents, athletic trainer, nurse and AD or AAF.
- all volunteers, chaperones, aides and/or coaches assigned to the activity/sport know their duties and responsibilities
- the goals and values of the athletic program reflect those of the school and District educational program
- awards and award letters are created and distributed fairly in accordance with all award/s requirements

Overnight lodging, only the activity/sport participant is allowed in the assigned room unless there is an emergency or reason to believe misconduct is taking place in the room

- If a co-educational trip is undertaken each gender must be housed in separate rooms
- Under no circumstances may an individual of the opposite gender visit the other's room

Actively communicate and notify all eligible participants:

- of the activity competition and practice schedules
- of the dates and times for receiving equipment
- of the academic & conduct eligibility information
- of the pre-season parent meeting
- of the team rules in the team handbook

Attendance is required at annual coaches meetings scheduled by the AD

Be responsible to the head coach, AD or Principal for the conduct of all student athletes

- for reporting rule violations
- for scheduling and planning details of out-of-town transportation
- for early dismissal of students involved in an activity trip
- for keeping statistics that are necessary for school records
- for maintaining participant minimums for the activity
- for recording attendance of activity participants
- for providing beginning and end of season participant rosters

Provide a travel roster, emergency phone numbers of participants, trip itinerary, adult sponsor forms, and field trip forms if required to the head coach, AD and transportation department bus scheduler

Complete the Sport Safety Checklist at the beginning of each season for every sport coached (Head and Assistant Coaches)

Know and enforce the transportation rules and regulations for scheduling bus requests and supervising student athletes on buses during activity trips (Administrative Regulations 5341 & 5342)

#### HEAD COACH

- ensure that all coaches and student athletes conduct themselves in a sportsmanlike manner at all times

- coordinate with the head athletic trainer the recruitment of student trainers and the scheduling of trainer availability before during and after practice and competitions
- ensure that all student athletes and coaches know and follow all transportation policies and guidelines (Administrative Regulations 5341 & 5342)
- maintain current coaching certification requirements
- communicate performance and Code of Conduct (Administrative Regulation 5371) expectations to all assistant coaches and participants
- assist coaches in achieving performance expectations
- provide annual performance evaluations to all assistant coaches and aides
- meet with the AD to complete an annual review of the activity

**KNOWLEDGE, SKILLS AND ABILITIES:**

- to organize, promote and attend seminars, meetings and other professional development opportunities
- to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies, regulations, operating procedures and guidelines
- to integrate resources, policies, and information e.g. Horizontal & Vertical alignment of Athletics, Undue Influence, Activities Eligibility
- to establish and maintain effective work relationships with students, parents, staff, and the public
- to communicate effectively with students, parents and NCSD staff
- to represent NCSD #1 in a friendly, courteous and professional manner
- to respond effectively to emergency situations

**SAFETY:**

- leads in the creation of a culture of safety and environmental protection by performing work safely in accordance with District, department and school safety procedures.
- annually review the compliance safety film with all participants, in all sports, prior to participating in competitions, games, events, matches....
- operates equipment safely and reports any unsafe work conditions or practice to the Athletic Director/Athletic/Activities Designee
- inspect and ensure the safety of all facilities utilized and equipment issued to student athletes
- teach and follow the concussion protocol designed for student athletes in NCSD
- know, teach, and implement the emergency action plan for the sport, and facilities used at all times in the case of, a violent intruder, lightning, extreme temperatures and injuries
- establish, know, enforce, monitor, and teach all district, local and state health safety requirements related to the COVID-19 virus but not limited to COVID-19

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Coaches Evaluation

### Purpose

- Assist and improve coaches' performance of duties
- Ensure program is in alignment with District athletic philosophy and policies
- Communicate performance expectations of the individual, i.e. make duties and responsibilities clearer

### Head Coach

#### Evaluation process:

- A meeting prior to the season, at which the following topics will be discussed:
  - School/district philosophy and goals of the athletic department
  - Procedural format for travel, equipment inventory, etc.
- A meeting within two weeks of the conclusion of the season at which an evaluation instrument will be completed, based on:
  - Coach's behavior
  - Contests throughout the season

### Assistant Coaches

#### Grades 9-12

- Head coach – perform observation and written assessment of assistant coach and coaching aides
- Confer with AD, principal or designee prior to final conference
  - Evaluation process is broken down into two phases:
- Meeting with assistant at start of season
- Completion of the formal evaluation assessment within two weeks of conclusion of season

## Undergarment / Jewelry Policy

### Supportive Undergarment Policy

In an attempt to enhance the safety of all NCSD #1 student athletes we have adopted the following “Supportive Undergarment Policy.” A number of injuries specific to several male students as well as modesty throughout the gymnasiums, weight rooms, and training rooms have caused us to examine this issue and make the following recommendations for all student athletes.

All male participants must wear a jock strap or supportive brief type undergarment and all female athletes must wear a sports bra or similar type supportive undergarment. Failure to do so increases the risk of injury and potential disability to the athlete involved.

### Jewelry Policy

In an attempt to enhance the safety of all NCSD #1 student athletes we have adopted the following “Sport Participation – Jewelry Policy.”

All participants male and female will not be allowed to participate, compete or practice while wearing jewelry of any kind. Athletic Administration, coaches and game officials will impose the jewelry rule during practices and competitions.

## Number of Coaches Per Sport

### Secondary Athletics

\* **Minimum** 2 adults up to the first 32 participants (due to safety issue)

Each sport will have one (1) Head Coach and one (1) Assistant/Aide for the initial 32 participants. An Assistant/Aide will be added for each additional 14 participants beyond the initial 32 participants. The administrator has the discretion to determine the need for an additional head coach and/or assistant. If an assistant is hired due to an increase in participation numbers, they would be hired for a provisional 10-day period. If participant levels substantiate the additional assistant, the agreement will continue for the specified sport.

The maximum number of volunteer assistants: high school football – two (2) volunteer assistant coaches, all other sports grades 9-12 – one (1) volunteer assistant.

An exception may be made if an assignment is authorized by an Administrator when the head coach is of the opposite sex of the team members. The District will cover the cost for a staff member’s substitute in the case when a staff member of the same sex for a team member is required.

## Procedures and Resources for Coaching in Secondary Athletics

These procedures change from year to year.

To receive the most updated and correct information please visit: <http://ptsb.state.wy.us>

**Applications may be procured at:**

[www.ptsb.state.wy.us/applicationsList.asp](http://www.ptsb.state.wy.us/applicationsList.asp)

or

NCSD #1 (307) 253-5200

### Course Work

Coaching courses

WHSAA Office

(307) 577-0614

### All District Job Postings

Visit [www.natronaschools.org](http://www.natronaschools.org) and click on Careers

## Coach/Sponsor General Responsibilities

### Coaching/Teaching Techniques

- Use sound and acceptable teaching practices
- Run well-organized and productive practice sessions.
- Complete all pre-season planning well in advance of the starting date
- When applicable, adhere to a highly efficient and technically sound program of injury prevention
- Construct a well-organized and effective contest plan
- Develop a sound system for equipment/material accountability, including a seasonal inventory, repair, reconditioning and replacement of equipment/materials. All purchasing should be accomplished through the allocated budget
- Keep assistant coaches/sponsors, student managers and all other help well informed as to what is expected. Cooperate fully with maintenance staff, transportation personnel and other similarly involved in the overall activities program.

### Student Managers

- Each manager is to be selected by the coach/sponsor in charge of the activity
- The manager's job is one of responsibility, dependability, loyalty, and cooperation with the coaches/sponsors and participants
- Managers who take care of the equipment/materials are to be under the direct supervision and management of the coach/sponsor
- All participants' equipment is to be issued by the coach/sponsor. In sports, all players' equipment is to be fitted and issued by the coach
- The managers are expected to be assigned to certain duties by the coaches/sponsors and be held responsible for such assignments
- Managers are not to be given free rein with school keys
  - Keys are never to be given on a long term basis
  - The coach/sponsor who gives the key to the manager is ultimately responsible for the use of those keys.
- Student managers are expected to follow the same guidelines as the student participants in the activity and are also under the Code of Conduct

### Storing Equipment between Seasons

- Equipment is important to every coach/sponsor
- Proper storing and inventory of equipment after the season makes a coach/sponsor's job easier the following season
- Having equipment properly marked and in neat order makes inventory easy
- A check out sheet and check in sheet makes better control of equipment and is to be used by all coaches/sponsors
- Equipment should be cleaned before final storage between seasons
- Equipment no longer usable should be discarded
- No equipment should be discarded without approval of the Athletic Director or administrator

## NCSA Athletics & Activities Code of Conduct: Administrative Regulation 5371

### INTRODUCTION

The Natrona County School District (NCSA) recognizes that participation in athletics, activities and co-curricular clubs is a “privilege” not a right.

Students who participate in the Natrona County School District athletics, activities or co-curricular clubs do so with the understanding that they must follow all Wyoming High School Activities Association (WHSAA) rules and NCSA policies, regulations and guidelines with higher standards and expectations than those relating to the general student community.

This administrative regulation, containing the Code of Conduct, is in effect upon the students enrolled in Natrona County School District grades 6<sup>th</sup>–12<sup>th</sup>. All students (e.g. NCSA, Home School, Virtual Education, Private School and other Wyoming school district students) will follow the NCSA Code of Conduct parameters and expectations, as well as, complete the required WHSAA and NCSA forms prior to participation.

The Code of Conduct applies to students who participate in athletics, activities or co-curricular clubs and is in effect during the entire NCSA academic school year and during the dates as set by the Wyoming High School Activities Association. The first day of the WHSAA fall season for sports typically begins two to three weeks prior to the beginning of the NCSA academic year.

### SUMMER PARTICIPATION

The Code of Conduct administrative regulations and guidelines also apply to students while participating in summer school, summer marching band or any summer Natrona County School District affiliated and/or organized activity, camp, clinic, event, practice (etc.) that has been identified as a responsibility of NCSA. Summer time Code of Conduct violations are applied in the upcoming NCSA academic year and WHSAA activity and sport seasons.

### CONTEST DEFINITION

The Natrona County School District definition of a “contest” aligns with the Wyoming High School Activities Association description of the maximum number of contests or days or events or games or meets allowed in the regular season for the corresponding activities and sports:

NCSA contest = One contest or day or event or game or meet as defined by the WHSAA for the sports and activities listed below

**Contest** = Basketball, Cheer, Dance, Marching Band, Soccer, Softball, Volleyball

**Contest Day** = Alpine Ski, Cross Country, Golf, Nordic Ski, Swimming and Diving, Tennis

**Event** = FFA, Wrestling

**Game** = Football

**Meet** = Indoor Track, Outdoor Track, Speech and Debate

**WHSAA Handbook** (e.g. 4-1-2019 rules for the maximum number of contests, games, contest days, meets or events allowed in the activities and sports listed above are as follows):

### NCSA CONTEST DEFINITION AS ALIGNED TO WHSAA

<u>Sport or Activity</u>	<u>Title of WHSAA Competition</u>	<u>Number of competitions per season*</u>	<u>Sport or Activity</u>	<u>Title of WHSAA Competition</u>	<u>Number of competitions per season*</u>
Alpine Ski	Contest Day	12	Soccer	Contest	14
Basketball	Contest	18	Softball	Contest	26

Cheer	Contest	>13	Speech & Debate	Meet	10
Cross Country	Contest Day	8	Swimming & Diving	Contest Day	18
Dance	Contest	<12	Tennis (fall)	Contest Day	10
FFA	Event	<12	Tennis (spring)	Contest Day	9
Football	Game	9	Track - Indoor	Meet	8
Golf (fall)	Contest Day	10	Track - Outdoor	Meet	10
Golf (spring)	Contest Day	9	Volleyball	Contest	18
Marching Band	Contest	<12	Wrestling^	Event	15
Nordic Ski	Contest Day	12			

^(Wrestling Event values > Single Dual & Tournament = 1; Double Dual, Triangular, Quad, Dual Tournament = 2)

\*Designated number of competitions do not include Conference, Regional or State

## CONTEST EXCLUSIONS

Contest exclusions from activities and sports identified in this document shall not prevent a student from taking part in practice sessions, but the student cannot be associated with the team in any manner, before, during or after a home or away competition. This includes, but is not limited to, wearing the team uniform, being on the sideline or bench with the team or during any locker room pre or post competition meetings.

Students placed at any alternative disciplinary setting (e.g. Refocus Room or In-School Suspension room/setting) may take part in practice sessions, but the student cannot be associated with the team in any manner, before, during or after a home or away competition. The school administration may determine extenuating circumstances that led to the placement and may revoke permission for practice participation. This includes, but is not limited to, wearing the team uniform, being on the sideline or bench with the team or during any locker room pre or post competition meeting.

Students placed at any alternative to suspension setting, such as Safe School Suspension Lab (SSSL), may not take part in practices. The school administration may determine extenuating circumstances that led to the placement and may grant permission for practice participation, but the student cannot be associated with the team in any manner before, during or after a home or away contest. This includes, but is not limited to, wearing the team uniform, being on the sideline or bench with the team or during any locker room pre or post competition meeting.

Students serving an out of school suspension or on a stipulated expulsion agreement cannot be on school grounds or associated with the team in any manner. Per building administrative authorization, a student serving an out of school suspension may be granted permission to attend, as a spectator, an isolated special event or program on school grounds related to the student or immediate family. NCSD athletics, activities and co-curricular clubs are an extension of the classroom. The Code of Conduct contest exclusion is not completed until midnight on the last day of the exclusion being served.

The middle level school student (6<sup>th</sup>-8<sup>th</sup> grades) Code of Conduct violations reset annually upon completion of the fourth quarter of the current academic year and do not carry over from 8<sup>th</sup> grade to 9<sup>th</sup> grade.

If the contest exclusions cannot be completed prior to the beginning of the student's participation in the high school sports listed in this document. The intervention steps assigned must be completed prior to participating in high school sports.

Once a student begins participation in sports or activities in high school the student must also follow the rules of the Wyoming High School Activities Association as well as Natrona County School District.

The high school student (grades 9<sup>th</sup>-12<sup>th</sup>) Code of Conduct violations reset annually upon the completion of the fourth quarter of the current academic year, but follow the student until the contest exclusions and intervention steps have been completed. The exclusions are not specific to the sport in which the violation occurred. The completion of the contest exclusion may carry over into a new sport season in the same academic year or into a new academic year in order to complete the contest exclusions.

A high school or middle level student with Code of a Conduct violation(s) must participate in the entire sport season in which the contest exclusion violation(s) are served in order to fulfill the contest exclusion step guidelines.

### **NCS D CONDUCT REGULATIONS**

Students who participate in athletics, activities or co-curricular clubs will not use, possess, transfer, or disperse any tobacco products, including e-cigarettes, vaporizers, Juul-like devices or products, drug paraphernalia, alcoholic beverages, or illicit controlled substances (drugs). Students will not confiscate (steal), destroy or vandalize private or public property. This will include but not be limited to theft, shoplifting, breaking and entering, and vandalism.

Students covered by the Code of Conduct who violate Municipal, State, or Federal codes (excluding minor traffic violations) will incur consequences as outlined in this administrative regulation.

It is understood that local law enforcement will be notified whenever school personnel confiscate alcohol products, illicit controlled substances, tobacco products, suspected stolen merchandise or are in violation of any Municipal, State or Federal codes. The penalty administered by the Justice System may be different, and in addition to penalties outlined in School Board Policies and Administrative Regulations.

The possession, distribution or use of alcoholic beverages, tobacco, drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school sponsored trip is a Code of Conduct violation.

The reference herein to “other substance” is intended to prohibit the use, possession or distribution, including smoking, huffing, inhaling, consuming, absorbing or otherwise ingesting for the purpose of generating a high or otherwise altering the mental processing or impairing the consumer’s judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off, petroleum products, “spice”, “K-2”, Juuling like pods or cartridges containing THC, or any other substance, whether organic or non-organic, which are utilized in such a manner as to create a high or otherwise alter the mental processing or impair the consumer’s judgment or motor skills or in such a way as to be contrary to their intended use or purpose.

It is prohibited to have in the student’s possession, be under the influence of, or have in the student’s blood stream, any intoxicant, inhalant (not intended for that specific purpose or need) or any substance represented by the student to be a “drug” as defined by this administrative regulation.

It is prohibited for a student to possess “drug paraphernalia” as defined by the Wyoming Controlled Substances Act 1971. It is the policy of NCS D that the possession, use or distribution of substances represented as drugs is detrimental to the education, safety, and welfare of students. A student who violates any part of this policy shall be subject to discipline which may include exclusion, suspension or expulsion.

To help students who are identified as possibly abusing alcohol/drugs/substances, NCS D and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol, drugs or substances. Students may self-refer or be remanded to such NCS D and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

NCS D will recommend resources to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, or other substances. NCS D will provide counseling services that will make it possible for students to seek and obtain interventions for drugs/substances and/or alcohol-related problems or will provide counseling as to where appropriate help can be received

### **Definition of Alcohol, Drugs, Products, Substances and Actions with Code of Conduct violation consequences:**

**Alcoholic Beverages**--Any alcoholic liquor or malt beverage as defined by Wyoming statutes.

**Tobacco**--Any substance containing tobacco leaf, or any product made or derived from tobacco that contains nicotine, including but not limited to, cigarettes, electronic cigarettes, vaporizers or Juul-like devices, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco.



**Electronic Cigarettes and Vaporizers, and Juul-like Devices**--Any product that employs any mechanical heating element, battery or electronic circuit, regardless of shape or size, which can be used to deliver doses of nicotine vapor or any other substance by means of heating a liquid, wax, or other solution contained in a cartridge or alternate delivery system.

**Drug**--Any controlled substance as defined by Wyoming statutes.

**Drug paraphernalia**—Drug paraphernalia means all equipment, products and materials described in the Wyoming Controlled Substances Act of 1971 and any amendment thereof of and of any kind when used, advertised for use, intended for use or designed for use for manufacturing, converting, preparing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act and includes:

- (1) Objects when used, advertised for use, intended for use or designed for use in injecting controlled substances into the human body
- (2) The following objects when used, advertised for use, intended for use or designed for use in ingesting, inhaling, or otherwise introducing tobacco, marijuana, cocaine, hashish or hashish oil, or any other controlled substance into the human body
  - a. Metal, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls
  - b. Bongs
  - c. e-cigarettes or electronic smoking devices such as Juuls
  - d. vaporizers or vaping devices

**Substance**--Any substance, whether organic, or non-organic, which can be smoked, huffed, inhaled, consumed, absorbed, or otherwise ingested for the purpose of generating a high or otherwise altering the mental processing, or impairing the consumer's judgment or motor skills, or for the use contrary to the lawful and intended use of the substance, excluding any substance taken pursuant to a lawful medical prescription or which is used in the manner in which it is intended to be used for a legitimate medical or healthy condition. The term substance includes, but is not limited to glue, paint, Dust-Off, petroleum products, "spice", "K-2", and Juul-like pods or cartridges containing THC.

**Drug or Substance Trafficking/Providing**--Any involvement in the process of delivery or actual delivery of a drug/substance or any substance delivered or in the process of being delivered which is represented by the trafficker to be a drug or substance as defined in this policy.

**Behaviors with Code of Conduct violations consequences:**

Derived from Administrative Regulation 5370 - Student Conduct & Discipline & the NCS D Student/Parent Handbook-Administrative Regulation 5371 Athletics and Activities Code of Conduct:

- Arson
- Assault/Battery
- Breaking and Entering
- Drugs, Drug Paraphernalia possession, consumption, distribution, selling, transfer, trafficking
- Electronic Cigarettes, Vaporizers and Juul-like devices, possession, consumption, distribution, selling, transfer, trafficking
- Fighting
- Habitually Disruptive Students
- Party Rule
- Shoplifting
- Stealing

- Substance, organic or non-organic, possession, consumption, distribution, selling, transfer, trafficking
- Tobacco containing nicotine, including but not limited to cigarettes, e-cigarettes, vaporizers, Juuling devices, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco, possession, consumption, distribution, selling, transfer, trafficking
- Theft
- Threat
- Vandalism
- Weapons/Firearms/Explosive Devices

#### **Administrative Regulation 5440 - Student Bullying**

- |                                       |                |
|---------------------------------------|----------------|
| • Bullying                            | • Harassment   |
| • Cyber-bullying                      | • Hazing       |
| • Disability Harassment               | • Intimidation |
| • Discrimination                      | • Menacing     |
| • False charges/malicious accusations | • Sexting      |

#### **PARTY RULE**

Participants are expected to avoid situations/gatherings where substances, used illegally, are available to underage youth. Participants need to take positive action to avoid situations where illegal substances are present. A plan should include information about the situation/gathering prior to attending and take action immediately to leave the situation/gathering if illegal substances are present. Failure to take appropriate steps to avoid these types of situations will result in a Code of Conduct violation.

#### **SPORTSMANSHIP**

Unsportsmanlike behavior resulting in being ejected from a contest is a Code of Conduct violation for middle level students. High school students are subject to WHSAA unsportsmanlike conduct rules (3.5.2, 3.5.25 & 3.5.3) only, for an unsportsmanlike behavior resulting in an ejection.

#### **CONTEST EXCLUSION STEPS**

Middle school students follow the contest exclusion steps for activities and sports with 12 or fewer contests for all middle school activities and sports and **reset annually**. High school students follow all exclusion steps for the activities & sports listed below, but are not limited to, the following and also **reset annually**.

A student must be academically eligible and qualify for a contest, event, games, meet or contest day in order for the Code of Conduct exclusion to be applied.

A student participating in more than one activity or sport simultaneously with a Code of Conduct violation will serve the required suspension for both the activity and/or sport listed below.

All activities or sports with <b>12 or fewer</b> season contests (not including culminating events)	All activities or sports with <b>13 or more</b> regular season contests regular season contests (not including culminating events)
Alpine Ski Cross Country Dance Football FFA Golf (Fall & Spring) Marching Band Nordic Ski Speech & Debate Tennis (Fall & Spring) Track (Indoor & Outdoor)	Basketball Cheer Soccer Softball Swimming & Diving Volleyball Wrestling
<b>EXCLUSION STEP</b>	<b>EXCLUSION STEP</b>
<ol style="list-style-type: none"> <li>1. One Contest</li> <li>2. Three Contests</li> <li>3. One Year - 365 days from the date of the Code of Conduct violation</li> </ol>	<ol style="list-style-type: none"> <li>1. Two Contest</li> <li>2. Six Contests</li> <li>3. One Year - 365 days from the date of the Code of Conduct violation</li> </ol>

Single day or multiple day competitions connected to **contests, events, games, meets or contest days** with a NCSD or WHSAA contest value of TWO (i.e. basketball, volleyball or soccer tournament, soccer jamboree, wrestling double dual, triangular or quad), but not limited to, may not be entered by a student once the contest, event, game, meet or contest day has begun (no matter the location, home or away).

In all activities and sports, the Code of Conduct Exclusion Step consequences apply to all contests until the student has served the exclusion consequence at the level of play the student has the most playing time or the highest level of play if playing time cannot be differentiated (cannot play up or down a level in order to serve the exclusion step). If the exclusion occurs near the end of the activity or sport season, the student may be required to serve the exclusion in the next activity or sport in which the student participates. A student may not participate in another activity or sport to serve the exclusion step consequence unless the student successfully completes the entire season for that activity or sport.

### **(Exclusion Steps 1 & 2) - First and second Code of Conduct Violation**

(During the Defined annual Code of conduct time frame-page 1 Paragraph 4)

The student is excluded from contest participation according to the applicable contest exclusion step. The student will complete an intervention deemed appropriate by the school's administration as per the Athletics & Activities Code of Conduct Standard Operating Procedure (SOP). A student may return to competition once the exclusion step and intervention are completed. During a rare and extenuating circumstance when an intervention extends over prolonged amount of time, the school administration may grant the opportunity for the student to return to competition participation if the student is in good standing and is actively engaged in the intervention process. If the student does not complete the assigned intervention, the student will be moved to the next exclusion step in the sequence.

After a student receives a first or second Code of Conduct violation in the same academic year:

- a. Within one (1) school day and not to exceed three (3) school days, apply behavior consequences, Code of Conduct exclusions and develop an intervention plan that will be scheduled and executed by the principal/designee.

### **(Exclusion Step 3) - Third Code of conduct violation**

The student is excluded from contest participation for one year 365 days from the date of the Code of Conduct violation. The intervention plan must be successfully completed for the student to participate in any future sports or activities.

After a student receives a third Code of Conduct violation in the same academic year:

- a. Within five (5) school days and not to exceed ten (10) school days, apply behavior consequences, Code of Conduct exclusions and develop an intervention plan that will be scheduled and executed by the principal/designee.
- b. Within five (5) school days and not to exceed fifteen (15) school days, a hearing will occur with the following participants: student, parent/guardian, school administration, District Athletics & Activities Director, Associate Superintendent of C&I and/or designee.

### **SUSPENSION CRITERIA-ACTIVITIES & CO-CURRICULAR CLUBS**

A student participating in activities and co-curricular clubs, not identified on page 9 under Contest Exclusion Steps, receiving a discipline consequence due to a behavior violation will be suspended from competitions, enrichment activities, performances, productions, concerts, community trips, fundraisers or any event related to the activity or club during the suspension time frame determined by the District Parent-Student Handbook and/or Administrative Regulation 5370. As with Contest Exclusion Steps, suspension for activities and co-curricular clubs not listed on page 9, is not completed until midnight on the last day of the suspension being served. A student must be academically eligible and qualify for a contest, event, game, meet or contest day in order for the Code of Conduct exclusion/suspension to be applied.

A student participating in more than one activity or co-curricular club simultaneously with a Code of Conduct violation will serve the required suspension for both the activity and/or club.

### **REGULATION ADMINISTRATION**

A student must ride with the team to an out of town single day or multiple day contest, game, meet, event or contest day on NCSA Transportation. An exception to this requirement may be granted by the school administration for rare and extenuating circumstances (i.e. attending a family funeral, medical emergencies, required medical procedures/appointments, required academic testing/appointments or family life changing event). An exception will not be granted because of a discipline or Code of Conduct exclusion.

The school administration has the authority to and must authorize any addition to the minimum discipline consequence as long as they are clearly defined in writing. Participants and parents/guardians must be informed of the additional behavior expectations and consequences in writing prior to the start of the activity or sport season.

Annually, and prior to the start date of an activity, co-curricular club or sport season, the school administration (i.e. athletic director/administrator, athletic designee, coach or sponsor) will schedule a meeting with the students and their parents or guardians to explain the behavior expectations, guidelines and regulations.

Annually, and prior to the start date of a WHSAA sanctioned or aligned activity or sport season, the school administration will have on file a signed copy of the Information and Consent form for each student involved in the WHSAA sanctioned or aligned activity or sport.

The Standard Operating Procedure (SOP) for the NCSA Code of Conduct can be found at the district website. Please feel free to copy and paste the link below to your computers web browser.

<https://www.ncsdathletics.com/forms.htm>

## Student Rights and Responsibilities

### RIGHT TO:

- ◇ Learn in a positive atmosphere free from threats, intimidations, harassments, or prejudices
- ◇ Have an opportunity to be provided an education consistent with student's ability and/or potential
- ◇ Be recognized as a unique individual and be an active participant in his/her own well-being;
- ◇ Receive a free public education from age six until graduation or to age 21, whichever occurs first
- ◇ Produce in an educational environment that is conducive to learning and free from prejudice
- ◇ Provide input in making decisions affecting school life and activities
- ◇ Be informed of learning or behavioral difficulties and be involved in the development of an improvement plan
- ◇ Be provided with a review of charges relating to possible disciplinary action
  
- ◇ Expect anonymity to the extent legally possible when circumstances require giving information in discipline cases involving others
- ◇ Be provided with certain fundamental educational materials and facilities needed to complete prescribed course of study
- ◇ Expect school to be a safe place

### RESPONSIBILITY TO:

- ◇ Support an atmosphere free from threats, intimidations, harassments, or prejudices
- ◇ Continually strive to advance to the highest degree possible by attending all classes and meeting all academic requirements and standards
- ◇ Support wellness aimed at improving the general welfare of the student, family unit, staff, and community
- ◇ Be on time and attend all classes daily, from six years of age or at least until age 16 or completion of the tenth grade, whichever occurs first
- ◇ Respect rights of all district personnel and other students who are involved in the educational process to ensure a positive learning climate
- ◇ Utilize appropriate channels for expressing ideas and/or opinions
- ◇ Make a conscientious effort to follow an improvement plan
  
- ◇ Be aware of all rules and regulations for student behavior and consequences for misbehavior, and conduct himself/herself in accordance with standards for behavior
- ◇ Volunteer information regarding serious disciplinary cases and cooperate with school staff
  
- ◇ Provide reasonable care for said educational materials and facilities
- ◇ Assist school staff in maintaining a safe school

## **Home-Based School Participation in Sponsored Athletic Programs**

### **Nine, Ten, Eleven and Twelveth Grades**

- Student must be registered with District home school coordinator
- Submit completed physical examination form and current vaccination records to school principal or designee
- Parent and student meet with school principal or designee to review:
  - School academic eligibility policy
  - School Code of Conduct
  - Team policies and rules
  - Sport uniform policies
- Participation fee of \$100.00 per student per sport-paid to WHSAA
- Complete and sign the Parental Acknowledgement form
- Complete combination school agreement form
- Meet District eligibility

### **WHSAA Affiliate Membership**

The WHSAA recognizes two types of affiliate members. Those students that are home schooled and those students that attend a State Department of Education accredited virtual school in which their home district has chosen not to sign a memorandum of understanding (MOU).

**Home School Definition** Home school is a program of educational instruction provided to a child by the child's parent or legal guardian or by a person designated by the parent or legal guardian. An instructional program provided to more than one (1) family unit does not constitute a home school.

These home school Affiliate Members:

1. Must apply for Affiliate WHSAA Membership each year before the first practice of the appropriate fall, winter or spring season.
2. Have no voting powers within the WHSAA.
3. Must pay the enrollment fee each school year as outlined below:
  - a. One hundred dollar affiliate membership fee per home school.
  - b. The Catastrophic Insurance Fee
  - c. The assessed WHSAA activity fee for each activity in which the Affiliate Member wishes to participate. (The fee is not charged to Affiliate Member Home Schools that enter into a combination school agreement as the visiting school.)
  - d. If the Affiliate Member enters into a combination school agreement as the visiting school, the host school becomes the student's school of choice for all sports and activities offered by the host school. If there is a change from the original agreement to an agreement with a different host school, all transfer rules will apply.
4. Must satisfy the statutory requirements of the State of Wyoming as specified for home school educational programs while an Affiliate Member of the WHSAA.

**Virtual School Definition**

Those students in which their home district has chosen not to sign a memorandum of understanding (MOU) with a State Department of Education accredited virtual school will be eligible to apply as an Affiliate Member.

These virtual school Affiliate Members:

1. Must apply for Affiliate WHSAA Membership each year before the first practice of the appropriate fall, winter or spring season.
2. Have no voting powers within the WHSAA.
3. Must pay the enrollment fee each school year as outlined below:
  - a. One hundred dollar affiliate membership fee per virtual school family.
  - b. The Catastrophic Insurance Fee
  - c. The assessed WHSAA activity fee for each activity in which the Affiliate Member wishes to participate. (The fee is not charged to Affiliate Member Virtual Schools that enter into a combination school agreement as the visiting school.)
  - d. If the Affiliate Member enters into a combination school agreement as the visiting school, the host school becomes the student's school of choice for all sports and activities offered by the host school. If there is a change from the original agreement to an agreement with a different host school, all transfer rules will apply. WHSAA Rules and Regulations Affiliate Member schools must abide by the WHSAA Constitution, and all bylaws, rules and regulations of the association. The Affiliate Member's schools student must meet the guidelines for activity participation required for all other students as defined in the current WHSAA Handbook.

**WHSAA Rules and Regulations:**

Affiliate member schools must abide by the WHSAA constitution, and all bylaws, rules and regulations of the association.

The affiliate member school student must meet the guidelines for activity participation required for all other students as defined in the current WHSAA handbook.

- Meet with principal or his/her designee and complete and/or review the following:
  - Submit completed Natrona County School District physical examination form
  - Review District and state academic eligibility policies
  - Review District Code of Conduct
  - Complete District and state combination school agreement form
  - Submit proof of student immunization to school nurse
  - Complete the NCSD Parental Acknowledgement form

### Natrona County School District (NCSD) Combination School Agreement

\_\_\_\_\_ Visiting School

\_\_\_\_\_ Host School

After two schools have verbally agreed to combine to offer a sport or activity, the principal from the visiting school shall complete the portions of this agreement that pertains directly to his/her school and then forward this agreement to the host school. The host school principal shall complete the remaining portions of the agreement and send it and the money for catastrophic liability insurance to the District Athletics & Activities office for review and approval. If not approved, the visiting and host school principals will be contacted.

This is an agreement between \_\_\_\_\_ visiting school and \_\_\_\_\_ High School (**host school**) regarding the combination school agreement for (Student's Name) \_\_\_\_\_ to participate in the following sport(s) \_\_\_\_\_

1. It is the intention of \_\_\_\_\_ visiting school and \_\_\_\_\_ high school

**(host school)** to combine in the above sports.

- 2. Student must have a completed health physical exam approved by the host school
- 3. Student, Parent/Guardian/Assistant Principal review, sign and return to the host school:
  - a) NCSD Athletic & Activity Eligibility policy
  - b) NCSD Code of Conduct
  - c) Consent for Emergency Medical Care and Release of Liability
  - d) NCSD Consent to Participate
  - e) Catastrophic Liability Insurance Proof of Payment to NCSD

**I have read and understand the items covered above.**

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Visiting School Principal \_\_\_\_\_ Date \_\_\_\_\_

Host School Principal \_\_\_\_\_ Date \_\_\_\_\_



## Injury Procedures

- Natrona County School District emergency treatment procedures for school officials to follow:
  - Chain of command during injury (in descending order):
    - Physician
    - Athletic Trainer
    - Head Coach
    - First Assistant Coach

When a more qualified individual is present, the less qualified individual will relinquish authority to the more qualified.

- If, in the judgment of the school official\*, the injury is deemed serious enough, the school official will take the responsibility of calling an ambulance to transport the injured athlete to the hospital

### WHEN EMERGENCY ASSISTANCE IS NEEDED -- Dial (9) 911

Other telephone numbers that may be of assistance:

Hospital	(9) 577-7201	
Hospital Emergency	(9) 577-2222	or 577-2424
City Fire Department	(9) 235-8222	
County Fire Department	(9) 265-8656	or 234-8826
Poison Control Center	(9) 1-800-955-9119	

**You must dial a “9” first when using a school phone**

***Athletic Trainers:***

Sydney Jensen	307-277-2301
Viola Davies	307-267-7312

- Notify parents or guardian.
- A school official will accompany an injured player to the hospital and arrange for treatment. If parents are not attending the game, be sure the player’s emergency contact information is in the possession of the coach. The school official shall continue trying to contact the parents and remain at the hospital with the player until the parents arrive. Be sure that you brief parents on the injury situation before leaving.

\*The definition of a school official is: an administrator, coach, or responsible employee of the Natrona County School District.

## **Health and Safety: Board Policy 4160**

It is the policy of Natrona County School District to take reasonable precautions for the health and safety of the students, employees, visitors, and all others having business with this school district.

Employees will observe federal, state, local and school district health and safety regulations, adhere to proper operating practices and procedures, and maintain safe and appropriate conditions

| Administrative Regulation Code: 4160

## Health and Safety

The following will be included in the District's Health and Safety Program:

### Employees:

- An orientation for new and transferred employees related to the District's health and safety policy and procedures. Responsibility for this orientation is outlined in the administrative regulations concerning this policy
- Timely and appropriate training
- A recommended personal protective equipment program
- A cooperative effort with Wyoming Workers Safety Department officials for an annual inspection

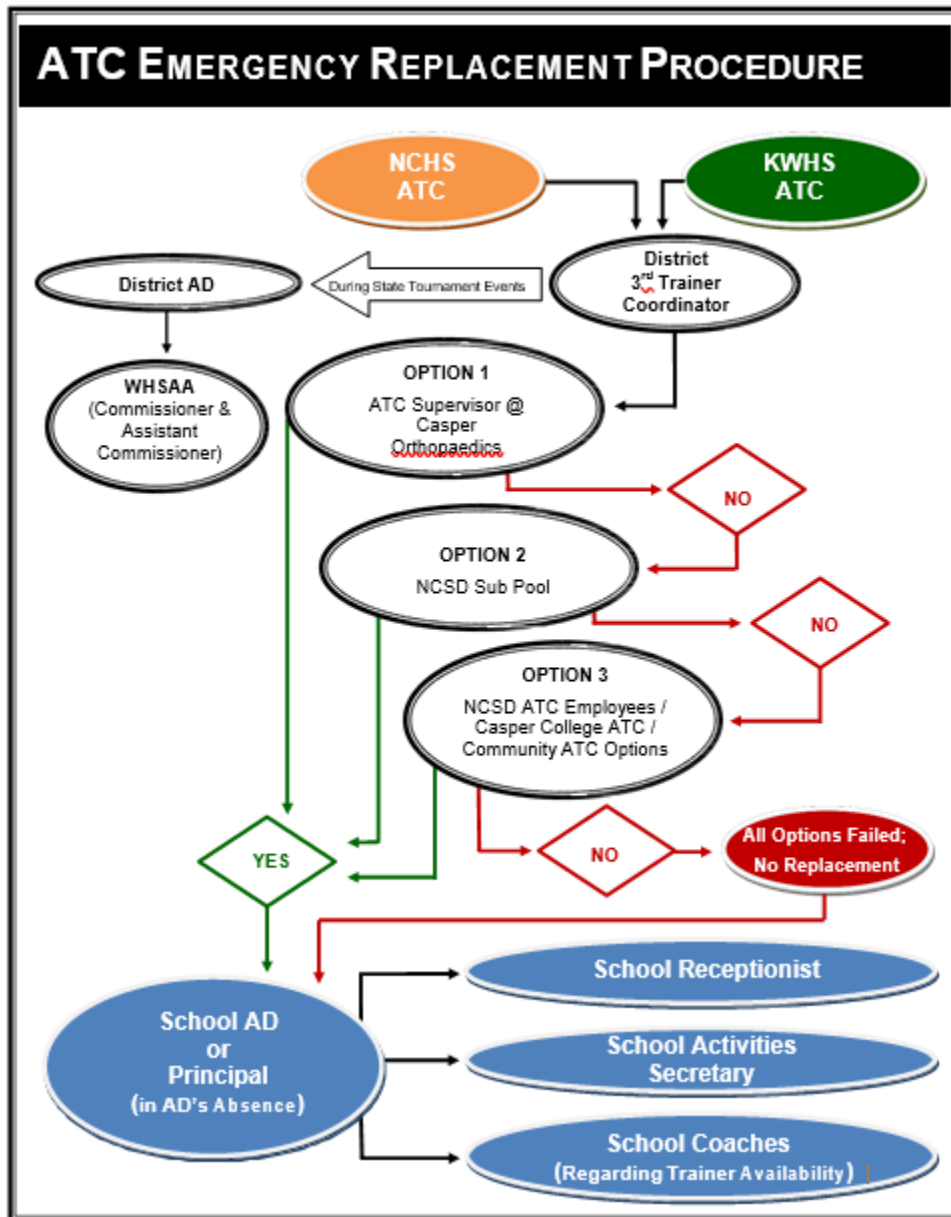
All employees shall make this health and safety policy and related procedures an integral part of their daily operations. Along with other responsibilities, safety consciousness must always exist in each employee's thinking and planning. Because of this obligation, each employee must not only prevent obvious unsafe acts on the part of those around him/her, but must also anticipate potential hazards.

All employees shall observe established safety regulations and practices, including the use of personal protective equipment. Performance in this regard will be measured along with the employee's overall performance.

### Students:

- All employees who have responsibility to stabilize a student after a head injury will be provided training
- Parents will be notified when their child experiences a head injury occurrence
- NCSD nurses or designee will follow Head Injury/Non-sports Related Protocol
- NCSD secondary coaches, athletic trainers, administrators, and other related personnel will follow the Sports Related Concussion Protocol

## ATC Emergency Replacement Procedure



## Sports-Related Concussion Protocol Secondary Athletics

Management of sports-related concussion is evolving. In recent years, there has been a significant amount of research into sports-related concussion in secondary athletes. Natrona County School District (NCSD) has established this protocol to provide education about concussion for athletic department staff and other school personnel. This protocol outlines procedures for staff to follow in managing head injuries, and outlines return to play processes after a concussion.

NCSD seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity. In addition to recent research, two (2) primary documents were consulted in developing this protocol. The “Consensus Statement on Concussion in Sport-5<sup>th</sup> International Conference, Berlin”<sup>1</sup> (referred to in this document as the Berlin Statement), and the “National Athletic Trainers’ Association Position Statement: Management of Sport-Related Concussion”<sup>2</sup> (referred to in this document as the NATA Statement). Furthermore, the protocol is in compliance with Senate Act – SEA0097 (SF0038) signed by Governor Matt Mead on March 10, 2011.

The NCSD district personnel will review this protocol on a yearly basis. Any changes or modifications will be reviewed and given to athletic department staff and appropriate school personnel in writing.

All athletic department staff will receive yearly updates in which procedures for managing sports-related concussion are presented.

Contents:

- I. Recognition of Concussion
- II. ImPACT Neuropsychological Testing Requirements (high school level only)
- III. Management and Referral Guidelines for All Staff
- IV. Procedures for the Certified Athletic Trainer (ATC)
- V. Guidelines and Procedures for Coaches
- VI. Follow-up Care During the School Day
- VII. Return to Play Procedures

### I. Recognition of Concussion

- Common signs and symptoms of sports-related concussion
  - Signs (observed by others):
    - Athlete appears dazed or stunned
    - Confusion (about assignment, plays, etc.)
    - Forgets plays
    - Unsure about game, score, opponent
    - Moves clumsily (altered coordination)

<sup>1</sup> McCrory P, et al. “Consensus Statement on Concussion in Sport-5th International Conference, Berlin 2016” British Journal of Sports Medicine 2017; 51:838-847.

<sup>2</sup> Guskiewicz KM, et al. National Athletic Trainers’ Association Position Statement: Management of Sport-Related Concussion. J Athl Train. 2004;39(3):280-297

- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)
- Symptoms (reported by athlete):
  - Headache
  - Fatigue
  - Nausea or vomiting
  - Double vision, blurry vision
  - Sensitive to light or noise
  - Feels sluggish
  - Feels “foggy”
  - Problems concentrating
  - Problems remembering
- These signs and symptoms are indicative of probable concussion. Other causes for symptoms should also be considered.
- Cognitive impairment (altered or diminished cognitive function)
  - General cognitive status can be determined by simple sideline cognitive testing
    - The ATC may utilize SCAT (Sports Concussion Assessment Tool)<sup>3</sup>, SAC, sideline ImPACT, or other standard tool for sideline cognitive testing. High School level only
    - Coaches should use sideline cards

## II. Impact Neuropsychological Testing Requirements (High School Level Only)

- ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is a research-based software tool utilized to evaluate recovery after concussion
  - It was developed at the University of Pittsburgh Medical Center (UPMC)
  - ImPACT evaluates multiple aspects of neurocognitive function, including memory, attention, brain processing speed, reaction time, and post-concussion symptoms
  - Neuropsychological testing is utilized to help determine recovery after concussion
- All athletes participating in contact/collision sports at NCSD are required to take a baseline ImPACT test prior to participation in sports in NCSD
  - All contact/collision athletes will view a video presentation entitled: “Heads Up: Concussion in High School Sports,” prior to taking the baseline test
  - Contact/collision may include but are not limited to football, volleyball, skiing, wrestling, cheerleading, basketball, soccer, diving, and pole vaulting

## III. Management and Referral Guidelines for All Staff

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<sup>3</sup> McCrory P, et al

- Suggested Guidelines for Management of Sports-Related Concussion<sup>4</sup>
  - Any athlete with a witnessed loss of consciousness (LOC) of any duration should be evaluated and proper medical referrals made; which may include spine boarding and or transportation via emergency vehicle
  - Any athlete who has symptoms of a concussion, and who is not stable (i.e., condition is changing or deteriorating), is to be transported immediately to the nearest emergency department. This may be via emergency vehicle.
  - An athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle
    - deterioration of neurological function
    - decreasing level of consciousness
    - decrease or irregularity in respirations
    - decrease or irregularity in pulse
    - unequal, dilated, or unreactive pupils
    - any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
    - mental status changes: lethargy, staying alert, confusion or agitation
    - seizure activity
    - cranial nerve deficits
- An athlete who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the athlete's primary care physician, or seek care at the nearest emergency department, on the day of the injury.
  - ALWAYS give parents the option of emergency transportation, even if you do not feel it is necessary

#### **IV. Procedures for The Certified Athletic Trainer (Atc)**

- The ATC will assess the injury, or provide guidance to the coach if unable to personally attend to the athlete
  - Immediate referral to the athlete's primary care physician or to the hospital will be made when medically appropriate (see section III)
  - The ATC will perform serial assessments following recommendations in the NATA Statement, and utilize the SCAT (Sport Concussion Assessment Tool), as recommended by the Prague Statement, or sideline ImPACT, if available. The ATC will notify the athlete's parents and give written and verbal home and follow-up care instructions
- The ATC will notify the school personnel of the injury, so appropriate follow – up care can be initiated when deemed necessary.
  - The ATC will continue to provide coordinated care with the school personnel for the duration of the injury
  - The ATC will communicate with the athlete's guidance counselor regarding the athlete's neurocognitive and recovery status, if needed
- The ATC is responsible for administering post-concussion ImPACT testing
  - The initial post-concussion test will be administered within 48-72 hours post-injury, whenever possible
  - Repeat post-concussion tests will be given at appropriate intervals, dependent upon clinical presentation

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<sup>4</sup> Guskiewicz KM, et al

- The ATC will review post-concussion test data with the athlete and the athlete's parent
- The ATC will forward testing results to the athlete's treating physician, with parental permission and a signed release of information form
- The ATC or the athlete's parent may request that a neuropsychological consultant review the test data. The athlete's parents will be responsible for charges associated with the consultation.
- The ATC will monitor the athlete, and keep the school personnel informed of the individual's symptomatology and neurocognitive status, for the purposes of developing or modifying an appropriate health care plan for the student-athlete
- The ATC is responsible for monitoring recovery and coordinating the appropriate return to play activity progression
- The ATC will maintain appropriate documentation regarding assessment and management of the injury.

## V. Guidelines and Procedures for Coaches Recognize, Remove, Refer

- **Recognize** concussion
  - All coaches should become familiar with the signs and symptoms of concussion that are described in section I.
  - Very basic cognitive testing should be performed to determine cognitive deficits.
  - Refer to sideline cards
- **Remove** from activity
  - If a coach suspects the athlete has sustained a concussion, the athlete should be removed from activity until evaluated medically.  
**Any athlete who exhibits signs or symptoms of a concussion should be removed immediately, assessed, and should not be allowed to return to activity that day.**
- **Refer** the athlete for medical evaluation
  - Coaches should report all head injuries to a NCSA Certified Athletic Trainer (ATC), administrator, or nurse, as soon as possible, for medical assessment and management, and for coordination of home instructions and follow-up care (Appendix A). If the nurse is not notified directly ATC or administrator will inform the school nurse of the incident.
    - NCSA Certified Athletic Trainers (ATC) can be reached at Kelly Walsh High School 262-2544 or Natrona County High School 315-4955.
    - The coach (ATC if applicable) will be responsible for contacting the athlete's parents and providing follow-up instructions (Appendix A).
  - Coaches should seek assistance from the host site medical personnel if at an away contest.
  - If a NCSA ATC is unavailable, or the athlete is injured at an away event, the coach is responsible for caring for and notifying the athlete's parents of the injury.
    - Contact the parents to inform them of the injury and make arrangements for them to pick the athlete up at school.
    - Contact school personnel (Administrator, Athletic Director (AD), or Athletic Facilitator) to inform them of the injury.
  - Sports-Related Concussion Protocol
    - Contact the ATC (if appropriate) at the above number, with the athlete's name and home phone number, so that follow-up can be initiated. Additional copies are available from the ATC
    - Remind the athlete to report directly to the ATC (if appropriate) on the day he or she returns to school after the injury



- In the event that an athlete’s parents cannot be reached, and the athlete is able to be sent home (rather than directly to MD):
  - The Coach (ATC if applicable) should ensure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions (Appendix A0, before allowing the athlete to go home
  - The Coach (ATC if applicable) should continue efforts to reach the parent
  - If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to the emergency department for evaluation. A coach (ATC if applicable) should accompany the athlete and remain with the athlete until the parents arrive.
  - Athletes with suspected head injuries should not be permitted to drive home

## VI. Follow-Up Care of The Athlete During the School Day

- Responsibilities of the School Nurse after notification of student’s concussion
  - The athlete will be instructed to report to the school nurse upon his or her return to school. The school nurse will:
    - Re-evaluate the athlete utilizing a graded symptom checklist
    - Provide an individualized health care plan based on both the athlete’s current condition, and initial injury information provided by the administrator, AD, ATC or parent
  - The nurse will notify the student’s guidance counselor and teachers of the injury
  - The nurse will notify the student’s P.E. teacher immediately that the athlete is restricted from all physical activity until further notice
  - If the school nurse receives notification of a student-athlete who has sustained a concussion from someone other than the ATC (athlete’s parent, athlete, physician note), the ATC should be notified as soon as possible, so that an appointment for ImPACT testing can be made (**high school level only**)
  - Monitor the athlete on a regular basis during the school day
- Responsibilities of the Guidance Counselor
  - Monitor the student closely and recommend appropriate academic accommodations for students who are exhibiting symptoms of post-concussion syndrome
  - Communicate with school health office on a regular basis, to provide the most effective care for the student

## VII. Return to Play (RTP) Procedures After Concussion

- Returning to participate on the same day of injury
  - An athlete who exhibits signs or symptoms of concussion, or has abnormal cognitive testing, should not be permitted to return to play on the day of the injury. Any athlete who denies symptoms but has abnormal sideline cognitive testing should be held out of activity.
  - “When in doubt, hold them out.”
- Return to play after concussion
  - The athlete must meet all of the following criteria in order to progress to activity:
    - Asymptomatic at rest and with exertion (including mental exertion in school) AND
    - Within normal range of baseline on post-concussion ImPACT testing
  - If an athlete hasn’t completed ImPACT testing athlete must be asymptomatic for 7 days (**high school level only**)

- Have written clearance from primary care physician (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician)
- Once the above criteria are met, the athlete will be progressed back to full activity following a stepwise process, under the supervision of the school nurse (or ATC if applicable)
- Progression is individualized, and will be determined on a case by case basis
- Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates
- An athlete with a prior history of concussion, who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly
- Stepwise progression as described in the Prague Statement:
  - Symptoms limited activity – daily activities that do not provoke symptoms
  - Light aerobic exercise – walking, stationary bike
  - Sport-specific training (e.g., skating in hockey, running in soccer)
  - Non-contact training drills
  - Full-contact training after medical clearance
  - Game play

**If the athlete experiences post-concussion symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours.**

- The school nurse (or ATC if applicable) and athlete will discuss appropriate activities for the day. The athlete will be given instructions regarding permitted activities
- The athlete should see the school nurse (or ATC if applicable) daily for re-assessment and instructions until he or she, has progressed to unrestricted activity



## Wyoming High School Activities Association

6571 E. 2<sup>nd</sup> Street  
Casper, WY 82609



DATE: October 23, 2014  
TO: Superintendents, Principals and Activity Directors  
FROM: Ron Laird, Commissioner

### Open Gym Rules and Sunday Participation

Through our discussions at the District Meetings, several questions arose concerning open gyms. In addition, with the start of the basketball season beginning after Thanksgiving, there have been several questions concerning what is allowed before the official start date. Please accept this memo as official guidance concerning these questions.

It is important to remember that the out-of-season rules during the school year are different than those for the summer. As stated in Rule 7.4.0, each sport has a start and end date. No contests shall be played after the state tournament or before the first practice date during the school year. (Rules 5.3.9.5, 7.5.2, 7.5.42). Therefore, no scrimmages, team camps, individual camps, or any of the conditions outlined in Rule 7.3.0 concerning a contest between two member schools will be allowed. However, any club tournaments that are not sponsored or played at a member school before the two week dead period (Rule 5.3.6), would be allowed since our coaches may coach independent teams not directly sponsored by a member school. (Rules 5.3.4, 5.8.1)

As far as open gyms, they were designed to allow students an opportunity to get into condition before the start of the season and in no way should it be mandatory for a student to attend. (Rule 5.5.0). A coach should only be in attendance at open gym in a supervisory capacity. Any organized drill work/stations will be construed as a practice and will be in violation of Rule 5.3.4. Basically, the extended period of time between the fall and winter seasons has extended the opportunity for open gyms. As a reminder, this extended time was designed to give the students a little break between seasons.

Rule 3.8.0 states, "There shall be no interscholastic activity, **including practice**, held on Sunday..." It has come to our attention that there are several schools that are having an open gym on Sunday. Open gym would be in violation of this rule. In no way should the coach, faculty member, or school, sponsor an activity on Sunday. If you have a faculty member that wants to take their own son/daughter in the gym on Sunday to shoot around, that would be up to you whether you want to allow that or not. However, if that faculty member brings other students in with them, then that becomes a violation of this rule. If an outside organization, such as a Recreation Department, uses your facilities on Sunday for the **public** to attend, this would be acceptable.

Please make sure your Theater/Drama sponsors are aware of this rule as sometimes on the Sunday before the curtain is to go up, they like to bring their students in for a Sunday rehearsal. Same can be said for Speech and Debate, Cheer and Dance and other activities where the sponsor/coach may work outside the school setting. It is your responsibility to make sure they are aware of and abide by this rule.

In closing, the fact there is the possibility of your school having a little longer break between the fall and winter season in no way changes the rules we have had in place. I realize we have some creative coaches that are looking for ways to keep their students engaged and active during the break. Please share this guidance information with **all** of your winter coaches.

Thank you for your immediate attention to this matter!

### Secondary Schools Student Activity Travel – Board Policy 5342

The scope of this policy is to set guidelines for secondary school student activity trips which includes travel that involves student participation in WHSAA sanctioned and aligned activity or sport competition with an

established season. The general purpose of this policy is to include approved student activity trip arrangements that are required to follow accompanying administrative regulations that apply to those specific trips.

Adopted: August 8, 1985

Revised: June 19, 1986

Revised: June 30, 2000

Readopted: October 23, 2000

Reviewed: April 4, 2013

Revised: November 25, 2019 (Formerly BP5341)

Reference: Administrative Regulation <http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94XR6F5F80>  
Standard Operating Procedure

## Transportation Code of Conduct

### General Instructions

- A student shall be given a written copy of the rules and regulations regarding their conduct on the bus
- These rules shall be discussed by parents and students
  - A form indicating their intent to follow said rules shall be signed by both parents and students and returned to the school
- Drivers shall be in complete control of the bus at all times and shall issue misconduct reports as follows:
  - White copy to administrator immediately
  - Green and yellow copies to student for signatures
  - Return signed yellow copy to administrator
  - Pink copy to transportation coordinator and
  - Gold copy retained by driver
- The school administrator shall be responsible for disciplinary action when students receive misconduct reports from the driver
  - First disciplinary action can vary from a warning report to the parents up to and including a permanent suspension from bus riding privileges
  - Repeated misconduct reports, or an exceptionally serious incident, may lead to suspension

### Consequences for Misconduct

#### Misconduct Notice Number 1

- A. Pupil will be transported home after receiving the first misconduct report and will be transported again as soon as the driver receives the conduct report signed by the parent  
The administrator must sign the citation to enable a student to ride the bus on the return trip home

#### Misconduct Notice Number 2

- A. Pupil will be transported home after  
B. receiving the second misconduct report but will not be transported again until such time that the parents have a conference with the school administrator  
The parents shall initiate this conference  
Upon completion of a satisfactory conference, the child may regain bus-riding privileges by having the administrator send a bus-riding pass with the child to the driver

#### Misconduct Notice Number 3

- A. Pupil will be transported home after receiving  
B. the third misconduct report but will not be transported again for ten consecutive **school** days  
The parents must contact the administrator within this ten-day period before the student will be issued a pass to begin riding on the 11<sup>th</sup> day

#### Misconduct Notice Number 4

- A. Pupil will be transported home after receiving  
B. the fourth misconduct report, but bus-riding privileges will be suspended for the remainder of the year  
Parents and pupil may appeal the suspension to the Transportation Committee  
Such appeal must be in writing and addressed to the Transportation Committee, 970 N. Glenn Road, Casper, WY 82601  
The Transportation Committee meets the third Wednesday of each month

## School District Procedures

- Activity and field trip buses will carry only assigned staff, students, and drivers
  - No friends, spouses, children, or relatives who are not regular members of the activity, class or group shall be transported
  - At no time shall any pre-school age children be permitted on any activity trip or field trip
- The responsible staff i.e., sponsors/coaches, are to properly supervise the students at all times
  - This includes moving to the back to supervise at various times
- Students shall not leave the scene of an accident, unless directed to do so by a staff member
  - The buddy system shall be used
- A staff member on the bus shall have an up-to-date passenger roster to and from the event
  - The roster shall include names and home phone numbers of all passengers on the bus
- The school coach/sponsor shall encourage students to wear appropriate clothing, as the seasons require
  - The students shall be encouraged to carry a blanket on overnight trips and on long winter trips
- The buddy system shall be used for traveling purposes and accountability of students

### Responsibilities – Coach/Sponsor

The coach/sponsor is responsible for the welfare and conduct of the students off and on the bus to include:

- Maintain correct roster of names, telephone numbers, and second person to contact in case of emergency for all students riding the bus, one for the coach, and one on file in Activities Office
- Provide an itinerary for each trip and turn it in to the driver as they load the bus
- To ensure the students follow the bus guidelines and maintain a safe traveling atmosphere
- To resolve individual student situations requiring medical treatment
- To work with the building administrator and athletic director/designee to ensure proper and adequate food and lodging sites are known and contacted beforehand, if required
- To be available at the event to control inappropriate student behavior, i.e., fighting, obscenity, drinking, or other situations that might arise
- To ensure that students know the location and time of bus departure
- Plan activity far enough in advance so approval can be obtained by building administrator/athletic director/Designee
  - All activity trip requests, and field trip requests must be submitted at least **thirty days** before the expected trip
  - It is the responsibility of the coach/sponsor to inquire about District procedures regarding travel
- Provide prompt follow-up report to building administrator/athletic director/Designee upon return if any problems occurred
  - If serious incidents do occur, submit detailed written report of events, actions, dates, times, witnesses, injuries, etc.
- To ensure litter and debris are picked up and swept up by the students and placed in trash containers at the end of each trip
- Ensure each student has a buddy for accountability when traveling

- Ensure you know location and use of safety equipment
- To assess student injury along with driver and recommend means of evacuation in case of an accident

### **Coordination**

It is recommended that prior to leaving Casper/Midwest, the coaches/sponsors meet with the activity driver and/or Transportation Director to ensure familiarity with the procedures and to coordinate last minute details.

### **Bus Regulations**

#### **INAPPROPRIATE BEHAVIOR**

All school and District policies are in effect when on an activity trip or field trip. The coach/sponsor shall monitor behavior and deal with infractions accordingly. If the infraction is serious in nature the coach/sponsor shall contact the building administrator or designee to report the incident and to develop an action plan. Students displaying inappropriate behavior and not responding to the direction of the coach/sponsor may not be allowed on future activity trips.

### **Bus Rules**

#### **The Bus Driver Is in Full Charge While Transporting Students**

- Stay in your seat, facing forward when bus is moving
- Keep your hands and feet to yourself; no hitting or shoving ... no hitting with your backpack
- Keep your feet out of the aisle
- No yelling or screaming
- No cussing, inappropriate language or conversations or gestures
- No throwing objects in the bus or out of the bus windows
  - Matches or lighters – 2-year suspension from riding bus
- Do not put your head, hands, feet or body out of the bus windows
- Skateboards, roller blades/skates and scooters are not permitted on any school bus
- Glass bottles are not permitted on the bus
- Bottled water only
  - NO soda or juice
  - NO food, candy or gum (exceptions for medical reasons)



NATRONA COUNTY SCHOOLS

TRANSPORTATION DEPARTMENT

922 N. FOSTER RD. CASPER, WY 82601 (307) 253-5283 FAX (307) 253-5256

## Athletic/Activity/Field Trip Bus Guidelines

**Trips are to be scheduled to leave after 5:00 a.m.**

**Trips are to be scheduled to be back in Casper prior to 2:00 a.m.**

**Activity drivers will have a 60-minute travel “window/cushion” to allow for road conditions, stops and unforeseen time infringements on the travel itinerary.**

### STUDENT BUS RIDERS MUST:

1. Be responsible
2. Be respectful
3. Be safe
4. Be nice

### COMMON BUS RULES TO FOLLOW:

- Keep hands, feet and objects to self
- Use school appropriate language (no profanity, name calling etc.)
- Follow adult direction
- Sit properly/correctly in the seat
- Activity on the bus must not divert driver’s attention from his or her primary duty: safely transporting students on the bus
- Camera flashes, flashlights, cell phone and computer screen lights must be used so as not to blind or distract the driver
- Alcohol & tobacco is prohibited

Students are to remain seated while the bus is entering, exiting or traveling in a town. Once the bus is on the highway students may be allowed to get up and move to another seat, with the understanding that they find another seat and sit down. No standing in the aisle or sitting on equipment.

Coaches, sponsors or teachers may not stand in the door compartment while the bus is moving.

**State law prohibits GLASS CONTAINERS on buses.**

**Change of clothing on the bus is prohibited. Students should bring adequate clothing in case of inclement weather.**

Exit doors and rear windows must remain clear. Keep aisles clear of belongings. Items brought on the bus may be stored either under the seat, in the travel compartments or in the overhead racks. Make sure these items are securely packed so they do not cause injury.

Teams and classes are expected to clean any excess trash from the inside of the bus after the return trip to Casper. The coach/sponsor/teacher should verify the bus is clean before dismissing the students. Coaches and Sponsors are responsible for the active supervision of the students.

**If a student leaves the venue with a parent, the driver must be notified by the coach/sponsor/teacher before departure.**



In case of inclement weather, it is the Director of Transportation and the bus driver's decision as whether to proceed or remain in a town.

Due to insurance carrier restrictions only NCSD bus drivers, coaches, sponsors or registered NCSD Activity volunteers shall be transported on a Natrona County School District #1 bus.

As a Transportation Department our responsibility is transporting students and staff to the activity or event and back again safely. We ask for your cooperation and adherence to these guidelines.

All Natrona County School District #1 busses have audio visual recording equipment.

Thank you for your assistance and understanding.

Revised 08/29/2012

Revised 08/04/2015

### Mileage Chart

Afton	354	Rawlins	122	Billings, MT	285
Alcova	30	Riverton	125	Chadron, NE	195
Basin	194	Rock Springs	226	Colorado Springs, CO	345
Buffalo	117	Sheridan	153	Denver, CO	285
Cheyenne	182	Shoshoni	100	Fort Collins, CO	240
Cody	216	Sundance	200	Greeley, CO	232
Douglas	52	Thermopolis	136	Hardin, MT	235
Dubois	200	Torrington	146	Lafayette, CO	264
Evanston	328	Wheatland	112	Loveland, CO	250
Gillette	140	Wind River	161	Miles City, MT	292
Glenrock	27	Worland	167	Pocatello, ID	448
Green River	240	Yellowstone	310	Rapid City SD	285
Greybull	204			Scottsbluff, NE	180
Guernsey	114			Salt Lake City, UT	418
Jackson	287			Scottsbluff, NE	186
Kaycee	70			Spearfish, SD	230
Kemmerer	312			Sturgis, SD	235
Lander	147			Vernal, UT	335
Laramie	152				
Lingle-Ft. Laramie	134				
Lovell	235				
Lusk	105				
Midwest	48				
Moorcroft	165				
Newcastle	187				
Pinedale	276				
Powder River	38				
Powell	240				

Buses are not to exceed the posted speed limit, and it has been recommended that drivers not exceed 75 mph on higher posted speed limits. Speed limit should also be reduced when road and weather conditions necessitate such action. When planning the length of time it takes to travel please consider the following guidelines:

- To travel from one side of Casper to the other – add 10 minutes travel time
- Rest stop for up to 25 students – add 15 minutes travel time
- Rest stop for more than 25 students – add 20 minutes travel time
- To travel through the town where activity is being held to get to the school – add 10 to 15 minutes travel time

## 2023-2024 NCSD Officials Pay Scale

		<u>2023 - 2024</u>	
<hr/>			
	<b>HS Basketball (Per Official/Game)</b>		
Sub Varsity (3 officials)		\$65	\$195
Varsity (3 officials)		\$85	\$255
	<b>ML Basketball (Per Official)</b>		
All Levels (2 officials)			
8 A/B		\$60	\$120
6-7 A/B/C and 8 C		\$55	\$110
<hr/>			
	<b>HS Football (Per Official/Game)</b>		
Sub Varsity (5 officials)		\$80	\$400
Varsity (5 officials)		\$100	\$500
	<b>ML Football (Per Official/Game)</b>		
All Levels (4 officials)		\$60	\$240
<hr/>			
	<b>HS Volleyball (Per Official/Match)</b>		
Freshman (2 officials)		\$45	\$90
Sophomore (2 officials)	\$50	\$100	
JV (2 officials)		\$55	\$110
Varsity (2 officials)		\$75	\$150
	<b>ML Volleyball (Per Official Match)</b>		
All Levels		\$45	\$45
<hr/>			
	<b>HS Soccer ( Per Official/Match)</b>		
JV (4 officials)		$3 @ \$65 + 1 @ \$40 = \$235$	
Varsity (4 officials)		$3 @ \$85 + 1 @ \$60 = \$315$	
	<b>ML Soccer (Per Official/ Match)</b>		
All Levels (3 officials)		$3 @ \$55 = \$165$	
<hr/>			
	<b>HS Softball ( Per Umpire/Game)</b>		
JV (2 officials)		\$55	\$110
Varsity (2 officials)		\$75	\$150
<hr/>			
		<b>HS Wrestling (Per Official/Match)</b>	
Dual/Double Dual-Varsity		\$85	
Dual/Double Dual- Sub-Varsity			
	<b>ML Wrestling (Per Official)</b>		
Per Official/Match		\$4	
<hr/>			
	<b>HS Swimming (Per Official)</b>		
Dual - Varsity		\$70	
Triangular - Varsity		\$80	
One day Invitational - Varsity		\$100	
Middle Level		\$60	

## Volunteer Incentive Scale

### Sixth, Seventh & Eighth Grades

Football	\$ 9.00	One timer per game
Volleyball	\$ 9.00	Two scorekeepers (board & book) per match
Basketball	\$ 9.00	One timer and scorer per game
Wrestling	\$ 9.00	One timer and/or scorer/meet or \$0.50 per match (whichever is larger)
Crowd Control	\$ 9.00	Per game
FB Chain Gang	\$18.00	Per contest

### Ninth Grade

Football	\$12.00	One timer per game
Volleyball	\$12.00	One Scorer and timer per match
Wrestling	\$12.00	One timer and/or scorer per tournament session
Basketball	\$12.00	One timer and scorer per game
Crowd Control	\$12.00	Per contest

### High School (10<sup>th</sup> thru 12<sup>th</sup>)

Football Stats	\$25.00	Varsity game
FB Spotter	\$30.00	Varsity game
Scorers	\$20.00	Varsity, JV & Soph game
Timers	\$20.00	Varsity, JV & Soph game
Announcers	\$30.00	Varsity game
Swim Announcer	\$20.00	Varsity/JV
Swim	\$20.00	Varsity meet
Computer/Console		
Head Timer Swim	\$20.00	Varsity & JV games
Crowd Control	\$20.00	Varsity game
VB Line Judge	\$17.00	Varsity & JV games
Libero Tracker	\$20.00	Varsity, JV & Soph games
Softball	\$35.00	Varsity
Scorebook/board		
Softball	\$25.00	Varsity & JV games
Scorebook		
Video Streamer	\$20.00	Varsity games

### **Parent-Community Night: Board Policy 1200**

No school district sponsored activities for students' grades 9th-12th will be scheduled after 6:30 p.m. on Wednesday nights. For all other district schools, no school sponsored activities will be scheduled after 6:00 p.m.

Exceptions to this policy may be granted only by the Superintendent in very unusual circumstances or emergencies.

Adopted: May 16, 1983  
Readopted: October 23, 2000  
Reviewed: February 20, 2013  
Reviewed: April 4, 2013  
Readopted: February 12, 2018

### **Extra-Curricular Activities: Board Policy 3450**

Under the supervision and subject to review by the office of the Associate Superintendent for Business Services, extra-curricular accounts of all schools shall be subject to annual audit by an independent auditor retained by the school district. A separate account is provided for the control of receipts and expenditures of student clubs and organizations not requiring support from the general fund.

All funds derived from school, entertainment, athletic contests, and from any and all activities of the school involving school property or students from which monies are collected and disbursed shall be classified as extra-curricular funds, and be subjected to all regulations herein contained.

The extra-curricular fund and all other activities and projects for which individual school accounts are kept shall be construed as school projects under the direction of the Board of Education.

All extra-curricular fund accounting shall be in accordance with sound accounting principles.

Reviewed: September 20, 2000

Readopted: October 23, 2000

Reviewed: April 4, 2013

Reference: Administrative Regulation - None  
Standard Operating Procedure

## **Student Trips - Defined 5340**

### **Student Trips – Defined 5340**

[Admin. Regulation 5340 > Student Trips - Defined](#)

## **Student Trips – Supervision of Student Activity and Field Trips 5341**

### **Student Trips – Supervision of Student Activity and Field Trips 5341**

[Admin. Regulation 5341> Student Trips - Supervision of Student Activity and Field Trips](#)



## **Student Trips – Secondary School Activity Trips 5342**

### **Student Trips – Secondary School Activity Trips 5342**

[Admin. Regulation 5342 > Student Trips - Secondary School Activity Trips](#)

[AFT04 Activity/Field Trip Coach/Teacher/Sponsor/Chaperone Volunteer & Student Expectations](#)

[AFT05 Activity/Field Trip Itinerary Form](#)

[AFT06 Activity/Field Trip Manifest Form](#)

[AFT07 Airport Ground Transportation Form](#)

[PV01 Motor Vehicles Record \(MVR\) & School Verification to Transport Students Form](#)

[PV02 Parent/Guardian Private Transportation Release Form](#)

[SOP Wednesday/Sunday Travel](#)

[SOP Use of Private Transportation](#)

[SOP Charter Transportation](#)

[PE01 Physical Exam Form](#)

## **Student Trips – School Field Trips 5343**

### **Student Trips – School Field Trips 5343**

[Admin. Regulation 5343 > Student Trips - School Field Trips](#)

[AFT01 Field Trip Application Form](#)

[AFT02 Parent/Guardian Consent Form](#)

[AFT04 Activity/Field Trip Coach/Teacher/Sponsor/Chaperone Volunteer & Student Expectations](#)

[AFT05 Activity/Field Trip Itinerary Form](#)

[AFT06 Activity/Field Trip Manifest Form](#)

[AFT07 Airport Ground Transportation Form](#)

[PV01 Motor Vehicles Record \(MVR\) & School Verification to Transport Students Form](#)

[PV02 Parent/Guardian Private Transportation Release Form](#)

[SOP Wednesday/Sunday Travel](#)

[SOP Use of Private Transportation](#)

[SOP Charter Transportation](#)

## **Student Trips – Non-school District Sponsored Student Trips 5344**

### **Student Trips – Non-school District Sponsored Student Trips 5344**

[Admin. Regulation 5344 > Non-school District Sponsored Student Trips](#)

[NDSST01 Non-school District Sponsored Student Trip](#)

### **Insurance – Student: Board Policy 5380**

An insurance plan will be available to students to protect them in case of injury at school. The plan is not compulsory but shall be encouraged. Premium cost is the responsibility of the parent or child.

Readopted: October 23, 2000

Reviewed: May 15, 2013

## **K-12 Academic Competitions: Board Policy 5350**

### **Introduction**

In accordance with the District's mission to develop student skills and abilities in the areas of accessing and processing information, creative thinking, and problem solving, the District recognizes the need to maintain the support offered to children who achieve local, regional, state and national recognition through various academic competitions. This policy is intended to support such achievement monetarily by assisting students and their sponsors with the financial costs of travel and competition in individual and group academic competitions. Adults who provide direct supervisory services may be covered under this policy and may be considered for financial support.

### **Academic Competitions**

Building Principals, or their Designee, will make application to the superintendent and/or designee for assistance to compete in approved academic competitions.

After evaluation and review, the superintendent and/or designee shall determine the extent of District funding, if any, for activities. Travel expenses will follow the established activity travel regulations.

Adopted: June 12, 1989  
Revised: September 14, 1992  
Reviewed: June 1, 2000  
Readopted: October 23, 2000

Reference: Administrative

Regulation <http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94XSJC72E216>  
Standard Operating Procedure

## **K-12 Academic Competition - Administrative Regulation 5350**

1. Academic Competition financial assistance requests should be for competitions on the District approved academic competition list. (Exceptions may be made at the discretion of the superintendent and/or building principal.)
2. Application for academic competition financial assistance is made to the designated building principal and/or designee through the academic competition application form AC02.
3. To qualify for academic competition financial assistance, students should meet the criteria listed on the form AC01 Guidelines for Receiving Financial Assistance for Academic Competition.
4. Academic Competition forms AC01 and AC02 will be made accessible to sponsors via the designated building principal.
5. Restrictions for overnight stays for elementary and junior high students will be lifted should the designated building principal deem it necessary.
6. The designated building principal will determine the number and gender of chaperones needed for each trip.
7. Adults who provide direct supervisory services during state or national approved academic competition may be considered for financial assistance.
8. The District will budget funds for academic competitions on an annual basis.

Adopted: June 12, 1989

Revised: September 14, 1992

Reviewed: June 1, 2000

Readopted: October 23, 2000

Revised: November 22, 2016

Reference: Board Policy <http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94XSHD72C015>  
Standard Operating Procedures

[AC01 Guidelines for Receiving District Funding for Academic.pdf \(26 KB\)](#)

[AC02 Academic Competition Financial Assistance Request - Ja.pdf \(25 KB\)](#)

## **NINTH GRADE**

### **GENERAL POLICIES**

1. WHSAA rules and policies related to each of the league's athletic activities will be honored and observed.
2. Game officials must be registered with the WHSAA and mutually agreed upon before that season begins.
3. The approval of a league schedule by the participating schools' ADs and administrators will serve as a contract between member schools.
4. Schedule changes will be kept at a minimum and will only be made by that school's event coordinator.
5. The varsity and junior varsity contest schedule will be accomplished during the scheduling meeting of the ADs.
6. ADs of league schools will meet the first part of November to develop fall schedules for the next year. The second scheduling meeting will take place during the first part of March. Next year's winter schedule and the year's track schedule will also be completed at that time.
7. Players are limited to the 5-quarter rule – players who compete in "B" games may only compete in one quarter of the "A" game. If a player is a varsity starter, then they cannot play in a junior varsity game. The ADs from both participating schools may agree upon exceptions. The exception cannot violate any WHSAA rules or regulations.
8. Any damage caused by persons from the visiting school will be repaired and a bill sent to that school for payment.

### **COACHING POLICIES**

1. Coaches are to refrain from any organized practice activity prior to the agreed upon starting date.
2. Coaches will not verbally or physically abuse officials, fans, players, other coaches or other personnel associated with that activity.
3. Visiting teams will furnish their own practice balls.
4. Game uniforms between league schools must be basically a different color. National Federation rule states that football jerseys are dark at home and white away. All other sports are white at home and dark away.
5. Once the league season is over, wrestlers desiring to wrestle with the high school s/he attends may do so.
6. All problems or questions will be directed to the Athletic Director at that league school. Problems not resolved by the league's event coordinator will be discussed at their next meeting

### **PRACTICE RULE**

Prior to any competition, each player must have practiced 3 days for golf and 9 days for each remaining sport except football. Ten days of practice are required for football. You cannot practice and participate in a game on the same day in order to get in the required number of practices. No practice is permitted on Sunday. (WHSAA Rule 5.10.1) All 9th grade football programs will be housed in the high school they plan to attend as a sophomore. Please see WHSAA Transfer or Change of Schools rule (6.4.0.) (6.4.6.)

## **FOOTBALL**

1. The 9th grade players at Natrona will be split evenly between an Orange and Black squad. If more than 65 players participate, a 3rd squad may be formed. Adjustments may be made to the rosters to keep the teams as even as possible up to the conclusion of the second game of the season. No adjustment will be made after the 2nd game unless injury dictates a move for a team to be able to participate in a contest. These moves must be approved by the Geldien League administrators. The NC Orange and Black teams along with Kelly Walsh 9th graders will adhere to all rules governed by the WHSAA and the Geldien League.

2. The 9th grade program will consist of a varsity squads determined by players' ability level and adequate numbers for safety issues.
3. Players must have 10 days of practice prior to the first contest. (WHSAA Rule 7.7.11)
4. The first three (3) days of practice are designated as a conditioning period with no contact being allowed. Players may wear helmets, mouth guards, football shoes, shorts, or sweat suits. (WHSAA Rule 7.7.12)
5. A player may participate in no more than 5 quarters a day or 10 quarters in a seven-day period.
6. Schools shall not conduct football or out-of-season practice between the last regularly scheduled games and the starting dates the following year.
7. Overtime games will follow the National Federation Football rule book procedure.
8. At the end of each football season, all helmets must be evaluated for wear and weakness. Helmets not in good condition must be sent in for recertification. All helmets are to be put on rotation to be recertified



## **Geldien Ninth Grade Conference Constitution and Bylaws (2019-2020)**

### **Article I**

#### **Name**

The conference shall be known as the Geldien Ninth Grade Conference.

### **Article II**

#### **Philosophy**

The purpose of this conference shall be to promote the athletic interests of member schools and to develop a balanced athletic program for ninth grade boys and girls.

Athletic Directors and Coaches within the conference shall take the responsibility for the careful management and control of their programs within the framework of conference policy. Particularly important is the responsibility of the individual coach for the training of team members in the ways of sportsmanlike conduct. Spirit groups shall be encouraged to demonstrate/exhibit good sportsmanship.

### **Article III**

#### **Membership**

1. Members of this association shall belong to and follow the rules of the Wyoming High School Activities Association unless adjusted for a specific sport by Conference Athletic Directors. At no time can that adjustment violate W.H.S.A.A. rules or regulations.
2. This Geldien Conference shall be composed of the following schools: Campbell County, Central, East, Kelly Walsh, Laramie, Natrona County, Rock Springs, Sheridan, South and Thunder Basin.
3. Football conference culminating playoff games will be hosted by the North division schools on odd years and by the South division schools on the even years. Basketball conference culminating event will be held in Casper. After determining the revenue and expenses, Casper will divide the left over expenses between the eleven (11) schools send out a bill to each school. The Volleyball conference culminating event will rotate between North and South schools. Following is the rotation: 2011 Laramie, 2012 Thunder Basin, 2013 Central, 2014 Sheridan, 2015 East, 2016 Campbell County, 2017 South, 2018 Natrona, 2019 Rock Springs, and 2020 Kelly Walsh.
4. A contest can be cancelled due to inclement weather or unsafe travel without being rescheduled if the following conditions exist:
  - a. The competing schools are in agreement to cancel the contest.
  - b. The contest that is being cancelled has no effect on either of the team's record or standings within the division.
  - c. If there are scheduling conflicts between the competing schools, they may agree to use a tournament game in place of the regular season league game that was cancelled.

It is the responsibility of the competing school(s) to verify that a cancellation will not have an effect on the standings or seeding for the teams involved in the cancellation or any other team in the league or division.

Notification of the cancellation is required to be sent to all member schools.

### **Article IV**

#### **Administration**

1. The Athletic Directors Council shall consist of the Athletic Director(s) of each member school.
2. Each member school will have one vote on any issue.
3. Actions of the Athletic Directors Council shall require a majority vote of the quorum.
4. The Athletic Directors Council shall assume the following functions:
  1. Over sees the development of schedules
  2. Elect a President and Secretary
  3. Rule interpretation
  4. Constitution Amendments
5. Duties of Officers:
  - A. The President shall:
    1. Inform league members of all meetings; typically in November and June.

2. Prepare and mail agenda prior to meeting.
3. Preside at all league meetings.
4. Appoint schedule makers for each sport.
- B. The Secretary shall:
  1. Keep all conference meeting minutes, current sport schedules, and update Constitution as amended.
  2. Mail out all updated master sport schedules and amended constitution as needed.
  3. Send minutes of each meeting to every member school's Athletic Director(s) and Principal (if applicable).
  4. Preside as President in his/her absence.
6. Responsibilities of Neutral Site Contest
  - A. Host School of Neutral Site Contest
    1. Set-up of court or field
    2. Unlock everything that will be used
    3. Provide access to training room
    4. Visiting school will provide training supplies for their team.
    5. Provide water or access to water
  - B. Guest Schools at Neutral Site Contest
    1. Work with host school to establish who will arrange, pay or bring officials, trainer, timer/scorer, line judges and chain gang.
    2. The guest schools' athletic directors will mutually agree upon who and how the financial obligations will be paid.

## Article V Sports

1. Basketball
  - A. North Division – Campbell County, Kelly Walsh, Natrona County, Sheridan, and Thunder Basin.  
South Division – Central, East, Laramie, Rock Springs, and South
  - B. Division play will consist of a home contest and an away contest between all schools in that division. Conference schools will attempt to meet the other non-division schools at least once during the season.
  - C. Starting Times
    1. Weekdays
      - a. The “B” game will start at 4:00 p.m.
      - b. Non-division schools, the “B” game starting time will be determined by Athletic Directors.
    2. Saturdays
      - a. The “B” game will start no earlier than 10:00 a.m.
      - b. Non-division contests, the “B” game starting time will be determined by Athletic Directors
  - D. Participation Rules
    1. Each member school will provide and participate in the “A” and “B” team divisions. When a member school has a limited number of players and cannot provide two teams, their one team will participate in the “A” team division.
    2. Players who starts in the (A) contest will not be allowed to participate in the (B) contest. Due to extenuating circumstances, such as squads depleted by illness, injuries, ineligible, etc., when agreed upon by the Athletic Directors and coaches or Designees of both participating schools, the “A” game will be played first and count toward the Conference record. The exception cannot violate any W.H.S.A.A. rules or regulations.
    3. Any athlete that has played in a sophomore, junior varsity or varsity basketball contest will need to play in one half of their team's division games (4) to be eligible to participate in the Conference Basketball Tournament.

4. The contest in which a participant violates WHSAA Rule 7.5.3 (6 quarters) will result in a forfeiture of those contests.
  5. Tournament - Players cannot change rosters once tournament play has begun. A player cannot participate in both A and B tournaments when applicable.
- E. Tie Breaking Procedures:
1. Head-to-head division competition between and among the tied teams.
  2. If a tie still exists, compare the records of the tied teams against the record of the highest-ranking non-tied team. Continue through the division standings until the tie is broken.
  3. If a tie still exists, check the head-to-head division competition between the tied teams at a neutral site. (Season Tournaments)
  4. If a tie still exists, compare the records of the tied teams against the record of the highest ranking non-division opponent at a common site. Continue through the non-division standings until the tie is broken.
  5. If a tie still exists, compare the records of the tied teams against the record of the highest ranking non-division opponent. Continue through the non-division standings until the tie is broken.
  6. If a tie still exists, the tie shall be broken with the flip of a coin.
- F. Geldien Conference Tournament Format
1. The end of the season "A" Team Geldien Conference tournament is a Thursday/Saturday event. Teams will be seeded according to their division records. The following is how the tournament will be structured:
  2. First Round Games on Thursday - The North and South divisions 1st place teams will be the home teams and the host site for Thursday's game against their same division's 4th place teams. The North and South divisions 2nd place teams will be the home teams and the host site for Thursday's game against their same division's 3rd place teams. Losers of the Thursday games will be eliminated from the tournament. Tournament bracket is as shown on page 5.
  3. When a host school has both a boys' and a girls' game, the games can be played back to back or both games can be played at the same time if two gyms are available. It will be the host school's decision to use one or two gyms. It is recommended that the team that travels the farthest be allowed to play the early game if two games are scheduled in one gym.
  4. Saturday's games will be played in Casper. The first games start at 10:30 a.m.
  5. Tournament Budget - Contracting officials, setting admission prices, and all other income and expense arrangements will be put in place by the host school Athletic Director and Tournament Director. Casper will divide the left over expenses between the nine (9) schools send out a bill to each school.
2. Football
- A. North Division – Campbell County, Kelly Walsh, NC Black, NC Orange, Sheridan, and Thunder Basin.  
South Division – Central, East, Laramie, Rock Springs, and South
  - B. Division play will consist of a contest between all division schools in that division. League member schools will attempt to schedule and play the other non-division schools whenever possible.
  - C. Starting Times
    1. Weekdays - 4:00 p.m.
    2. Saturdays - no earlier than 10:00 a.m.
  - D. The contest overtime procedure that will be followed appears in the National Federation Football Rule Book.
  - E. Tiebreaking Procedures
    1. 2 Way Tie for First Place.
      - a. If two teams tie for First Place the winner of the common game will be declared the Division Champion.
    2. 3 Way Tie for First Place

- a. If one team (A) defeated the other two teams (B and C), team A would be declared the Division Champion
  - b. The winner of the common game between B and C would be declared Second Place
  - c. If one team (A) lost to both of the other teams (B and C), A would be Third Place
  - d. If the tie is still not broken:
    1. Coin Flip - odd man is First
- F. Geldien Playoff Format
1. The last week of the season, the division's 1st place teams will play each other, the 2nd place division teams will play each other. The 3rd place division teams will play each other, the 4th place division teams will play each other, and the 5th place division teams will play each other unless they have already met during the season.
  2. Except for the Championship Game, if any of the 3rd, 4th, and 5th place division teams have previously met, the Football Scheduler will switch opponents with comparable unseen opponents if possible and respective AD's approval.
  3. Playoff games will be on Saturday unless participating schools mutually agree to adjust the time, date and/or location.
  4. Football conference culminating playoff games will be hosted by the North division schools on odd years and by the South division schools on the even years.
3. Volleyball
- A. North Division – Campbell County, Kelly Walsh, Natrona County, Sheridan, and Thunder Basin.  
South Division – Central, East, Laramie, Rock Springs, and South
  - B. Division play will consist of a home contest and an away contest between all schools in that division. Conference schools will attempt to meet the other non-division schools at least once during the season.
  - C. Starting Times
    1. Weekdays
      - a. The “B” game will start at 4:00 p.m.
      - b. Non-division contests, the “B” game starting time will be determined by Athletic Directors.
    2. Saturdays
      - a. The “B” game will start no earlier than 10:00 a.m.
      - b. Non-division contests, the “B” game starting time will be determined by Athletic Directors.
  - D. Participation Rules
    1. Each member school will provide and participate in the “A” and “B” team divisions. When a member school has a limited number of players and cannot provide two teams, their one team will participate in the “A” team division.
    2. Regular Season and Tournaments - Players who start in the (A) contest will not be allowed to participate in the (B) contest. Due to extenuating circumstances, such as squads depleted by illness, injuries, ineligibility, etc., and when agreed upon by the Athletic Directors and coaches or designees of both participating schools the “A” match will be played first and count toward the Conference record. The exception cannot violate any W.H.S.A.A. rules or regulations.
    3. During the season a team will be allowed to play no more than four matches in a day. (A match consists of two out of three games to 25 points with no cap. A tournament will not exceed four matches of 75 points which equals a total of 300 points per day.) When a player enters a contest for one live ball, it counts as participation in one match. The contest in which a participant exceeds the limitation shall be forfeited.
    4. Tournament - Players cannot change rosters once tournament play has begun. A player cannot participate in both A and B tournaments when applicable.
  - E. Tie Breaking Procedures
    1. Head-to-head division competition between and among the tied teams.
    2. If a tie still exists, compare the records of the tied teams against the record of the highest ranking non-tied team. Continue through the division standings until the tie is broken.

3. If a tie still exists, compare common opponents of non–division conference schools starting with the highest ranked team working to the lowest ranked team.
  4. If a tie still exists, the tie shall be broken by:
    - a. Tied teams head to head game record
    - b. Tied teams head to head points scored against
    - c. Tied teams total Division game record
    - d. Tied teams total points scored against
  5. If a tie still exists, the tie shall be broken with the flip of a coin.
- F. Geldien Conference Tournament Format
1. The end of the season “A” Team Geldien Conference tournament is a Saturday event. Teams will be seeded according to their division records. The following is how the tournament will be structured:
  2. Saturday - The North and South division first place teams will play the fourth places teams of the other division (#1N vs #4S & #1S vs #4N). The North and South division second place teams will play the third places teams of the other division (#2S vs #3N & #2N vs #3S). Tournament bracket shown on page 8.
  3. If needed, each team will provide one line judge from their 9th -12th volleyball roster for each match they participate in the Conference Tournament. It is the coaches’ responsibility to supply these line judges.

## Geldien League Team Record Report Form For Conference Tournament Seeding

SCHOOL \_\_\_\_\_

Please check appropriate sport and team:

FOOTBALL \_\_\_\_\_ VOLLEYBALL \_\_\_\_\_ BASKETBALL \_\_\_\_\_ BOYS \_\_\_\_\_ GIRLS \_\_\_\_\_

### CONFERENCE WIN-LOSS RECORD

Place the name of your opponent on the line provided and check in the appropriate blank whether YOU won or lost the game and if it was played at home, away or at a neutral site.

	OPPONENT	WON	LOST	HOME	AWAY	NEUTRAL SITE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

\_\_\_\_\_  
Athletic Director - Signature

\_\_\_\_\_  
Coach - Signature

**This form must be e-mailed or faxed to the conference tournament director, NOT LATER THAN THE MONDAY FOLLOWING REGULAR SEASON PLAY. ANY SCHOOL THAT DOES NOT SEND IN THEIR RECORD WILL BE GIVEN LAST PLACE SEEDING.**

**ATHLETICS**  
**&**  
**ACTIVITIES**  
**FORMS**





## Natrona County School District #1 Varsity Coach Sign-Off Sheet

<b>Coach</b>	<b>Sport</b>	<b>Date Completed</b>
(Pre)	Preseason Meeting	_____
	Booster Club Parent Rep	_____
	Rules Clinic	_____
	Coaching Clinics	_____
	Scope & Sequence (Articulation)	_____
	Physical Policy Sign Off	_____
	Athletic Safety Program	_____
	Forms & Film on file (Safety Film/Concussion Film)	_____
	Travel Requests	_____
	Practice Schedules	_____
	NCSA Compliance Tests	_____
	(Mid)	Roster (Program and phone #'s)
Team Picture		_____
Media Rapport		_____
Official		_____
(Post)	Letter Request	_____
	Booster Club All State Athletes	_____
	WCA/WHSA Awards	_____
	Year End Summary	_____
	Inventory	_____
	Budget	_____
	Head Coach Evaluation	_____
	Assistant Coach Evaluations	_____

Coach \_\_\_\_\_ Principal \_\_\_\_\_  
 AD \_\_\_\_\_

### Undue Influence / Recruiting

Undue influence/recruiting regulations discourage exploitation of students, prevents overemphasis of athletics, gives all student athletes more of an opportunity to participate, discourages adults from jeopardizing a student’s eligibility, and prevents misuse of athletic programs.

Definition of undue influence/recruitment: WHSAA Rule 4.1.2 – the use of undue influence, by any person or persons in an attempt to have a participant move to their school for interscholastic competition may cause the pupil to be ineligible in high school activities for a period of time to be determined by the Commissioner. The school shall also be subject to disciplinary action.

Consequences from verification of charges of undue influence/recruitment may be imposed, on any person, by Natrona County School District #1 (NCSD #1) (grades 6-12), and/or WHSAA (GRADES 9-12). These penalties may result in a student losing eligibility (WHSAA); a program and/or school being placed on warning, probation, or suspension (WHSAA); the discipline of coaches ranging from a letter of reprimand to being released from his/her coaching duties (NCSD); and the discipline of any person ranging from a letter of reprimand to a life time suspension from attending any NCSD #1 activities (NCSD).

**INFORMATION FOR INVESTIGATION**

Date of Complaint \_\_\_\_\_ Date Returned \_\_\_\_\_

Name \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

Relationship to Affected Student \_\_\_\_\_

Street Address \_\_\_\_\_ ZIP \_\_\_\_\_

I believe undue influence/recruitment was exerted on \_\_\_\_\_

Administration on committee      CCA                      CY      DM              CN              KW              NC              MW

By \_\_\_\_\_ on \_\_\_\_\_  
Name of Accused    Date of Incident(s)

**Briefly describe the allegation:** 1) Use facts only; 2) Name the people involved; 3) Describe what each person said/did; 4) Attach documents if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form must be returned to the building principal within three (3) school days**

*Undue Influence – Form UI/R01*

### Undue Influence Findings

#### Procedures for Verbal or Written Allegations Made

- Verbal allegation is made
- Involved school Administration investigates allegation
  - Invalid findings – process stops
  - Valid findings
    - Request for written confirmation
      - Invalid findings – process stops
      - Valid findings – refer for further assessment, intervention or prosecution
- Committee of District Administration investigates allegation
  - Invalid findings – process stops
  - Valid findings – district consequences
- 9-12 grades continued process
  - Committee of District Administration and WHSAA Commissioner investigates allegation
    - Invalid findings – process stops
    - Valid findings – WHSAA consequences

It is my desire to have these allegations investigated by the committee.

I agree with the preliminary findings by the Administration have found no basis for this complaint and no further investigation is warranted.

\_\_\_\_\_  
Claimant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Claimant Signature

\_\_\_\_\_  
Date

#### Committee Findings:

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\_\_\_\_\_  
District Representative

\_\_\_\_\_  
WHSAA Commissioner/Committee Chair

**This form must be returned to the building principal within three (3) school days**

*Undue Influence – Form UI/R02*

### NATRONA COUNTY SCHOOL DISTRICT SCHOOL PHYSICAL EXAM FORM

PHYSICIAN'S STATEMENT MUST BE DATED AFTER MAY 1 TO BE VALID FOR THE UPCOMING SCHOOL YEAR

**RED Areas Are to Be Completed by Parent and Student Prior to Physical Examination**

**STUDENT INFORMATION**

<b>School:</b>		<b>Date of Exam:</b>	
<b>Name:</b>		<b>Date of Birth:</b>	
<b>Grade:</b>		<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female

**SPECIFIC SPORT YOU WILL BE PARTICIPATING:** Fall: \_\_\_\_\_ Winter: \_\_\_\_\_ Spring: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ % Body Fat (opt.): \_\_\_\_\_ Pulse: \_\_\_\_\_ BP: \_\_\_\_\_

Vision: R 20/\_\_\_\_ L 20/\_\_\_\_ Corrected:  Yes  No | Pupils: Equal \_\_\_\_\_ Unequal \_\_\_\_\_

MEDICAL	NORMAL*	ABNORMAL FINDINGS
Appearance	_____	_____
Eyes/Ears/Nose/Throat	_____	_____
Lymph Nodes	_____	_____
Heart	_____	_____
Pulses	_____	_____
Lungs	_____	_____
Abdomen	_____	_____
Genitalia (males only)	_____	_____
Skin	_____	_____
MUSCULOSKELETAL	NORMAL *	ABNORMAL FINDINGS
Neck	_____	_____
Back	_____	_____
Shoulder/Arm	_____	_____
Elbow/Forearm	_____	_____
Wrist/Hand	_____	_____
Hip/Thigh	_____	_____
Knee	_____	_____
Leg/Ankle	_____	_____
Foot	_____	_____

\*Normal by check (✓) or No

<input type="checkbox"/>	Cleared
<input type="checkbox"/>	*Cleared after completing evaluation/rehabilitation for: _____
<input type="checkbox"/>	Not cleared for: _____

Reason: \_\_\_\_\_

Recommendations: \_\_\_\_\_

Physician's Name (print/type): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Physician: \_\_\_\_\_  MD  DO

**MEDICAL/HEALTH HISTORY**

**Please explain "Yes" answers on bottom of page**

Y	N	
		<b>1. Have you ever been hospitalized?</b>
		<b>a. Have you ever had surgery?</b>
		<b>2. Are you presently taking any medications or pills?</b>
		<b>3. Do you have any allergies (medicine, bees or other stinging insects)?</b>
		<b>4. Have you ever passed out during or after exercise?</b>
		<b>a. Have you ever been dizzy during or after exercise?</b>
		<b>b. Have you ever had chest pain during or after exercise?</b>
		<b>c. Do you tire more easily than your friends during exercise?</b>
		<b>d. Have you ever had high blood pressure?</b>
		<b>e. Have you ever been told that you have a heart murmur?</b>
		<b>f. Have you ever had racing of your heart or skipped heartbeats?</b>
		<b>g. Has anyone in your family died of heart problems or a sudden death before age 50?</b>

		<b>5.</b>	Do you have any skin problems (itching, rashes, acne)?															
		<b>6.</b>	Have you ever had a head injury?															
		<b>a.</b>	Have you ever been knocked out, unconscious, or lost your memory?															
		<b>b.</b>	Have you ever had a seizure?															
		<b>c.</b>	Have you ever had a stinger, burner, pinched nerve, or numbness in extremities?															
		<b>7.</b>	Have you ever had heat or muscle cramps?															
		<b>a.</b>	Have you ever been dizzy, passed out, or become ill due to heat?															
		<b>8.</b>	Do you have trouble breathing or do you cough during or after activity?															
		<b>9.</b>	Do you use special equipment (pads, braces, neck rolls, mouth guard, eye guards, etc.)?															
		<b>10.</b>	Have you had any problems with your eyes or vision?															
		<b>a.</b>	Do you wear glasses or contacts or protective eye wear?															
		<b>11.</b>	Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones or joints?															
			<table border="1"> <tr> <td>Head</td> <td>Elbow</td> <td>Shoulder</td> <td>Neck</td> <td>Thigh</td> <td>Knee</td> <td>Foot</td> </tr> <tr> <td>Back</td> <td>Chest</td> <td>Forearm</td> <td>Wrist</td> <td>Ankle</td> <td>Hand</td> <td>Hip</td> <td>Shin/Calf</td> </tr> </table>	Head	Elbow	Shoulder	Neck	Thigh	Knee	Foot	Back	Chest	Forearm	Wrist	Ankle	Hand	Hip	Shin/Calf
Head	Elbow	Shoulder	Neck	Thigh	Knee	Foot												
Back	Chest	Forearm	Wrist	Ankle	Hand	Hip	Shin/Calf											
<b>Y</b>	<b>N</b>																	
		<b>12.</b>	Have you had any other medical problems (asthma, diabetes, mononucleosis, etc.)?															
		<b>13.</b>	Have you had a medical problem or injury since your last evaluation?															
		<b>14.</b>	When was your first menstrual period?															
		<b>a.</b>	When was your last menstrual period?															
		<b>b.</b>	What was the longest time between your periods last year?															
<b>Y</b>	<b>N</b>																	
		<b>15.</b>	Has a physician ever denied or restricted your participation in sports or any physical activity?															

**Explain all "Yes" answers**

PLEASE TURN IN TOGETHER: 1) COMPLETED PHYSICAL 2) INSURANCE APPLICATION 3) INSURANCE PREMIUM PAYMENT TO THE SCHOOL ATHLETIC DIRECTOR OR ATHLETIC/ACTIVITIES FACILITATOR-ML AT THE SAME TIME



**Injury/Illness Report**

Name of injured: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Describe injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did it happen? \_\_\_\_\_

Signs/Symptoms: \_\_\_\_\_

Concussion symptoms: If present or uncertain; follow District concussion protocol

Care provided: \_\_\_\_\_

Signature: \_\_\_\_\_

Position/Title \_\_\_\_\_

Doctor/Provider's release needed? Yes No

Doctor Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

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

970 N. GLENN ROAD – CASPER, WY 82601 – (307) 253-5460 – FAX (307) 253-5464



**PARENT/GUARDIAN PRIVATE TRANSPORTATION RELEASE FORM**

This is to certify that my son/daughter has my permission to return home with me, his/her parent/legal guardian, in a private vehicle after the completion of the following activity/field trip.

		/	/	/
Event	Location of activity/field trip			Date

I/We understand that Natrona County School District student trip (activity or field trip) regulations require that students ride the bus while on a school-sponsored student trip. By transporting my student, I/we release, relinquish, discharge, and agree to indemnify, protect and hold harmless Natrona County School District, its agents, and employees, and from, all claims, demands, and causes of action of every kind and character, including the cost of the legal defense thereof, for any injury, including death, in connection with reference to above-stated transportation.

Your signature below states that you will take responsibility for your son/daughter's care and welfare at the time the bus departs from the activity/field trip, the location, and the date listed above.

**Please Note: This release involves your child only.**



- Volunteer will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by Natrona County School District #1
- Volunteer will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for Natrona County School District #1
- Volunteer will, upon the request or upon termination of his/her relationship with Natrona County School District #1, deliver to Natrona County School District #1 any drawings, notes, documents, equipment, and materials received from Natrona County School District #1 or originating from its activities for Natrona County School District #1
- Natrona County School District #1 shall have the sole right to determine the treatment of any information **that is part or project specific** received from volunteer, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as Natrona County School District #1 may deem appropriate
- Natrona County School District #1 reserves the right to take disciplinary action, up to and including termination for violations of this agreement.

Volunteer represents and warrants that it is not under any pre-existing obligations inconsistent with the provisions of this Agreement.

Signing below signifies that Volunteer agrees to the terms and conditions of the agreement stated above.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Return to the School's Athletic Director or Athletics/Activities Designee***





970 N. GLENN ROAD – CASPER, WY 82601 – (307) 253-5460 – FAX (307) 253-5464

## Volunteer Consent Form

I, \_\_\_\_\_, by signing below, understand that I am a volunteer for Natrona County School District #1 and that I have chosen to volunteer for the following support task:

*(Mark one only)*

- Tickets
- Crowd Control
- Announcer
- Scorer
- Timer

By signing below, I am certifying that I am choosing to participate in this activity on my own volition and free will; and no one has pressured, coerced or in any way forced me to participate. I understand that the school district will pay a nominal sum to me. This nominal fee is not a substitute for compensation and is not tied to productivity.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

***Return to the School's Athletic Director or Athletics/Activities Designee***



970 N. GLENN ROAD – CASPER, WY 82601 – (307) 253-5460 – FAX (307) 253-5464

**District Employee Volunteer Record**

Printed Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Date	Event/Activity	Hours	Location	Pay Rate	Account Number

By signing below, I am certifying that I am choosing to participate in this activity on my own volition and free will; and no one has pressured, coerced or in any way forced me to participate. I understand the school district will pay a nominal sum to me. This nominal fee is not a substitute for compensation and is not tied to productivity.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Events Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

***Return to the School’s Athletic Director or Athletics/Activities Designee***

August 11, 2008



970 N. GLENN ROAD – CASPER, WY 82601 – (307) 253-5460 – FAX (307) 253-5464

### Non-Employee Volunteer Record

Printed Name \_\_\_\_\_ Address \_\_\_\_\_  
s \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ SS \_\_\_\_\_  
N \_\_\_\_\_

Date	Function (Scorekeeper/Timer/Announcer)	Hrs Worked	Location	Pay Rate	Account Number

By signing below, I am certifying that I am choosing to participate in this activity on my own volition and free will; and no one has pressured, coerced or in any way forced me to participate. I understand the school district will pay a nominal sum to me. This nominal fee is not a substitute for compensation and is not tied to productivity.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

High School Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

***Return to the School's Athletic Director or Athletics/Activities Designee***

August 11, 2008

## Volunteer Incentive Scale

### Sixth, Seventh & Eighth Grades

Football	\$ 9.00	One timer per game
Volleyball	\$ 9.00	Two scorekeepers (board & book) per match
Basketball	\$ 9.00	One timer and scorer per game
Wrestling	\$ 9.00	One timer and/or scorer/meet or \$0.50 per match (whichever is larger)
Crowd Control	\$ 9.00	Per game
FB Chain Gang	\$18.00	Per contest

### Ninth Grade

Football	\$12.00	One timer per game
Volleyball	\$12.00	One Scorer and timer per match
Wrestling	\$12.00	One timer and/or scorer per tournament session
Basketball	\$12.00	One timer and scorer per game
Crowd Control	\$12.00	Per contest

### High School (10<sup>th</sup> thru 12<sup>th</sup>)

Football Stats	\$25.00	Varsity game
FB Spotter	\$30.00	Varsity game
Scorers	\$20.00	Varsity, JV & Soph game
Timers	\$20.00	Varsity, JV & Soph game
Announcers	\$30.00	Varsity game
Swim Announcer	\$20.00	Varsity/JV
Swim	\$20.00	Varsity meet
Computer/Console		
Head Timer Swim	\$20.00	Varsity & JV games
Crowd Control	\$20.00	Varsity game
VB Line Judge	\$17.00	Varsity & JV games
Libero Tracker	\$20.00	Varsity, JV & Soph games
Softball	\$35.00	Varsity
Scorebook/board		
Softball	\$25.00	Varsity & JV games
Scorebook		
Video Streamer	\$20.00	Varsity games

## Coaches Evaluation Instrument

**Goals for Current Season:**

		Accomplished	In Progress	Incomplete
1.				
2.				
3.				
4.				

What Improvements Can Be Made? How can we help as a school and/or District? Items rated N or U must be addressed in this section.

1.	
2.	
3.	
4.	

**Comments:**

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**Goals for Next Season:**

1.	
2.	
3.	
4.	

**General Comments (Coach) – use back if necessary**

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**General Comments (Athletics/Activities Director) – use back if necessary**

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## Evaluation – Head Coach

**S** – Satisfactory

**N** – Needs Assistance

**U** – Unsatisfactory

### Professional and Personal Relationships

Self	Evaluator	
1.	_____	Cooperates with the Athletic Director/AAF in regard to submitting information as required by School Policy or School District Policy which is relative to your sport
2.	_____	Works effectively with school coaching staff and faculty
3.	_____	Attends meetings when called by the District Athletics/Activities Director
4.	_____	Stays current in respective sport by attending clinics when possible and/or subscribes to any of the various coaching journals
5.	_____	Works effectively with:
	_____	a. Sports Media
	_____	b. Booster Club
	_____	c. Parents
	_____	d. Interested Fans
6.	_____	Understands and follows rules and regulations set forth by the following governing agencies:
	_____	a. School
	_____	b. School District
	_____	c. Activities Association
	_____	d. League
7.	_____	Maintains suitable conduct toward own players, opponents, officials and other workers
8.	_____	Assumes leadership role and works cooperatively with coaches at all levels in developing a coordinated program
9.	_____	Promotes all sports in athletic program attempting to foster school spirit
10.	_____	Responds appropriately to player and/or parent-initiated questions regarding playing time or other related concerns
11.	_____	Develops team spirit and unity

\*High School Head Coaches Only

**S** – Satisfactory

**N** – Needs Assistance

**U** – Unsatisfactory

**Coaching Performance**

	Self	Evaluator	
1.	_____	_____	Develops respect by example in appearance, manners, behavior, language and conduct during practices and contests
2.	_____	_____	Provides proper supervision of locker room, training room, practice facility and while on trips
3.	_____	_____	Is well versed and knowledgeable in matters pertaining to the sport
4.	_____	_____	Develops and implements an effective coaching discipline plan and communicates that plan to athletes and parents
5.	_____	_____	Develops a well-organized practice schedule which utilizes the entire staff to its maximum potential
6.	_____	_____	Places the welfare of the athlete above winning and does not sacrifice values/principles to win
7. *	_____	_____	Holds periodic staff meetings, including junior high/middle school coaches, to insure the availability of appropriate and progressive individual skills and team concepts
8.	_____	_____	Provides an environment that makes participation safe and enjoyable for the athletes
9. *	_____	_____	Continues to assist senior athletes who wish to continue in athletics beyond the high school level
10.	_____	_____	Follows Scope and Sequence (Vertical Alignment) as established
11.	_____	_____	Encourages student athletes in their classroom performance or other student activities.
12.	_____	_____	Provides leadership and attitudes that produce positive efforts by participants.
13.	_____	_____	Follows the advice of the physician/trainer regarding the participation of injured athletes
14.	_____	_____	Provides an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success.
15.	_____	_____	Uses all possible ethical means of motivation, emphasizing values of competitive athletics and responsible decision making.
16.	_____	_____	Team performance is consistent with the quality of athletes available.

\*High School Head Coaches

**S** – Satisfactory

**N** – Needs Assistance

**U** – Unsatisfactory

**Related Coaching Responsibilities**

Self Evaluator

1. \_\_\_\_\_ Coach is in compliance with:
  - a. \_\_\_\_\_ Purchasing Procedures
  - b. \_\_\_\_\_ Travel Procedures
  - c. \_\_\_\_\_ Budget Procedures
  - d. \_\_\_\_\_ Pre-season Duties/Responsibilities
    - i. \_\_\_\_\_ Physicals
    - ii. \_\_\_\_\_ Code of Conduct
    - iii. \_\_\_\_\_ Safety Program
    - iv. \_\_\_\_\_ Eligibility
    - v. \_\_\_\_\_ \* WHSAA Policies
  - e. \_\_\_\_\_ Inventory Regulations
  
2. \_\_\_\_\_ Coach accepts responsibility for the proper:
  - a. \_\_\_\_\_ Care of Equipment
  - b. \_\_\_\_\_ Issuance of Equipment
  - c. \_\_\_\_\_ Storage of Equipment
  - d. \_\_\_\_\_ Collection of Equipment
  
3. \_\_\_\_\_ Is cooperative in sharing facilities
  
4. \_\_\_\_\_ Consistently meets deadlines as required
  
5. \_\_\_\_\_ Works cooperatively with maintenance and transportation personnel

\*High School Head Coaches Only

**Comments**

Item #	_____	_____
Item #	_____	_____
Item #	_____	_____
Item #	_____	_____
Item #	_____	_____
Item #	_____	_____
Item #	_____	_____
Item #	_____	_____
Item #	_____	_____
Item #	_____	_____

Coach	_____	Date	_____
Evaluator(s)	_____	Date	_____
	_____	Date	_____
	_____	Date	_____
	_____	Date	_____



## Evaluation – Assistant Coach

**S** – Satisfactory

**N** – Needs Assistance

**U** – Unsatisfactory

### Professional and Personal Relationships

- |    | Self  | Evaluator |  |
|----|-------|-----------|--|
| 1. | _____ | _____     | The teaching ability in terms of:<br>a. Developing specific position skills<br>b. Current techniques<br>c. Knowledge of current trends with the sport<br>d. Team execution   |
| 2. | _____ | _____     | The quality of interpersonal relationships with players in terms of his/her:<br>a. Approachability<br>b. Encouragement of players<br>c. Enthusiasm for the sport<br>d. Impartiality in selecting players   |
| 3. | _____ | _____     | The contribution to planning in terms of:<br>a. Scout report analysis<br>b. Suggestions for the game plan<br>c. Suggestions for practice plans   |
| 4. | _____ | _____     | The contributions in terms of support duties:<br>a. Equipment fitting and care<br>b. Locker room supervision<br>c. Scouting<br>d. Equipment intake and inventory<br>e. Clinic attendance when possible<br>f. Travel supervision<br>g. As assigned by head coach  |
| 5. | _____ | _____     | Performance during the past season in terms of:<br>a. Overall impact of the season in specific area of responsibility<br>b. Continuous assessment of players' skill level<br>c. Continued improvement of players' techniques<br>d. Contribution to a sense of team unity<br>e. Conduct toward players, officials, workers, parents and interested fans<br>f. Loyalty |

**Comments**

- Item # \_\_\_\_\_
- Item # \_\_\_\_\_
- Item # \_\_\_\_\_
- Item # \_\_\_\_\_

Coach \_\_\_\_\_ Date \_\_\_\_\_

Evaluator(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

## NCSA Sports Safety and Warning Program

### Goals and Objectives

- To provide a safer environment for athletic participation
- To make athletes and parents/guardians aware of the inherent risks of athletic participation
- To educate athletes and parents/guardians on the safety of organized school sponsored sports, relative to other non-school activities
- To reduce the liability of coaches, athletic trainers and all other school district personnel associated with sports

### Means of Achieving Goals

- Through the teaching and coaching of proper safety techniques in regard to executing sports skills
- Through the use of proper placement of sports safety equipment
  - Examples: mats, pads, uniforms and emergency equipment
- Through providing coaches, athletes and parents/guardians with information in sports safety
  - Examples: Environmental hazards, Blood Borne Pathogens
- Through the use of visual aids for the education of athletes on proper techniques and for warning the athletes of the risks by use of films, posters, etc.
- By occasional distribution of papers or flyers concerning the safety aspects of sports participation
- By enforcing the policy of “no participation” without a completed Athletic/Activity Clearance Form
  - Examples: Physical, Physician release, WHSAA form, Proof of Insurance
- By enforcing ALL WHSAA guidelines and sports specific rules
- Through the implementation of a “plan of action” for emergency situations
- Only certifiable personnel may qualify to coach athletic events within the Natrona County School District
  - No other person may be brought in on a temporary basis to demonstrate skills techniques using student athletes as a model for demonstration
  - Coaches’ aides must be employees of NCSA #1
- Only team members will be allowed to take part in any athletic team practice
- By requiring all coaches to maintain current certification in CPR and First Aid
- By ensuring that coaches have access to athlete’s physical with them at all events
- By ensuring that athletes are not left unattended at practices or upon return from athletic events
- All athletes have the right to leave an athletic site or activity, without fear of repercussion or penalty if they feel they are in danger

## Nata Recommendations

### Lightning Safety

- Have means of monitoring local weather forecasts and warnings
- Designate a safe shelter for each venue.
- Use the Flash-to-Sound count to determine when to go to safety
- Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.
- Avoid being the highest point in an open field, in contact with, or in proximity to the highest point, as well as being on the open water
  - Do not take shelter under or near trees, flagpoles, or light poles
- Assume the lightning safe position (crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear “crackling” noises
  - Do not lie flat on the ground
- All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.

### Lightning Guidelines

**Lightning distance in miles is determined by counting (Flash-to-Sound), and then dividing this number by 5.**

**Storm Condition:** Lightning estimated distance from activity is 8-20 miles. “Flash-to-Sound” count should be greater than forty (40) seconds.

**Recommendation:** Coaches, trainers, administrators, and game officials should be made aware of impending storm.

**Storm Condition:** Lightning estimated distance from activity is 3-8 miles. “Flash-to-Sound” count should be between fifteen to forty (15-40) seconds.

**Recommendation:** By the time the flash-to-sound count approaches thirty (30) seconds all individuals should be already inside a safe structure.

**Storm Condition:** Lightning estimated distance from activity is 0-3 miles. “Flash-to-Sound” count will be less than fifteen (15) seconds.

**Recommendation:** Suspension of activities until storm passes and “Flash-to-Sound” count is greater than fifteen (15) seconds. Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.

## Weather Precautions

### Cold Weather Precautions

There are three main factors to be considered by the administrator, coach, athletic trainer, or official regarding cold weather safety: the temperature, the duration of the exposure, and the clothing and other protection against cold weather. These factors together with any other relevant information such as the wind chill factor must be taken into consideration when a decision is to be made regarding cold weather.

#### *Between 32° and 20° F*

If the temperature or wind chill factor level is forecast to be between 32° and 20° F at any point on the field, track, etc., recommendations regarding cold weather protection should be made available to the participants. Under such conditions it is the responsibility of the participants to seek the information and to follow the recommendations given by the organizer. These recommendations may include the following: appropriate clothing, safe shelter, proper hydration, etc.

#### *20° F and Below*

If the temperature or wind chill factor is **20° F** or below, the competition or practice shall be delayed or canceled.

### Mountain Specific Guidelines

#### *Between 5°F and -13°F*

If the temperature level is forecast to be between 5°F and -13°F at any point on the course(s), recommendations regarding cold weather protection should be made available to the participants. Under such conditions it is the responsibility of the participants to seek the information and to follow the recommendations of the coaching staff.

#### *-13°F and below*

If the temperature in a major portion of the mountain (areas, courses) is at -13°F, or below, the competition or practices should be delayed or cancelled.

### Warm Weather Precautions

#### *80° F and Above*

If the temperature is forecast to rise above **80° F** during the course of participation, recommendations must be given to participants concerning clothing, skin protection, and the need to consume adequate liquids before and during competition.

The site administrator, athletic trainer, or coach has the right to delay or cancel any participation in an activity when environmental conditions may be a hazard.

All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of environmental hazards (cold, heat, or lightning, etc.) without fear or repercussions or penalty from anyone.

### Turf Temperatures

Artificial turf run 20° - 30° F hotter than a natural grass field

- o Skin injury can result from a 10-minute contact with a surface that runs about 120° F
- o Cancel or reschedule the event when the turf temperature is 120° F or hotter.

If the turf temperature is 100° - 105° F

- o Allow for more breaks to hydrate and a chance to cool

If the turf temperature is 115° F

- o Burns and heat stroke can result from a 15-minute contact with the surface

If the turf temperature is 120° F

- o Burns and injuries can result from a 10-minute contact with the surface

If the turf temperature is 130° F

- o 2<sup>nd</sup> Degree burns can result from a 10-minute contact with the surface If the turf temperature is 140° F

- 2<sup>nd</sup> Degree burns can result from a 3 second contact with the surface
- 3<sup>rd</sup> Degree burns can result from a 5 second contact with the surface If the turf temperature is 160° F
- Human tissue is destroyed on contact and may cause nerve damage

## Air Quality

This guidance can help protect the health of all students and staff who are more sensitive to air pollution. You can check the air quality daily at [airnow.gov](http://airnow.gov) or [weather.com](http://weather.com). There is a chart below to give guidance when participating in an outdoor activity or event. Watch for symptoms in students and staff that include coughing, wheezing, difficulty breathing, and chest tightness. Asthma symptoms may be worse and trigger attacks. Even students and staff who do not have asthma could experience these symptoms.

7/19/21 4

### Green - Good

- Great day to be outside

### Yellow - Moderate

- Students and staff who are unusually sensitive to air pollution could have symptoms
- Good day to be outside

### Orange – Unhealthy for sensitive groups

- It is ok to be outside for short activities or events
- For longer activities take more breaks and do less intense activities
- Students and staff with asthma should follow their asthma action plans and keep their quick-relief medicine handy
- Watch for symptoms in students and staff

### Red - Unhealthy

- Spend less time outdoors
- Consider moving intense activities or events indoors or reschedule
- Watch for symptoms in students and staff

### Purple – Very unhealthy

- The activity should be cancelled or rescheduled when the air quality improves

## Perry Weather App

Weather can be accessed through the Perry Weather App or on the Website Each school has a designee that can sign up new people for the app If you need help or have any questions, please contact Amanda Haptonstall 253-5462 or [amanda3616@myncsd.org](mailto:amanda3616@myncsd.org)

### NWS Wind Chill Chart

Temperature (°F)		Calm	40	$\frac{3}{5}$	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
Wind (mph)	5	36	$\frac{3}{1}$	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63	
	10	34	$\frac{2}{7}$	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72	
	15	32	$\frac{2}{5}$	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77	
	20	30	$\frac{2}{4}$	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81	
	25	29	$\frac{2}{3}$	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84	
	30	28	$\frac{2}{2}$	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87	
	35	28	$\frac{2}{1}$	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89	
	40	27	$\frac{2}{0}$	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91	
	45	26	$\frac{1}{9}$	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93	
	50	26	$\frac{1}{9}$	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95	
	55	25	$\frac{1}{8}$	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97	
	60	25	$\frac{1}{7}$	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98	
<b>Frostbite Times</b>									<b>30 Min.</b>	<b>10 Min.</b>	<b>5 Min.</b>									

$$\text{Wind Chill (°F)} = 35.74 + 0.6215T - 35.75(V 0.16) + 0.4275T(V 0.16)$$

Where, T=Air Temperature (°F) V=Wind Speed (mph)

### Chill Factor Chart

Wind Speed (MPH)	Air Temperature										
	32	23	14	5	-4	-13	-22	-32	-40	-49	-58
Equivalent Temperature											
Calm	32	23	14	5	-4	-13	-22	-31	-40	-49	-58
5	29	20	10	1	-9	-18	-28	-37	-47	-56	-65
10	18	7	-4	-15	-26	-37	-48	-59	-70	-81	-92
15	13	-1	-13	-25	-27	-49	-61	-73	-85	-97	-109
20	7	-6	-19	-32	-44	-57	-70	-83	-98	-110	-121
25	1	-10	-24	-37	-50	-64	-77	-90	-104	-117	-130
30	-1	-13	-27	-41	-54	-68	-82	-97	-109	-123	-137
35	-1	-15	-29	-43	-57	-71	-85	-99	-113	-127	-142
40	-3	-17	-31	-45	-59	-74	-87	-102	-116	-131	-145
45	-3	-18	-32	-46	-61	-76	-89	-104	-118	-131	-147
50	-4	-18	-33	-47	-61	-78	-91	-105	-120	-134	-150
<b>LITTLE DANGER FOR PROPERLY CLOTHED PERSON</b>			<b>CONSIDERABLE DANGER</b>				<b>VERY GREAT DANGER</b>				
<b>DANGER FROM FREEZING OF EXPOSED FLESH</b>											

### Water Survival Chart

IF THE WATER TEMP IS	EXHAUSTION OR UNCONSCIOUSNESS OCCURS IN	EXPECTED TIME OF SURVIVAL IS
32.5	UNDER 15 MIN.	UNDER 15-45 MIN.
32.5-40	15-30 MIN.	30-90 MIN.
40-50	30-60 MIN.	1-3 HOURS
50-60	1-2 HOURS	1-6 HOURS
60-70	2-7 HOURS	2-4 HOURS

### Accidental Hypothermia Chart

Predisposing Factors	Signs (Observed by Others)	Symptoms	Prevention	Treatment
<ul style="list-style-type: none"> <li>● Poor condition</li> <li>● Inadequate nutrition and hydration</li> <li>● Thin build</li> <li>● Non-woolen clothes</li> <li>● Inadequate protection from wind, rain and snow</li> <li>● Getting wet</li> <li>● Exhaustion</li> </ul>	<ul style="list-style-type: none"> <li>● Careless attitude</li> <li>● Slowing of pace</li> <li>● Poor coordination</li> <li>● Stumbling</li> <li>● Thickness of speech</li> <li>● Amnesia</li> <li>● Irrationality, poor judgment</li> <li>● Hallucinations</li> <li>● Loss of contact with environment</li> <li>● Blueness of skin, dilation of pupils</li> <li>● Decreased heart and respiratory rate</li> <li>● Weak or irregular pulse, stupor, intense shivering</li> </ul>	<ul style="list-style-type: none"> <li>● Intense shivering</li> <li>● Muscle tensions</li> <li>● Fatigue</li> <li>● Feeling of deep cold or numbness</li> <li>● Poor articulation (thickness of speech)</li> <li>● Disorientation</li> <li>● Decrease in shivering followed by rigidity of muscles</li> <li>● Blueness of skin</li> <li>● Slow irregular or weak pulse</li> </ul>	<ul style="list-style-type: none"> <li>● Good rest and nutrition prior to exertion</li> <li>● Continued intake of food</li> <li>● Waterproof/ windproof clothing (some woolen)</li> <li>● Emergency shelter equipment</li> <li>● Early shelter in storm or if lost or darkness falls</li> <li>● Exercise to keep up body's heat production</li> </ul>	<p><b>REDUCE HEAT LOSS</b></p> <ul style="list-style-type: none"> <li>● Shelter the victim from wind and weather</li> <li>● Insulate him/ her from ground</li> <li>● Replace wet clothing with dry</li> <li>● Put on windproof/ waterproof gear</li> <li>● Increase exercise level if possible</li> <li>● ADD HEAT (put in warmed sleeping bag)</li> <li>● Hot drinks</li> <li>● Heat from hot stones or hot canteen of water</li> </ul>
<p><b>HYPOTHERMIA will threaten your outdoor activity. Expect it to happen. Be alert because it is impossible to self-diagnose after gaining a foothold. Give the victim lots of hot sugary drinks. (Test temperature by drinking some of the liquid yourself.) Do not attempt to travel until the victim is fully aware of what is going on around him/her.</b></p>				

## Guidelines for Preventing Heat Stress

As part of the Inclement Weather Protocol, District personnel must pay attention to weather conditions and use common sense and good judgment for modifying academic and physical activities.

**Heat stress is the overall effect of excessive heat on the human body. Prolonged exposure to high air temperatures or to high humidity at moderate temperatures may cause the body temperatures of people of all ages to rise and produce one or more of the signs of heat stress affecting the ability to learn, work, or even play.**

**To counteract heat stress, all District personnel must pay attention to these contributing factors:**

- Air temperature
- Medical problems and use of medications
- Humidity
- Fluid intake
- Air circulation
- Appropriate clothing
- Radiant heat
- Physical condition
- Acclimation to heat
- Classroom temperature
- Classroom location
- Intensity, type and duration of activity

**Students with certain health problems may require more attention. If students complain about the heat, allow them to rest or see the school nurse who may want to have their health status clarified by a parent or guardian. Employees with specific health problems should make them known to site administrators.**





### Weather Conditions Guidelines and Academic Activity

The following chart provides guidelines for consideration in modifying instructional programs, physical activity, and school schedules:

Category	Heat Index (Feels Like)	Possible Heat Stress Effects	SUGGESTED ACTION	
			Humidity less than 50%	Humidity 50% or greater
Normal	79° or less	<ul style="list-style-type: none"> <li>• Good learning conditions</li> <li>• No effect</li> </ul>	• Regular school day	• Regular school day
Alert	80° - 90°	<ul style="list-style-type: none"> <li>• Learning may decrease with long exposure</li> <li>• Fatigue may increase after 4-6 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Regular school day</li> <li>• If near 50% humidity, limit intensity of or modify physical activity and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Regular school day</li> <li>• Limit duration &amp; intensity of or modify physical activity &amp; monitor closely</li> </ul>
Caution	91° - 105°**	<ul style="list-style-type: none"> <li>• Early heat stress and cramps possible</li> <li>• Heat exhaustion or heat stroke possible with long exposure</li> </ul>	<ul style="list-style-type: none"> <li>• Regular school day</li> <li>• Limit duration &amp; intensity of or modify physical activity &amp; monitor closely</li> </ul>	<ul style="list-style-type: none"> <li>• Regular school day</li> <li>• Limit duration &amp; intensity of &amp; modify physical activity &amp; monitor closely</li> </ul>
Extreme Caution	106° - 129°**	<ul style="list-style-type: none"> <li>• Heat stroke or heat exhaustion possible</li> </ul>	<ul style="list-style-type: none"> <li>• Consider schedule change</li> <li>• Prohibit or limit duration &amp; intensity of, modify physical activity &amp; monitor closely</li> </ul>	<ul style="list-style-type: none"> <li>• Consider schedule change</li> <li>• Prohibit physical activity</li> </ul>
Medical Emergency	130° and above**	<ul style="list-style-type: none"> <li>• Heat stroke likely</li> </ul>	• No school	• No school

\*\*If air circulation (or wind velocity) is 10 mph or greater, the effects of temperature will be less severe.

**Heat Stress Signs, Symptoms, And First Aid**

<b>Physical Disorder</b>	<b>Signs and Symptoms</b>	<b>First Aid</b>
Early Heat Stress	<ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Lethargy</li> <li>• Decreased productivity</li> <li>• Normal body temperature</li> <li>• Sweating</li> <li>• Pallor</li> <li>• Headache</li> <li>• Nausea</li> <li>• Nosebleeds</li> <li>• Heat rash</li> </ul>	<ul style="list-style-type: none"> <li>• Send person to a cool place</li> <li>• Have person sit or lie down and rest</li> <li>• Supervising adult should be able to observe person frequently or assign someone to monitor or assist</li> <li>• Give generous amounts of cool water</li> <li>• Giving salt is usually not necessary</li> <li>• Loosen or remove excess clothing</li> <li>• Sponge down or immerse the person in cool or cold water</li> <li>• Check temperature periodically</li> <li>• Watch for cessation of sweating</li> <li>• Notify parent or guardian as needed</li> <li>• Recommend medical care if needed</li> </ul>
Heat Cramps	<ul style="list-style-type: none"> <li>• Painful spasms of abdominal wall and heavily used skeletal muscles</li> </ul>	<ul style="list-style-type: none"> <li>• Treat as above</li> <li>• Commercially available replacement fluids for athletes may be used if on hand</li> <li>• Having person stretch (not massage) muscles may help</li> <li>• Notify parent or guardian if needed</li> </ul>
Heat Exhaustion	<ul style="list-style-type: none"> <li>• Normal/slightly elevated body temperature</li> <li>• Sweating/moist, clammy skin</li> <li>• Extreme weakness</li> <li>• Nausea/vomiting</li> <li>• Fainting</li> <li>• Dizziness</li> <li>• Headache</li> <li>• Loss of consciousness in extreme cases</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain medical care at once</li> <li>• If possible, remove person to a cool location or protect from exposure to direct heat</li> <li>• Have person lie down with head low</li> <li>• Give water if conscious and able to swallow</li> <li>• Watch for progression to heat stroke</li> <li>• Notify nurse and administrator</li> <li>• Paramedic may need to be called (911)</li> <li>• If school nurse is not available, call paramedics (911)</li> <li>• Notify parent or guardian at once</li> </ul>
Heat Stroke	<ul style="list-style-type: none"> <li>• Elevated body temperature (above 103°)</li> <li>• No sweating</li> <li>• Hot, dry, red skin</li> <li>• Vomiting/diarrhea</li> <li>• Mental confusion</li> <li>• Agitation</li> <li>• Convulsions</li> <li>• Loss of consciousness</li> <li>• Death or permanent brain damage if not treated immediately</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CALL PARAMEDICS (911). THIS IS A MEDICAL EMERGENCY. DELAY COULD BE FATAL!</b></li> <li>• If possible, remove person to a cool location or protect from exposure to direct heat</li> <li>• Immediately cool body by immersing in cool water, spraying with cool water, fanning the body, or any other means available while awaiting transfer to a hospital</li> <li>• Notify nurse and administrator</li> <li>• Notify parent or guardian at once</li> </ul>

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Basketball  
Checklist of Procedures**

[Basketball Checklist of Procedures](#)

**Natrona County School District  
Sports Safety and Risk Management Program**

**Cheerleading  
Checklist of Procedures**

[Cheerleading Checklist of Procedures](#)

**Natrona County School District  
Sports Safety and Risk Management Program  
Cross Country Running  
Checklist of Procedures**

[Cross Country Running Checklist of Procedures](#)

**Natrona County School District**  
**Sports Safety and Risk Management Program**  
**Football**  
**Checklist of Procedures**

[Football Checklist of Procedures](#)

**Natrona County School District**  
**Sports Safety and Risk Management Program**  
**Golf**  
**Checklist of Procedures**

[Golf Checklist of Procedures](#)



**Natrona County School District**  
**Sports Safety and Risk Management Program**  
**Ski – Alpine**  
**Checklist of Procedures**

[Ski - Alpine Checklist of Procedures](#)

**Natrona County School District**  
**Sports Safety and Risk Management Program**

**Ski – Nordic**  
**Checklist of Procedures**

[Ski - Nordic Checklist of Procedures](#)

**Natrona County School District**  
**Sports Safety and Risk Management Program**

**Soccer**  
**Checklist of Procedures**

[Soccer Checklist of Procedures](#)

**Natrona County School District**  
**Sports Safety and Risk Management Program**

**Softball**  
**Checklist of Procedures**

[Softball Checklist of Procedures](#)

**Natrona County School District**  
**Sports Safety and Risk Management Program**  
**Swimming**  
**Checklist of Procedures**

[Swimming Checklist of Procedures](#)

**Natrona County School District**  
**Sports Safety and Risk Management Program**  
**Tennis**  
**Checklist of Procedures**

[Tennis Checklist of Procedures](#)

**Natrona County School District  
Sports Safety and Risk Management Program**

**Track  
Checklist of Procedures**

[Track Checklist of Procedures](#)

**Natrona County School District  
Sports Safety and Risk Management Program**

**Volleyball  
Checklist of Procedures**

[Volleyball Checklist of Procedures](#)



**Natrona County School District**

**Sports Safety and Risk Management Program**

**Wrestling  
Checklist of Procedures**

[Wrestling Checklist of Procedures](#)

**SCHOOL ACTIVITY  
AND  
SCHOOL FIELD TRIP  
FORMS**



[AFT05 Activity/Field Trip Itinerary Form](#)

[AFT06 Activity/Field Trip Manifest Form](#)

[AFT07 Airport Ground Transportation Form](#)

[PV01 Motor Vehicles Record \(MVR\) & School Verification to Transport Students Form](#)

[PV02 Parent/Guardian Private Transportation Release Form](#)

[SOP Wednesday/Sunday Travel](#)

[SOP Use of Private Transportation](#)

[SOP Charter Transportation](#)

[PE01 Physical Exam Form](#)

[AFT01 Field Trip Application Form](#)

[AFT02 Parent/Guardian Consent Form](#)

[AFT04 Activity/Field Trip Coach/Teacher/Sponsor/Chaperone Volunteer & Student Expectations](#)

[AFT05 Activity/Field Trip Itinerary Form](#)

[AFT06 Activity/Field Trip Manifest Form](#)

[AFT07 Airport Ground Transportation Form](#)

[PV01 Motor Vehicles Record \(MVR\) & School Verification to Transport Students Form](#)

[PV02 Parent/Guardian Private Transportation Release Form](#)

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