MIDDLE LEVEL

ATHLETICS & ACTIVITIES

HANDBOOK

NATRONA COUNTY SCHOOLS

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CASPER, WY 82601
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www.ncsdathletics.com

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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 Americans 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 – Valerie Brus
970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445
valerie_brus@natronaschools.org

Title IX Coordinator Trevor Mahlum
970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445
trevor_mahlum@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 AAFs, 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 18th St., Ste. 417, Denver, CO 80202
303-844-2024 voice
phone/303-844-2025 FAX
307-844-3439 TDD

Middle School Activities and Athletics - District (Poison Spider) & Non-District Participation Process

Purpose

To guide middle school administrators in placing Poison Spider and non-district students requesting to participate in NCSD activities or athletics at NCSD Middle Schools. These placements will occur when a District or non-district school does not have enough participants per sport per grade to form its own team at its own site.

As a result of increased participation by non-district students in activities and athletics, the following process has been developed to help prevent overburdening NCSD middle schools. The process will maintain a balanced distribution of teams and participants across all middle schools and honor participation opportunities for student-athletes.

When a District or non-district school has enough participants per sport per grade, the school should consider creating its own team.

Definitions

Middle School: Grades 6th, 7th & 8th

District students: Poison Spider students (participating in activities and athletics)

Non-district students: charter, homeschool, private, and/or virtual students (participating in activities and athletics)

Enrollment Criteria for Middle School Activities and Athletics

Once a middle school reaches enrollment capacity, Poison Spider and non-district students will not be allowed to participate at that school for the school year.

The enrollment capacity will be monitored during the school year. A school may become unavailable to accept District and non-District students requesting to participate in activities and athletics if the school reaches enrollment capacity.

Placement Process

District students:

Before the beginning of the fall middle school activities and sports season, Poison Spider students will have the first opportunity to select a school to participate at based on enrollment capacity. These students have the opportunity to select their school beginning the second Monday in July. This selection will determine their playing location for the year.

Based on enrollment capacity, Poison Spider students will be assigned to CY or Dean Morgan to ensure more efficient transportation services from NCSD Transportation. If a family is interested in attending another school with available capacity, they can choose the alternate school, but they are required to transport their child.

If any District middle school is unable to create its own team at its site due to a limited number of participants, those interested participants will be directed to schools with available capacity, for that season only.

> *(Example: CCA has seven 8th-grade students interested in playing football. As an east-side school, Centennial would be designated. But, since*
> *Centennial is at capacity, the seven interested students would be considered for a west-side school with capacity. Thus, all seven students would be bused to Dean Morgan to participate in football (first season only) because it has capacity, and CY has no capacity.)*

Non-district students:
Non-district students will be allowed to select a school with available capacity, starting 10 school days before the first middle school season in the fall (late August). Once a school is selected and approved, it will be their designated NCSD school for the school year.

A non-district student with a sibling currently enrolled in an NCSD middle school is not a factor when selecting a school. A school with available capacity is the determining condition for where the non-district student will participate.

If a District student leaves an NCSD school during a school year, they lose their spot at their school of enrollment and must register through the non-district student selection procedures.

NCSD Transportation will not be available or provided to non-district students for practices or competitions that occur within the District.

Selection Procedures

District students: Poison Spider
When a Poison Spider student requests to participate in middle school activities or athletics, the following steps will be taken:

a. Contact the NCSD Activities and Athletics Office (253-5462).
b. The student/family will select an available school as their designated site for the year.
c. The NCSD Athletic and Activities Office will notify the selected school.
d. The following items must be completed and turned in before participating in an activity or sport at their selected school.
    i. Sports Physical
    ii. Online Parental Acknowledgment completed

Non-district Student Selection Procedures:
When a non-school district student requests to participate in middle school activities or athletics, the following steps will be taken:

a. Contact the NCSD Activities and Athletics Office (253-5462).
b. Athletic and Activities Office staff will collect payment for the Wyoming High School Activities Association (WHSAA) catastrophic insurance.
    i. Homeschooled students will need to contact Student Support Services (253-3150) to obtain a student ID number.
c. The non-district student/family will select an available school as their designated site for the year.
d. The selected school will be notified by the NCSD Athletics and Activities Office when a non-district student chooses their school for sports participation.

e. The non-district parent/guardian must complete the following before participating in an activity or sport at their selected school.
    i. Complete the Parental Acknowledgments via Parent Campus.
    ii. Have a sports physical completed and provide a copy of the sports physical form to the school where they will participate for the year.
    iii. Complete the Combination School Agreement available at the NCSD Athletic and Activities Office.
        1. Once this form is completed, it will be turned in to the selected school along with the sports physical form.
f. Participation can not start until the following are completed and turned in to the school.
    i. Sports Physical Form
    ii. Online Parental Acknowledgment completed
    iii. Immunization Records
    iv. Proof of purchase for WHSAA catastrophic insurance
    v. Combination School Agreement signed by the District Athletic & Activity Office

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

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 the 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: Middle School

A. A middle-level school student must pass all classes to maintain academic eligibility, regardless of the number of subjects taken.

B. Grades for middle-level school students participating in co-curricular & extra-curricular sports & activities will be checked weekly on Wednesday after the first full week of each quarter, the beginning of a new school year, and each subsequent quarter.

- Good Academic Standing describes middle-level students with no failing grades on the weekly Wednesday activities eligibility grade check report.
- Academic Warning is a middle-level student with one week of failing grades on the weekly Wednesday activities eligibility grade check report, and may practice, participate in competition, and travel.
- Academic Ineligibility is a middle-level 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 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 middle-level school student who is academically ineligible at the end of a quarter will also be ineligible the first week of the new quarter.

E. A 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.

F. A middle-level school student is eligible to participate in co-curricular and extracurricular activities at the beginning of a new school year and fall sports/activities season if the student meets the activities eligibility rules of Natrona County School District.

G. Special education students will be expected to meet the same activity eligibility requirements as regular education students, since each student, through the child study committee action, is placed into an individualized educational program 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. Extenuating circumstances may be appealed to the head principal.

J. 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. NCSD eligibility standards must be consistently monitored and applied to the students participating in all NCSD co-curricular and extra-curricular activities and sports offered at the school.

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 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 is 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 selection 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 6th-8th.

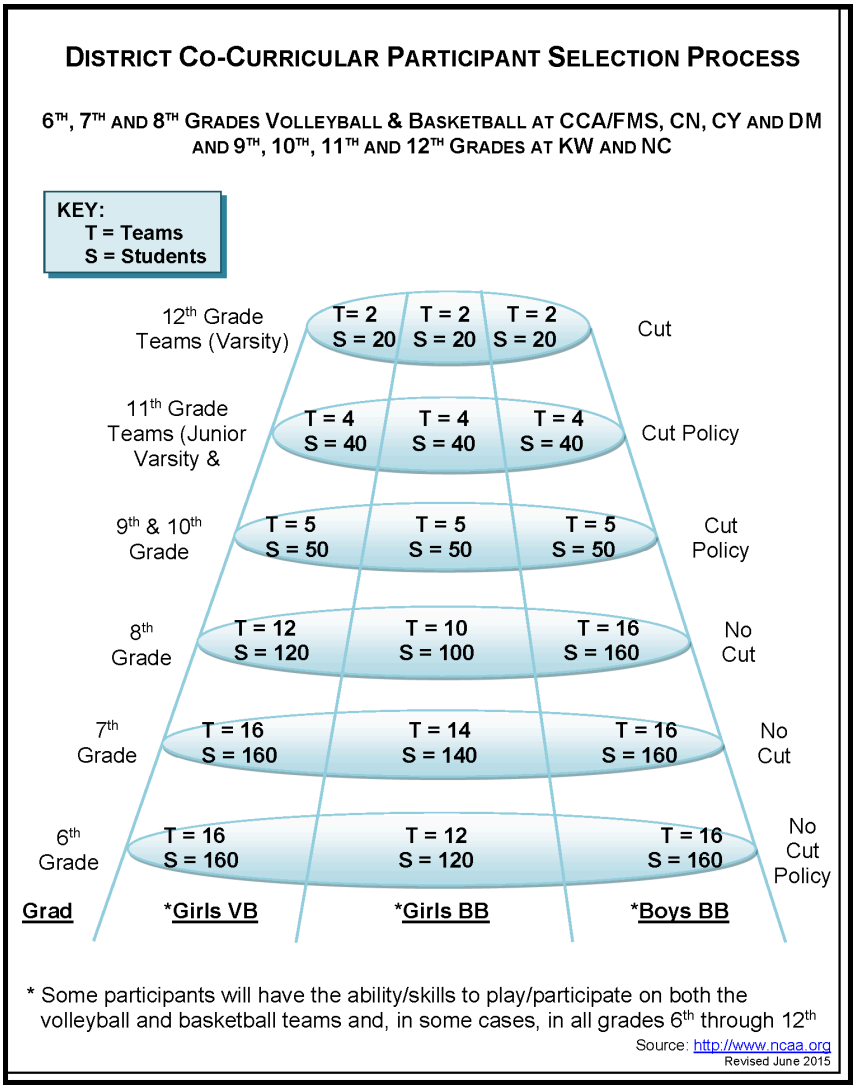
The communication at the ML will occur at co-curricular activity parent meetings, be published in the following areas, but not limited to the ML school’s student handbook, and be posted in the District ML Activities Handbook. A current list of co-curricular activities offered at the secondary level and 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 or 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:

1. An objective individual skills evaluation process based on the horizontal and vertical alignment skills taught to participants in this activity from the 6th through the 12th 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, 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 to 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 9th 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 before the tryouts for the activity.
8. Coaches/Sponsors provide a list of names of participants not selected for the activity to the building Activities Director/Assistant Principal/AAF.
9. The Activities Director/Assistant Principal/AAF 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/AAF 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. Student participation in co-curricular activities plays an integral role in students' success in the classroom and in real-life application.



Administrative Procedures

A. Administration

1. The 6th-, 7th-, and 8th-grade programs are to be administered by the AAF and the Administration. The AAF, with the support of their building's Administration, has the discretion to make decisions deemed necessary to ensure the logistics and integrity of all athletics/activities. Any decisions that would affect other school(s) will be made in conjunction with that school's Administration.

B. Annual Revisions

1. AAFs or Administrators will meet at the end of each season to recommend corrections and revisions for next year's activities. The AAFs and Middle School Administrators will review these recommendations and make final approval.

C. Official's Pay Scale

SPORT	LEVEL	# OFFICIALS	RATE	TOTAL
Football	7/8	4	65.00	260.00
Girls Volleyball	6/7/8	1	50.00	50.00
Basketball	8 A/B	2	65.00	130.00
	8 C	2	60.00	120.00
	6&7 ABC	2	60.00	120.00
Wrestling	6/7/8	1	4.00	per/match
Soccer	6/7/8	3	65.00	195.00
Swimming	6/7/8	4	65.00	260.00

D. Volunteer Incentive Scale

Sixth, Seventh & Eighth Grades

Football	$ 9.00	One timer per game
Girls 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 (higher of two)
Crowd Control	$ 9.00	Per game
FB Chain Gang	$18.00	Per contest

E. Scheduling Procedures

1. All AAFs or Administrators will participate in setting the schedule.
2. The AAF's or Administrators will agree on schedules and tournament brackets before they are finalized.

3. All AAFs or Administrators will compile schedules in a shared document.
4. Games will be split equally between home and away whenever possible.
5. Schedule changes will be kept to a minimum and will only be made by the AAFs or the Administrators. There may be changes due to conflicts, weather, and other factors.

F. Tournament Rotation

1. Tournaments will be held during the last week of the season, and schools will rotate in hosting them. 6th grade girls' volleyball and basketball seasons will end with seeded games held during the last week of the season.
2. The annual tournament is designed for “A” teams. If there are fewer than 8 teams in a bracket, one or more byes will be used to fill it.
3. Tournament brackets and seeds will be determined by AAFs or administrators based on the competition level and the number of teams.
4. An effort will be made to avoid having two (2) teams from the same school play each other in round one.
5. Every effort will be made to create an 8-team bracket for 7th- or 8th-grade tournaments, with the option of additional games depending on the number of teams and the available gym space.

G. Travel – 7th and 8th Grade Athletics and Activities

1. 7th- and 8th-grade teams/students may travel outside NCSD #1 up to three (3) trips, depending on the availability of transportation from NCSD.
2. On all trips, students will be expected to pay for their meals and lodging if the trip is approved by the building administrator.
3. It is required that AAF's have all travel requests signed off by building administrators.
4. Travel arrangements for middle schools will be scheduled through the current process for 7th- and 8th-grade co-curricular activities. Middle-level travel is subject to driver and bus availability.
5. At least one certified coach must travel with the athletes on the bus. Adequate supervision must be maintained (1 Supervisor/Coach to 16 students). 1st coach is seated in the middle of the bus. 2nd coach is seated in the back of the bus. 3rd coach is seated in the front of the bus.

H. Number of Coaches Per Sport

1. ***Minimum*** 2 adults up to the first 24 participants (due to safety issues)
2. Each sport will have a minimum of one (1) Head Coach and one (1) Certified Assistant or Aide for the initial 24 participants. Schools have the discretion to hire coaches as they deem appropriate for their program and specific safety issues presented by each sport.
3. Schools should consider hiring an additional Certified Assistant/Aide for each additional 12-participants beyond the initial 24. The administrator has discretion to determine the need for an additional head coach and/or assistant coach.
4. The maximum number of volunteer assistants: football – two (2) volunteer assistant coaches, all other sports grades 6-12 – one (1) volunteer assistant.
5. 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 as a team member is required.

I. Seasons

1. There will be five seasons. The exact dates for each season will be determined by the school administrators and the AAF each spring after the new calendar has been adopted.

Aug-Oct: Fall Season 1	Jan-Feb: Winter Season 1
7th & 8th Football	7th-8th Boys Basketball
6th-8th Girls Volleyball	6th-8th Girls Wrestling
6th-8th Cross Country	6th-8th Nordic Ski
Oct-Dec: Fall Season 2	**Feb-Mar: Winter Season 2**
7th-8th Girls Basketball	6th Basketball (boys & girls)
6th-8th Boys Wrestling	6th-8th Swimming
	Mar-May: Spring Season
	6th-8th Soccer
	6th-8th Track

Coaching Responsibilities

Note: Coaches will not verbally or physically abuse officials, fans, players, other coaches, or other personnel associated with that activity. **Corrective action will be taken by a building administrator at his or her discretion depending upon the severity of the coach's offense.**

A. Grievance Procedures

1. All problems or questions will be directed to the AAF's or administrators in their respective schools.
2. Problems not resolved by the middle school AAF's will be submitted to their administration.
3. The administrators, AAFs, and parties involved will meet to-determine a resolution.
4. If the grievance is not settled at the administrator level, the parties involved and a representative at the District level will work together to resolve it.

B. Participation in Games

1. All deserving players will participate in each regular-season contest.
2. A deserving player attends practices, cooperates with the coach, and meets all eligibility requirements.
3. Tournaments are an exception to the participation rule.

C. Teams

1. Changing players between squads ("A" to "B," "B" to "A," "C" to "B," etc.) is highly discouraged after the first two weeks of the season. It is understood that it may take some time for a student-athlete's true ability to appear. However, if a change in squads is made, that change must be reviewed by all coaches involved and the AAF or administrator before informing the student-athlete.
    - **Changing players between squads may be necessary in instances of academic/behavioral ineligibility, with the same review process as listed above.**
2. If any roster drops below the minimum requirements of 8 players, the AAF or administrator will work cooperatively to determine which player, if any, will move.
3. If both the coaches and the AAF agree, a player may be brought up or across ("C" to "C") to ensure the team has enough players to play the game. The AAF or administrators have the discretion to move players in special circumstances to fill a team.

    Non-transfer students/athletes may be added to a school sports team during the first 10 days of the season. Thereafter, it is at the administrator's or AAF's discretion. Various factors will influence the decision of the administrator or AAF, including, but not limited to, the length of the season, the type of sport, player-to-coach ratios, injuries, eligibility issues, and safety.

D. Travel

1. Players are not to enter another school's gym or locker room until their coach arrives.
2. A transportation permission form must be on file in the administrator's office before private vehicles may transport participants to or from a contest site.
3. Players are not to be transported in open pickups.
4. Drivers must be an adult parent, guardian, or coach aged 21 or older.

PV01 Motor Vehicles Record (MVR) & School Verification to Transport Students Form

E. Uniforms

1. Schools will provide uniforms for all participants.
2. Coaches will check out and check in all uniforms. A record of this will be maintained.
3. Coaches will pick up all uniforms and return them to the AAF or Administrator within 10 days after the completion of a season.
4. Athletes will be held accountable for lost uniforms or unusual damage.

F. Disciplinary Procedures

1. Coaches will contact parents before removing an athlete from a team.
2. The AAF and administration will also be notified before any student is removed from the team.
3. The Sportsmanship video on nfhslearn.com will be used when students are ejected from a competition. The student may participate in practices but may not compete until the Certificate of Completion has been submitted to the school's administration.

General Policies

A. Eligibility

1. In order to practice in the middle school athletic program, an NCSD student must have a current physical examination form on file and successfully complete the Parental Acknowledgment information.
2. To participate in an athletic season, students must be eligible and attend practice before the third week of the season.
3. All athletes participating in non-mandatory practices (open gym, weight room, camps) must have a current physical form on file.
4. All coaches must have a First Aid kit, sports physical, consent to participate, and emergency medical contact information for each participant, whether at home or away games.
5. A student must be in school for one-half day of classes to participate in practices or competitions.
6. A student who is suspended (including Refocus Room or In-School Suspension room/setting) is ineligible to travel to and participate in home or away contests, but may still participate in practice. Students placed in any alternative-to-suspension setting, such as the Safe School Suspension Lab (SSSL), may not take part in practices and are ineligible to participate in home or away contests. Students under Out-of-School Suspension should not be on School District grounds.
7. Players must adhere to all School Board Policies governing their actions on and off the playing field. Coaches will review these policies with squad members during their first week of that particular season.
8. The school's AAF, coaches, and administrators will review instances of unsportsmanlike conduct to determine corrective action.
9. Any athlete injured and removed from practice or a game by an athletic trainer or approved

healthcare professional will not be allowed to return for practice or a game without written approval from that doctor.

B. Middle Level Student Transfers in District (6th-8th)

1. Students who transfer from one building to another within the District may participate in that season's activities with their new school as long as the transfer occurs within the first two weeks of the season.
2. If an in-district transfer occurs after the two-week period, students will not be allowed to participate with their new school in that season's activities but will be given the opportunity to finish the season at their original school.
    a. The administrators at both schools can agree to waive the transfer policy under extenuating circumstances.

C. Eligibility Declaration for Charter School, Home School, Private School, Virtual School

1. Once a player participates for a school, they have declared their eligibility to that school for that year.

D. WHSAA Catastrophic insurance

1. Charter School, Homeschool, Private School, and Virtual School students must pay the Insurance to the District Athletics and Activities Office.

E. Games

1. 6th-, 7th-, and 8th-grade games will be played on weekdays and Saturdays at the scheduled times.
2. Due to out-of-building coaching personnel, a coach may arrive slightly late at times. If this occurs, 10 minutes must be allowed for warm-up after the coach arrives at the host school.
3. All B games will be played first.
4. The host schools will provide practice balls.(Exception: Football)

F. Practice Policies

1. Prior to any competition, each player must have practiced 3 days for golf and 8 days for each remaining sport. Players cannot practice and play in a game on the same day to meet the required number of practices. The first three (3) days of football practice must be with helmets, and then full pads and full contact following.
2. Practice times are before or after the regular school day. The exception is practice times in the fall before classes begin. Practice on Saturdays must be approved by the principal or AAF. No practice or competitions on Sunday, during professional development scheduled times, or on any designated NCSD holiday. See Standard Operating Procedure 5430 regarding scheduling practices and competitions on District and National Holidays.
3. All practices will be completed by 9:00 p.m. However, on Wednesdays, the dressing room and activity area will be cleared by 6:00 pm.
4. Coaches are expected to practice every school day unless they are participating in a contest. The AAF must clear any exceptions and changes prior to the start of the event's school day.
5. Morning practices must be cleared by the AAF and/or administrator before the practice.

G. Supportive Undergarment Policy

1. 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.

H. Jewelry Policy

1. 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 enforce the jewelry rule during practices and competitions.

Sport Specific Rules & Guidelines

Football

A. Squads

1. The 7th and 8th grade programs will consist of “A” teams only at each level unless student participant numbers are at levels that warrant “A” and “B” teams (40+ students)
    a. Team and coach announcements will be made no sooner than the 5th day of practice and no later than the 8th day of practice. All players who wish to participate are eligible under the rules and regulations. Cutting will not take place in football.
    b. If coaches determine it is difficult to provide each student with adequate play time (i.e., 15-20 plays in a game), teams will play a fifth quarter as agreed upon by the designated Administrator and coaches before the game.
        - The 5th quarter is to be played with those students who did not meet the play threshold set above.
        - This quarter counts towards the maximum five quarters a day and eight quarters a week as outlined below.
    c. If a team surpasses 40 students, then an additional team will be formed and a schedule created.
    d. Administrators and AAFs should not field a team with fewer than 16 participants. The decision should be made in the first week to allow participants to be placed on another team in the district at their same grade level. The ideal number of participants for a team is 20-25.
    e. Students who do not start on offense or defense on the “A” Team are eligible to play on both levels, provided they stay within the quarter limits outlined below.

B. Regulations

1. **Team Rosters**
    a. All AAFs or Administrators/coaches must have correct rosters in Tableau and Bound after the second week of practice.
    b. The current National Federation of State High School Associations rule book will be followed with these exceptions:
    c. 7th and 8th grade teams will play four quarters;
        - 7th grade = 8-minute quarters
        - 8th grade = 10-minute quarters
    d. In accordance with WHSAA rules, student-athletes will be limited to 5 quarters of play per night, and a total of 8 quarters per week.
    e. Teams are not allowed to play consecutive games in a 72-hour period between game start times.
        - Weeks with multiple games should consist of non-contact practices on days between contests.
        - Scheduling back-to-back weeks of multiple games should be avoided when possible.
    f. Officials will prioritize plays and limit unnecessary time running off the clock.
    g. Extra-point runs or passes are worth 1 point. Kicks are worth two points
    h. Running clock will be initiated at 36 points in the second half.
        - TIPS - Clock will stop on timeouts, injuries, penalties, and scores.
    i. Providing the weekly schedule allows (8-quarter limit), and roster size, administrators may agree to play a 5th quarter to provide additional game reps for student-athletes who did not play the equivalent of 1 quarter (15-20 plays) during regulation.

j. At Dean Morgan, penalties will be 4, 8, and 12 yards.

k. Visitors will furnish their own footballs.

l. Three officials are required to start a football game, but 4 are preferred. An attempt will be made to have 4 officials.

m. The home school is responsible for confirming officials, securing a timer/ scorekeeper, and a chain gang.

2. **Playing time for each student**

   a. Each student suited up for the game will play.

   b. Playing time will be determined by the coaches, with effort to give students multiple opportunities to play multiple positions.

   c. If a student does not play the equivalent of 1 quarter during regulation (15-20 plays), they will have precedence over those that did during the 5th quarter.

   d. Attendance matters – The amount of playing time may be impacted due to excused or unexcused attendance from practice and/or games.

3. **Size of ball**

   a. Youth size – ages 12-14.

4. **Weather Delay**

   a. Should there be a weather delay, if three (3) quarters have been completed, that shall constitute a full game. If three (3) quarters have not been completed and it is after 6:30 pm, the game will be rescheduled to a mutually agreed-upon time between the two schools.

C. Overtime Criteria for Football

Coin Toss: Winner of the coin toss is allowed to choose offense, defense, or designate which end of the field is utilized for the first overtime period. The loser of the toss has the choice of the other options (i.e., winner chooses offense/defense, loser chooses which end zone to start OT). Each team is permitted one timeout per OT period (each team possessing the ball).

To start overtime, the offensive team will put the ball in play on first down, at the goal line, on the defensive team's 10-yard line. The first offensive team will have 4 downs. That series is terminated by any offensive score or by the defensive team gaining possession of the ball.

If a team scores a touchdown, it is entitled to a try unless the points will not affect the outcome of the game. Teams will use the same end zone for the first full period of OT (each team possessing the ball).

Girls Volleyball

A. Squads

1. 6th, 7th, and 8th grade **will consist** of an "A" and then a "B" squad

   a. Teams with adequate participation will carry a minimum of 10 athletes on their respective A and B teams.

2. Teams must have a **minimum** of 8 players prior to the start of a season to form a team

3. Players not on the A & B squads practice and play games in the Wyo Sports Ranch Volleyball League.

4. During the first week of practice, a **3-**day skills evaluation process will be completed by the coaches and reviewed by the designated building Administrator to determine which team best fits the student-athletes' skills. (A, B, or Wyoming Sports Ranch Volleyball League).

5. The evaluation process will be transparent and follow the selection process described in Administrative Regulation 5311

B. Regulations

1. The current National Federation of State High School Associations rule book will be followed with these exceptions:
    a. Each team will provide one line judge per match.
    b. Sixth-grade A and B teams are allowed one step across the line when serving, unless they are overhand serving.
    c. All matches shall be the best of three games, using rally scoring.
    d. The first two games shall be played to 25 points (no cap), and the third game shall be played to 15 points (no cap). Each game shall be won by 2 points.
    e. Each team is allowed two time-outs per game.
2. Playing time for each student
    a. Every 6th-grade player will have equal playing-time opportunities (based on practice attendance, eligibility, injuries, and illness).
    b. Every 7th-grade player will play at least one full game.
    c. 8th-grade players are not subject to the equal playing time rule.
3. Number of games per season
    a. 6th grade A and B teams are not allowed to travel.
    b. 7th & 8th grade A & B teams may travel to three (3) out-of-town competitions (including tournaments) based on transportation availability.
4. Games
    a. 6th/7th/8th grade will have a minimum of 6 games in a season.'

C. Seeding Tie-Breakers for Girls Volleyball and Basketball

1. Head-to-head win/loss is the first tiebreaker for teams with identical records.
2. Team records will then be used to break a tie between two teams with identical records that split their regular-season matches.
3. A coin flip is the third tiebreaker if team records do not resolve the tie.

Cross Country Running

A. Squads

1. All who wish to participate are eligible under the rules and regulations. "Cutting" will not occur in cross-country running.
2. Each school will have combined 6th-, 7th-, and 8th-grade boys' and girls' teams.
3. Each school will host at least one cross country meet per season.
4. Home competitions will be scheduled according to the season length and the availability of facilities and transportation.
5. May travel to out-of-town meets depending upon transportation availability. Not to exceed two meets per week.

B. Regulations

1. The AAFs or Administrators will meet two weeks before the season starts to develop a schedule.
2. Guidelines and special regulations for each meet will be sent to the invited schools prior to each meet.

Cheerleading

A. USA Cheer and the National Federation of State High School Associations (NFHS) have reached an agreement to publish one set of rules as the NFHS/USA Cheer Rule Book.

B. USA Cheer recommends that Elementary, Junior High and Middle School cheerleaders follow the NFHS Spirit Rules with the additional restriction:

1. Rule 3.5.10 (USA Cheer Add-on): All tosses other than Switch Ups are prohibited for Elementary, Middle School and Junior High cheerleading teams.

Basketball

A. Squads

1. 6th, 7th, and 8th **grades will consist of an "A" squad, a "B" squad,** and as many "C" squads as needed based on the number of participants. 6th, 7th, and 8th – A, B, C, C, C, etc. ….)
   a. The number of eligible players at the conclusion of the fifth day of practice will determine the number of teams/coaches needed. Teams must have a minimum of 8 players prior to the start of a season.
   b. During the first week of practice, a 3-5 day skills evaluation process will be completed by the coach and reviewed by the AAF to determine which team the student athletes' skills best fit. (A, B or C team if needed).
   c. Schools that have multiple "C" teams must have equally skilled "C" teams.
   d. The evaluation process will be transparent.
   e. A & B teams may travel up to three (3) out-of-town competitions depending upon transportation availability.

B. Regulations: <u>The National Federation of High School Associations rule book will be followed with these exceptions:</u>

1. Press and Zone

a. 6th A/B teams are <u>NOT</u> allowed to use **zone or trapping** defense. These teams may press during the last 2 minutes of the game (including overtime). (Still NO Zone Defense). (Exception: 20-point lead – no press.) **2nd warning in the same game = indirect bench technical foul**

b. 6th grade may press the last 2 minutes of the game. If a team has a 20-point lead, that team is not allowed to press. **2nd warning in the same game = indirect bench technical foul**

c. 7th & 8th "A/B" teams may press and zone on the first game of the season.

d. 7th & 8th "C" teams only are <u>NOT</u> allowed to use **zone or trapping** defense. They may press the last 2 minutes of the game all season. (Exception: 20-point lead – no press.)

e. Each home school will provide certified officials, a timer, and a scorekeeper whenever possible.

f. Six-minute regulation quarters will be used for all 6th A/B Team games.

g. Seven-minute quarters will be used for all 7th- and 8th-grade A/B team games.

h. All 6th-, 7th-, and 8th-grade C Team quarters will use a 10-minute running clock, with standard clock rules for the last two minutes of the game.

i. **<u>6th Grade Special Note:</u>**

- Players will be allowed to shoot free throws approximately 1 foot closer to the hoop

2. Playing time for each student

a. 6th grade A & B - equal playing time; 7th grade A & B - minimum of 7 minutes of playing time; 8th grade - no minimum playing time (efforts should be made to play all suited players)

b. Attendance matters – playing time may be affected by excused or unexcused absences from practice and/or games.

3. **Ball Size** - All middle school basketball games will be played with a 28.5" diameter basketball.
4. **Player Transfers (within the school)**
   a. Player transfers (A, B, C teams) are permitted in situations of progressive skill development and special circumstances; otherwise, players remain on their original team.
   b. All player transfers must be cleared through both the AAF and/or Administrator, and the opposing coach must be informed.
   c. Transfers from "B" to "A" are allowed under special circumstances; transfers from "A" to "B" are strongly discouraged. A circumstance that requires this transfer must be cleared through the designated Administrator, and that student may only be used as a sub with limited playing time. (Rare exceptions can be made with clearance of the host Administrator or AAF.)
   d. Teams that need to transfer players may have a maximum of 7 players on the team the player transfers to.
5. **Team Rosters / Host Site**
   a. All designated Administrators/coaches must send rosters to competing schools after the first week of practice.
   b. The home school will provide qualified officials, a timer, a scorekeeper, and practice balls.
6. **Length of Quarters, Overtime & Mercy Rule**
   a. All 6th, 7th, and 8th "C" quarters will be 10 minutes of running clock, with standard clock procedures under 2 minutes in the fourth quarter. 2-minute overtimes. 2-minute second overtime is sudden death. Jump ball will determine possession.
   b. 6 A/B games will be 6-minute quarters, with 2-minute overtimes. 2-minute second overtime is sudden death.
   c. 7th and 8th grade A/B will be 7 minutes in length, with 3-minute overtimes. 3-minute second overtime is sudden death. Jump ball will determine possession.
   d. The mercy rule is a running clock in the second half when one team has a 25-point lead. The clock will stop only for timeouts, injuries, and quarter changes. Once the mercy rule is reached, the clock will NOT return to regular clock operation if the lead goes below 25 points.
   e. There will be a minimum of five minutes between games
7. **Penalties**
   a. Failure to comply with these rules will result in one (1) warning, then a technical foul against the coach
      - No Press rule (6th A/B) No Press rule (6th, 7th & 8th "C" teams and 6th A/B)
      - No Zone rule (6th A/B) No Zone rule (6th, 7th & 8th "C" teams and 6th A/B)
   b. Failure to notify and clear player transfers with the designated Administrator will lead to an investigation and possible forfeit of the game.

Wrestling

A. Squads

1. All who wish to participate are eligible under the rules and regulations. "Cutting" will not take place in wrestling.
2. Athletes will wrestle at their natural weight. Dieting is strongly discouraged by coaches and team personnel.
3. Weigh-ins will take place before each match at the home school unless agreed upon by the head coaches and the AAF or the Administrator. In the event of a home weigh-in, all weigh-ins must be

certified by the AAF and/or the Administrator or wrestling officials.

4. Teams will consist of 6th-, 7th-, and 8th-grade wrestlers. Wrestlers should be matched up with similar ability, weight, and discretion of the coach during the exhibition matches.
5. There must be a minimum of 21 wrestlers participating at each school to constitute a team for dual meet purposes.
   a. For 2027 & 2028 girls wrestling seasons, or until the teams reach the 21 wrestler threshold, girls wrestling will co-op as Eastside and Westside teams
      - Eastside=CCA & Centennial
      - Westside=CY & Dean Morgan
6. May travel to out-of-town meets depending upon transportation availability. Not to exceed two meets per week.

B. Regulations: The National Federation of State High School Associations rule book will be followed

1. The weight classes will be:

65 and under	120
70	127
75	133
80	138
85	145
90	152
95	160
100	171
105	HWT Capped at 215
110	215+ Capped at 240

Nordic Ski

A. Squads

1. Each school will have a combined 6th-, 7th-, and 8th-grade boys' and girls' team.
2. May travel to out-of-town meets depending upon transportation availability. Not to exceed one meet per week.

B. Regulations

1. The AAFs or Administrators will meet before the season starts to develop a schedule.
2. Guidelines and special regulations for each meet will be sent to the invited school teams prior to each meet.
3. Various factors will influence the guidelines and special regulations for the purpose of developing a season schedule, including but not limited to:
   a. Length of seasonTotal number of participants
   b. Transportation availability
   c. Facility availability
   d. Weather conditions
   e. Volunteers
   f. Officials
   g. Budget consideration
   h. Policies and regulations

Soccer

A. Squads

1. Open to all eligible 6th through 8th grade boys & girls.
2. The number of eligible players at the conclusion of the 5th day of practice will determine the number of teams/coaches needed. Teams must have a minimum of 15 players before the start of a season.
3. May travel to three (3) out-of-town competitions depending upon transportation availability. Not to exceed one per week.
4. 6th through 8th combined grade level teams will consist of an “A” then “B” squad, and as many “B” squads as needed based on the number of participants. i.e., A, B, B.
5. The evaluation process for determining team placement will be transparent.
6. Schools that have multiple “B” teams must have equally skilled “B” teams.
7. **Player Transfers**: Transfers from “B” to “A” are allowed only in special circumstances, e.g., Ineligibility, illness, injury, etc. Transfers from “A” to “B” are highly discouraged. A situation that requires this type of transfer must be cleared through the AAF or Administrator, and those players may only be used as a sub with limited playing time.

B. Regulations

1. The current National Federation of High School Associations (NFHS) rulebook will be used with these exceptions:
   a. Game times are two (2) 30-minute halves with a 5-minute halftime.
   b. All players will have equal playing time opportunities. (Based on practice attendance, eligibility, injuries & illnesses, etc.)
   c. The game shall be played by two teams, each consisting of not more than 11 players, one of whom shall be the goalkeeper. Each team shall designate a team captain on the field who:
      - is the team's representative.
      - may address an official for interpretation or to obtain essential information.
   d. A game shall not be started with fewer than seven properly uniformed players on each team. After the game has started, it may not be continued with fewer than seven players on either team. If a team has fewer than seven eligible players, the game shall be terminated, and a forfeit shall be declared.
      - **Exception**: Should a team drop below seven players due to a player having to leave the field for a temporary equipment repair, a minor injury, or due to a blood-rule situation, the official may suspend the game momentarily until the problem is corrected and then continue the game.
2. A size 5 Soccer Ball is the game ball.
3. Game Scheduling: Through AAFs, Administrators, officials, and field availability, every attempt will be made to get each team a minimum of 5 games.

Swimming

A. Squads

1. Each school will have a combined 6th-, 7th-, and 8th-grade boys’ and girls’ team.
2. May travel to a maximum of three out-of-town meets per season depending upon transportation availability.

B. Regulations

1. The AAFs, or Administrators, will meet two weeks prior to the start of the season to develop a schedule.
2. Guidelines and special regulations for each meet will be sent to the competing schools two weeks prior to each meet.

Track

A. Squads

1. Each school will have a combined 6th, 7th, and 8th grade boys' and girls' team.
2. May travel to three out-of-town meets per season, depending upon transportation availability.
   a. Not to exceed two per week

B. Regulations

1. The AAFs or Administrators will meet to develop a schedule.
2. Guidelines and special regulations for each meet will be sent to the invited school teams.
3. The starting height for High Jump at a Casper track meet:
   a. Girls: 6th-Grade = 3'6"; 7th-Grade = 3'8"; 8th-Grade = 4'0"; raised in 2" increments
   b. Boys: 6th-Grade = 4'; 7th-Grade = 4'2"; 8th-Grade= 4'4", raised in 2" increments
4. The starting height for Pole Vault at a Casper track meet will be Girls 5' and Boys 6', and the bar will be raised in 6" increments.

HURDLE SPECIFICATIONS

AGE GROUP	RACE	# OF HURDLES	HEIGHT	HURDLE WEIGHT
6TH-8TH GRADE GIRLS	100M	10	30"	SLOT 1 OF BASE
6TH-8TH GRADE GIRLS	200M	5	30'	SLOT 1 OF BASE
6TH GRADE BOYS	100M	10	30"	SLOT 1 OF BASE
6TH GRADE BOYS	200M	5	30"	SLOT 1 OF BASE
7TH & 8TH GRADE BOYS	100M	10	33"	SLOT 2 OF BASE
7TH & 8TH GRADE BOYS	200M	5	33"	SLOT 2 OF BASE

- Both Boys' & Girls' 100m go on the GOLD arrows on the straightaway.
- Both boys' and girls' hurdles go on the WHITE arrows for the 200m hurdles.
- 30" is the lowest (1st) notch on the hurdles; each notch is 3".

Parent-Community Night: Board Policy 1200

No school district-sponsored activities for students in 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.

NCSD Athletics & Activities Code of Conduct:
Administrative Regulation 5371

INTRODUCTION

The Natrona County School District (NCSD) 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 NCSD 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 6th–12th. All students (e.g., NCSD, Home School, Virtual Education, Private School and other Wyoming school district students) will follow the NCSD Code of Conduct parameters and expectations, as well as complete the required WHSAA and NCSD 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 NCSD 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 NCSD 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 NCSD. Summertime Code of Conduct violations are applied in the upcoming NCSD 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:

NCSD contest = <u>One contest or day or event or game or meet as defined by the WHSAA for the sports and activities listed below</u>

Contest = Basketball, Cheer, Dance, Marching Band, Soccer, Softball, Girls 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

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 in any alternative-to-suspension setting, such as the 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 (6th-8th grades) Code of Conduct violations reset annually upon completion of the fourth quarter of the current academic year and do not carry over from 8th grade to 9th 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 the Natrona County School District.

The high school student (grades 9th-12th) 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 sports 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 a Code of 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.

NCSD 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 may be 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 bloodstream, 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 of 1971. It is the policy of NCSD 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, NCSD 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 NCSD and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

NCSD 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. NCSD 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 NCSD 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
- Cyber-bullying
- Disability Harassment
- Discrimination
- False charges/malicious accusations
- Harassment
- Hazing
- Intimidation
- Menacing
- Texting

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 that results in ejection from a contest is a Code of Conduct violation for middle-level students.

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**. 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 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.

EXCLUSION STEP

1. **One Contest**
2. **Three Contests**
3. **One Year - 365 days from the date of the Code of Conduct Violation**

Single day or multiple day competitions connected to **contests, events, games, meets or contest days** with a NCSD contest value of TWO (i.e. basketball, girls 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 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 a 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/AAF.

(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/AAF.
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 AAF.

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 NCSD 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 a

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 before 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 & activities facilitator, 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 before 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 NCSD Code of Conduct is available on the district website. Please feel free to copy and paste the link below into your computer's web browser.

NCSD SOP 5371

Open Enrollment Athletic/Activity Participation for Grades 6-12: Administrative Regulation 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 (NCSD) 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 NCSD 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 NCSD Administrators are cognizant of the importance placed on creating an Undue Influence-free environment to promote harmony among all schools and benefit all students. NCSD 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 NCSD 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. NCSD 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. NCSD 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 no 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 no 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 NCSD 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 NCSD Enrollment Office.**

1. NCSD employees, coaches, sponsors, or volunteers may host school/campus visitations to help transition and educate NCSD students/families for the transitioning grade levels.
2. NCSD 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 NCSD 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 NCSD school's program (this would include comparing or contrasting any of the NCSD schools):
    a. District employees may wear any form of NCSD school attire (hat, shirt, coat, etc.)
    b. District employees may display an NCSD 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 NCSD school's program This will include comparing or contrasting any of the NCSD schools.
g. Participation in NCSD 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 NCSD school's program. This will include comparing or contrasting any of the NCSD 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 <u>documented</u> allegations of Undue Influence are brought forth?**

DISTRICT:

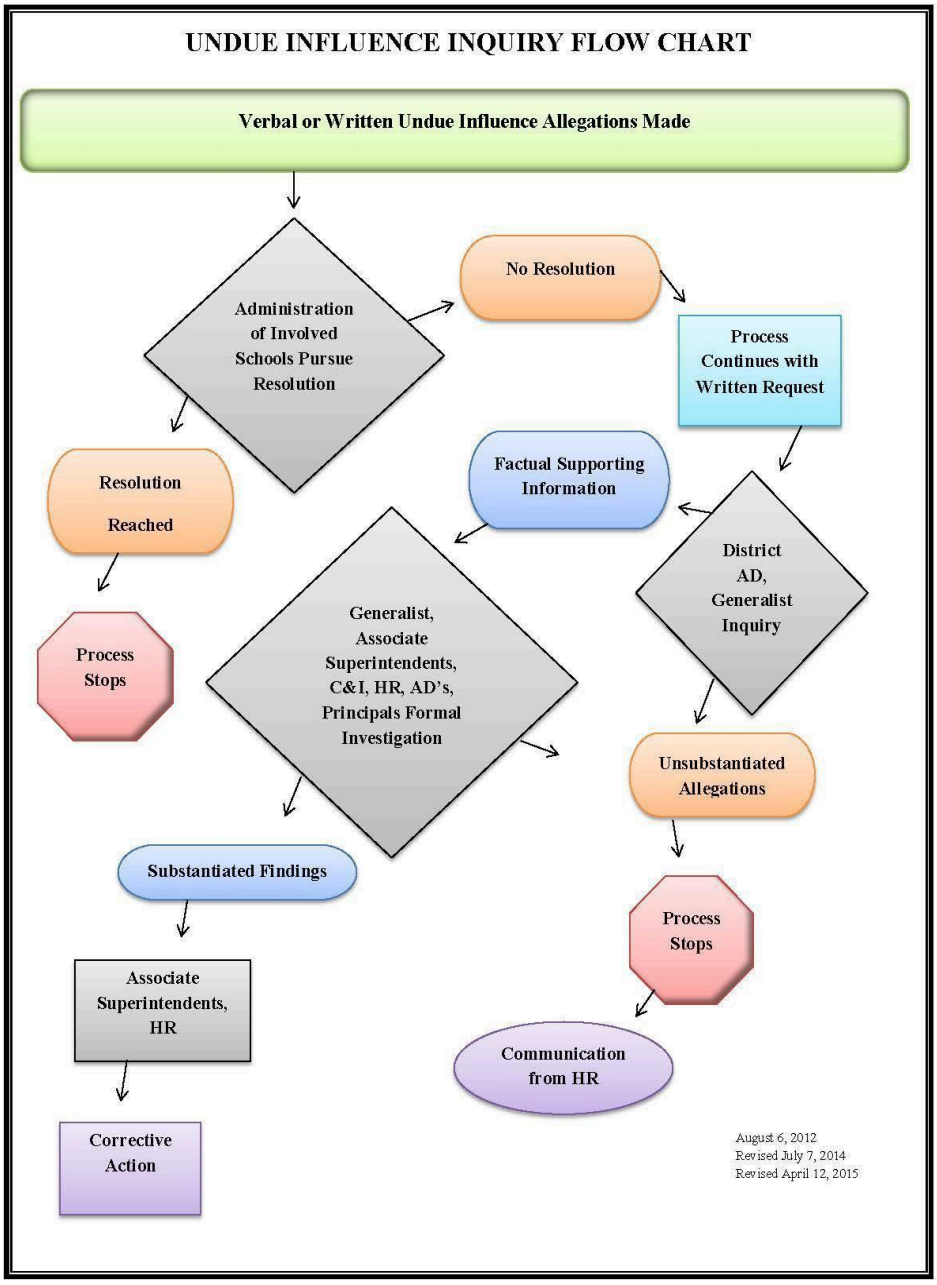
1. The administrators of the involved schools will pursue resolution prior to district-level involvement.
2. The administrator of the school receiving the documentation of the possible Undue Influence violation begins a documented inquiry related to the allegations.
3. If the school requesting the inquiry 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.



Information Required to Initiate Undue Influence/Recruiting Allegations Inquiry

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 #:

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

Witness relationship to the Impacted student(s):

Impacted student(s) is/are currently enrolled: ☐ CCA ☐ CYMS ☐ DM ☐ CN

☐ KWHS ☐ NCHS ☐ Midwest ☐ Roosevelt ☐ PS ☐ Woods ☐ Elementary

Name of Person(s)/ 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/AAF within (3) school days

Findings: ☐ Unsubstantiated ☐ Substantiated

Administrator **Date:**

Signatures: _____

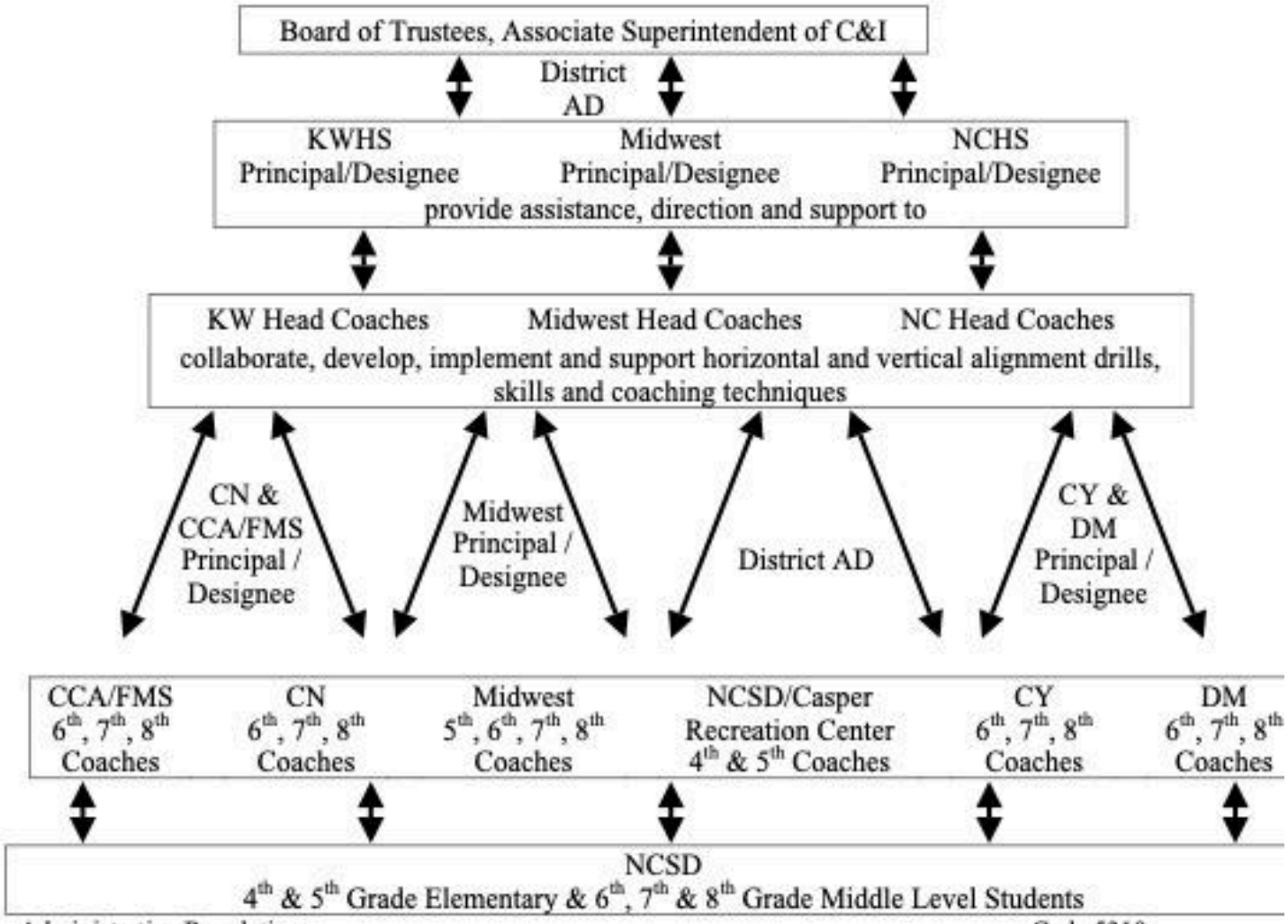
HORIZONTAL AND VERTICAL ALIGNMENT OF ATHLETICS

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

↕ Works together for the improvement of the athletic/activity programs in NCSD schools

☐ Designees working collaboratively, as a team, for the betterment of the students and to support Board Policy and Administrative Regulations 5310



Administrative Regulation Code 5310

Horizontal and Vertical Alignment of Athletics – (4th & 5th grade basketball and volleyball and 6th-8th grade football, girls volleyball, XC-running, wrestling, basketball, XC-skiing, swimming, soccer 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 4th & 5th 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/AAF 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 the 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 preclude NCSD head coaches from working with any NCSD middle-level or elementary sports programs.
- KWHS, Midwest, and NCHS head coaches will provide Horizontal and Vertical Alignment for NCSD 4th- and 5th-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 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 6th, 7th and 8th 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.

Sports-Related Concussion Protocol Secondary Athletics

The Management of sports-related concussions continues its evolution, as documented in the 6th International Conference on Concussion in Sport Consensus Statement (6th Consensus Statement). New research information and recommendations for sports-related concussions are reflected in the 6th Consensus Statement.

Natrona County School District (NCSD) has established that its sports-related concussion protocol has been adjusted to align with the 6th Consensus Statement. The updated NCSD concussion protocol is shared annually to provide an educational resource for NCSD athletic department staff, coaches, nurses, counselors, administrators, community medical professionals, other relevant school personnel, students, and parents/guardians. This protocol outlines procedures to follow in managing head injuries and outlines return-to-learn (RTL), and return-to-sport/activity (physical activities) (RTSA) processes after a concussion.

NCSD seeks to provide a safe return to academics and sports/activities for all athletes after a head injury resulting in a suspected concussion. To manage these head injuries, procedures have been developed to ensure concussed athletes are identified, treated, and referred appropriately, effectively, and consistently. They receive appropriate follow-up medical care until they fully recover.

In addition to recent research, three (3) primary documents were consulted to develop this protocol. The "Consensus Statement on Concussion in Sport – 6th International Conference: Amsterdam 2022", the "National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussion" (referred to in this document as the NATA Statement), and the "American Medical Society for Sports Medicine (AMSSM) (Harmon KG et al. Position Statement on Concussion in Sport. BJSM. 2019. 53:213-225)".

Furthermore, the protocol complies with the State of Wyoming Senate Act – SEA0097 (SF0038) signed by Governor Matt Mead on March 10, 2011.

NCSD personnel review this protocol annually for recommended changes or modifications. The approved changes and alterations are distributed to the appropriate school personnel during staff training and in writing.

I. DEFINITIONS

A. **Approved Healthcare Provider (AHP) for concussion clearance:** A Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO), licensed nurse practitioner, licensed physician assistant, or licensed Doctor of Psychology with training in neuropsychology or concussion evaluation and management. This EXCLUDES those working in the Emergency Department and Telehealth Settings.

B. **Collision/Contact Sports** In collision sports, the person purposely hits or collides with other people or objects with great force, e.g., football. In contact sports, the person is constantly contacting other people or objects, but with less force than in collision sports but also includes that risk of hitting the ground or water forcefully, e.g., basketball, soccer, girls volleyball, diving, Alpine skiing, Nordic skiing, pole-vaulting, wrestling, softball, dance, and cheerleading.

C. **Licensed Athletic Trainer (LAT)** is a person licensed under the Wyoming State Board of Athletic Training who meets the board's qualifications and practices athletic training. Athletic training encompasses the prevention, examination, diagnosis, treatment, and rehabilitation of emergent, acute, or chronic injuries and medical conditions. Athletic training is recognized by the American Medical Association (AMA), the Health Resources Services Administration (HRSA), and the Department of Health and Human Services (HHS) as an allied healthcare profession.

D. **Return-To-Learn (RTL):** return to pre-injury learning activities with no new academic support, including school accommodations or learning adjustments.

E. **Return-To-Sport/Activity (RTSA):** completion of the RTSA strategy with no symptoms and no clinical findings associated with the current concussion at rest and with maximal physical exertion.

F. **Sport Concussion Assessment Tool 6 (SCAT6)** is a standardized tool for evaluating concussions designed for use by healthcare professionals (HCPs). The SCAT6 cannot be performed correctly in less than 10-15 minutes. Except for the symptoms scale, the SCAT6 is intended to be used in the acute phase, ideally within 72 hours (3 days), and up to 7 days, following injury. If greater than 7 days post-injury, consider using the SCOAT6/Child SCOAT6.

G. **Standardized Assessment of Concussion (SAC)** provides immediate sideline mental status assessment of athletes who may have incurred a concussion. The test contains questions designed to assess athletes' orientation, immediate memory, concentration, and delayed memory. It also includes an exertion test and a brief neurological evaluation.

H. **Sport Concussion Office Assessment Tool 6 (SCOAT6)** is a tool for evaluating concussion in a controlled office environment by healthcare professionals typically from 72 hours (3 days) following a sport-related concussion.

I. **Sports-Related Concussion (SRC)** as defined by the 6th Consensus Statement, a sport-related concussion is a traumatic brain injury caused by a direct blow to the head, neck, or body resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities. This initiates a neurotransmitter and metabolic cascade, with possible axonal injury, blood flow change, and inflammation affecting the brain. Symptoms and signs may present immediately, or evolve over minutes or hours and commonly resolve within days, but may be prolonged. Sport-related concussions result in a range of clinical symptoms and signs that may or may not involve loss of consciousness. The clinical symptoms and signs of concussion cannot be explained solely by (but may occur concomitantly with) drug, alcohol, or medication use, other injuries (such as cervical injuries, peripheral vestibular dysfunction), or other comorbidities (such as psychological factors or coexisting medical conditions).

J. **Vestibular Ocular Motor Screening (VOMS):** is a tool designed by the experts at the University of Pittsburgh Medical Center to detect signs and symptoms of a concussion. It looks at the systems in charge of integrating balance, vision, and movement.

II. RECOGNITION OF CONCUSSION

A. Common **observed** signs and symptoms of sports-related concussion, not an exhaustive list or not limited to the list below:
   a. The student appears dazed or stunned
   b. Confusion (about assignments, plays, etc.)
   c. Forgets plays
   d. Unsure about the game, score, and opponent
   e. Moves clumsily (altered coordination)
   f. Balance problems
   g. Personality change
   h. Responds slowly to questions
   i. Forgets events before the hit
   j. Forgets events after the hit
   k. Loss of consciousness (any duration)

B. Common **self-reported** signs and symptoms of sports-related concussion, not an exhaustive list or not limited to the list below:
   a. Headache
   b. Fatigue
   c. Nausea or vomiting
   d. Double vision, blurry vision
   e. Sensitive to light or noise
   f. Feels sluggish
   g. Feels “foggy”
   h. Problems concentrating
   i. Problems remembering

C. If cognitive impairment is **observed** or **self-reported,** a general cognitive status can be determined by simple sideline cognitive testing.
   a. The LAT may utilize SCAT6, SAC, or other standard tools for sideline cognitive testing.
   b. If no LAT is present, coaches should use concussion sideline cards provided by NCSD.

III. MANAGEMENT AND REFERRAL GUIDELINES

A. Suggested Guidelines for Management of Sports-Related Concussion
   a. Parents/Guardians will be contacted if their student/athlete has a suspected concussion.
   b. Any student with a witnessed loss of consciousness (LOC) of any duration must be evaluated. As a result of the evaluation, proper medical referrals will be made, which may include spine boarding and or transportation via emergency vehicle.
   c. A symptomatic and unstable student with a possible concussion (i.e., the condition is changing or deteriorating) is to be transported immediately to the nearest emergency department. This should be via an emergency vehicle when possible.
   d. A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
      i. deterioration of neurological function
      ii. decreasing level of consciousness
      iii. decrease or irregularity in respiration
      iv. decrease or irregularity in pulse
      v. unequal, dilated, or unreactive pupils
      vi. any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
      vii. mental status changes: lethargy, difficulty maintaining arousal, confusion, or agitation
      viii. seizure activity
      ix. cranial nerve deficits
   e. A symptomatic but stable student may be transported by their parent/guardian. The parent/guardian will be educated on further care by the Concussion Basics: Need to Know Information for Parents/Guardians handout.
   f. ALWAYS give parents/guardians the option of emergency transportation, even if you do not feel it is necessary.

IV. GUIDELINES AND PROCEDURES FOR THE LICENSED ATHLETIC TRAINER (LAT)

A. The LAT will assess the injury or guide the coach if unable to personally attend to the student
   a. Immediate referral to the student's primary care physician or the hospital will be made when medically appropriate (see section III)
   b. The LAT will perform serial assessments in accordance with the recommendations in the NATA Statement and the 6th Consensus Statement. Tools may include, but are not limited to, the SCAT6 and Vestibular/Ocular-Motor Screening (VOMS, Sway, if available)
   c. The LAT will notify the athlete's parents/guardians and give written and verbal home and follow-up care instructions.
   d. The LAT will instruct the athlete to follow up with the school nurse on the first day of school after an injury.

B. The LAT will notify the school nurse and guidance counselor of the injury so that appropriate follow–up care can be initiated and maintained for the duration of the injury.

C. The LAT is responsible for administering post-concussion testing.
   a. The initial post-concussion test will be administered as needed.
   b. Repeat post-concussion tests will be administered at appropriate intervals, depending on clinical presentation.
   c. The LAT will review post-concussion clinical findings with the student and the student's parent/guardian.

D. The LAT will provide testing results to the parents/guardians.

E. The LAT or the student's parent/guardian may request that a neuropsychological consultant review the clinical findings. The student's parents/guardians will be responsible for charges associated with the consultation.

F. The LAT will monitor the student and keep the necessary school personnel informed of the student's symptomatology and neurocognitive status to develop or modify an appropriate healthcare plan.

G. The LAT is responsible for monitoring recovery and coordinating the appropriate return-to-activity/sport progression, including participation in P.E. class(es)

H. The LAT will maintain appropriate documentation regarding the assessment and management of the injury.

V. GUIDELINES AND PROCEDURES FOR COACHES to Recognize, Remove, Refer

A. **RECOGNIZE** concussion signs and symptoms
   a. All coaches should become familiar with the signs and symptoms of concussion that are described in section I.
   b. Very basic cognitive testing should be performed to determine cognitive deficits related to a possible concussion.
   c. Refer to the concussion sideline cards provided by NCSD LATs for cognitive testing.

B. **REMOVE** from sport/activity
   a. If a coach suspects/or is unsure if the student has sustained a concussion, the student must be removed from the sport/activity until evaluated by a medical professional (MD, DO, LAT, PA, NP).
      i. **WHEN IN DOUBT, SIT THEM OUT**
         1. Any student who exhibits signs or symptoms of a concussion must be removed immediately and not allowed to return to the sport/activity that day.

C. **REFER** the athlete for medical evaluation
   a. Coaches must report all head injuries to an NCSD LAT, school nurse, or administrator as soon as possible.

i. LAT can be reached at **Kelly Walsh High School at 253-2000 or at Natrona County High School at 253-1700.**

b. If the school's LAT is unavailable and a student is injured at an away or home event, the coach is responsible for caring for the injured student and notifying the student's parent/guardian of the injury.
c. The coach should seek assistance from the host site medical personnel if at an away contest.
d. The coach must contact the parents/guardians to inform them of the injury and to plan for them to pick up the student.
   i. If a parent/guardian is unavailable to pick up the student, the student may be released to a responsible adult designated by the parent/guardian, who can appropriately monitor the student rather than being sent to an AHP.
   ii. If there is any question about the student's status or if the student is not being appropriately monitored, the student should be referred to the emergency department for evaluation. A coach should accompany the student and remain with the student until the parent/guardian arrives.
      1. ***Students with suspected head injuries should not be permitted to drive home.***
e. The coach must contact school personnel (the Administrator or the Middle School AAF/Assistant Principal) and the nurse to inform them of the injury.
f. The Coach must contact the LAT (if applicable) with the student's name so that follow-up can be initiated.
g. The coach should remind the student to report directly to the LAT (if applicable) and the school nurse on the day he or she returns to school after the injury.

VI. GUIDELINES AND PROCEDURES FOR SCHOOL NURSES AND GUIDANCE COUNSELORS

A. **Responsibilities of the School Nurse after notification of student's concussion**
   a. The student will be instructed to report to the school nurse upon returning to school. The school nurse will:
      i. Re-evaluate the athlete utilizing a graded symptom checklist or other evaluation tools.
      ii. Provide an individualized plan (RTL & RTSA) based on the student's current condition and initial injury information provided by the administrator, AD, LAT, or parent/guardian.
      iii. The nurse will notify the student's guidance counselor and teachers of the injury.
      iv. The nurse will notify the student's P.E. teacher that the student is restricted from all physical activity until further notice.

B. **Responsibilities of the Guidance Counselor**
   a. Monitor the student and recommend appropriate academic accommodations (RTL) for students exhibiting symptoms of concussion and/or impeding academic performance or impairing engagement in academic activities.
   b. Communicate with the school nurse and/or the LAT as needed to provide the most effective care to support the student's return to learning.

VII. GUIDELINES & PROCEDURES FOR APPROVED HEALTHCARE PROVIDERS (AHP)

A. The AHP will comply with the NCSD Concussion Protocol.
B. Complete the NCSD Concussion Form and send it back with the student.
C. Communicates with NCSD LATs and Nurses.

VIII. RETURN TO LEARN AND RETURN TO SPORT/ACTIVITY PROCEDURES

Return-to-Learn (RTL) Strategy

Step	Mental activity	Activity at each step	Goal
1.	Daily activities that do not result in more than a mild exacerbation* of symptoms related to the current concussion	Typical activities during the day (e.g., reading) while minimizing screen time. Start with 5–15 min at a time and increase gradually.	Gradual return to typical activities
2.	School activities	Homework, reading, or other cognitive activities outside the classroom.	Increase tolerance to cognitive work
3.	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with greater access to rest breaks during the day.	Increase academic activities
4.	Return to school full-time	Gradually, progress in school activities until a full day can be tolerated without more than mild* symptom exacerbation.	Return to full academic activities and catch up on missed work

A. The transition back to learning and school following sports-related concussions (SRC) is an important consideration for children, adolescents, and young adults. The systematic review revealed that most athletes (93%) of all ages have a full RTL with no additional academic support by 10 days. While many students can quickly return to learning with little or no difficulty, the RTL process can be more challenging for those with specific considerations (e.g., high acute symptom severity, a prior learning disability) that may affect their recovery. To minimize academic and social disruptions during the RTL strategy, AHPs should avoid recommending complete rest and isolation, even for the initial 24–48 hours, and instead recommend a period of relative rest. Early return to activities of daily living should be encouraged if symptoms are only mildly and briefly increased (i.e., no more than 2 points on a 0–10 point scale for less than an hour). In consultation with educators, and accounting for social determinants of health, some students may be offered academic support to promote RTL, including:

   a. **Environmental adjustments** such as modified school attendance, frequent rest breaks from cognitive/thinking/desk work tasks throughout the day, and/or limited screen time on electronic devices.
   b. **Physical adjustments** to avoid any activities at risk of contact, collision, or falls, such as contact sports or gameplay during physical education classes or after-school activities, while allowing for a safe non-contact physical adjustment (e.g., walking).
   c. **Curriculum adjustments**, such as extra time to complete assignments/homework and/or preprinted class notes.
   d. **Testing adjustments**, such as delaying tests/quizzes and/or permitting additional time to complete them.

The above suggestions are based on individual students' needs or requirements and may include other accommodations as determined by the AHP, nurse, or counselor.

Return-to-Sport/Activity (RTSA)
(Each step typically takes ~ 24 hours)

Step	Exercise strategy	Activity at each step	Goal
1.	Symptom-limited activity	Daily activities that do not exacerbate symptoms (e.g., walking).	Gradual reintroduction of work/school
2.	Aerobic exercise **2A—Light** (up to approximately 55% max HR) OR **2B—Moderate** (up to approximately 70% max HR)	Stationary cycling or walking at slow to medium pace. Light resistance training may be started, provided it does not result in more than a mild, brief exacerbation of concussion symptoms.	Increase heart rate
3.	Individual sport-specific exercise Note: If sport-specific training involves any risk of potential head impact, medical clearance should occur before Step 3	Sport-specific training away from the team environment (e.g., running, change of direction, and/or individual training drills away from the team environment). No activities at risk of head impact.	Add movement, change of direction
Steps 4–6 should begin after the resolution of any symptoms, abnormalities in cognitive function, and any other clinical findings related to the current concussion, including with and after physical exertion.			
4.	Non-contact training drills	Exercise to high intensity, including more challenging training drills (e.g., passing drills, multiplayer training) can be integrated into a team environment.	Resume usual intensity of exercise, coordination, and increased thinking
5.	Full contact practice	Participate in normal training activities.	Restore confidence and assess functional skills by coaching staff
6.	Return to sport	Normal gameplay.	

A. RETURN TO SPORT/ACTIVITY (RTSA) PROCEDURES AFTER CONCUSSION
   a. Return to sport/activity on the same day of head injury - **“When in doubt, sit them out”**
   b. A student who exhibits signs or symptoms of concussion, or has abnormal cognitive testing, must not be permitted to return to sport/activity (RTSA) on the day of the injury.

B. Return to sport/activity after concussion.
   a. The student must pass all “Return to Learn” Steps
   b. Following an initial period of symptom-limited activity (Step 1: approximately 24–48 hours following injury), clinicians can implement Step 2 as a treatment of acute concussion.
   c. The athlete may then advance to Steps 3–6 on a time course dictated by symptoms, cognitive function, examination findings, and clinical judgment.
   d. Athletes may be moved into the later stages that involve risk of head impact (typically Steps 4–6 and Step 3 if there is any inadvertent risk of head impact with sport-specific activity) of the RTSA strategy following authorization by an AHP and **after** full resolution of concussion-related symptoms, abnormalities in cognitive function and clinical findings related to the current concussion, including the absence of symptoms with and after physical exertion.
   e. Have the NCSD Concussion Form cleared by an Approved Healthcare Provider (AHP)

C. Progression is personalized for each student and may vary depending on individual circumstances, potentially resulting in longer timelines.

D. The student will follow up with the school nurse (or LAT if applicable) to discuss appropriate activities for the day until they have progressed to unrestricted activity

CONCUSSION BASICS LINK: Information Parents Need to Know

Natrona County School District

Concussion Form

Patient Name: _____ Date: _____

This athlete was diagnosed with a concussion

This form must be filled out by an Approved Healthcare Provider (AHP) (excluding Healthcare Providers working in the Emergency Department and Telehealth settings). The athlete must clear all steps in the Return to Learn before returning to full participation in the sport, activity or PE. The athlete must have no increase in symptoms for at least 24 hours before moving on to the next step in the protocol. If symptoms increase during activity or between steps, remove from the activity and stay at the same step the following day. Remember that recovery from a concussion can take weeks to months and may require several follow-up visits.

Athlete completed the Return to Learn and Return to Sport or Activity evaluations
Return athlete to NCSD LAT to complete Return to Learn/Sport or Activity steps

Notes to Licensed Athletic Trainer (LAT) and/or School Nurse: _____

_____

_____

_____

_____

Approved Healthcare Provider (AHP) Date: _____

Name (print): _____

Signature: _____

Please check the appropriate credential:

☐MD/DO ☐NP-C ☐PA ☐PsyD

Clinic Stamp:

Please have the patient return this form to the Athletic Trainer and/or School Nurse.

Reference steps for Return to Learn & Return to Sport or Activity on page 2.

Concussion Form Page 2

Return to Learn – All steps must be completed

Step	Mental Activity	Activity at Step	Goal
1.	Daily activities that do not result in more than a mild exacerbation* of symptoms related to the current concussion	Typical activities during the day (e.g., reading) while minimizing screen time. Start with 5–15 min at a time and increase gradually.	Gradual return to typical activities
2.	School activities	Homework, reading, or other cognitive activities outside the classroom.	Increase tolerance to cognitive work
3.	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with greater access to rest breaks during the day.	Increase academic activities
4.	Return to school full-time	Gradually progress in school activities until a full day can be tolerated without more than mild* symptom exacerbation.	Return to full academic activities and catch up on missed work

Return to Sport or Activity – all steps must be completed

Step	Exercise Strategy	Activity at Step	Goal
1.	Symptom-limited activity	Daily activities that do not exacerbate symptoms (e.g., walking).	Gradual reintroduction of school/work
2.	Aerobic exercise 2A—Light (up to approximately 55% max HR) OR 2B—Moderate (up to approximately 70% max HR)	Stationary cycling or walking at slow to medium pace. Light resistance training may be started that does not result in more than mild and brief exacerbation of concussion symptoms.	Increase heart rate
3.	Individual sport-specific exercise	Sport-specific training away from the team environment (e.g., running, change of direction, and/or individual training drills away from the team environment). No activities at risk of head impact.	Add movement, change of direction
Note: If sport-specific training involves any risk of potential head impact, medical clearance should occur before Step 3			
Steps 4–6 should begin after the resolution of any symptoms, abnormalities in cognitive function, and any other clinical findings related to the current concussion, including with and after physical exertion.			
4.	Non-contact training drills	Exercise to high intensity, including more challenging training drills (e.g., passing drills, multiplayer training) can be integrated into a team environment.	Resume usual intensity of exercise, coordination, and increased thinking
5.	Full contact practice	Participate in normal training activities.	Restore confidence and assess functional skills by coaching staff
6.	Return to sport	Normal gameplay	

At-Will Co-curricular Volunteer Head and Assistant Coach Expectations and Responsibilities

Education: High School Diploma / GED
Requirements: Current PTSB Coaching Certificate and current CPR / First Aid card

Able to work afternoons, evenings, nights & weekends (not including Sunday) to provide the necessary practice time and game schedule associated with the sport and season length. Coaches are expected to schedule practice every weekday (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 6 pm at the middle schools and 6:30 pm 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 Athletics/Activities Designee and/or Administrator on all matters about:

- 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 administrated
- purchasing of equipment and uniforms
- bus transportation procedures
- coach active supervision requirements during activity trips
- emergency action plan
- safety check-list
- fundraising requirements
- copyright law
- coach conduct requirements 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 the coach's 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
- the annual evaluation process for head coaches, assistant coaches, and aides
- annually completing district-required compliance training

Ensure all athletic participants have the following:

- a current physical examination is completed before 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 and or completed the safety video and WHSAA concussion risk information handout, consent to participate, consent for emergency medical treatment, and emergency contact information

Ensure that all athletic equipment and uniforms are:

- inspected, cleaned, and/or repaired before 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 Athletics/Activities Designee and/or Administrator.
- 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 by following 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 gender's room

Actively communicate and notify all eligible participants:

- of the activity competition and practice schedules
- of the dates and times for receiving the 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 or Athletics/Activities Designee and/or Administrator

Be responsible to the head coach, AD Principal, and/or the Athletics/Activities Designee and/or Administrator

- 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 the 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/ Athletics/Activities Designee and/or Administrator, and transportation department bus scheduler

Complete the Sports 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 participants conduct themselves in a sportsmanlike manner at all times
- coordinate with the athletic trainer the recruitment of student trainers and the scheduling of trainer availability before during & after practices and competitions
- ensure that all student-athletes and coaches know and follow all transportation policies and guidelines (Administrative Regulations 5341 & 5342)
- maintain current coaching & CPR certification requirements
- communicate performance and Code of Conduct (Administrative Regulation 5371) expectations to all assistant coaches and participants
- assist coaches in achieving performance expectations assigned
- provides feedback to AD or Administrator for evaluations to all assistant coaches and aides
- meet with the AD or Athletics/Activities Designee and/or Administrator 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 the understanding of District policies, regulations, standard operating procedures, and guidelines
- to integrate resources, policies, and information e.g. Horizontal & Vertical Alignment of Athletics, Undue Influence, Activities Eligibility, Code of Conduct, and active supervision of participants
- to establish and maintain effective working 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 emergencies

Safety:

- lead in the creation of a culture of safety and environmental protection by performing work safely per District, department, and school safety procedures
- annually review the compliance safety film with all participants in all sports before participating in practice, competitions, games, events, and matches….
- operates equipment safely and reports unsafe work conditions to the Athletic Director/ Athletics/Activities Designee and/or Administrator
- inspect and ensure the safety of all facilities utilized and equipment issued to student-athletes
- know, teach, and follow the concussion protocol designed for participants
- know, teach, and implement the emergency action plan for the sport, and facilities used at all times in the case of, a violent intruder, lighting, 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

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 and Assistant Coach - Grades 6-8

- AAF confers with principal prior to final conference with coach
- If coach being evaluated is also the AAF, the principal will assume the responsibilities of the AAF

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

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 <u>not</u> 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 make better control of equipment and are 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 designated administrator.

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
    - 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 be responsible for 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:

KW Sydnee Jensen	307-277-2301
NC Viola Davies	307-258-1568

- Notify parents or guardians.
- A school official will accompany an injured player to the hospital if parents/guardians are not attending the game. Emergency contact information must be in the possession of the coach during practices and competitions. 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.

Wyoming High School Activities Association
Open Gym Guidelines

6571 E. 2nd Street Casper, WY 82609

Open gyms are intended to provide students with a voluntary opportunity to stay in shape before the official sports season begins. Attendance at open gym sessions must not be mandatory, and coaches are only allowed to supervise for safety—not to conduct organized drills, stations, or practices. Any structured activity may be considered a violation of out-of-season practice rules, particularly Rule 5.3.4. The extended break between fall and winter seasons does not change these rules but does allow for more time that open gyms may be available, as long as guidelines are followed.

Open gym activities must remain informal and student-led, without direction or involvement from coaches beyond supervision. Coaches may not use this time to conduct team preparation or evaluate athletes. Additionally, while independent, non-school-sponsored events (such as club tournaments) may be allowed before the two-week dead period, anything resembling interscholastic contests—like scrimmages or camps between member schools—is not permitted during the school year outside of official season dates, as outlined in Rules 5.3.9.5, 7.5.2, and 7.5.42.

Importantly, open gyms and other interscholastic activities are not allowed on Sundays per Rule 3.8.0. Schools, coaches, or faculty members may not organize or oversee open gyms on Sundays. If a staff member uses the gym personally with their own child, it may be allowed at the school's discretion, but bringing other students would constitute a violation. External groups like city recreation departments may use school facilities on Sundays for public access, which is acceptable. School officials are also responsible for ensuring that all activity sponsors—such as those in drama, cheer, or debate—are informed and compliant with this rule.

Athletics – Dual/Concurrent Competitions

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:

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

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

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

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

WHSAA rule 5.8.2 students who are members 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 students 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

Transportation Code of Conduct

Refer to Student/Parent Handbook for more information

Student Trips - Defined 5340

Admin. Regulation 5340 > Student Trips- Defined Student Trips –

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

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

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

Admin. Regulation 5344 > Non-School District Sponsored Student Trips

NDSST01 Non-School District Sponsored Student Trip

NCSD Sports Safety and Program Risk Management Checklists

Basketball Checklist of Procedures

Cheerleading Checklist of Procedures

Cross Country Running Checklist of Procedures

Football Checklist of Procedures

Golf Checklist of Procedures

Ski - Nordic Checklist of Procedures

Soccer Checklist of Procedures

Swimming Checklist of Procedures

Track Checklist of Procedures

Girls Volleyball Checklist of Procedures

Wrestling Checklist of Procedures

Nata Recommendations

Lightning Safety

- Monitor local weather forecasts and warnings through the Pocket Perry Weather App
- Designate a safe shelter for each venue.
- Use the Pocket Perry App to determine when to go to safety
- Once activities have been suspended, you may resume outdoor activities when you have received the “all clear” message from Pocket Perry
- 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 (Pocket Perry Weather App)

Storm Condition: Lightning detected between 20-30 miles away

Recommendation: Coaches, trainers, administrators, and game officials should check the radar and evaluate the storm intensity and path – start making a plan of action, e.g., determine evacuation strategy and safe areas for participants

Storm Condition: Lightning detected between 10-20 miles away

Recommendation: Prepare to evacuate the area and get all participants and spectators to safety – increase monitoring of the storm intensity and path – Make an announcement to the participants and spectators regarding making a plan to evacuate if the storm gets within 10 miles or closer.

Storm Condition: Lightning detected 0-10 miles away

Recommendation: Suspension of activities until the storm passes. Take shelter - Announce to warn all spectators and participants to take shelter and wait for the “all clear” notice before 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.

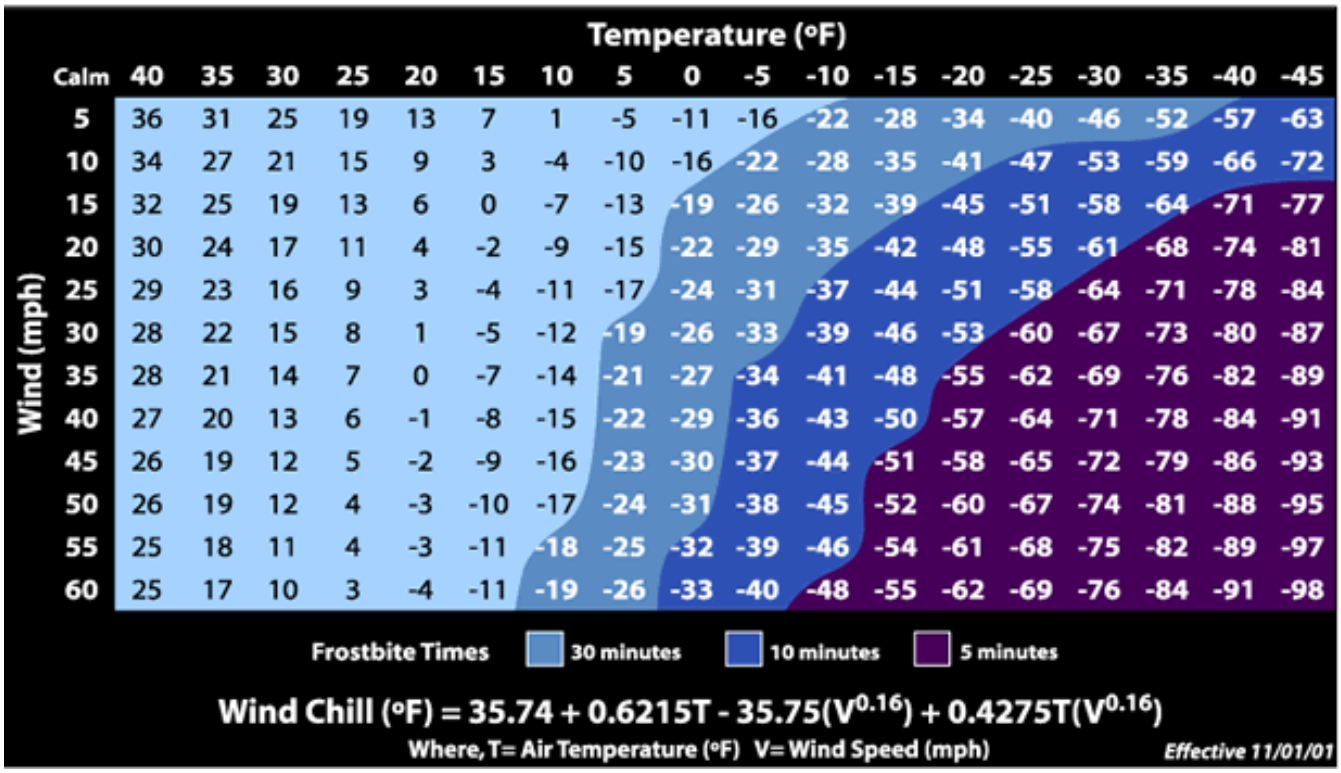
Warm Weather Precautions
80° F and Above

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.

Chill Factor Chart



Accidental Hypothermia Chart

Predisposing Factors	Signs (Observed by Others)	Symptoms	Prevention	Treatment
• Poor condition • Inadequate nutrition and hydration • Thin build • Non-woolen clothes • Inadequate protection from wind, rain and snow • Getting wet • Exhaustion	• Careless attitude • Slowing of pace • Poor coordination • Stumbling • Thickness of speech • Amnesia • Irrationality, poor judgment • Hallucinations • Loss of contact with environment • Blueness of skin, dilation of pupils • Decreased heart and respiratory rate • Weak or irregular pulse, stupor, intense shivering	• Intense shivering • Muscle tensions • Fatigue • Feeling of deep cold or numbness • Poor articulation (thickness of speech) • Disorientation • Decrease in shivering followed by rigidity of muscles • Blueness of skin • Slow irregular or weak pulse	• Good rest and nutrition prior to exertion • Continued intake of food • Waterproof/ windproof clothing (some woolen) • Emergency shelter equipment • Early shelter in storm or if lost or darkness falls • Exercise to keep up body's heat production	REDUCE HEAT LOSS • Shelter the victim from wind and weather • Insulate him/ her from ground • Replace wet clothing with dry • Put on windproof/ waterproof gear • Increase exercise level if possible • ADD HEAT (put in warmed sleeping bag) • Hot drinks • Heat from hot stones or hot canteen of water

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.

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.

Introduction

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.

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.

Contributing Factors of Heat Stress:

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

Protocol

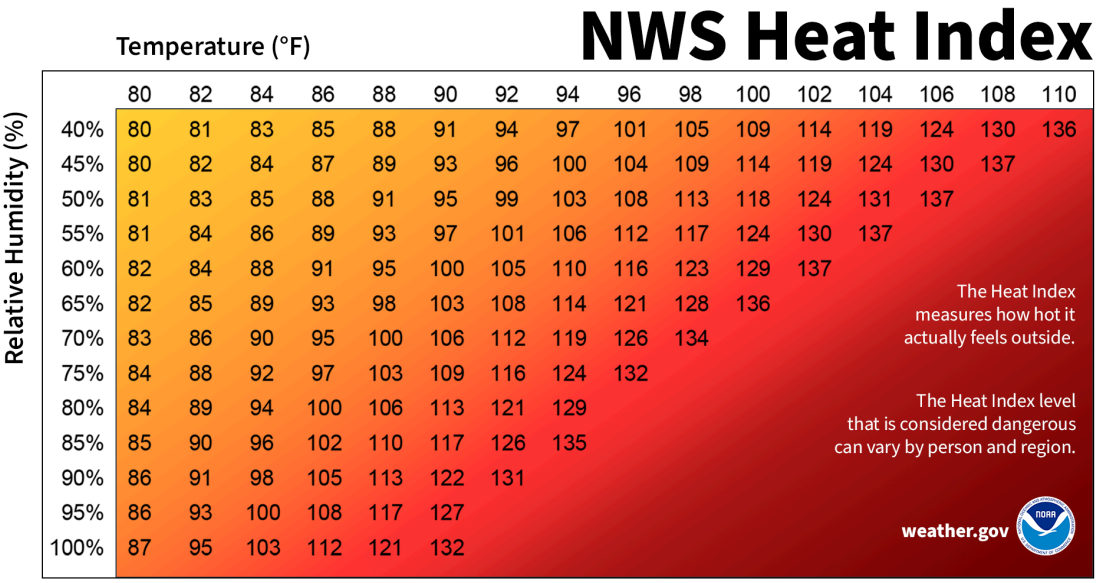
When classroom heat index exceeds 91°, consideration should be given to moving students to cooler rooms or other appropriate areas, such as the auditorium, multipurpose room, library, or shaded outdoor areas. When possible, classes should be combined in air-conditioned rooms.

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

During times of excessive heat, the following precautions need to be taken for indoor/outdoor physical activity, which includes recess, physical education, recreation, and competitive sports:

- The intensity of exercise activities must be limited or they must be modified whenever air temperature and humidity are above caution levels (refer to Heat Index Chart).
- Adequate water must be available. If adequate water is not available, physical activity must be modified. Prior to prolonged physical activity, a person should be fully hydrated. During the activity, periodic drinking of water every 15 to 30 minutes should be encouraged.
- Proper clothing should reflect heat, permit freedom of movement, and allow free perspiration. Clothing should be light-colored, lightweight, loose, and limited to one layer of absorbent material to facilitate evaporation of sweat and expose as much skin as possible, yet still be appropriate for the school environment.
- Rest periods should be provided during activity.
- Activities must be followed by the proper cool-down (for example, jogging should be followed by walking) and rest.
- Athletes engaging in competitive sports must have their activities closely observed for all of the above considerations.
- Other strenuous student activities – such as drill team, marching band, cheerleading, and the like – must be closely observed by teachers, coaches, and other personnel assigned to supervise such activities.

Common sense and good judgment must always be applied by staff when analyzing site conditions.



The Heat Index is a product of NOAA's National Weather Service (NWS).

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	• Good learning conditions • No effect	• Regular school day	• Regular school day
Alert	80°- 90°	• Learning may decrease with long exposure • Fatigue may increase after 4- 6 hours	• Regular school day • If near 50% humidity, limit intensity of or modify physical activity and monitoring	• Regular school day • Limit duration & intensity of or modify physical activity & monitor closely
Caution	91°- 105°**	• Early heat stress and cramps possible • Heat exhaustion or heat stroke possible with long exposure	• Regular school day • Limit duration & intensity of or modify physical activity & monitor closely	• Regular school day • Limit duration & intensity of & modify physical activity & monitor closely
Extreme Caution	106° - 129°**	• Heat stroke or heat exhaustion possible	• Consider schedule change • Prohibit or limit duration & intensity of, modify physical activity & monitor closely	• Consider schedule change • Prohibit physical activity
Medical Emergency	130° and above**	• Heat stroke likely	• No school	• No school

Heat Stress Signs, Symptoms, And First Aid

Physical Disorder	Signs and Symptoms	First Aid
Early Heat Stress	• Fatigue • Lethargy • Decreased productivity • Normal body temperature • Sweating • Pallor • Headache • Nausea • Nosebleeds • Heat rash	• Send the person to a cool place • Have the person sit or lie down and rest • A supervising adult should be able to observe the person frequently, or assign someone to monitor or assist • Give generous amounts of cool water • Giving salt is usually not necessary • Loosen or remove excess clothing • Sponge down or immerse the person in cool or cold water • Check their temperature periodically • Watch for cessation of sweating • Notify the parent or guardian as needed • Recommend medical care if needed
Heat Cramps	• Painful spasms of the abdominal wall and heavily used skeletal muscles	• Treat as above • Commercially available replacement fluids for athletes may be used if on hand • Having a person stretch (not massage) muscles may help • Notify the parent or guardian if needed
Heat Exhaustion	• Normal/slightly elevated body temperature • Sweating/moist, clammy skin • Extreme weakness • Nausea/vomiting • Fainting • Dizziness • Headache • Loss of consciousness in extreme cases	• Obtain medical care at once • If possible, remove the person to a cool location or protect from exposure to direct heat • Have the person lie down with their head low • Give water if conscious and able to swallow • Watch for progression to heat stroke • Notify the nurse and the administrator • A paramedic may need to be called (911) • If a school nurse is not available, call paramedics (911) • Notify the parent or guardian at once
Heat Stroke	• Elevated body temperature (above 103°) • No sweating • Hot, dry, red skin • Vomiting/diarrhea • Mental confusion • Agitation • Convulsions • Loss of consciousness • Death or permanent brain damage if not treated immediately	• CALL PARAMEDICS (911). THIS IS A MEDICAL EMERGENCY. DELAY COULD BE FATAL! • If possible, remove the person to a cool location or protect from exposure to direct heat • Immediately cool their body by immersing in cool water, spraying with cool water, fanning the body, or any other means available while awaiting transfer to a hospital • Notify the nurse and the administrator • Notify the parent or guardian at once