

**OPEN ENROLLMENT/SCHOOLS OF CHOICE  
ATHLETIC/ACTIVITY PARTICIPATION FOR GRADES 6-12**

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

Participating in athletics and activities is a privilege and not a right. Participants in grades 6-12 are not only governed by local Board policies, but are also under the guidelines of the Wyoming High School Activities Association (WHSAA) and The National Federation of High Schools in grades 9-12.

Our community has chosen to adopt a school of choice/open enrollment philosophy that allows parents to select the best school for their child. Natrona County School District (NCSD) strongly discourages any form of influence, pressure, and/or recruitment by any person/persons in an attempt to alter a student to transfer or enroll in a particular school-sponsored sport and/or a school activity and/or a school program at a targeted school.

An undue influence free environment ensures the stability of all activities, programs and sports, promotes harmony among all schools, benefits the wellbeing of all students, enhances opportunities for all participants, develops all participants' abilities to the fullest and supports a consistent approach of growth and learning through horizontal and vertical alignment of athletics.

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

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**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.

A. The term "undue influence" shall include 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. The action solicits the student to transfer and then to participate in a targeted area listed in 'A'

C. The term may also include giving a student priority or creating the perception that a promise has been made related to:

- i. participation
- ii. an assignment
- iii. cash or gifts in any form
- iv. 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. Contact your building administrator, Activities Director or Athletic/Activities Facilitator for this information.

All NCSD administrators are cognizant of the importance placed on creating an undue influence free environment to promote harmony among all schools and to 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.

**What you should know about Wyoming High School Activities Association Rules Governing UNDUE INFLUENCE in grades 9-12:**

**Rule 4.1.0    UNDUE INFLUENCE**

**Rule 4.1.1**    The use of undue influence, by any person or persons to secure or to retain one or both parents or guardians of a pupil as residents, may cause the pupil to be ineligible for high school participation in activities for a period subject to the determination of the Commissioner. The school shall also be subject to disciplinary action.

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

The spirit and intent of the rule, for any person, is to not influence a change in the attendance pattern of a student by anything you say or anything you do.

Once a student participates in athletics at the high school level any moves thereafter are governed by the Wyoming High School Activities Association Transfer rule (6.4.0).

**Rule 6.4.0**

**The purpose of the Transfer Rule (Rule 6.4.0 thru Rule 6.4.93) is to protect, not inhibit students who participate in athletic competitions.** The Transfer Rule is preventative in nature and is devised to eliminate the incentive to transfer schools when a motivation is for athletic purpose and after a student has initially chosen the school of his/her choice. The Transfer Rule protects students who have previously participated in athletic competition at a member school from being replaced by students who transfer for athletic purpose and further protects students at other member schools from the effects of “school shopping” by students (Rule 4.1.2) and “recruiting” by member schools and their agents (Rule 4.1.1 and Rule 4.1.2). The Transfer Rule encourages fair play, and discourages the excesses and abuses of over enthusiastic promotion and protects the integrity of interscholastic athletic programs for the member schools and their students.

**I. As an NCSD employee what can I do to ensure I do not jeopardize a student/athlete’s eligibility and avoid program disciplinary action?**

1. You are expected to never say or do anything that could be interpreted as an attempt to encourage or discourage the selection of student’s school choice based on a specific activity, sport or program from a targeted school.
  - a) Never encourage anyone to recruit student/athletes to attend a specific school or athletic/activity program.
  - b) Never assume that a student will be attending a specific school or that the student will be participating in a school’s specific athletic program or co-curricular activity or academic program offered within a specified school.

**II. What can NCSD schools and employees do under the Horizontal and Vertical Alignment of Athletics Guidelines and Undue influence parameters?**

1. They 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. Generic announcements may be read 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. Coaches and sponsors may share information and/or talk to students about any of the schools offered athletic and/or activity and/or academic programs as long as the efforts do not promote any aspect of a NCSD school over another NCSD school. Information will be pre-approved by the designated administrator at each school.

**III. Can talk about and/or hand out information about a school, a school’s athletic/activity/academic programs:**

1. The athletic/activity/academic programs offered at your school.
2. Upcoming camps, performances, meetings, events, etc. offered at your school.
3. History and/or philosophy of athletic/activity/academic programs offered at your school and the expectations for students participating in the programs.

**IV. Cannot talk about or hand out information that communicates:**

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

**V. Cannot bring, offer, or promise gifts or food of any type to any student in an attempt to influence an enrollment decision****VI. What can NCSD schools and employees share with other schools, students and parents during the enrollment window for the next school year (December and January)**

1. May host an information session(s) and/or event(s) on their campus about the school, the offerings, athletics, activities, academics, etc.
2. May share information, advertise and/or talk to students/families about any of the school's offered athletic/activity/academic programs as long as the efforts do not promote any aspect of a NCSD school over another NCSD school.

**VII. What can NCSD schools and employees share with other schools, students and parents once an enrollment decision has been made for the next school year and the online enrollment process has concluded for NCSD schools.**

1. May host school/campus visitations to help transition and educate NCSD students/families for the transitioning grade levels.
2. May communicate any information that is deemed as necessary to the future student and/or their family once they have selected the school they will attend in the following school year. The communication window occurs only after the online enrollment process has concluded.
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.
4. Students who have registered for their next sequence of schooling (8<sup>th</sup> to 9<sup>th</sup> or 5<sup>th</sup> to 6<sup>th</sup> 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 once the online enrollment process has concluded for NCSD schools and the students have received official notification from the District's enrollment division regarding their enrollment decision.

**VIII. 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) May wear any form of NCSD school attire (hat, shirt, coat, etc.)
- b) Display a NCSD school's flag, pennant, poster, flyer, etc.
- c) May actively engage in forms of chaperoning, assisting, monitoring, supervising and/or active participation with students.
- d) A school 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 to the community and are seeking information about the enrollment processes to inform their decision.
- f) Participation in drama productions or plays allows students the opportunity to support (play) 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 which 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.

**IX. It is impossible to list every potential situation that may lead to allegations of undue influence. The aforementioned guidelines are just that, guidelines to reduce the undue influence allegations. If you have questions about something not previously covered, please speak to the District Athletic/Activities Director, the high school Activities Director/Principal or middle level Athletic/Activities Facilitator for clarification.**

**X. Electronic communication systems/tools/social media must also follow all of the guidelines presented in this section of the handbook regulating undue influence of students in NCSD #1.**

**What will happen if Documented Allegations of undue influence are brought forth?****DISTRICT:**

1. The Administrations of the involved schools will pursue resolution prior to committee involvement.
2. Principal of the school receiving the documentation of the possible undue influence violation begins 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 of Human Resources/designee and Curriculum and Instruction/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 schools principals/designees 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 of Human Resources/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 #: \_\_\_\_\_ Violation cited-Page#: \_\_\_\_\_ Roman Numeral: \_\_\_\_\_ Section #: \_\_\_\_\_

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

Witness Relationship to Impacted Student(s): \_\_\_\_\_

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

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

Date(s) of Alleged Incident(s): \_\_\_\_\_

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

**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

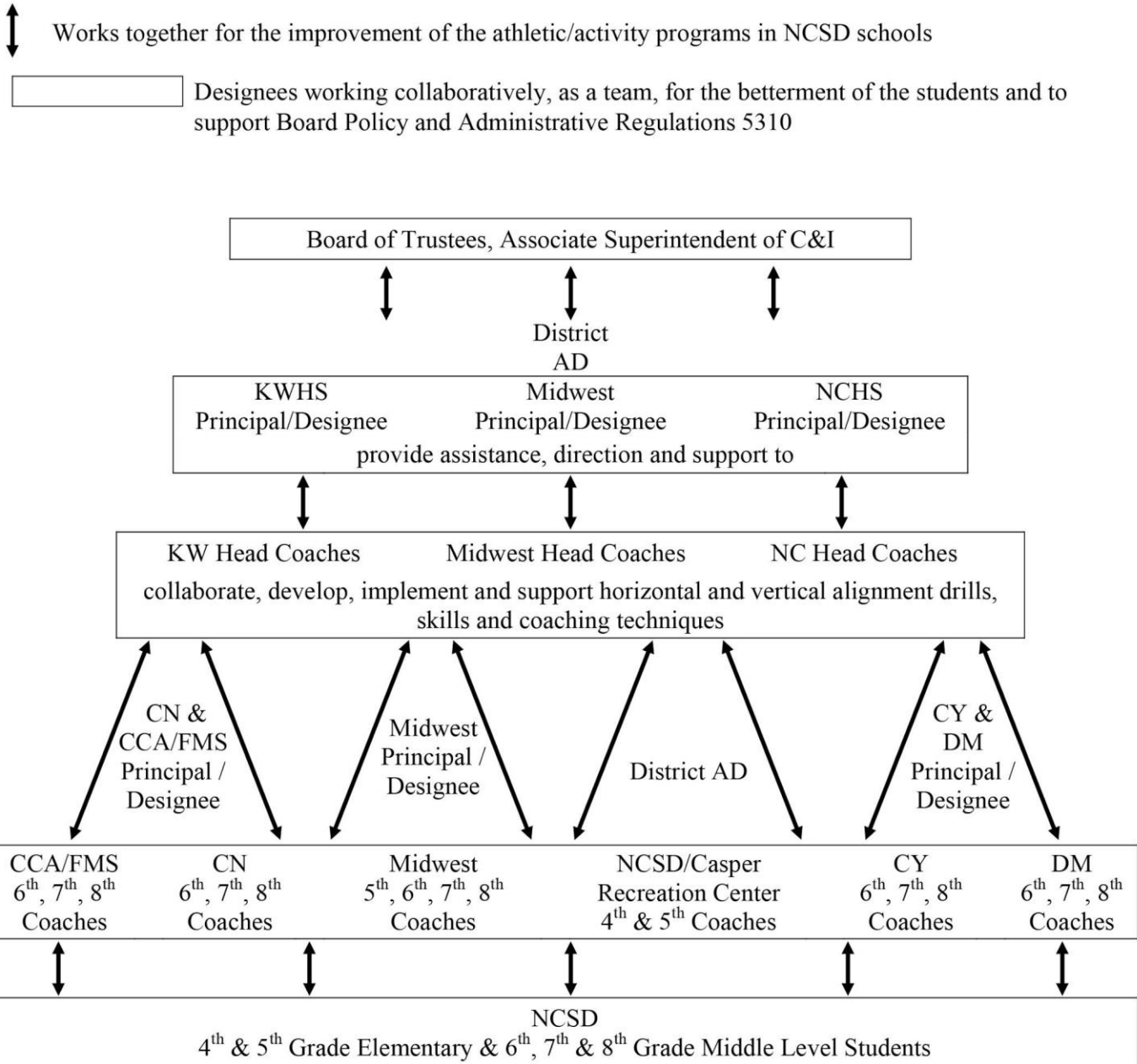
**Findings:**  Unsubstantiated  Substantiated

**Administrator Signatures:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HORIZONTAL AND VERTICAL ALIGNMENT OF ATHLETICS**

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

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





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

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

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

A maximum of three hours per year may be compensated to high school head coaches in the development, updating and evaluation (meets Board Policy 5310 requirements) of the Horizontal and Vertical Alignment process/strategies for their sport's program annually. The Horizontal and Vertical Alignment plan for the sport must to 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.