

# 2019-2020

Rock Spring High  
Student Athlete  
Handbook

*Rock Springs High School Athletics  
will provide students  
the opportunity for social,  
academic, and athletic growth  
through multi-sport participation  
in an effort to prepare  
them for success in life*



SWEETWATER COUNTY  
SCHOOL DISTRICT #1



## **Nondiscrimination Statement**

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

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

Title VI of the Civil Rights Act of 1964 which protects people from discrimination on the basis of race, color, or national origin;

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

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

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

Inquiries concerning Title II, Title VI, Title IX, Section 504, and the Age Discrimination Act may be referred to this District's Superintendent of Schools, Human Resource Director, 504 Coordinator at 307-352-3400 or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-9950 or phone (307) 777-6218. Inquiries may also be referred to the U.S. Department of Education, Office of Civil Rights, Region VIII, 244 Speer Boulevard, Suite 310, Denver, Colorado 80204-3582 or phone (303) 844-5695 or (303) 844-3417. This publication will be provided in an alternative format upon request.

## **Rock Springs High School Student Athlete Handbook**

### **A. Introductions**

#### **1. To the parent**

This material is presented to you because your son or daughter has indicated a desire to participate in our athletics program, and you have expressed your willingness to permit him/her to be a part of this

program. Your family interest in this phase of our school program is gratifying. We believe that participation in athletics provides a wealth of opportunities and experiences which assist students in personal adjustments.

We, who are concerned with the educational development of boys and girls through athletics, feel that a properly controlled, well-organized athletic program meets with the students' needs for self-expression, mental alertness and physical growth, it is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in our athletic program is voluntarily making a choice of self-discipline and hard work. These are the reasons we place such stress on good living habits. Failure to comply with the rules of conduct may mean exclusion from the program. This concept of self-discipline and hard work is tempered by our responsibility to recognize the rights of the individual within the objectives of athletics. We are striving for excellence and do not want our students to compromise with mediocrity.

When your son/daughter enlisted in one of our athletic programs, he/she committed our staff to certain responsibilities an obligation which are:

- (1) to provide adequate equipment and facilities;
- (2) to provide well-trained coaches
- (3) to provide equalized contests with skilled officials

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the department of athletics to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this athletic publication for students and parents.

#### **2. To the student**

Being a member of a Sweetwater County School District #1 athletic program is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and

responsibilities that must be maintained. A great tradition is not built overnight; it takes the hard work of many people over many years. As a member of interscholastic squad in Rock Springs High School, you have inherited a wonderful tradition, a tradition you are challenged to uphold. Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our schools, and our community. Such tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league a tournament championship. Many individuals have set records and won All-American, All-State, and All-Conference honors.

It will not be easy to contribute to such a great athletic tradition. When you wear the colors of your school, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

**a. Responsibilities to yourself:**

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences.

Your academic studies, your participation in other extracurricular activities prepare you for your life as an adult.

**b. Responsibilities to your school:**

Another responsibility you assume as a member of our athletics program is to your school. Our school cannot maintain its position as having an outstanding school unless you do your best in whatever sport you wish to engage. By participating in our athletic program to the maximum of your ability, you are contributing to the reputation of your school,

You assume a leadership role when you are involved in athletics. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Rock Springs proud of you, and your community proud of your school, by your faithful exemplification of these ideals.

**c. Responsibilities to others:**

As a member of our athletic program, you also bear a heavy responsibility to your home. If you never give your parents anything of which to be ashamed, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the code of conduct, that you have practiced to the best of your ability every day, and that you have performed "all out," you can keep your self-respect; and your family can be justly proud of you.

The younger students in our school system are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

**B. Philosophy of Athletics**

**1. Statement of Philosophy**

The Sweetwater County School District Number One Athletic 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 interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost." It discourages any and all pressures which might tend to neglect good sportsmanship and good mental health. At all times the athletic program must be conducted in such a way as to justify it as an educational activity.

**2. Athletic Program goal and objectives**

**A. Our Goal** - The student shall become a more effective citizen in a democratic society.

**B. Our Specific Objectives** - The student shall learn:

- 1. To work with others** - In a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires
- 2. To strive for goals** - Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- 3. To develop sportsmanship** - To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have other treat us. We need to develop desirable social traits,

including emotional control, honesty, cooperation and dependability.

4. **To improve** - Continual improvement is essential to good citizenship. As a student, you must establish a goal, and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. **To enjoy athletics** - It is necessary for students to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.
6. **To develop desirable personal health habits** - To be an active, contributing citizen, it is important to obtain a degree of physical fitness through exercise and good health habits.

## C. Governance's

### 1. The Board of Education

The Board of Education, responsible to the people, is the ruling agency for the Sweetwater County School District Number One Public Schools.

The Board of Education is responsible for the following areas:

- a. Interpreting the needs of the community
- b. Developing policies in accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of Sweetwater County School District Number One
- c. Approving means by which professional staff may make these policies effective
- d. Evaluating the interscholastic athletic program in terms of its value to the community

### 2. Conflict Resolution (Chain of Command)

Athlete / Coach

Students are strongly encouraged to communicate with their coaches. Please allow your athlete to work through problems with their coaches. This helps student athletes work on their conflict resolution skills.

Athlete / Coach / Administrator

This meeting will only happen after a player has had a conversation with a coach, and will

never be a conversation about **playing time or coaching philosophy**.

Athlete / Administrator / Parent

The office door of the Activities Director is open to student and parent concerns.

Parent / Administrator

All involved parties should use appropriate language, tone, and be professional. This meeting is always scheduled in advance and **never** after a sporting event.

### 3. The Wyoming High School Activities Association

Any and all such violations of the rules enforced by Sweetwater County School District #1 and WHSAA may require the completion of the WHSAA Join the RIDE Sportsmanship buyback program. All such personnel will include but is not limited to; parents, spectators, coaches, players, and officials.

All schools are voluntary members of the WHSAA and compete only with member schools. As a member school district, the secondary schools of Rock Springs agree to abide by and enforce all rules and regulations promulgated by this association.

The primary role of the state association is to maintain rules and regulations that ensure equity in competition for the student-athletes and a balance with other educational programs. The association solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations.

The state association attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.

### 4. The National Federation of State High School Association

The National Federation consists of the fifty, individual, state high school athletic and/or activities associations. The purposes of the federation are:

to serve, protect, and enhance the interstate activity interests of the high schools belonging to state associations; to assist in those activities of the state associations which can best be operated on a nationwide scale; to sponsor meetings, publications and activities which will permit each state association to profit by the experience of all other member associations; and to coordinate the work to minimize duplication.

The National Federation is both a service and regulatory agency. The growth and influence of state associations and the National Federation ensure some degree of team work on the part of more than 20,000

schools and enables them to formulate policies for the improvement of interscholastic activities.

#### **5. The Athletic League/Conference**

Our school is a member of the 4A Conference. This conference was established for the primary purpose of promoting selected, interscholastic athletics among member schools and the assurance of such advantages as may be gained by the union of effort.

The conference was established to encourage member schools to improve their co-curricular program in athletics. The conference membership facilitates the arranging of schedules, equalizing competition, and conducting league meets, and determining league championships. The conference provides us the opportunity for competition without excessive travel and with schools of similar size and athletic philosophy. Membership implies abiding by conference schedules, rules and regulations.

#### **6. Wyoming High School Activities Association Rules**

To be eligible for interscholastic activities, a high school student must meet the following state regulations:

1. Student in good standing
2. Grades and credit
3. Age
4. Physical examinations
5. Number of practice days
6. Semesters of competition
7. Transfer rules
8. Guardianship
9. Not have participated under an assumed name
10. Amateur standing
11. Not have participated on an independent team while on a high school team
12. Not have been influenced or recruited to our school
13. Not have appeared in an All Star competition without WHSAA approval
14. Not have participated in athletics with a college or university group

#### **D. Requirements for Participation**

##### **1. Physical examination**

A yearly physical examination is required in grades 9 - 12. The physical sheet must be completed by the physician and submitted to the coach prior to participation. The physical covers all sports for the entire school year provided the examination occurred after May 1. The form will be kept on file in the Athletic Trainer's office.

##### **2. Emergency medical authorization**

Each student's parents shall complete an Emergency Medical Authorization Card giving permission for treatment by a physician or hospital when the parent(s) are not available. The card will be kept in the medical kit for availability at all practices and contests.

##### **3. Parental acknowledgment of athletic policies**

Upon entering high school or at the time a student tries out for an athletic team, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics.

Each parent or guardian shall read all of the enclosed material and certify that they understand the athletic eligibility rules and policies of the school district. This signed document will be filed in the athletic trainer's office.

##### **4. Medical Insurance**

The school district does make available insurance to cover student athletic injuries. Parents will need to sign the acknowledgment card stating they have purchased school insurance or possess a family medical plan. **The school district is not responsible for any medical deductible or co-insurance expense incurred.**

##### **5. Scholastic eligibility**

Those students participating in Wyoming High School Activities Association-sanctioned events must have satisfied all scholastic eligibility requirements prior to participation in these events and must meet eligibility checks as requested by the school.

##### **6. Risk of participation**

All students and parents must realize there is a risk of serious injury which may be a result of athletic participation. Sweetwater County School District #1 will use the following safeguards to make every effort to eliminate injury:

- a. Conduct a mandatory parent/student meeting prior to the start of the season to explain fully the policies, and to advise, caution and warn parents/students of the potential for injury
- b. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport
- c. Instruct all students about the dangers of participation in the particular sport

## **7. Financial obligations and equipment**

### **a. Equipment**

All Students are responsible for the proper care and security of equipment issued to them. School-furnished equipment is to be worn only for special events and practice. All equipment not returned in good condition at the end of the season will be subject to a financial penalty. The student will not be allowed to compete in further interscholastic competition until all equipment has been returned or the fines paid. A grace period of two weeks to find or pay for the equipment will be granted upon notification of the student by the coach or activities director before denial of competition privileges occurs.

### **b. Meals**

No meals will be purchased by the school district. However, teams or clubs will have a per diem meal allowance for their WHSAA state culminating event if the team or club has traveled two previous occasions out of town for events.

### **c. Lodging and Travel**

Lodging and travel will be paid for by the school district or the club sponsoring the activity. Students are expected to travel to and from out-of-town contests with the squad. Parents may transport their own child if a transportation release form has been signed and is on file in the school office prior to the departure of the bus. The school district will not be responsible for items lost or stolen in activity trips.

## **8. Completion of required paperwork**

Before being allowed to participate in any team practice or contest, the student must have submitted to the coach the following:

- a. Physical examination form
- b. Emergency medical information
- c. Proof of medical insurance
- d. The signed, back pages of the student athlete handbook

## **CODE OF STUDENT CONDUCT**

### **Expectations**

Sweetwater County School District Number One:

1. Acknowledges its obligation to provide every student the opportunity to learn in a setting which supports each student's physical and emotional well-being.

2. Strives to help students acquire the behaviors which are necessary for assuming the roles of responsible citizens, productive workers and conscientious neighbors.

3. Recognizes that the creation of an atmosphere which models these civic values and the maintenance of such a safe and orderly environment requires preserving time to teach.

To these ends, Sweetwater School District Number One expects every student to:

1. Practice consideration for others.
2. Respect the rights of others.
3. Respect the property of others.
4. Cooperate with authorities in a respectful manner.
5. Acknowledge and obey rules and procedures.
6. Contribute to a drug free school setting.
7. Refrain from participation in any illegal activities outlined in city, state or federal ordinances, statutes or laws.
8. Refrain from the use of foul, profane or abusive language.
9. Practice conflict resolution skills as an alternative to physical violence or the use of weapons.

### **Grounds**

To establish a safe and orderly school setting which supports teaching and learning, the following behaviors constitute violations of the Code of Student Conduct.

1. Insubordination, including a student's overt refusal to obey the directive of a school authority.
2. Disobedience, including the intentional and/or repeated violation of school rules.
3. Other misconduct including classroom, school or campus behavior which materially disrupts the classroom or involves substantial disorder or invasion of rights of others.

### **Consequences**

1. When a student displays such insubordination, disobedience and/or other misconduct, the teacher, administrator, or other District personnel may apply consequences outlined in an individual classroom discipline plan approved by a building principal or designated disciplinarian and/or shall apply building level consequences subject to the limits of the Student Code of Conduct.

2. When a student displays such insubordination, disobedience and/or other misconduct that places the student's or another student's educational success in

jeopardy, the legal parent or guardian shall be notified.

3. Consequences for students receiving services through state or federal programs including IDEA (Individuals with Disabilities Education Act) and Section 504 of the Rehabilitation Act will be assigned in compliance with all such program regulations.

#### **Administrative Action:**

#### **Grounds**

To maintain a safe and orderly school setting which supports teaching and learning, the following behaviors constitute violations of the Code of Student Conduct and are grounds for suspension or expulsion.

1. Continued willful disobedience or open defiance of the authority of school personnel.  
Wyo. Stat. §.21-4-306(a)(i).
2. Willful destruction or defacing of school property during the school year or any recess or vacation.  
Wyo. Stat. §.21-4-306(a)(ii).
3. Any behavior which in the judgment of the board of trustees is clearly detrimental to the education, welfare, safety or morals of other pupils.
  - (a) the use of foul, profane, or abusive language or habitually disruptive behavior, defined as overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel Wyo. Stat. §.21-4-306(a)(iii)(b).
  - (b) possessing, using, manufacturing, or distributing of tobacco products, alcohol, controlled substances, drugs, unauthorized medication, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property as defined in Policy JFCI.
  - (c) knowingly aiding, abetting or assisting another student in concealing the possession, use, manufacturing, or distribution of any tobacco products, alcohol, controlled substances, drugs.
  - (d) stealing or attempting to steal property.
  - (e) cheating, forging, falsifying school documents, and/or plagiarism.

(f) gambling and/or extortion.

(g) harassment, bullying or violence as defined in Policy JFCL.

(h) making bomb threats, making terroristic threats or making false fire or other emergency alarms.

(i) displaying profane or obscene gestures or wearing profane or obscene clothing or apparel.

(j) using or threatening to use objects intended for other purposes to inflict bodily harm or to intimidate as defined in Policy JFCJ.

4. Torturing, tormenting or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence.  
Wyo. Stat. §.21-4-306.

5. Possession, use, transfer, carrying or selling a deadly weapon as defined under Wyo. Stat. §6-1-104 within any school bus as defined by Wyo. Stat. § 31-7-102(a)(xi) or within the boundaries of real property used by the District primarily for the education of students in grades kindergarten through twelve (12) as defined in Policy JFCJ.

#### **Consequences**

1. A principal or designated disciplinarian may suspend a student for up to ten (10) days under the guidelines of due process stated herein.

2. The Board of Trustees may:

(a) suspend a student for over ten (10) days but not to exceed one (1) year, under the guidelines of due process stated herein and the Wyoming Administrative Procedure Act.  
Wyo. Stat. § 21-4-306

(b) expel a student for up to one (1) year under the guidelines of due process stated herein and the Wyoming Administrative Procedure Act.  
Wyo. Stat. § 21-4-306

3. Suspension from school will include suspension from school-sponsored activities which occur during the time of suspension and may include the suspension of the privilege to participate in school-sponsored activities/athletics according to secondary activities/athletic handbook guidelines or established elementary school guidelines, in accordance with Code of Student Conduct.

4. In addition to school consequences, students may also be subject to consequences of local, state and federal law.



5. Consequences for students receiving services through state or federal programs including IDEA (Individuals with Disabilities Education Act) and Section 504 of the Rehabilitation Act will be assigned in compliance with all such program regulations.
6. In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C.A. § 1243g) and the No Child Left Behind Act of 2001 (20 U.S.C.A. § 7165), disciplinary records pertaining to suspension or expulsion of students from school shall be transferred, along with other educational records, to any private or public elementary school or secondary school for any student seeking to or intending to or enrolling in the school.

#### **Guidelines for Determining the Length of Suspension:**

The determination of the length of suspension will include, but not be limited to, the following factors.

1. The extent to which the violation interferes with other students' opportunity to learn.
2. The extent to which the violation jeopardizes a safe and orderly environment, placing others at physical and/or emotional risk.
3. The extent to which the violation interferes with any personnel's performance of duty and the frequency or reoccurrence of the behavior.

#### **Assignment of Expulsion Rather than Suspension:**

Severe infractions of the Code of Student Conduct, outlined as grounds in the Administrative Action, may result in expulsion, as approved by the School Board of Trustees and implemented under the requirement of the Wyoming Procedures Act.

#### **Due Process Provisions for Suspension:**

- A. The disciplinarian shall give the student to be suspended oral or written notice of the charges against him and an explanation of the evidence the authorities have. Wyo. Stat § 21-4-305(b).
- B. The disciplinarian shall give the student to be suspended an opportunity to be heard and to present his version of the charges against him. No student shall be removed from school without such notice and opportunity to be heard, except as provided by subsection (c) of this section. Wyo.Stat. § 21-4-305(b).

- C. The disciplinarian shall give the student to be suspended the opportunity to be heard as soon as practicable after the misconduct, unless the student's presence endangers persons or property, or threatens disruption of the academic process, in which case his /her immediate removal from school may be justified, but the opportunity to be heard shall follow as soon as practicable, and not later than seventy-two (72) hours after his/her removal, not counting Saturdays and Sundays. Written notice of suspension shall be sent to the student's parent guardians or custodians within twenty-four (24) hours of the decision to conduct them. Wyo.Stat. § 21-4-305(c).

In addition to the provisions for due process outlined in Wyo. Stat. § 21-4-305, if the disciplinarian or student so requests, an observer will attend the disciplinary conference where the student is informed of the charges against him/her and the evidence the authorities have. The observer will be a certified staff member with prior knowledge of his/her role in the discipline process, to include the responsibility for documenting that:

1. The disciplinarian informed the student of the charges and presented the evidence.
2. The disciplinarian requested and listened to the student's point of view and answered the student's questions about the charges and the evidence.
3. The student was treated in a fair manner.

Unless immediate suspension is required under the provisions of subsection (c) of Wyo. Stat. § 21-4-305, following the notification of the disciplinarian's assignment of consequences, parents may seek additional information and explanation of the charges, evidence and documentation that the student's right to be fairly informed and heard was upheld.

#### **Due Process Provisions for Extended Suspension and Expulsion:**

The Board of Trustees of any school district or the superintendent if designated, may suspend a student for a period exceeding ten (10) school days or may expel a student for a period not to exceed one (1) year, provided the student is afforded an opportunity for a hearing in accordance with the procedures of the Wyoming Administrative Procedure Act. Wyo. Stat. § 16-3-101. Wyo. Stat. § 21-4-305(d).

#### **Implementation**

In accordance with Wyoming Statutes and Local Board Policy, the code of Student Conduct will be implemented by:

1. Communication of the Code of Student Conduct to students and parents through its publication in each school's handbook.
2. Enforcement of student expectations through the application of consequences as outlined in state statutes and Board policy.
3. Staff development designed to and support the Code of Student Conduct for teachers, administrators and other district personnel.

Adopted: 3/09/1998

Revised: 6/14/2004; 1/25/2010; 5/12/14

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JFC

### **STUDENT CONDUCT** **(At-School Activities and on School-Sponsored Trips)**

The following rules of conduct apply to all students participating in school-sponsored trips:

1. Tobacco product, alcohol and/or drug use is prohibited. Students are required to abide by Policy File JFCI on Tobacco, Alcohol and Drug Abuse.
2. Gambling is not permitted.
3. Offensive or vulgar language is not permitted.
4. There should be no public display of affection.
5. Students shall not shoplift or vandalize school buses, buses of other schools, restaurants, shops, etc.
6. Insubordination will not be tolerated.
7. The student dress code for regular school attendance must be followed unless changes have been authorized by the school administration and coaches of the trip.
8. Students will not be allowed to use private cars in going to or returning from the site of the athletic event. School vehicles only are to be used.
9. At no time will students be permitted to ride around in private cars while in the town where the activity is taking place unless permission has been granted by the Head Coach.
10. Coaches and chaperones are in charge at all times and their instructions must be followed by all students.
11. All overnight trips will be subject to bag/equipment checks. This is to maximize

student and coaches' safety.

Policy Reference: File: JFG

12. Should any problems arise, at any time, parent notification shall be mandatory & appropriate action taken. This will include their expense. Waiver should be signed at the beginning of each season stating such.
13. All coaches will carry Emergency Medical releases with pertinent emergency information - at all times.
14. Any and all practices involving RSHS athletics will last no longer than 3 hours at any given time. The purpose of this is to minimize student fatigue, injury, burnout, and maximize shared facility use. Any exceptions have to be approved through the Athletic Director prior to the practice.

Issued prior to 1977

Revised 01/08/97; 5/12/14

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JFC-R

### **E. Athletic Code of Conduct**

#### **1. Conduct of athletes**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the athletics staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes shall abide by the Code of Student Conduct adopted by Sweetwater County School District Number One, in District Policy JFC, and the rules and regulations specified in this handbook. Any conduct that results in dishonor to the student, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to, theft or vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic programs and will not be tolerated. Due to misconduct, disciplinary action may include probation, suspension from the next contest or more than one contest, dismissal from the team, and/or other action reasonably fitting the seriousness of the violation.

## **2. Classroom discipline referral**

Referral by a staff member for improper classroom behavior may result in disciplinary action which may include probation, suspension from the next event or more than one event, dismissal from the program, and/or other action reasonably fitting the seriousness of the violation.

## **3. Individual coach's rules**

Coaches may establish additional rules and regulations with the approval of the activities director and/or principal for their respective sport. These rules, as pertaining to a particular sport, must be given by the coach in writing to all team members and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach. Copies of all additional team rules by coaches are on file in the activities office.

## **4. Class attendance**

All athletes must be in school for all of their classes during the school day to participate in a practice session unless the absence is deemed an extenuated situation by an administrator, faculty excused, or medically excused as verified by an administrator.

If the athlete departs for their contest, game, event, or activity before classes start on the day of the competition, then the student athlete has to attend all of their classes the day before the competition. On the day of a contest, the athlete must attend all of their registered classes, unless the absence is deemed an extenuated situation by an administrator, faculty excused, or medically excused as verified by an administrator. The activities director should be notified prior to the absence occurring, when possible, to approve the absence. The absence must be approved before participation in a contest can occur.

An ill athlete needs to be at home recovering from his/her condition, not competing in a physically strenuous contest and jeopardizing his/her wellbeing. If the athlete has missed any of their classes because of a sickness or illness, the student athlete is not allowed to go to practice or participate that day. If the attendance prints out is not available to the coach prior to game time, any violation of this rule will carry over to the next practice or contest.

## **5. Policy on unsportsmanlike conduct - WHSAA**

Any student who has been disqualified from an

activity, game, contest, or tournament for committing an unsportsmanlike act shall be disqualified for the remainder of the game, contest, or tournament. In addition, for football, soccer, track, cross country, tennis, golf, skiing and swimming, the player shall be disqualified from the next contest at the level of play from which the player was ejected. The basketball, volleyball or wrestling contestant shall be disqualified for the next two contests. In all sports, the disqualification shall include all contests at any level until the contestant has served the suspension at the level of play from which the player was ejected. Unsportsmanlike acts either prior to or following a contest will result in similar penalties. A contest shall be defined by the criteria developed by the national governing body whose rules are utilized for that sport.

## **6. Appearance**

Each coach will have rules covering the appearance and grooming standards of his athletes. Athletes are expected to maintain a reasonably acceptable appearance at all times.

## **7. Dual Participation**

A student may not participate in two school sports at the same time. In order for a student to leave a team and join another team within the same season, all equipment and supplies have to be submitted to the previous sport before practice and competition may begin. However, a student may participate in an activity while participating in a sport (i.e. Indoor Track and Speech & Debate). This is a student's choice and cooperation and collaboration with the Head Coach and Head Sponsor is expected regarding practices, competitions, etc. as long as it does not compromise the team for the sport or activity. Final decision is determined by the Athletic Director.

## **8. Due Process**

Due process hearings will be conducted according to District Policy JFC. Before a suspension or dismissal is instituted against a student by a coach, a hearing will be conducted. Attending the hearing will be the head coach and the accused student. The activities director may be asked to attend. The charges against the student will be presented as well as the rule which the student has been accused of breaking. The student will then be allowed to present his/her side of the situation. The head coach will then rule on the charges at this time. In tobacco, alcohol or drug-related situations, the activities director will be the person ruling on the violation.

The parents will be informed of the suspension or dismissal as soon as possible.

### **9. Varsity Lettering**

Upon completion of the following criteria, a varsity letter will be awarded to an athlete who:

- a. Has competed in a minimum of 30 percent of the varsity contests, halves, or quarters of the regularly scheduled season.
- b. Is in a sport where individual place scoring is kept, attain a level of varsity achievement required by the coach or places at a varsity regional/conference or state meet.
- c. Completes the season as a member in good standing. A member in good standing is an athlete who adheres to team rules and policies from the first practice through final equipment check in. This includes successful completion of the WHSAA Good Standing Buy Back Program when a contest ejection has occurred.
- d. Returns or pays for his/her school-issued athletic equipment.
- e. If injured, will have his/her varsity participation pro-rated based on his/her participation before the injury and applied to the contests missed because of the injury.
- f. Makes a substantial contribution in the state culminating event.

### **10. Junior Varsity Award**

Upon completion of the above criteria at any sub-varsity level competition, a junior varsity award will be presented to an athlete.

### **11. Activity Listing**

Upon completion of an activity in good standing, the activity participated in will be posted on the student's transcript. Completing the season in good standing is defined as having adhered to team rules and policies from the first practice through the final equipment check in and returning or paying for his/her school-issued equipment.

### **Rules and Regulations**

Medical research clearly substantiates the fact the use of tobacco, alcohol and any type of mood-modifying substances produces harmful effects on the human organism.

You cannot compromise your athletics with substance abuses. The student who wishes to experiment with such substances jeopardizes team morale, reputation and team success and does physical harm to him/herself.

The community of Rock Springs is concerned with the health habits of students and is convinced that athletics and the use of these substances are not compatible. It is also a fact, that when students have a strong interest to participate in athletics, their desire to use these substances is greatly reduced.

If you do wish to be a member of our athletic program you must make the commitment in order to be a participant. A big part of this price is following a simple set of training rules which the department of athletics believes to be fair.

### **Cyber Images Guidelines and Inappropriate Use of Social Media**

It is the expectation of the Athletics and Activities Departments that students will not participate in any way including sending, receiving, viewing, posting, or commenting on any identifiable images (including photographs, videos, typed communications, emails, text messages, blogs, any type of social media outlets, and other forms of electronic communications) that could be considered criminal, harmful, or in any other way deemed inappropriate. This includes, but not limited to, images or language that could be considered or that suggest the student has been in possession of or in the presences of drugs, tobacco, alcohol, out of character behavior, any crime, or presents, shows, or identifies in any way harassment of any nature.

Additionally, athletes and activities participants are expected to refrain from any type of social media or other electronic communication that is disparaging to any school, sport or activity program, team, players, classmates, coaches, parents/guardians, and/or opponents. The student must assume the responsibility of avoiding these situations and take precaution against others who would attempt to implicate the student (intentionally or unintentionally) where they might be in violation of disparaging communication to any school, sport program, team, players, classmates, coaches, parents/guardians, and/or opponents.

Conduct or behavior that falls short of these expectations may directly affect eligibility and could result in probation, suspension from the next contest or more than one contest, or dismissal from the team.

## **POLICIES PROHIBITING HARASSMENT, BULLYING AND VIOLENCE**

### **Student Harassment and Violence Policy**

#### **GENERAL STATEMENT OF POLICY**

It is the policy of Sweetwater County School District Number One, State of Wyoming (the "District") to maintain an educational environment free of violence of any kind, and free from harassment based upon another individual's sex, sexual orientation, marital status, race, religion, national origin, or disability. The District prohibits such harassment as unlawful discrimination.

It shall be a violation of this policy for any student to harass another student or school personnel through acts of violence or harassment based upon another individual's sex, sexual orientation, marital status, race, religion, national origin, or disability as defined by this policy (for purposes of this policy, "school personnel" includes members of the Board of Trustees, teacher, administrator, or other school employees, contractors, agents, volunteers, or persons subject to the supervision and control of the District).

It shall be a violation of this policy for any student to intentionally inflict, threaten to inflict, or attempt to inflict violence upon any other student or school personnel.

The District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence as stated above, and to discipline or take appropriate action against any student found to have violated this policy. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, and/or remediation.

#### **HARASSMENT DEFINED**

A. **Sexual Harassment:** Sexual harassment is unsolicited, nonreciprocal behavior which consists of unwelcomed or unwanted sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which is offensive or objectionable to the recipient when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or maintaining employment, social or other status, or of obtaining an education; or
2. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's

employment or of obtaining an education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

1. Unwelcome verbal or written harassment or abuse including sexually suggestive or derogatory communications;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching, hugging or other physical contact;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment, social, or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment social, or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender, gender identity, sexual orientation or marital status.

B. **Racial Harassment:** Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

C. **Religious Harassment:** Religious harassment consists of physical or verbal conduct which is related to an individual's religion or lack of religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

D. **National Origin Harassment:** National Origin

harassment consists of physical or verbal conduct relating to an individual's national origin when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

E. Disability Harassment: Disability harassment consists of physical or verbal conduct relating to an individual's physical or mental disability when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

## **VIOLENCE DEFINED**

Violence: The intentional use of physical force or power, threatened or actual, against another person, or a group or community, which either results in or has a high likelihood of resulting in injury, death, or psychological harm. Per this policy violence includes, but is not limited to the defined terms below.

A. Assault is:

- a. An act done with intent to cause fear in another of immediate bodily harm or death;
- b. An attempt to inflict bodily harm upon another; or
- c. The threat to do bodily harm to another with present ability to carry out the threat.

B. Battery is: The intentional infliction of bodily harm upon another.

C. Property destruction: The intentional destruction, defacement or injury to property of another, or the District, without the owner's consent.

D. Disability is: Disability means any physical or mental impairment that substantially limits a major life activity. Individuals may be deemed disabled if they have serious difficulty walking, seeing, hearing, breathing, learning, speaking, doing manual tasks, sitting, standing, lifting, reaching or are suffering from certain disabling illnesses.

E. Sexual Violence: Any unwanted, intentional touching of a person's intimate parts (genitals, breasts, or buttocks), or unwillingly and intentionally causing the person's intimate parts to be touched by a person. Touching of intimate parts, for purposes of this policy, may occur over or under a person's clothing, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

F. Sexual Orientation Violence: Sexual orientation violence is a physical act or the threat thereof upon another because of, or in a manner reasonably related to, gender, gender identity, sexual orientation or marital status.

G. Racial Violence: Racial violence is a physical act or the threat thereof upon another because of, or in a manner reasonably related to, race.

H. Religious Violence: Religious violence is a physical act or the threat thereof upon another because of, or in a manner reasonably related to, religion.

I. National Origin Violence: National Origin violence is a physical act or the threat thereof upon another because of, or in a manner reasonably related to, national origin.

J. Disability Violence: Disability violence is a physical act or the threat thereof upon another because of, or in a manner reasonably related to, physical or mental disability.

## **REPORTING PROCEDURES**

The District will promptly and reasonably investigate all reports and complaints, either formally or informally of harassment and/or violence in violation of this policy.

An individual who knows or believes a student has been the victim of harassment and/or violence under this policy should report the alleged acts immediately. The District encourages the reporting party or complainant to submit the complaint in written form, however, verbal, anonymous, or other informal reports shall be considered complaints and investigated as well.

Nothing in this policy shall prevent any person from reporting harassment and/or violence directly to the

District Human Resource Director or to the Superintendent.

- A. The building principal(s) of the student(s) being experiencing harassment and/or violence or participating in the harassment and/or violence is the official designated to receive a report of harassment and/or violence.
- B. Upon receipt of a report, the building principal(s) shall notify the District Human Resource Director or the Superintendent within 2 working days. The principal may request the reporting party or complainant to prepare a written statement. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Resources Director or the Superintendent. If the report was not given in written form, the principal shall personally reduce it to written form within twenty-four (24) hours, or within a reasonable time thereafter if extended for good cause, and forward it to the Human Resources Director or the Superintendent.
- C. The Board of Trustees hereby designates the District Human Resources Director to receive reports or complaints of harassment and/or violence under this policy.
- D. Submission of a good faith complaint or report of harassment and/or violence shall not affect the reporter or complainant's grades, result in discipline or have any other negative consequences by the District.
- E. False reporting of harassment and/or violence, done with malicious intent, is a violation of this policy and may include disciplinary action that is not limited to: warning, suspension, exclusion, expulsion, transfer, and/or remediation.

## **INVESTIGATION**

By authority of the Board of Trustees, the Human Resource Director or Superintendent, upon receipt of a report or complaint alleging harassment and/or violence under this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by the building principal(s), a designated

investigator of the District, other designated District officials, or a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also utilize other methods of investigation or resources deemed pertinent by the investigator, and documents deemed pertinent by the investigator.

In determining whether the alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on the relevant facts and surrounding circumstances.

The District may take immediate steps, to protect the complainant, students, or school personnel pending completion of an investigation of harassment and/or violence.

In the event a student involved in a substantiated harassment and/or violence incident (whether experiencing harassment and/or violence or participating in the harassment and/or violence) has an Individualized Education Plan (IEP) or a 504 plan, steps taken will include a review of the student's individualized plan to ensure that the student is not denied a free appropriate public education (FAPE) under the Individuals with Disabilities Education Act (IDEA)-or Americans with Disabilities Act (ADA).

## **RETALIATORY CONDUCT**

The District will discipline or take other appropriate action against any student, or school personnel who retaliates against any person who reports alleged harassment and/or violence, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment and/or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment and/or violence or bullying.

## **DISSEMINATION OF POLICY**

This policy shall be available on the District website and posted within each District building.

This policy shall appear in the student handbooks.

The District will inform students and staff members of this policy.

## **OTHER**

Under certain circumstances, alleged harassment and/or violence under this policy may also constitute reportable abuse under Wyoming law.

Nothing in this policy will prohibit the District from taking immediate action to protect victims of alleged harassment and/or violence.

LEGAL REFERENCES: Civil Rights Act of 1964 (Titles IV, VI, VII)  
Americans with Disabilities Act (ADA)  
Equal Pay Act  
Rehabilitation Act of 1973 (Section 504)  
Immigration Reform and Control Act  
Individuals with Disabilities Education Act (IDEA)  
Education Amendments of 1972 (Title IX)

Adopted: 6-28-93

Revised: 12-13-95; 1-8-97; 5-27-02; 12-14-09; 6-10-19

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JFCB

## **Student Bullying Policy**

### **GENERAL STATEMENT OF POLICY**

It is the policy of the Sweetwater County School District Number One, State of Wyoming ("the District") that all students have a right to a safe and healthy school environment. Bullying of any type does not allow students to learn at the best of their ability, and has no place in a school setting. The District will endeavor to maintain a learning environment free of bullying and one that promotes mutual respect, tolerance and acceptance. The District will not condone behavior that infringes on the safety or emotional well-being of any student.

It shall be a violation of this policy for any student to take part in bullying or cyberbullying of any person(s) if such takes place on school property, at a location that is part of a school-sponsored activity or transportation, or any other location if such bullying affects said person(s) in the school environment.

The District will act to investigate all reports and complaints, either formally or informally made in violation of this policy. Upon receipt of a complaint or report, the District will take appropriate action as determined by the responsible supervisory personnel. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, or remediation.

## **DEFINITIONS**

Harassment, intimidation, or bullying means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:

- A. Harming a staff or student physically or emotionally, damaging a staff or student's property, or placing a staff or student in reasonable fear of personal harm or property damage;
- B. Insulting or demeaning a staff, student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
- C. Creating an intimidating, threatening, or abusive educational environment for staff, students, or group of students through sufficiently severe, persistent, or pervasive behavior.

\* School includes a classroom or other location on school premises, a school bus or other school – related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

Cyberbullying - bullying that takes place over digital devices such as cell phones, computers, and tablets; such communication occurs through email, chat rooms, instant messaging, website interaction, text messaging, gaming, social media, cell phone, or any other internet or electronic means. Cyberbullying includes, but is not limited to sending, posting, or sharing derogatory, harmful, or false content about someone else. While bullying typically involves repeated behavior, cyberbullying may involve one electronic or social media posting, if such does or can reasonably be expected to result in the involvement of multiple other persons. This may include sharing personal or private information about someone else causing embarrassment or humiliation.

\*\*Use of the term "bullying" as used in this policy includes both bullying and cyberbullying.

### **REPORTING PROCEDURES**

The District will promptly and reasonably investigate all reports and complaints, either formally or informally made, of bullying in violation of this policy.

An individual who knows or believes a student has been the victim of bullying under this policy should report the



alleged acts immediately. The District encourages the reporting party or complainant to submit the complaint in written form, however, verbal, anonymous, or other informal reports shall be considered complaints and investigated as well. Complaints based solely on an anonymous complaint will not result in discipline, if no other corroborating evidence is found. Nothing in this policy shall prevent any person from reporting bullying directly to the District Human Resource Director or to the Superintendent.

- F. The building principal(s) of the student(s) being bullied or participating in the bullying is the official designated to receive a report of bullying.
- G. Upon receipt of a report, the building principal(s) shall notify the District Human Resource Director or the Superintendent. The principal may request the reporting party or complainant to prepare a written statement. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Resources Director or the Superintendent. If the report was not given in written form, the principal shall personally reduce it to written form within twenty-four (24) hours, or within a reasonable time thereafter if extended for good cause, and forward it to the Human Resources Director or the Superintendent.
- H. The Board of Trustees hereby designates the District Human Resources Director to receive reports or complaints of bullying under this policy.
- I. Submission of a good faith complaint or report of bullying shall not affect the reporter or complainant's grades, result in discipline or have any other negative consequences by the District.
- J. False reporting of bullying, done with malicious intent, is a violation of this policy and may result in discipline up to and including suspension and expulsion.

## INVESTIGATION

By authority of the Board of Trustees, the Human Resource Director or Superintendent, upon receipt of a

report or complaint alleging bullying under this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by the building principal(s), a designated investigator of the District, other designated District officials, or a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also utilize other methods of investigation or resources deemed pertinent by the investigator, and documents deemed pertinent by the investigator.

In determining whether the alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on the relevant facts and surrounding circumstances.

The District may take immediate steps to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of bullying.

In the event a student involved in a substantiated bullying incident (whether being bullied or participating in the bullying) has an Individualized Education Plan (IEP) or a 504 plan, the person responsible for the IEP or 504 will be directed by the building principal or designee to review the plan to ensure that the student is not denied a free appropriate public education (FAPE) under the Individuals with Disabilities Education Act (IDEA) or Americans with Disabilities Act (ADA).

## RETALIATORY CONDUCT

The District will discipline or take other appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged bullying, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment and/or violence or bullying.

## DISSEMINATION OF POLICY

This policy shall be available on the District website and posted within each District building.

This policy shall appear in the student handbooks.

The District will inform students and staff members of this policy.

## OTHER

Under certain circumstances, alleged bullying under this policy may also constitute reportable abuse under Wyoming law.

Nothing in this policy will prohibit the District from taking immediate action to protect victims of alleged bullying.

LEGAL REFERENCES: Civil Rights Act of 1964 (Titles IV, VI, VII)  
Americans with Disabilities Act (ADA)  
Equal Pay Act  
Rehabilitation Act of 1973 (Section 504)  
Immigration Reform and Control Act  
Individuals with Disabilities Education Act (IDEA)  
Education Amendments of 1972 (Title IX)

Adopted: 6-28-93

Revised: 12-13-95; 1-8-97; 5-27-02; 12-14-09; 6-10-19

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JFCL

## STUDENT CONDUCT ON SCHOOL BUSES

The privilege of students to ride a school bus is contingent upon their safe, respectful and responsible behavior and their adherence to established regulations.

The driver of a school bus shall be responsible for the safety of the students on the bus; both during the ride and while students are entering or leaving the vehicle. The bus driver will notify the transportation director and the principal of the school involved if any student persists in violating the established rules of conduct for the bus. Due process shall be provided to a student and legal parents/guardians will be notified prior to the withholding from the student the privilege of riding the school bus.

Adopted 7/28/77

Revised 3/19/97 2/9/09

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JFCC

## STUDENT CONDUCT ON BUSES

Sweetwater County School District Number One provides bus transportation as approved by the Board of

Education. Rules must be observed by students for the safety of everyone. If rules are not observed, bus privileges may be taken away. Students will be instructed in the following rules of behavior:

Students shall:

- remain in their seats, in a forward position, while the bus is in motion and should not extend any part of their body outside the seat compartment including window and aisle.
- converse in normal tones. Loud, vulgar, or obscene language is prohibited.
- not consume food, drinks, candy, or gum, unless authorized.
- not possess items which violate any district policy.
- keep hands and feet to yourself.
- not throw anything out of the bus windows.

Elementary schools will use a reteach disciplinary process consisting of three reteaches prior to the formal write up/discipline procedure. Depending on the severity of the misbehavior, disciplinary action may be used instead of the utilization of reteaches.

Students who refuse to promptly obey the directions of the driver/bus aide or refuse to obey established rules may forfeit the privilege to ride district transportation. A formal write up/discipline form and due process will be afforded to the student prior to any suspensions from district transportation. Misbehavior on the bus may result in the following actions:

1st offense-written parent notification and consequences at the administrator's discretion.

2nd offense- parent notification and up to 5 days suspension from district transportation or an alternative disciplinary action.

3rd offense- parent notification and/or meeting with administrator and up to 10 days suspension from district transportation or an alternative disciplinary action.

4th offense- parent notification and meeting with administrator, A MINIMUM OF 10 DAYS SUSPENSION AND/OR THE POSSIBILITY OF THE STUDENT BEING SUSPENDED from district transportation for the remainder of the school year or an alternative disciplinary action.

Depending on the severity of the misbehavior, any of the above consequences may be assigned to the student.

Upon request, students who are suspended from the bus will be afforded the right to a hearing before the Transportation Committee.

Revised 3/19/97 2/9/09

Sweetwater County School District Number One  
Board Policy JFCC-R

## **TOBACCO, ALCOHOL AND DRUG ABUSE EDUCATION INTERVENTION**

### **I. GENERAL STATEMENT OF POLICY**

Tobacco, alcohol and drug abuse are serious problems in society, and schools are not immune to these problems. It is statistically predictable, and it is within the experience of Sweetwater County School District Number One, State of Wyoming ("the District"), that some students have used tobacco products or alcohol illegally or used controlled substances such as marijuana, look-alike drugs or other drugs or may do so during their school years. Also, some students may be tempted to experiment with or use so-called "performance enhancing" controlled substances, such as steroids, in misguided attempts to increase strength or endurance. The District recognizes the adverse effects that use of such illegal or controlled substances may have on individual, academic success and in the development and maintenance of good mental and physical health.

For the safety and best interests of the students of Sweetwater County School District Number One, State of Wyoming and to promote a tobacco-free, alcohol-free and drug-free school environment, the Board of Trustees adopts this policy to emphasize rehabilitation when violations are determined to have occurred. The purposes of this policy are to prevent use of illegal or controlled substances such as tobacco products, alcohol or drugs, to educate students to the serious physical, mental and emotional harm caused by use of illegal or controlled substances and to prevent further injury, illness and harm as a result of use of illegal or controlled substances.

### **II. ILLEGAL OR CONTROLLED SUBSTANCES DEFINED**

- A. "Alcohol" means any alcoholic liquor or malt beverage, including, but not limited to, liquor, wine, spirits, fermented beverages, beer or brewed beverages containing alcohol.  
Wyo. Stat. § 12-1-101(a)(i), 12-1-101(a)(vii), & 12-1-101 (a)(x).
- B. "Controlled substances" means (a) a controlled

substance as defined by state and/or federal law, including substances identified in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C.A. 812 and Wyo. Stat. § 35-7-1014-1022 (b) a look-alike drug or (c) drug also known as a "designer drug".

- C. "Drug" also known as a "designer drug" means a substance not identified in state or federal law as a controlled substance that has a chemical structure similar to that of a controlled substance which produces an effect substantially similar to that of a controlled substance.
- D. "Drug-related paraphernalia" includes any utensil or item, which in the judgment of the District, can be associated with the possession, use, manufacture or distribution of a controlled substance, including, but not limited to, roach clips, pipes, bowls and spoons.
- E. "Electronic cigarette" means a product that employs any mechanical heating element, battery or electronic circuit, regardless of shape or size, that can be used to deliver doses of nicotine vapor by means of heating a liquid nicotine solution contained in a cartridge or other delivery system. Wyo. Stat. § 14-3-301.
- F. "Look-alike drug" means any substance not identified in state or federal law as a controlled substance that (a) has a stimulant or depressant affect on humans, other than a prescription drug, which substantially resembles a specific controlled substance, or (b) is or has been represented to be a controlled substance, or stimulant or depressant.
- G. "Tobacco products" means any substance containing tobacco products, leaf, or any product made or derived from tobacco products that contain nicotine, including, but not limited to, cigarettes, electronic cigarettes, cigars, pipe tobacco products, snuff, chewing tobacco products or dipping tobacco products.  
Wyo. Stat. § 14-3-301.
- H. "Unauthorized medications" means any capsules, pills, syrups or other form of medication not registered with the school nurse and documented in the student's health record and given in accord with Policy File JHCD for the administration of medication to students.

### **III. PROHIBITED CONDUCT**

- A. A student is prohibited from being under the influence of alcohol, controlled substances, drugs, unauthorized medications or look-alike drugs while on school property, in transit to or from school, at a school function, or while a participant in any activities

sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property.

- B. A student who violates Policy File JFC by possessing, using, manufacturing, or distributing of tobacco products, alcohol, controlled substances, drugs, unauthorized medications, look-alike drugs or drug-related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, is subject to suspension or expulsion from school under Policy File JFC.

#### **IV. PENALTIES**

##### **TYPE I – ALCOHOL**

- A. A student who, in a first offense, violates Section III by possessing, using, manufacturing, or distributing of alcohol, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to eight (8) days and may receive additional disciplinary action up to and including expulsion from school for the remainder of the school year depending on the circumstances.
- B. A student who, in a second offense, violates Section III by possessing, using, manufacturing, distributing of alcohol, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to ten (10) days and may receive additional disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.
- C. A student who, in a third offense, violates Section III by possessing, using, manufacturing, or distributing alcohol, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.

##### **TYPE II – TOBACCO PRODUCTS**

- A. A student who, in a first offense, violates Section III by possessing, using, manufacturing, or distributing of tobacco products, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to eight (8) days and may receive additional disciplinary action up to and including expulsion from school for the remainder of the school year depending on the circumstances. \*\*Students who are of legal age to be in possession of tobacco products, eighteen (18) years of age or older, may not have tobacco products on their person on school property.
- B. A student who, in a second offense, violates Section III by possessing, using, manufacturing, distributing of tobacco products, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to ten (10) days and may receive additional disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances. \*\*Students who are of legal age to be in possession of tobacco products, eighteen (18) years of age or older, may not have tobacco products on their person on school property.
- C. A student who, in a third offense, violates Section III by possessing, using, manufacturing, or distributing of tobacco products, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances. \*\*Students who are of legal age to be in possession of tobacco products, eighteen (18) years of age or older, may not have tobacco products on their person on school property.

##### **TYPE III – CONTROLLED SUBSTANCE, UNAUTHORIZED MEDICATIONS, LOOK ALIKE DRUGS OR DRUG PARAPHERNALIA**

- A. A student who, in a first offense, violates Section III by possessing or using, controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school,

at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to eight (8) days and may receive additional disciplinary action including expulsion from school for the remainder of the school year depending on the circumstances.

B. A student who, in a second offense, violates Section III by possessing or using, controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended for up to ten (10) days and may receive additional disciplinary action including expulsion from school for up to one (1) year depending on the circumstances.

C. A student who, in a third offense, violates Section III by possessing or using, controlled substances, drugs, unauthorized medications, look-alike drugs or drug-related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High school Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.

#### **TYPE IV – MANUFACTURING OR DISTRIBUTING OF CONTROLLED SUBSTANCE, UNAUTHORIZED MEDICATION, LOOK-ALIKE DRUGS OR DRUG PARAPHERNALIA**

A. A student who violates Section III by manufacturing, or distributing controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.

In all instances, medical assistance may be obtained if deemed necessary based upon the circumstance known to the District at the time of discovery of the alleged infraction. If medical assistance is deemed necessary, the building administrator or designee, at the first available opportunity, will notify parents or legal guardians of the condition of the student.

Disciplinary action for violations of this policy shall be cumulative during a student's elementary or secondary educational career.

Alleged violations of this policy may constitute possible, reportable conduct under federal or state law. If so, reporting may be made, as deemed appropriate, to law enforcement agencies, county attorneys' offices, and child welfare agencies. Parents or legal guardians will be notified of any violations of the Code of Student Conduct specified under provisions of Policy File JFC.

#### **V. MITIGATION OF PENALTIES AND SUBSTANCE AWARENESS PROGRAM**

The penalties described in Section IV may be mitigated by the student's agreement to participate in and successfully complete a District approved substance awareness program. Consent to participate in a District approved substance awareness program shall be obtained from the student's parent or legal guardian if the student is a minor.

Specific recommendations may also include referral to other District or community services as deemed appropriate. Aftercare recommendations may also be made.

In the alternative, a student with the consent of a parent or legal guardian may arrange for an independent substance abuse assessment from a licensed, professional counselor or physician with the prior agreement of the building principal or a designee. The student and parent or legal guardian must agree, prior to the independent substance abuse assessment, to sign any requested waivers for release of confidential information to the designated representative of the school, including the verification of completion of a substance awareness program. The student must submit evidence to be eligible for mitigation under this provision. All costs and expenses associated with such independent substance abuse assessment and any resulting treatment shall be the responsibility of the student or parents or legal guardians.

A student who agrees to participate in and successfully completes a District approved substance awareness program under this provision may have the suspension from school reduced. Participation is a District approved

substance awareness program will not affect the policies, practices or rights of the District in dealing with tobacco products, alcohol or controlled substance use or possession where reasonable suspicion is obtained by other means.

## **VI. REFERRAL PROCEDURES**

Any person who believes he or she has witnessed a student engage in tobacco products, alcohol or controlled substance abuse under this policy, or any person with knowledge or belief of conduct by a student which may reasonably constitute evidence of tobacco products, alcohol or controlled substance abuse under this policy may refer that student to a District approved substance awareness program.

A referral may be made by all staff members, including teachers, coaches, substitutes, and classified staff, having contact with the student who is the subject of the referral. A referral may also be made by fellow students, parents, legal guardians or community representatives having contact with the student who is the subject of the referral. Referral to a District approved substance awareness program does not constitute evidence of violation of this policy.

Students may also voluntarily refer themselves to a District approved substance awareness program. A student who voluntarily enters a District approved substance awareness program and who makes continuing, satisfactory progress in meeting treatment recommendations will not be subject to suspension, expulsion or other disciplinary action for behavior in violation of this policy that occurred prior to the self-referral. Voluntary referral to a District approved substance awareness program cannot be made after a violation of this policy is observed or reported by District personnel. Voluntary referral to the District approved substance awareness program can only be made by a student not engaged in distribution or manufacturing of substances outlined in Section II and who also has not been observed or reported by District personnel.

Participation in the District approved substance awareness program is voluntary. A student or parent or legal guardian may withdraw from the District approved substance awareness program or approved alternative services at any time. Students who withdraw from the District approved substance awareness program or approved alternative services prior to successful completion are subject to disciplinary action for any proven violations of this policy.

Cross REF: GBCB, Staff Conduct (Drug Free Workplace)  
JFC, Student Conduct

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JFCI

## **TOBACCO, ALCOHOL AND DRUG ABUSE EDUCATION PROGRAM FOR EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS**

### **I. GENERAL STATEMENT OF POLICY**

The privilege to participate in extracurricular activities and interscholastic athletics is reserved for those students who are making satisfactory progress in their academic subjects, as determined by the individual school, and who are obeying all applicable policies, procedures and practices of Sweetwater County School District Number One, State of Wyoming ("the District"). Tobacco, alcohol and drug abuse interfere with the goal of extracurricular activities and interscholastic athletics to be a helpful part of the overall mental and physical education and conditioning of students. A participant in extracurricular activities and interscholastic athletics using tobacco products, alcohol and drugs can be a danger to himself or herself as well as to other participants, regardless of the activity or event.

Participants in extracurricular activities and interscholastic athletics are expected to present themselves to the public and fellow students as good examples of conduct, discipline and positive competition which includes avoiding the use of tobacco products, alcohol and drugs as defined in Policy File JFCI. Students participating in extracurricular activities and interscholastic athletics are instructed that the use of tobacco products, alcohol and drugs represents conduct that is unacceptable and may result in loss of the privilege to participate in extracurricular activities and interscholastic athletics.

### **II. ILLEGAL OR CONTROLLED SUBSTANCES AND OTHER DEFINITIONS**

- A. "Activity Days" means any day in which a meeting, practice session or event is held for the activity in which the student is participating or will participate in, beginning the next scheduled activity day and

continuing in a non-consecutive sequence to a specified number.

- B. "Alcohol" means any alcoholic liquor or malt beverage, including, but not limited to, liquor, wine, spirits,

fermented beverages, beer or brewed beverages containing alcohol. Wyo. Stat. § 12-6-101.

- C. "Controlled substances" means (a) a controlled substance as defined by state and/or federal law, including substances identified in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C.A. 812, (b) a look-alike drug or (c) drug also known as a "designer drug".
- D. "Drug" also known as a "designer drug" means a substance not identified in state or federal law as a controlled substance that has a chemical structure similar to that of a controlled substance which produces an effect substantially similar to that of a controlled substance.
- E. "Drug-related paraphernalia" includes any utensil or item, which in the judgment of the District, can be associated with the possession, use, manufacture or distribution of a controlled substance, including, but not limited to, roach clips, pipes, bowls and spoons.
- F. "Electronic cigarette" means a product that employs any mechanical heating element, battery or electronic circuit, regardless of shape or size, that can be used to deliver doses of nicotine vapor by means of heating a liquid nicotine solution contained in a cartridge or other delivery system. Wyo.Stat. § 14-3-301.
- G. "Look-alike drug" means any substance not identified in state or federal law as a controlled substance that (a) has a stimulant or depressant affect on humans, other than a prescription drug, which substantially resembles a specific controlled substance, or (b) is or has been represented to be a controlled substance, or stimulant or depressant.
- H. "Tobacco products" means any substance containing tobacco products, leaf, or any product made or derived from tobacco products that contains nicotine, including, but not limited to, cigarettes, electronic cigarettes, cigars, pipe tobacco products, snuff, chewing tobacco products or dipping tobacco products. Wyo. Stat. § 14-3-301.
- I. "Unauthorized medications" means any capsules, pills, syrups or other form of medication not registered with the school nurse and documented in the student's health record and given in accord with

Policy File JHCD for the administration of medication to students.

### **III. PROHIBITED CONDUCT**

- A. A student is prohibited from being under the influence of alcohol, controlled substances, drugs, unauthorized medications or look-alike drugs while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property.
- B. A student who violates Policy File JFC by possessing, using, manufacturing, or distributing of tobacco products, alcohol, controlled substances, drugs, unauthorized medications, look-alike drugs or drug-related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, is subject to loss of the privilege to participate in extracurricular activities and interscholastic athletics under this provision.
- C. A student who violates sponsors' and coaches' procedures by possessing, using, manufacturing, or distributing of tobacco products, alcohol, controlled substances, drugs, unauthorized medications, look-alike drugs or drug-related paraphernalia in violation of Wyoming law, at any time or place after entering into an agreement to participate in extracurricular activities and interscholastic athletics, shall be subject to a loss of the privilege to participate in such activities and athletics as defined in this provision. Once this agreement is signed, the expectations are in effect throughout the entirety of the athlete's High School years until graduated.

### **IV. PENALTIES**

- A. A student who, in a first offense, violates Section III B or C above shall be ineligible to participate in all extracurricular activities and interscholastic athletics for sixty (60) activity days. Students declared ineligible under this provision may continue to attend regularly scheduled meetings or practices but may not participate in performances, contests, field trips, special events, or functions deemed by the Building Principal or designee to be subject to this provision.
- B. A student who, in a second offense, violates Section III B or C above shall be ineligible to participate in all extracurricular activities and interscholastic athletics for one (1) calendar year. Students declared ineligible under this provision may not attend regularly scheduled meetings or practices and may not

participate in performances, contests, field trips, special events or functions deemed by the Building Principal or designee to be subject to this provision.

- C. A student who, in a third offense, violates Section III B or C above shall be ineligible to participate in all extracurricular activities and interscholastic athletics for the remainder of his or her secondary education career in the District.

## **V. MITIGATION OF PENALTIES**

The penalties described in Section IV may be mitigated by the student's agreement to participate in and successful completion of a specifically designated District approved substance awareness program as defined in Policy File JFCI. Consent to participate in the District approved substance awareness program shall be obtained from the student's parent or legal guardian if the student is minor. A student who agrees to participate in and successfully completes the District approved substance awareness program recommendations under this provision shall have any period of ineligibility from extracurricular activities and interscholastic athletics reduced as follows:

- A. Ineligibility from extracurricular activities and interscholastic athletics for a first offense may be reduced from sixty (60) activity days to ten (10) activity days or a maximum of the next 20% of the total performances, contests, field trips, special events or functions deemed by the Building Principal or designee to be subject to this provision.
- B. Ineligibility from extracurricular activities and interscholastic athletics for a second offense may be reduced from one (1) calendar year to a maximum of the next sixty (60) activity days.
- C. Ineligibility from extracurricular activities and interscholastic athletics for a third offense may be reduced from the remainder of a student's secondary education career in the District to a maximum of one (1) calendar year.

Revised: 5/13/98; 1/13/99; 8/19/02; 5/12/14

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JFCI-R

## **F. Concussion Management**

Sweetwater County School District Number One has always been concerned about student/athlete safety and well-being. The National Federation of State High School Associations has emphasized concussion management for a number of years and most recently the Wyoming State Legislature passed Senate File Number 0038, also known

as the School Athletics Safety Act. The following protocols will be used during extracurricular sports/activities sponsored by the District.

A coach or athletic trainer shall remove a student/athlete exhibiting signs, symptoms or behaviors consistent with a concussion or other head injury or has been diagnosed with a concussion or other head injury in a practice or a competition from the activity. A student/athlete, who has been removed from a practice or a competition, must be evaluated and if he/she is suspected to have a concussion or head injury he/she shall not return to practice or competition that same day. The coach or athletic trainer will notify the legal parent or guardian if a concussion or head injury is suspected.

Any student/athlete removed from play due to suspicion of a concussion or who continues to have symptoms must follow-up with an appropriate licensed health care professional. For the student/athlete to return to participate in a practice or a competition the student/athlete must no longer exhibit any sign, symptom or behavior consistent with a concussion or other head injury and receive a written release from the treating licensed health care provider. This documentation must be given to the principal or designee and remain on file with the District.

Only after a written release from a licensed health care provider will Sweetwater County School District #1 and RSHS begin to administer the 6-day return to play protocol that will be monitored by the RSHS certified athletic trainer. Once the athlete is symptom free during all 6 stages, only at that time will the athlete be eligible to participate in the next upcoming scheduled competition. **Reference: Journal of Athletic Training 2014; 49(2): 245-265 doi: 10.4084/1062-6050-49.1.07\_ by the National Athletic Trainers' Association, Inc. [www.natajournals.org](http://www.natajournals.org)**

## **G. Scholastic Eligibility Requirements**

### **Rock Springs High School Academic Requirements for WHSAA Sanctioned Activities**

#### **Previous Semester Record:**

The student must have passed at least 3.0 Carnegie units of academic credit.

#### **Current Semester Record:**

Do passing work in at least 3.0 Carnegie units of academic credit during the current semester.

Eligibility will be pulled by the Athletic Director on the first registered school day of the week. Student(s) who are indicated as failing the



cumulative semester grades (passing 3.0 attempted credits in current course(s) shall be deemed ineligible. Ineligible student(s) shall have an opportunity to bring the required grade(s) to a passing level by noon of the following day the eligibility report has been compiled. **\*Notice: A note from the teacher(s) given to the Athletic Director/designee stating the student is eligible prior to the noon deadline will suffice.** If completed, documentation from the Athletic Director will be provided to the specific coach/sponsor. In this case, the ineligible student(s) shall be marked eligible and will be able to participate during that week's competition. A student must be passing a minimum of 3.0 attempted credits to be deemed eligible to participate in any school-sponsored activities for the current week. **Students who have online classes and/or college level courses will be required to show previous semester grades as well as weekly grades to maintain their eligibility.** A school approved printout will be required as documentation for approval of eligibility. These same eligibility requirements apply in full to all students who are in a homeschool agreement, virtual school agreement, and combination school agreement.

#### H. Required Paperwork

In order for the athlete to be eligible to participate in any practice or event, the athlete will need to receive an orange card from the Athletic Trainer confirming all required paperwork is complete and handed in. The required paperwork needed is the physical examination form that is attached to this handbook and all other documents located on the website [www.swol123.net](http://www.swol123.net). These forms on this site include the activity release, assumption of risk, consent for medical release, concussion acknowledgment form, health information form, and injury treatment procedure form.

**Notice:** In order to view the RSHS athletic schedule in its entirety, please go to [www.4aconference.org](http://www.4aconference.org) for a quick review of times, dates, and locations. The schedule has been confirmed but changes may occur as needed. Along with this website, any updates may be posted via the RSHS Facebook page and the Parent Square app. For further information, please contact the RSHS activities office @ 352-3440.

#### Transportation for Student Activities

##### **GENERAL STATEMENT OF POLICY**

Sweetwater County School District #1 believes in maintaining the safety and security of all students and staff. It shall be the policy of Sweetwater County School

District #1 to use school buses or other district vehicles for the transportation of students participating in extra-curricular or co-curricular activities.

The use of activity buses will be under the following conditions:

1. When using regulation school buses to transport students for school-related activities, only trained bus drivers will be used. The Director of Transportation/designee will assign the activity driver.
2. The assigned driver shall not exceed fifteen (15) hours on duty in a twenty-four hour (24) period with a maximum of ten (10) hours behind the wheel. A driver must have eight (8) hours of continuous rest before resuming duty. The driver should stop every two (2) hours or 150 miles for fifteen (15) minute break.
3. For safety and records purposes, prior to departure, the coach or sponsor must have on file in the Transportation Office, an activity trip itinerary including departure time from the school, the anticipated return time, motel arrangements, meals, scheduled activities and any other information pertaining to travel needed for the trip/activity, as well as a roster and the home phone numbers of all riders scheduled on the trip/activity. At the time of departure, the driver will be given an accurate roster of all riders and an up to date itinerary.
4. No trip/activity should be scheduled to return later than 1:00 a.m., unless prior arrangements are made with the Director of Transportation.
5. The Director of Transportation/designee will make the final decision on requiring an overnight stay if it is likely that the number of allowable "driver hours of service" will be exceeded and a relief driver cannot be provided.
6. Travel will be arranged to minimize the number of driver hours and

transportation costs associated with co-curricular and extra-curricular bussing.

Any student activity requiring transportation should be requested through the building principal /designee and the Director of Transportation/designee. In order to assure that transportation and drivers are available, requests should be submitted to the Director of Transportation/designee at least two (2) weeks prior to the scheduled event.

The Director of Transportation/designee is responsible for providing adequate transportation and an activity driver. Requests will be approved on a priority order, based on the time of submittal.

**Inclement Weather:** Decisions involving the transportation of students participating in extra-curricular or co-curricular activities during inclement weather shall be made in the following manner always erring on the side of the safety of our students:

1. In the event of inclement weather, the Director of Transportation/designee will contact the Wyoming Highway (Transportation) Department, Sweetwater County Road and Bridge Department, or Rock Springs Street Department and Director of Human Resources/Superintendent and review the weather forecasts and any available webcams to determine highway conditions before the bus leaves. The Director of Transportation will determine if the activity will proceed before the bus leaves. If the road is passable, the trip will go as planned. If the road is not passable including, but not limited to, chain law, no unnecessary travel, closure to light high-profile vehicles, extreme blow over risk, black ice, reduced visibility, or closed, or is reasonably projected to not be passable for the return trip, the trip will be cancelled or re-routed.
2. If the building principal, Activity Director, Director of Transportation/designee or bus driver feels strongly that the trip should go or not go, he can request that the decision be re-evaluated. If the individual is still uncomfortable after hearing the report, gathered by the Director of Transportation, the trip will be cancelled or re-routed.

3. If travel for an activity is cancelled, the Director of Transportation/designee will notify the building principal or Activity Director. The building principal or Activity Director will notify, in turn, the coach or sponsor who will communicate to students and parents/legal guardians of the cancellation and plans moving forward.

If the trip is under way and roads are closed, no unnecessary travel, or chain law is put in effect; the driver will proceed to the nearest safe location.

In the event that this occurs, the driver will contact the Director of Transportation/Human Resource Director/Superintendent and communicate their concerns. The Highway Patrol will then be notified by the Director of Transportation/Human Resource Director/Superintendent.

In the event a bus becomes stranded, the bus driver and all passengers will remain in the bus to the limit safety will allow and await rescue. The driver nor any passenger shall attempt to walk for help.

Adopted: 06/12/17

Cross-referenced: IICA – Field Trip Policy

IICA – R Rock Springs Instructional Recommended Field Trips

IICA – E Request for Approval of Student Trip

IICA – R – 1 Extended Student Travel

Legal references: Wyo. Stat. § 31-5-118

Wyo. Stat. § 21-4-401

Federal Motor Carrier Safety Administration Hours of Service Regulations

Chapter 2 of the Wyoming Department of Education Rules for Minimum Standards for Wyoming School Buses.

Chapter 20 of the Wyoming Department of Education Rules for Pupil Transportation.

Sweetwater County School District Number One  
State of Wyoming  
Board Policy IICAB

Once this athletic agreement is signed, these expectations are in effect throughout the entirety of the athlete's High School Years until graduation, both during the athletic season and out of season.

**WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION  
SCHOOL PHYSICAL EXAMINATION  
MEDICAL RECORD**

PHYSICIANS STATEMENT MUST BE DATED AFTER MAY 1 TO BE VALID FOR THE UPCOMING SCHOOL YEAR

Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Personal Physician \_\_\_\_\_  
*In case of emergency, contact*  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Explain "Yes" answers below. Circle questions you don't know the answers to.

	Yes	No		Yes	No
1. Have you had a medical illness or injury since your last check up or sports physical?	<input type="checkbox"/>	<input type="checkbox"/>	10. Do you use any special protective or corrective equipment or devices that aren't usually used for your sport or position (for example, knee brace, special neck roll, foot orthotics, retainer on your teeth, hearing aid)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been hospitalized overnight?	<input type="checkbox"/>	<input type="checkbox"/>	11. Have you had any problems with your eyes or vision? Do you wear glasses, contacts, or protective eyewear?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you currently taking any prescription of nonprescription (over-the-counter) medications or pills or using an inhaler?	<input type="checkbox"/>	<input type="checkbox"/>	12. Have you ever had a sprain, strain, or swelling after injury?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have any allergies (for example, to pollen, medicine, food, or stinging insects)?	<input type="checkbox"/>	<input type="checkbox"/>	Have you broken or fractured any bones or dislocated any joints?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever passed out during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	Have you had any other problems with pain or swelling in muscles, tendons, bones, or joints?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been dizzy during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, check appropriate box and explain below</i>		
Have you ever had chest pain during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	Head _____ Elbow _____ Hip _____		
Do you get tired more quickly than your friends do during exercise?	<input type="checkbox"/>	<input type="checkbox"/>	Neck _____ Forearm _____ Thigh _____		
Have you ever had racing of your heart or skipped heartbeats?	<input type="checkbox"/>	<input type="checkbox"/>	Back _____ Wrist _____ Knee _____		
Have you had high blood pressure or high cholesterol?	<input type="checkbox"/>	<input type="checkbox"/>	Chest _____ Hand _____ Shin/calf _____		
Have you ever been told you have a heart murmur?	<input type="checkbox"/>	<input type="checkbox"/>	Shoulder _____ Finger _____ Ankle _____		
Has any family member or relative died of heart problems or of sudden death before age 50?	<input type="checkbox"/>	<input type="checkbox"/>	Upper Arm _____ Foot _____		
Have you had a severe viral infection (for example, myocarditis or mononucleosis) within the last month?	<input type="checkbox"/>	<input type="checkbox"/>	13. Do you want to weigh more or less than you do now?	<input type="checkbox"/>	<input type="checkbox"/>
Has a physician ever denied or restricted your participation in sports for any heart problems?	<input type="checkbox"/>	<input type="checkbox"/>	Do you lose weight regularly to meet weight requirements for your sport?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have any current skin problems (for example, itching, rashes, acne, warts, fungus, or blisters)?	<input type="checkbox"/>	<input type="checkbox"/>	14. Do you feel stressed out?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever had a head injury or concussion?	<input type="checkbox"/>	<input type="checkbox"/>	15. Record the dates of your most recent immunizations (shots) for:		
Have you ever been knocked out, become unconscious, or lost your memory?	<input type="checkbox"/>	<input type="checkbox"/>	Tetanus _____ Measles _____		
Have you ever had a seizure?	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis B _____ Chickenpox _____		
Do you have frequent or severe headaches?	<input type="checkbox"/>	<input type="checkbox"/>	<b>FEMALES ONLY</b>		
Have you ever had numbness or tingling in your arms, hands, legs, or feet?	<input type="checkbox"/>	<input type="checkbox"/>	16. When was your first menstrual period? _____		
Have you ever had a stinger, burner, or pinched nerve?	<input type="checkbox"/>	<input type="checkbox"/>	When was your most recent menstrual period? _____		
8. Have you ever become ill from exercising in the heat?	<input type="checkbox"/>	<input type="checkbox"/>	How much time do you usually have from the start of one period to the start of another? _____		
9. Do you cough, wheeze, or have trouble breathing during or after activity?	<input type="checkbox"/>	<input type="checkbox"/>	How many periods have you had in the last year? _____		
Do you have asthma?	<input type="checkbox"/>	<input type="checkbox"/>	What was the longest time between periods in the last year? _____		
Do you have seasonal allergies that require medical treatment?	<input type="checkbox"/>	<input type="checkbox"/>	Explain "Yes" answers here: _____		
			_____		
			_____		
			_____		

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_



**SCHOOL PHYSICAL EXAMINATION  
MEDICAL RECORD**

PHYSICIANS STATEMENT MUST BE DATED AFTER MAY 1 TO BE VALID FOR THE UPCOMING SCHOOL YEAR

DATE OF EXAM \_\_\_\_\_

Name _____	Date of Birth _____
Height _____ Weight _____ % Body fat (optional) _____	Pulse _____ BP ____ / ____ ( ____ / ____ , ____ / ____ )
Vision R 20/____ L 20/____ Corrected: Y N	Pupils: Equal _____ Unequal _____

	*NORMAL*	ABNORMAL FINDINGS
<b>MEDICAL</b>		
Appearance		
Eyes/Ears/Nose/Throat		
Lymph Nodes		
Heart		
Pulses		
Lungs		
Abdomen		
Genitalia (males only)		
Skin		
<b>MUSCULOSKELETAL</b>		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand		
Hip/thigh		
Knee		
Leg/ankle		
Foot		

\*Normal indicated by check or N

**Cleared**

* Cleared after completing evaluation/rehabilitation for: _____	
_____	
_____	
_____	

* Not cleared for: _____	Reason: _____
Recommendations: _____	
_____	
_____	

**\*IF THESE BOXES ARE CHECKED, A COPY OF THIS FORM NEEDS TO BE SENT TO THE APPROPRIATE SCHOOL DISTRICT.**

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_

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

Signature of physician \_\_\_\_\_, MD or DO





