

# **Glenrock Jr/ Sr High School**

**ACTIVITIES**

**HANDBOOK**



**2023-2024**

## **Parents and Activity Members**

Glenrock Jr/Sr High School commends you and your son/daughter for making the choice of joining an activity. We believe that participation in activities is “the other half of education” and will provide a wealth of experiences that will lead to personal growth and development.

A student who elects to participate in our activities program is voluntarily making a choice of self-discipline and self-denial. These are the reasons that we place such stress on good training and study habits. Failure to comply with the activities codes may mean suspension or expulsion from an activity. We are striving for excellence and do not want our participants to compromise themselves with mediocrity.

We feel that you, as a parent, are committing to certain responsibilities and obligations. It is our hope that you will help your son/daughter to follow the activity code and show the proper sportsmanship at all events or contests.

We encourage you to communicate directly with the coaches/sponsors if you have concerns about your son's/daughter's participation in our programs. We encourage our coaches/sponsors to communicate openly with parents and guardians to help bring about the best possible programs for your son/daughter.

Your child is our program's greatest asset and ambassador. We remain dedicated to give each participant the most meaningful and educationally sound program possible.

Thanks again for making such a sound decision and we look forward to challenging all students, coaches, and administrators to set a goal of continued excellence.

## **GLENROCK HERDER SCHOOL SONG**

*Oh when the Glenrock team falls into line*

*We're gonna win again another time*

*For the good old school we love so well*

*For the Purple and White we'll fight with all our might*

*And then we'll fight, fight, fight for Glenrock High*

*We'll make our High School motto do or die*

*And then we'll leave those (opponents) on the*

*field (football) - floor (basketball) - on the field*

*Glenrock High*

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# PHILOSOPHY OF ACTIVITIES

The Board of Trustees believes that a dynamic program of student activities is vital to the educational development of the student.

The Activity Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The Activities Program should function as an integral part of the total curriculum at all times. It shall offer opportunities for the student to develop all-around growth, to encourage learning the qualities of good citizenship, and to bring about a positive self-esteem.

## STATEMENT OF PURPOSE

The purpose of the Converse County School District # 2 Activity Program is:

- To provide an atmosphere in which the students' self-image is positively affected.
- To provide a positive image of the school and community.
- To strive for excellence.
- To insure growth and development of the individual in these areas:
  - Physical Fitness
    - To develop each individual to his/her highest physical fitness capacity through the development of strength, neuromuscular coordination, vigor, and vitality.
  - Mental Fitness
    - To develop within each individual the ability to use ethical and moral values to reason and judge rationally before making decisions.
  - Emotional Fitness
    - To develop within each individual the ability to control emotions in highly charged situations and to learn to sacrifice personal whims in consideration for the skills and abilities of others in group activities.
  - Recreational Fitness
    - To develop in each individual an understanding and appreciation of fine arts, games, sports, and outdoor life, which the individual may enjoy for his/her leisure time.
  - Educational Fitness
    - To develop in the individual the confidence to present himself/herself well to others, the ability to express his/her thoughts clearly, the desire to listen with understanding, and the knowledge to understand his/her duties and rights as a citizen.
- To provide an environment that will allow students to cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. This environment should provide adequate and natural opportunities for:
  - Physical, mental, and emotional growth.
  - Acquisition and development of special skills in activities of each student's choice.
  - The development of such team play values as: loyalty, cooperation, fair play, and other desirable social traits.
  - Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - A focus of interests on activity programs for the student body, faculty, and community that will generate a feeling of unity.
  - Achievement of goals as set by the school in general and the student as an individual.
  - Provisions for worthy use of leisure time in life, either as a participant or a spectator.
  - Participation that will enable individuals to ascertain possibilities for future vocational pursuits.
- To provide activities so that individuals may learn the responsibilities of this privilege and to understand that violating a rule brings about a consequence and this follows the same sequence in the game of life.

# SUPERVISION and DIRECTION

Supervision and direction of the athletic/activity program shall be vested in the Principal through the Activities Director and subject to review by the Superintendent and the School Board. Glenrock Jr/Sr High School is a member of the Wyoming High School Activities Association (WHSAA) and will adhere to those rules and regulations.

## WHSAA Good Sport Code

All Participants and Fans Should:

- Show respect for all opponents by treating them as guests.
- Show respect for the officials.
- Know, understand, and appreciate the rules of the contest.
- Maintain self control at all times.
- Applaud opponents' performances.
- Cheer for your team (not against another).
- When you see a good sport in action, follow their lead and then thank them.

*As a part of Glenrock Jr/Sr High School's continuing effort to achieve excellence in all areas of the educational process we will actively promote the WHSAA Good Sport Code.*

## Participant Emphasis Levels

Items to be Emphasized at all Levels:

- Skill development
- Fun and enjoyment
- Sportsmanship
- Developing a positive self-concept
- Determine success by improvement through goal setting
- Build a community concept
- Develop a team concept
- Learn from mistakes

Items to be Emphasized at Different Levels:

- DEVELOP A DESIRE TO WIN
  - This idea should start to be emphasized beginning at the 7-8 level and should become greater with each upward level
- CHANCE TO PLAY
  - Grades K-6 - equal playing time for all
  - Grades 7-8 - playing time for all, should be equitable through the use of A and B squads
  - "C Team"- playing time may not be equal; but should play as much as possible. ***Seniors will not play on the "C Team." Exceptions may be made for Foreign Exchange Students.***
  - JV - playing time should be earned and best players should play
  - Varsity - playing time should be earned and best players, regardless of grade level, should play
- CUTTING
  - Cutting, if needed, should begin at the JV level
    - i. Numbers will dictate whether cutting is needed
    - ii. Consultation between coach and Activities Director will help make the decision whether cutting is needed.

- **PLAYER INVOLVEMENT IN OTHER ACTIVITIES**
  - Students should be encouraged to be involved in as many activities as they can handle to broaden their experiences for later life. Participants should not be punished if they get prior approval for missing a practice to practice or perform in another activity.
- **SKILL/WORK/ATTITUDE ASSESSMENT**
  - Coaches will complete a skill/work/attitude assessment on each player and review that assessment with him/her to communicate their strengths and weaknesses. This assessment does not guarantee playing time as athletes often perform differently in game situations. The assessment is meant to guide the student on areas he/she can improve.

## **SEASON, PRACTICE, and EVENTS**

The following information concerning activities will be strictly observed by all coaches unless an exception is approved by the Principal. Activity events sponsored by Glenrock Jr/Sr High School are under the jurisdiction of the WHSAA and must follow such guidelines. Maximum length of season, maximum number of events per season, maximum number of events or quarters in which an athlete can participate designated by the Association, will be adhered to. Schedules will be approved by the local School Board.

## **GENERAL GUIDELINES**

Before interscholastic competition begins there will be a Cautionary Statement sent home outlining program expectations and must be signed by the parent and participant before the student is allowed to compete. The rules and regulations in this code shall apply to any violation, on and off school premises during the season of participation.

1. Practice sessions for each activity are not to exceed three (3) hours of physical activity.
2. There will be no practice on Sundays or legal holidays unless prior permission is granted by the Activities Director. Practice is allowed during school vacations. If athletes are in town during vacation practice they are expected to be at practice. Athletes who miss practice over vacations may not play in the next competition due to safety concerns because of lack of physical conditioning.
3. Two (2) practices a day may be scheduled if the combined time of physical activity does not exceed the five (5) hour limit.
4. No participant is to be excused for practice before school is dismissed.
5. Students must always be under the supervision of a faculty member unless exceptions are approved by Activities Director
6. A student must be in school the entire day in order to participate in practice or an activity that day. An exception will be made only if the student has permission beforehand from the Activities Director or Principal. A display of unsportsmanlike conduct toward an opponent, teammate, official, or fan, or use of profanity during a practice or contest will result in counseling by the head coach and possible suspension. Profanity or disrespect directed at a coach (or administrator) will be handled on a case-by-case basis (by the coach and AD) and may result in suspension or dismissal. Any student who has been disqualified or removed from an activity for unsportsmanlike conduct will be held to rule 3.5.2 and 3.5.25 in the WHSAA Handbook.
7. The head coach will determine whether a practice is excused. Head coaches will outline their expectations for excused and unexcused practices to both the participants and parents at the start of the season. Students with disabilities will be dealt with on a case by case basis.
  - a. Unexcused absence from scheduled practice or contest will result in:
    - i. Suspension for one contest following the first violation.

- ii. Suspension for one week following the 2<sup>nd</sup> unexcused absence and the participant will be placed on an attendance contract. The parent will be asked to join the meeting and/or sign the contract.
8. School behavior infractions requiring administrative action resulting in ISS for more than 1/2 day of the student's schedule, more than one after school detention, out of school suspension, or Saturday school, as established in the rules and regulations for students in Glenrock High School, will result in:
  - a. Suspension for one (day's) competition/performance following the first violation.
  - b. Suspension for (one week's) competition following the second violation.
  - c. Continued misbehavior in/out of the classroom, bus, practice or games will result in the student being placed on a behavior contract. The parent will be asked to join the meeting and/or sign the contract.
9. Any civil or criminal law infraction or conduct by a student participant that is determined by the head coach or sponsor and school administration to be detrimental to the team, program, school, or school district will result in counseling by the head coach and a school administrator/Activities Director or a suspension or dismissal.
10. Before any suspension provided for under these rules shall take effect, the student shall be verbally advised by the head coach or sponsor of the alleged violation, and the student will have an opportunity to explain the action. If the head coach/sponsor is satisfied that a suspension is justified, the student and parents shall be notified through a personal conference, in writing, or a phone call.
11. Each student is financially responsible for any materials, uniforms and/or equipment which is checked out to him/her. When any item is lost or misplaced, the head coach or sponsor of the activity should be notified at once so that a search can be made. If the item does not turn up, the student to whom it was checked out will be required to pay its replacement cost. Students found guilty of vandalism or destruction of school property will also be held financially responsible for replacement of destroyed items. If individual responsibility cannot be determined, the budget of the activity or sport will be assessed for the cost of the loss or damage.
12. Managers are considered a vital part of the program and should be treated with respect. Head coaches are responsible for selecting and supervising all team managers. It is preferred that team managers be of high school age but if a vacancy cannot be filled, younger students may be considered after consulting with the Activities Director. Expectations of high school managers are the same as any player:
  - a. Managers must meet academic standards
  - b. Managers are required to attend all games, practices and team meetings unless specifically excused by the head coach.
  - c. Team managers can earn a varsity letter upon completion of one **complete season**.
  - d. Managers are expected to adhere to all team rules and expectations and work diligently to fulfill all responsibilities assigned by the coaching staff.
  - e. Teams will have no more than three managers unless agreed upon by the Activities Director

## **MEALS, EXPENSES, and TRAVEL**

1. The school district will provide meals at culminating events only.
2. Coaches and sponsors must stay within travel and meal allowances and must input all receipts promptly upon return.
3. Distance traveled for contests will be reasonable, and any travel beyond two hundred (200) miles is not considered reasonable. (Exceptions can be recommended by the Activities Director to the Principal).
4. All trips will be by school-provided transportation and are to be left clean and in the same physical condition as when it was checked out. The head coach or sponsor is responsible for the cleanliness of the vehicle and for immediately reporting any issues with the vehicle to the Transportation Director & Activities Director.
  - a. Sponsor/coach is responsible for students on the bus/SUV.
  - b. Liquid spills cleaned up with paper towels as they occur.
  - c. All trash, cans, food items removed from bus seats, rear window area, and the floor.
  - d. Sweep interior of bus as necessary.
  - e. Personal items and trash to be removed from the vehicle.

- f. Removed personal items from the luggage compartment.
  - g. Maintain a clean and orderly bus.
  - h. No can pop, fountain soda or dairy products.
  - i. Keep driver informed of time related plans.
5. All participants are required to travel in school transportation to an event. *If a student misses the bus and a parent brings them to the game the student will not participate in the contests that day **if this was not pre-arranged.***
  6. If parents wish to bring their child home after the activity, parents must complete and sign a Pre-Arranged Sign-Out Sheet (PASOS) and speak with the coach. Participants will only be released to their own parent. In cases of emergencies, students may be released to other legal adults/parents with prior approval. They must complete the PASOS, accepting responsibility for the student and may be asked to show the coach identification for the safety of our students.
  7. ***When a student qualifies for a national convention for an activity the School District will not help finance the trip.***
  8. Additional Passengers on Bus Trips: All members of school sponsored teams or groups that are traveling to an out of town competition are expected to ride school district transportation. Additional fans, boosters, and other non-insured personnel are not to ride with any activity team or group. Situations may dictate that district administration and/or additional chaperones/passengers may need to ride/drive school transportation. These special situations will be handled on a case-by- case basis by approved school personnel.
  9. Individual participants will not be excused to get ready for trips prior to the designated time.
  10. Participants on activity trips will not be counted absent and will be allowed to make up work missed. Students are strongly encouraged to complete work beforehand.
  11. The head coach or sponsor will ride with participants to and from trips and be with them at all times on trips. The head coach or an assistant coach shall remain until participants clear a building after practices or contests. Home and visitor's locker rooms should be left clean (toilets flushed, all trash placed in receptacle)
  12. Teams and coaches will return from all games or playoffs as soon as practical after games are played or after elimination from playoffs (no staying overnight). At least two school employees will ride with participants to and from events unless prior approval is given by the Activities Director or Principal.
  13. On trips that involve both genders, participants should be separated on the bus and will not be in each other's hotel rooms.
  14. In weather related circumstances, the Transportation Director, in consultation with the Principal/Activities Director will decide whether a trip will occur and if roads require teams to stay overnight.
  15. Fundraising activities will need prior approval from the Activities Director. All monies made from fundraising should be spent on students.
  16. Fundraisers should focus on events that involve the community/school population.
  17. Dress Code:
    - a. Students are expected to follow school dress code rules and should dress up when traveling.
    - b. The coach will determine if team travel sweats or other apparel are considered appropriate when traveling to away games.
    - c. Changing clothes will take place only in locker rooms, rest rooms, or identified proper changing areas. Do not change on buses, in hallways or in areas of public view.
    - d. Exceptions will be made on a case-by-case basis by the school administrator/Activities Director.



## **PHYSICAL EXAMINATIONS, PHYSICIANS CARE**

All athletes must have a physical examination by a physician and return the completed form to the Activities Office before participating in any practice or competition on any level. The physical examination must take place in the current school year (after May 1st).

Head coaches or sponsors may write specific training rules, rules of behavior, and other items that pertain to an individual activity and the students involved, which will be added to the basic activity handbook. All athletes and their parent/guardian must sign a Cautionary Statement outlining the specifics of each activity.

Participants may not practice or compete when under a doctor's care unless the doctor gives a written release. Parents of injured participants are to be notified of the nature and extent of injuries as soon as practical after the injury occurs. In the event of a serious injury, during practice or actual participation, the participant should be taken to a doctor and the parents notified as soon as possible.

Students may not be given any drug or medicine by a coach or sponsor.

## **GLENROCK JR/SR HIGH SCHOOL ELIGIBILITY CODE**

To participate in the activity programs in Converse County School District #2, students will be expected to follow certain expectations and requirements. Participation in activities is a privilege, not a right in Converse County School District #2. The purpose of these rules is to:

- Promote a healthy environment to ensure the well-being of students who are or will be participating in extracurricular activities;
- Give students positive reasons to resist peer pressure;
- Ensure consistency of expectations for students and discipline/consequences among the various activity programs.

### **Definitions for this Code:**

Activity is defined as:

- An event or contest occurring outside the classroom;
- Participation is not required as a part of any of the student's classes;
- Participation does not affect the grade of the student in any of his/her classes;
- If questions arise, the student's principal will be the sole determiner of what qualifies as an "activity".

### **Current Glenrock Activities:**

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>	<b>YEAR-LONG CLUBS</b>
Cross Country	Basketball	Golf	Anthem Singers & Jazz Band <i>(Must try out for either)</i>
Drama	Indoor Track	Track	BIONIC (Believe It Or Not I Care)
Football	Speech & Debate		Esports (Competitive Online Gaming)
Golf	Wrestling		FBLA (Future Business Leaders of America)
Lego Robotics			FCCLA (Family, Career & Community Leaders of America)
Volleyball			FFA (Future Farmers of America)
JHS Girls Basketball			The Herd (Spirit & Sportsmanship)

JHS Wrestling			Letterman's Club
			National Honor Society ( <i>Must apply &amp; be inducted</i> )
			NSDA (National Speech/Debate Association)
			Pro Start Culinary ( <i>Must try out</i> )
			SADD (Students Against Destructive Decisions)
			Student Council ( <i>Must apply &amp; be elected</i> )

\*\* If you compete for another school under a co-op agreement you will be held to our eligibility rules.

### High School Career is defined as:

- The entire time students are attending high school.
- Wyoming High School Athletics Association Limits Play to 4 years.

### Timeline for Activity Code is Defined as:

- The activity code timeline for fall activity participants is defined as: the first day of fall practice set by the Wyoming High School Activities Association or the first day of school whichever comes first and ending the last day of school of the current school year.
- The activity code timeline for all students not involved in fall activity is defined as: The first day of school until the last day of school of the current school year.
- All infractions occurring during the activity code timelines above, regardless of whether or not a student is between seasons at the time of the infraction, will result in enforcement of the consequences and will accumulate over the student's high school career.
- All infractions occurring outside the activity code timeline, such as after school has ended for that school year, and before the first fall sports practice of the next school year, will not be enforced per the activity code.
- If a school sponsored team or program participates in a summer event the activity code will apply while they are at the event and from the start of practice leading into the summer event.

Expected Conduct: Activity participants are expected to conduct themselves at all times in such a manner as to be a credit to themselves, their parents or guardians, their school and their community.

WHSAA Eligibility: Students ineligible by state requirements (Wyoming High School Activities Association) are automatically ineligible by local requirements.

Academic Eligibility: Students, coaches and the Activities Director will be notified of academic eligibility on Tuesdays of each week. This means **all work should be turned in by the end of the day Monday!**

- A participant in an activity must be passing **seven (7)** class periods.
- IF a student has a failing grade at the time of eligibility checks (every Tuesday before school), he/she is ineligible for that week of competition (Tuesday to Tuesday). There will be an exception made for *the first two weeks of each semester*.
- *Students who are ineligible should continue to attend practice.* The participant is strongly encouraged to meet with the teacher and make a plan to raise their grade to passing.
- The participant will remain ineligible until they are passing ALL classes by next Tuesday's eligibility check.
- The Activities Director will make the final determination on eligibility.
- Once the eligibility list is sent to coaches, the coach is responsible for enforcement of the rules or the team will be subject to forfeiture of the contest per Wyoming High School Activities Association Rules regarding allowance of an ineligible student to participate in an activity.

### Semester Requirements (All 7-12 graders):

- In order to be eligible for any level of interscholastic competition, a student must be currently enrolled and must have been enrolled in school the immediate preceding semester. A student must be passing five (5) solid subjects **with full credit** in order to participate in activities the following semester. Students that pass only four (4) or fewer classes for the semester will be ineligible for the semester according to WHSAA eligibility rules.
- Ineligibility for a semester includes competition only. A student may participate in practice with the head coach's permission.

### Incompletes:

- The grade of incomplete will allow the student two weeks to complete the outcome, standard or classroom work to achieve a grade of "D" or better.
- If there are reasons beyond the student's control and two weeks is not enough the student, teacher and parent must enter into a contract specifying the work, time period and other expectations needed for the student to achieve a grade of "D" or better.
- If the work is not completed in a satisfactory manner in content and on time, a grade of "F" will be on the student's report card and/or transcript.

### Attendance:

- Students must be in attendance for the entire school day in order to participate in extracurricular activities that day, unless approved by the administrator.
- Exceptions to the rule would include medical appointments, placement testing, college visits, and funerals.
- There is a point if you are too sick to come to school, you are too sick to participate in activities.
- Pre-approval from administration helps the administration in making sound decisions. We encourage students and parents to communicate with our administrators when you know you will miss school.

Ineligible Students: Any student who is ineligible to compete in a contest will NOT travel with the team. Home events-ineligible players will not wear uniforms, but will be dressed in street clothes on the bench or sideline.

## **TRAINING RULES**

Student Expectations: Students are expected not to use, distribute, or possess any drug, alcohol, tobacco (includes e-cigarettes, vapor cigarettes or any synthetic/imitation form of tobacco), or prescription drugs which are not prescribed for them. Regardless of age, activity participants cannot possess or use any form of tobacco. *Students are expected not to attend any event in which the use, distribution, consumption, or possession of any drug or alcohol is taking place.*

Infractions: A participant will be subject to disciplinary action if during the course of the participant's high school career, he or she commits any of the following infractions:

- Use or possession of tobacco (includes Electronic Cigarettes (E-Cigs) and/or Vapor devices)
- Use or possession of alcohol
- Use or possession of inhalants
- Use or possession of marijuana or any other illegal, controlled substance, that is not prescribed to the individual, as defined by Wyoming State Law
- Theft or vandalism
- Fighting, Bullying, Hazing or Harassment
- Crimes Against Persons or Property

Felonious Infraction: If a student is charged with a felony, the student will be suspended immediately from activities for an indefinite time period while school administration determines the course of action to be used in dealing with that student. If a student is found guilty of a felony, he/she will automatically incur a minimum 365-day suspension from activities.

Additional Infraction Consideration: In addition to the infractions listed above, each coach/sponsor may have activity specific expectations that will be reviewed at the beginning of each activity season for which the participants will be responsible. Additionally, lack of overall classroom performance, expected behavior, effort, and/or failing to complete assigned tasks could cause the student to be determined ineligible by the building administration. A meeting with student, parent, coach and administration must take place before the student is deemed ineligible for such reasons.

### Infraction/Violation Chart:

Suspensions for infractions will vary depending upon the frequency of the activity and severity of the infraction as follows:

INFRACTION / VIOLATION CHART	% OF SEASON		
	1 <sup>st</sup> – Violation	2 <sup>nd</sup> – Violation	3 <sup>rd</sup> + Violation
Tobacco, Vape, THC, Alcohol & Inhalants (use or possession)	25%	50%	365 Days
Controlled Substance – Not prescribed to the individual (use or possession)	35%	60%	365 Days
Bullying, Hazing, or Harassment	25%	50%	365 Days
Conviction of a Crime Property Theft Vandalism	25%	50%	365 Days
Felonious Infractions	365 Days	365 Days	HS Career

Explanation of Infraction Chart: Percent of the season shall be interpreted as contests in a complete season. For example: There are 18 games in a basketball season. If a student receives his 1<sup>st</sup> infraction for Tobacco, Alcohol or Inhalants, it would equal 25% of 18 games or 4.5 games, **regardless of when the infraction occurs in the season**. All calculations will be rounded to the nearest whole number, therefore 4.5 would be rounded to 5 games.

**Note:** Once a student commits an infraction, regardless of the category, he/she will move to the 2<sup>nd</sup>, 3<sup>rd</sup> then 4<sup>th</sup> for every subsequent infraction.

### Penalties:

1. The **first offense** of the alcohol, tobacco and drug policy will result in the following:
  - a. The participant will practice as usual with the team.
  - b. Participants will be required to attend a minimum of two counseling sessions dealing with drug/alcohol education.
  - c. Participants who violated the tobacco/vaping policy are required to attend one counseling session dealing with tobacco/vaping.
  - d. If parents do not desire school provided counseling, they may arrange alternate counseling which must be approved by the school and funded by the family.
  - e. If the participant refuses to attend the required counseling sessions, they will be dismissed from the team and will not be allowed to participate in any activities until they complete the required counseling.

- f. If a student is not allowed to participate in an activity due to a violation of the alcohol /drug/tobacco policy, he/she shall not be allowed to travel with the team.
  - g. In case of the offense occurring on the activity trip, the student will be pulled from competition and parents will be required to provide personal transportation.
2. **Second offense** of the alcohol/drug/tobacco *during the same season* will result in immediate removal from the team/activity. The additional counseling session(s) must be completed before beginning another activity.
    - a. If the second offense occurs during a different season, the athlete will be suspended according to the percentage listed on the infraction chart.
  3. On the **third and fourth offense** of the alcohol/drug policy, the participant will be dismissed from all teams and activities for 365 calendar days.

Other disciplinary measures may be taken based upon the circumstances, location, severity of the offense as determined by the School Administration and Activities Director.

**Multiple Infractions:** In the event of multiple infractions occurring at a single time, all infractions will be counted as a single violation of the most severe offense (e.g., a student found using a controlled substance and committing vandalism on a single occasion will be treated as though he/she committed a single controlled substance offense).

- Infractions will accumulate over the course of a participant's high school career.

### **Level of Participation for Infractions:**

A student will be punished at the highest level of their play. So a student that plays varsity basketball and JV basketball will be punished on the varsity basketball schedule. They will not be able to play any Varsity and/ or JV contests that take place during that time frame. If a student only plays at the JV level they will be punished according to that schedule.

### **Honesty and Self-Admission Clause:**

- Self-admission includes a student contacting a coach or school official within 48 hours of the infraction to self-report. Acceptable forms of notification by the student include: phone call, voicemail, text message, or email to a school official. If a student self-admits within 48 hours, the student will be eligible to participate in our "buyback program".
- Honesty- Students are expected to answer questions honestly. Lying to school administration or a staff member will result in an additional game penalty.

### **Buyback Program:**

- This program will be designed for students to buy back games or contests for completing the program and **is designed for first time offenders only.**
- 8 hours of community service will result in ½ of the suspension lifted.
- The community service will be worked on school grounds with a staff member.
- Schedule will be approved by the cooperating supervisor.
- Work must be acceptable per the supervisor or time does not count.
- Unacceptable or inappropriate behavior will void all buyback options.
- Buyback % will be rounded to the nearest whole game.

### **Return to Eligibility:**

Playing time is not guaranteed upon completion of punishment. Coaches maintain final say in all playing time decisions. Students that return to the team are expected to earn back trust and playing time.

### **Post Season Eligibility:**

- If a student is not eligible for play by the first postseason contest the student will be ineligible for postseason play. Which may include Regionals and State competitions.

### **Junior High to High School Requirements:**

- Chart Infractions occurring at the Junior High level will not carry over to the High School and a student will get a fresh start entering 9th grade for all chart infractions.

- Academic requirements will be enforced every year for all students.
- Academic requirements- all students must pass and compete 5 classes per semester or they will be ineligible for the next semester. That is for all grades including 8th grades entering into high school.
- All classes must be made up before the next semester starts. Incompletes will be monitored and timelines set by the Activities Director to determine eligibility.

**Communication to Parents:**

All student athletes that are disciplined will receive a phone call from either the coach, Activities Director or administration.

**Student Supports:** Students committing infractions resulting in the above penalties, will be encouraged to seek help by enrolling in assistance programs such as the Tobacco Awareness Program (TAP) or participating in other support group organizations *at their own expense*. Evidence of enrollment and completing attendance in one or more of these programs will result in a reduction of 1 game or contest of the total number of games/contests in the regular season. It can be used for two violations only.

- Department of Family Services 307-358-3138  
219 North Russell Ave.  
Douglas, WY 82633
- Wyoming Behavioral Institution 307-237-7444  
2521 East 15th Street  
Casper, WY 82609
- Solutions for Life 307-358-2846  
1841 Madora Ave.  
Douglas, WY 82633

**CONDITIONAL ELIGIBILITY**

Any student who wishes to participate in an activity but is not eligible because of credit loss must appeal to and appear before the Activities Review Committee (Principal, Assistant Principal or Activities Director and two (2) teachers) for conditional eligibility. The committee will consider the following when making its decision:

- Reason for wanting conditional eligibility
- Number of absences
- Number of tardies
- A current list of classes and grades in those classes
- Discipline record
- Comments by current teachers which will be submitted directly by the teachers to the Committee
- Students given conditional eligibility will be checked on a weekly basis for attendance, grades, and behavior.
- Conditional eligibility may be revoked at any time for due cause.

**GJSHS GUIDELINES FOR SPECTATOR REMOVAL**

According to statute (W.S.6-2-501 through 6-2-505, W.S.6-6-102; W.S. 6-6-103, W.S.6-6-301 through 6-6-307) a person may be removed from the building by any staff member for behavior that is deemed inappropriate. We encourage good sportsmanship and professional behavior at all school activities and events. The following steps will be followed if a person is removed from ANY activity by school Staff, or game officials regardless of the venue.

**All steps require a mandatory meeting with High School Principal and/or Activities Director before admittance to activities**

1. **First Offense:**
  - a. Banned from all activities for up to 14 days.
2. **Second Offense:**
  - a. Banned from all activities for up to 180 days.
3. **Third Offense:**
  - a. Banned from all activities for up to 365 days
4. **Fourth Offense:**
  - a. Banned from all activities for the student's JH/HS career

Severity of the offense will be taken into consideration when determining a suspension. If an administrator feels it is warranted, the severity of the offense can place a spectator immediately on a more extreme suspension step.

Other disciplinary measures may be taken based upon the circumstances, location, and severity of the offense as determined by school administration or Activities Director.

## CHOICE OF ACTIVITY, INFLUENCE

- Coaches or sponsors should not exert any undue influence on students to participate in a particular activity. When students decide on an activity, it is recommended they remain in that activity for the entire season.
- A student may switch sports providing that the transfer is made with the consent of the coaches involved. When students **switch an activity within a season** or begin an activity season after the first initial weeks of practice, they will not be allowed to compete until they have completed 9 practices in that activity.
- Students who finish one sport in its entirety and then begin a subsequent sport will be allowed to participate in the new sport but must meet physical requirements before being allowed to compete.
- If students are dismissed from a sport or activity because of disciplinary reasons, they will not be allowed to enter another sport or activity.
- If a student voluntarily quits an activity, they cannot rejoin that team without the consent and approval of the head coach.

## OPPOSITE GENDER COACHING/SPONSORING A TEAM/CLUB

Converse County School District # 2 realizes a potential problem when there is an opposite gender coaching or sponsoring a club or team. In most cases the coach/sponsor will announce his/her entrance into a motel/hotel room, locker room, bathroom, etc before entering an opposite gender's area. After the announcement has been made the coach/sponsor may enter if no objections are given by students. **In the case of an emergency, the coach/sponsor may enter immediately to answer the emergency. We hope this does not cause any undue hardship, but it must be done.**

## LETTERING (GRADES 9-12 ONLY)

**To letter in any activity - The student must complete the season in good standing.** *If a student has a violation at the end of the season, they must use the Honesty Clause and the Buy Back option (if first offense) in order to be considered "in good standing."*

- **Volleyball**
  - Play in one-half of all varsity game matches and coach's discretion

- **Cross Country**
  - Run as a varsity team member (top 5); run as a varsity member in at least one meet or be in the top 10 individuals in a junior varsity race and coach's discretion.
- **Basketball**
  - Play in one-half of all varsity game quarters and coach's discretion.
- **Track**
  - Score at least one point in 1/3 of all varsity meets or equivalent to this and/or qualify for State and coach's discretion.
- **Football**
  - Play in one-half of all varsity game quarters and coach's discretion.
- **Speech**
  - Accumulate 25 National Speech and Debate Association points per year
  - Attend at least one-half of all of the meets
  - Must compete at either the National Qualifiers or the State Tournament.
  - Coach's discretion
- **Wrestling -**
  - To obtain a varsity letter, an athlete must **meet three or more** of the following criteria:
    - Wrestle 24 or more matches in 1 season with at least 50% wins.
    - Place in the top 3 at four or more tournaments in one season.
    - Wrestle on the varsity a minimum of 8 times or compete in the regional tournament.
    - Regular practice attendance (no more than 6 absences)
  - Both lettering and award winners must meet the following requirements:
    - Compliance with all training rules and regulations established by GHS
      - Maintain a level of academic performance consistent with standards established by the Wyoming High School Activities Association and GHS.
- **Drama**
  - Must successfully complete the fall production and be in at least one event at State Drama.
  - The director may award a letter at his/her discretion.
- **Music**
  - Attached in own handbook
- **FCCLA**
  - Participate in 6 of the 9 Community Service Projects
  - Complete 4 leadership activities: holding an office, chairing a committee, attending Fall Conference
  - Attend 3/4 of the club meetings
  - Must compete at the State level in a STAR or REACH event
- **FBLA**
  - An FBLA member must earn at least 25 pts throughout the school year to earn a spot on the State FBLA team and to also earn the FBLA letter. Students earn a point(s) for the following participation within FBLA:
    - Weekly meetings – 1 pt per meeting
    - FBLA Fall Conference – 3 pts for attending
    - FBLA LEADS Conference – 3pts for attending
    - Volunteering – 1 pt per hour
    - Concessions Fundraising – 1 pt per hour
    - March of Dimes Week Activities – 1 pt per day/activity
    - FBLA membership drive activity – 1 pt
    - Career and Technical Career Week – 1 pt per day/activity
    - State Competition Practices – 1 pt per hour



- **Academic Letter Winners**

- Students may earn an academic letter if they meet the following criteria:
  - Students must have a minimum of 5 graded classes (A - C) **and no credit loss.**
  - 9th, 10th, 11<sup>th</sup>, and 12th grade students must have at least a 3.5 cum. GPA for the school year
  - Students must have a 3.0 cumulative GPA in addition to a 3.5 current semester GPA to letter in academics.

### **Letters, Pins, Bars:**

- The first time a participant earns a letter, he/she will receive a Glenrock "G" and a pin denoting the activity he/she lettered in.
- Every time after the student letters, he/she will receive a Service Bar.
- If a student letters in more than one activity, the participant will collect a pin denoting the activity each time he/she initially letters in a new activity.

## **GENERAL POLICIES**

1. Bands shall play at home activities only.
2. Admission prices for regional or state activities shall be set by the Wyoming High School Activities Association.
3. Playing squads and managers shall be admitted to contests on authorization by the coach.
4. The voting delegate on all State activities shall be a High School Principal or his/her designated representative unless otherwise stipulated by the Superintendent.
5. The voting delegate at conference activities will be the Activities Director.
6. In all contests, only game officials and authorized personnel may be on the sidelines.
7. Adult registered officials must be used in all varsity athletic contests.
8. Administrators, staff members, and coaches shall refrain from questioning decision of officials or otherwise criticizing them following the game. Any criticism or protest shall be addressed in writing to the proper officer of the Officials.
9. Any unsportsmanlike conduct requiring special attention will be reported to the Administration and, if further attention is needed, to the Wyoming High School Activities Association.
10. All dates must be cleared for **any change** through the Principal. Weather conditions should be the only reason for changing a scheduled game.
11. Only school banners will be allowed to be displayed at games. No paper, confetti, or artificial noisemakers may be used at games held indoors. This includes **drums and megaphones.**
12. Live mascots may not be used at contests. No children may act as song or yell leader.
13. If a need exists, personnel from outside of the School District will be used as a coach or sponsor.

## **VOLUNTEER COACHES/SPONSORS**

- Anyone interested in volunteering for a coach/sponsor position must first meet with the coach/sponsor of the activity.
- Volunteer coaches must have a strong background in the activity applied for
- Coaches will determine whether to recommend that person to the Activities Director
- The volunteer will be required to fill out an application followed by:
  - Submitting fingerprints for a Criminal Background Check through the state of Wyoming.
  - Complete training on First Aid & CPR.
  - Those interested in sports will need to also complete Concussion Protocol, Heat Related Issues and a youth coaching video on interacting with athletes.
- Once all requirements are completed, the head coach and Activities Director will make a decision whether to appoint the volunteer.

# ACTIVITIES COMPLAINT PROCEDURE

**Coaches, players, and parents must wait 24 hours after a contest before approaching one another.**

The following is the activities complaint procedure to follow with all problems that arise. Remember, care enough to first contact the person with whom you have the problem. You owe it to the individual to tell them if you are going over his/her head. Initial contacts should be done in a respectful, professional manner, and in the appropriate place and time. Consideration should be given for rational thought to occur. A mediated conference will be held when requested by a coach, sponsor, parent or student.

Procedures for this conference follows:

1. Athlete and Coach
2. Athlete, Parent, and Coach
3. Athlete, Parent, Coach, and Activities Director
4. Athlete, Parent, Coach, Activities Director, and Building Principal
5. Athlete, Parent, Coach, Activities Director, Building Principal, and Superintendent
6. Athlete, Parent, Coach, Activities Director, Building Principal, Superintendent, and School Board

## Mediated Conference Procedures

- A. **PURPOSE:** To resolve conflicts through the use of better communication.
- B. **PROCESS PREPARATION**
  - a. Party or parties request meeting.
  - b. Basic information is gathered.
  - c. Pre-meeting with school personnel may be held.
- C. **CONFERENCE WITH A MEDIATOR FROM THE SCHOOL DISTRICT**
  - a. Informal and confidential
  - b. Conference Style: Each party presents views and hears opposing arguments. No derogatory statements or profanity is allowed when presenting views.
  - c. Mediator may meet with each party privately.
  - d. Negotiation and compromise, communication improved, emphasis on child and solutions.
- D. **ROLE OF THE MEDIATOR**
  - a. Impartial negotiator, facilitator of communication.
  - b. Guides process, maintains order of conference informally.
  - c. Attempts to soothe feelings, find areas of agreement, suggests options and possible compromise; does not impose own views on parties or make decisions for them.
- E. **OUTCOME OF PROCESS**
  - a. Agreement, written by the mediator, expressing ideas of parties, signed by each party.
  - b. Signature indicates willingness to abide by agreement, stake in outcome, commitment to its success.

## ANTI-HARASSMENT

Converse County School District No. 2 is committed to providing all staff with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect and to accept the rich diversity which makes up the community. Disrespect among members of the school community is unacceptable behavior which threatens to disrupt the learning environment and decrease self-esteem.

Harassment is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C Section 2000e, et. seq. and the Wyoming Fair Employment Practices Act of 1965.

A complete copy of the Anti-Harassment Policy (GBAB and JBA) is available online through BoardDocs at the following web address: <https://go.boarddocs.com/wy/converse2/Board.nsf/Public#>.

In accordance with the Federal Law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800)795-3272 (voice) or (202)720-6382 (TTY). Converse County School District #2 is an equal opportunity provider and employer.

## **NON-DISCRIMINATION STATEMENT**

This notice shall serve to advise students, parents, employees, and the general public that CCSD #2 does not discriminate in any manner because of race, color, creed, religion, national origin, ancestry, sex, disability, sexual orientation, or age in its programs and activities. Converse County School District #2 also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI, Title IX, the Age Discrimination Act, and the Americans with Disabilities Act. Questions, complaints, or requests for additional information may be forwarded to the designated CCSD #2 compliance coordinators. Title VI, Title IX, Section 504, and ADA may be referred to Converse County School District #2, Pennie Caldwell, Director of Special Education/Student Support Services, Civil Rights Coordinator, and Title IX Coordinator at 645 S. 3rd St, Glenrock Wyoming, 82637-1300, or call (307) 436-5456, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-03582, (303) 844-5695 or TDD (303) 844-3417.