

# CCSD #1

Activities

Student/Parent Guidebook

2020-21

# CAMPBELL COUNTY SCHOOL DISTRICT ACTIVITY SEASONS

## ATHLETICS

	Activity Season
<b>FOOTBALL</b>	
CCHS/TBHS	August - November
Wright Junior/Senior High School	August - November
7th & 8th Grade	August - November
<b>VOLLEYBALL</b>	
CCHS/TBHS	August - November
Wright Junior/Senior High School	August - November
7th & 8th Grade	August - October
<b>CROSS COUNTRY</b>	
CCHS/TBHS	August - October
Wright Junior/Senior High School	August - October
6 <sup>th</sup> (WJHS), 7th & 8th Grade	August - October
<b>TENNIS</b>	
CCHS/TBHS	August - October
	March - May
<b>GOLF</b>	
CCHS/TBHS	August - September
	March - May
Wright Junior/Senior High School	August - September
	March - May
<b>GIRLS SWIMMING &amp; DIVING</b>	
CCHS/TBHS	August - October
7th & 8th Grade	February - April
<b>GIRLS BASKETBALL</b>	
CCHS/TBHS	November - March
Wright Junior/Senior High School	November - March
7th & 8th Grade	October - December
Little Powder/Recluse (4th - 6th)	October - December
<b>BOYS BASKETBALL</b>	
CCHS/TBHS	November - March
Wright Junior/Senior High School	November - March
7th & 8th Grade	January - March
Little Powder/Recluse (4th - 6th)	January - March
<b>WRESTLING</b>	
CCHS/TBHS	November - February
Wright Junior/Senior High School	November - February
6 <sup>th</sup> (WJHS), 7th & 8th Grade	October - December
<b>BOYS SWIMMING &amp; DIVING</b>	
CCHS/TBHS	November - February
7th & 8th Grade	February - April
<b>INDOOR TRACK &amp; FIELD</b>	
CCHS/TBHS	January - March
<b>OUTDOOR TRACK &amp; FIELD</b>	
CCHS/TBHS	March - May
Wright Junior/Senior High School	March - May
6 <sup>th</sup> (WJHS), 7th & 8th Grade	March - May
<b>SOCCER</b>	
CCHS/TBHS	March - May
7th & 8th Grade	March - May
<b>SK&amp;d</b>	
CCHS/TBHS	D

## ACTIVITIES

All activities start at the beginning of the school year	
	Ends
<b>CHEERLEADING</b>	
CCHS/TBHS	March
Wright Junior/Senior High School	March
7th & 8th Grade	March
<b>SPEECH &amp; DEBATE</b>	
CCHS/TBHS	March
Wright Junior/Senior High School	March
7th & 8th Grade	March
<b>DRAMA</b>	
CCHS/TBHS	December
Wright Junior/Senior High School	December
<b>DECA</b>	
CCHS/TBHS	April
<b>VOCAL MUSIC</b>	
CCHS/TBHS	May
Wright Junior/Senior High School	May
<b>BAND</b>	
CCHS/TBHS	May
Wright Junior/Senior High School	May
<b>ORCHESTRA</b>	
CCHS/TBHS	May
<b>FUTURE BUSINESS LEADERS OF AMERICA (FBLA)</b>	
CCHS/TBHS	March
Wright Junior/Senior High School	March
<b>FAMILY, CAREER &amp; COMMUNITY LEADERS OF AMERICA (FCCLA)</b>	
CCHS/TBHS	March
Wright Junior/Senior High School	March
Twin Spruce/Sage Valley	March
<b>FUTURE FARMERS OF AMERICA (FFA)</b>	
CCHS/TBHS	April
Wright Junior/Senior High School	April
<b>SKILLS USA</b>	
CCHS/TBHS	April
Campbell County High School (CCHS)	682-7247
Thunder Basin High School (TBHS)	682
Wright Junior/Senior High School	464-0140
Sage Valley Junior High	682-2225
Twin Spruce Junior High	682-3144
CCSD Aquatic Center	86-3757

**\*Note: Contact your child's school for more information.**

# Campbell County School District (CCSD)

## Student/Parent Guidelines

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# CCSD PHILOSOPHY OF ACTIVITIES

## **PREAMBLE**

This document has been prepared for the benefit of the student-participant and the parents in an effort to make activities a more contributing and worthwhile part of the overall school program. We urge parents to take an active part in the guidance and supervision of their son and/or daughter while supporting the schools in our endeavor to develop positive and productive citizens.

## **PHILOSOPHY**

Educational based activities are a vital part of the student's school experience. We encourage students to participate in a wide variety of activity programs. Such participation is a privilege that carries with it responsibilities to the participants themselves, to other students, to the school, to the activity, and to the community. The experiences of competition and participation aid in the development of positive student habits and attitudes that will prepare them for adult life in a democratic society.

Activity participation is valuable preparation for adult careers. Activities provide a field of exploration that will allow each student to cope with problems and handle situations similar to those encountered in the contemporary world. We will strive to make our teams as competitive as possible, but our primary objective is to help our student-participants acquire important skills that will help them to be successful throughout adult life. Through positive reinforcement and intentional teaching, we will professionally treat, develop and show our activity participants how to succeed with humility and persevere through setbacks in a productive manner. We also hope that, during their high school extracurricular experience, our student-participants will have fun, build fulfilling relationships in a healthy manner, and instill fitness for life as a core value. The product of the investment in activities will be healthy adults who contribute to their community in a positive manner.

## **TO THE STUDENT/PARTICIPANT:**

Be a student first and commit to getting the best education you can. Participating in activities/sports is a privilege and not an educational right. Remember that you are representing yourself, your team, your school, your family, and the community. In the leadership role as a representative of Campbell County School District, strive to be a good citizen who models emotional control, honesty, cooperation, dependability and respect for others by displaying high standards of social behavior during school, activities/sports and in the community.

Display a real spirit of cooperation, the spirit of hard work, commitment and sacrifice. Learn to attain physical fitness through proper training habits and nutrition. Live up to high ideals of ethics and do what's right even when it's unpopular or personally costly. Demonstrate proper respect for those in authority, including teachers, coaches, and officials. Role model good sportsmanship by respecting the integrity and judgment of officials; respecting your opponents and offering positive encouraging words, and win or lose with class and dignity. Maintain academic standards as set forth by CCSD and the Wyoming High School Activities Association. Comply with all School District policies and procedures and WHSAA rules.

## **TO THE PARENT/GUARDIAN:**

The Activities Departments of Campbell County School District strongly support parents playing an integral role in the goals and objectives of our activity programs. The coaches/sponsors, administration, and parents have student success as a common goal. Research indicates that a student involved in activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant in our activity programs are exactly those that will promote a successful life after high school. It is our goal to maintain a program that is sound in purpose and will further each student's educational maturity.

Parents/Guardians of students who participate in co-curricular activities and athletics make a huge difference in the quality of their child's sport experience, as well as what is being taught and learned by our youth. All parents/guardians of Campbell County School District students who participate in activities and/or athletics are asked to go to [www.nfhslearn.com](http://www.nfhslearn.com) to take **Positive Sports Parenting**, a free class offered by the National Federation of High School Sports. This online course provides information and resources to help educate parents/guardians on the importance of the role they play in our athletic and activity programs. This online course takes approximately 25 minutes to complete and is free to all Campbell County School District parents/guardians.

The role of coach and the role of parent are extremely difficult vocations. Both share common goals and expectations, yet both remain distinctly different in practice and responsibility. The common strand in both is the welfare of the child. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. Through clear and open communication of program expectations and a keen awareness of the physical and emotional progress of the student, a coach/sponsor and parent can enhance the well-being of the child in our activities program.

***Communication you should expect from your child's coach/sponsor***

1. The coach/sponsor's philosophy.
2. Clear expectations the coach/sponsor has for the program and the participants.
3. Schedule of all practices/events and performances/contests.
4. Team requirements such as fundraisers, special equipment, off-season conditioning, etc.
5. Procedures that are followed should your child be injured during participation.
6. Disciplinary procedures that results in the denial of your child's participation.
7. The coach/sponsor lettering criteria.

***Communication coaches/sponsors expect from parents/guardians***

1. Concerns expressed directly to the coach/sponsor.
2. Notification of any schedule conflicts well in advance of the practice or event.
3. Specific concern in regard to a coach/sponsor's philosophy and expectations.

***Appropriate concerns to discuss with coaches/sponsors***

1. The treatment of your child, mentally and physically.
2. Expectations for your child during practices and competitions.
3. Ways to help your child improve.
4. Concerns about your child's behavior.
5. Problems in the classroom, family issues, medical concerns, etc. that may be affecting your child.

***Issues not appropriate to discuss with coaches/sponsors***

1. Playing time on teams or role assignments in activities.
2. Team strategies and play calling.
3. Substitution patterns and other student participants.

When your child becomes involved in an activities program, he or she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. Coaches/Sponsors are professionals and they must make judgment decisions based on what they believe is best for all students involved. Encourage your child to meet with the coach/sponsor to discuss the situation first. Let your child continue to develop and grow as a young

adult. Make them responsible to help prepare them into the employment market. The issue is then placed where it belongs- with the coaching staff/sponsor(s), your son/daughter, and the team/group.

There are situations that may require a conference between the coach, the participant and the parent/guardian. These are to be encouraged so that both parties involved may have a clear understanding of the other's position. When these conferences are necessary, the following steps should be followed to help promote a resolution to the issue of concern.

### ***Guidelines for Expressing Concerns to a Coach/Sponsor***

When expressing an occasional concern with a coach/sponsor, please refer to and use the following guidelines:

1. Never approach a coach immediately after a contest. Emotions are high, therefore this is not the proper time or place for a discussion concerning your child or the team/group.
2. Call the next school day and make an appointment which is convenient for both you and the coach/sponsor to meet.
3. Raise your concern in a calm and civil manner.
4. Once you have stated your concern and/or questions, listen to the explanation. Listening receptively may really help you to understand any explanation which is given.

### ***What can a parent do if the meeting with the coach/sponsor did not provide a satisfactory resolution?***

1. Call and set up an appointment with the Athletic Director (AD) to discuss the situation.
2. If resolution is not reached following the meeting with the Athletic Director, call and set up an appointment with the building Principal.
3. If resolution is not reached following the meeting with the Principal, contact the district office to request a meeting with the Deputy Superintendent.
4. If resolution is not reached following the meeting with the Deputy Superintendent, contact the district office to request a meeting with the Superintendent.

## **GENERAL STUDENT ACTIVITIES RULES**

Wyoming High School Activities Association (WHSAA) Rules apply to students in grades 9-12 only. When Campbell County School District (CCSD) requirements are greater than conference or state requirements, the CCSD requirements must be met. A student will be eligible for participation only when they meet all the applicable requirements. The following Student Activities rules apply to boys and girls in all CCSD sponsored activities.

### **WHSAA SCHOLARSHIP REQUIREMENTS (6.2.0)**

In order to be eligible for any level of interscholastic competition, a student must be currently enrolled and must have been enrolled in school the immediate preceding semester and received passing grades during that semester in subjects that earn a minimum of 5.0 credits or the equivalent, per year toward graduation. A pupil must be enrolled in not less than 20 class hours of work per week. A pupil will become ineligible if under suspension from school by the principal or superintendent for any reason.

### **WHSAA GRADES AND CREDITS (6.2.3)**

A pupil must be passing in five solid subjects at the time of a contest. A passing grade is considered to be the passing grade of the individual school. As defined, a solid subject meets five days a week or its equivalent for the entire semester and for which one-half Carnegie units are granted. Schools may have higher standards for their student/participants.

### **WHSAA SEMESTER REQUIREMENTS (6.5.0)**

A pupil shall not be eligible for more than four fall and four spring semesters, for a total of eight semesters. These semesters will be counted consecutively after the student enters the ninth grade. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.

### **CCSD ELIGIBILITY STANDARD**

The Student Activities Program is an important and integral part of the total school program and is open to all Campbell County School District students regardless of individual differences. Participation is a privilege and is strictly voluntary. Participants must abide by the regulations that govern the Student Activities Program, and students will be eligible for participation only when they meet all of the requirements. When Campbell County School District's requirements are higher than the Wyoming High School Activities Association requirements, the Campbell County School District requirements must be met.

This eligibility standard applies to all students in grades 7<sup>th</sup> – 12<sup>th</sup> that participate in any sponsored activities provided by CCSD:

Students in grades 9<sup>th</sup>–12<sup>th</sup>, must be enrolled in a minimum of twenty class hours per week, earning .5 credit per class, at any secondary school in Campbell County School District. Students participating in activities are required to maintain a grade equivalent of 70% or C- or higher in all classes with the allowance of one D- grade or 60% in one class. Students in grades 7<sup>th</sup> – 8<sup>th</sup> participating in activities are required to maintain a grade equivalent of 70% or C- or higher in all classes.

A grade equivalent is determined from the average of all assigned, collected and entered grades into Power School. Any student with an active IEP must meet the intended outcomes of that IEP to be eligible. Any student, who withdraws from a class with a failing grade of 59% or lower, during an activity season, will become ineligible for the rest of that activity season.

A student who fails to meet this eligibility standard may be required to practice while attempting to become eligible, but cannot travel, be in uniform during contests, and/or compete in contests until this eligibility standard is re- established. It is the responsibility of the ineligible students to prove their eligibility to the coach/sponsor by written notice from the teacher or teachers of the class or classes not meeting the minimum standard. Once the student has proven to the coach/sponsor that they have re-established this eligibility standard in all classes, they will be eligible to participate in competitions.

All activity students' eligibility will be monitored every two weeks. On Monday of each two week eligibility period, all students' grades will be checked by the Activities Office. The list of ineligible activity students will be emailed or put in mail boxes of the respective coaches and sponsors before school is out on Monday. Wednesday will be the first day of the two-week period that the coach/sponsor will hold participants accountable for their eligibility.

### **PHYSICAL EXAMINATION**

A student must have a current physical, signed by a doctor and dated on or after May 1st of the current school year on file at the school of the activity and verified by the coach/sponsor BEFORE they will be allowed to practice in an athletic activity/sport the following school year. Students CANNOT practice without a current physical on file at the school of the activity and until it has been verified with the coach/sponsor of that activity.

### **PROOF OF INSURANCE FOR INTERSCHOLASTIC ACTIVITIES**

CCSD students are required to show proof of medical and/or accident insurance -or- apply for WY “Kids Care” before being allowed to participate in school-sponsored interscholastic activities at any level. Insurance coverage must include practice as well as competition. Students with no insurance must meet with building AD.

### **ASSUMPTION OF RISK/MEDICAL/HIPAA CONSENT**

A student must have a signed Assumption of Risk/Medical/HIPAA Consent Form on file before they will be allowed to practice or participate in an activity. This form is available in the Activities Office.

### **WHSAA Undue Influence (4.1.0 – 4.1.2)**

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

The term “undue influence” shall include initiating any form of oral or written contact, pressure, gifts, promises or any efforts to recruit a student attending or intending to attend another school to participate or not to participate in a particular school-sponsored activity. The spirit and intent of the rule, for any person, is to not influence a change in the attendance pattern of a student for the purposes of participating in a sport or activity.

### **WHSAA Student Transfer Rules (Rule 6.4.0 thru Rule 6.4.93)**

The purpose of the WHSAA Transfer Rules (Rule 6.4.0 thru Rule 6.4.93) is to protect, not inhibit students who participate in athletic competition. The Transfer Rule is preventative in nature and is devised to eliminate the incentive to transfer schools when a motivation is for athletic purposes and after a student has initially chosen the school of his/her choice. The Transfer Rule protects students who have previously participated in athletic competition at a member school from being replaced by students who transfer for athletic purposes and further protects students at other member schools from the effects of a school shopping by students (Rule 4.1.2) and recruiting by member schools and their agents (Rule 4.1.1 and Rule 4.1.2). The Transfer Rule encourages fair play, discourages the excesses and abuses of over enthusiastic promotion and protects the integrity of interscholastic athletic programs for the member schools and their students. A student's residence is the home in which the parent(s) or legal guardian actually, physically live. Resident can be changed only by the union of act and intent. The residence of a person is where his habitation is fixed and to which, whenever he is absent, he has the intention of returning. A change of residence can only be made by the act of removal joined with the intent to remain in another place. There can be only one residence. The only legal guardianship that is recognized by the WHSAA for transfer rule purposes is that legal guardianship which has been established at least 12 months prior to the student's moving to a new school and the fact that the student has been living with that legal guardian in their previous school setting.

### **WHSAA HOME SCHOOL**

Students (9-12) have a procedure for participating in CCSD activities, determined by the Wyoming High School Activities Association. Student and Parents are responsible to work through the building Activities Office to complete the proper paperwork.

## **STUDENT MANAGERS**

Each manager is to be selected by the coach/sponsor in charge of the activity. The manager's job is one of responsibility, dependability, loyalty, and cooperation with the coaches/sponsors and participants. Managers will be assigned to certain duties by the coaches/sponsors such as paper work, inventory, water and taking care of the equipment/materials relevant to the activity. Student managers are exempt from physicals, but are expected to turn in all other required paper work and follow the same guidelines as the student-participants in that activity.

## **STUDENT TRAINERS**

Student athletic trainers are trained to tape and are being taught basic injury care; however, the trainer/coach will assume all responsibility in case of injury. The student trainer present will assist the trainer/coach in the care of an athlete, but does not make any decisions regarding treatment or playing status of the athlete. Student athletic trainers will be assigned to work with teams and possibly travel. Student athletic trainers are exempt from physicals, but are expected to turn in all other required paper work and follow the same guidelines as the student-participants in that activity.

## **ATTENDANCE**

### **A. Attendance - Day of Activity Contest or Event and Practice**

A student is expected to be in regular class attendance all of the scheduled school day up to the time of the scheduled practice or activity/event including bus departure in order to participate in the activity/practice or contest. Any exceptions other than medical appointments or a critical family emergency must be cleared with building director of activities or the building principal prior to participation. Students missing school, then returning to contest/event or practice without the coaches'/sponsor's knowledge will have consequences imposed.

If a student is absent the day before a contest, but is in school the day of the contest, it is the coach's/sponsor's discretion to determine the individual's preparedness (physically, mentally and psychologically) to compete in that day's competition. This also applies to individuals absent on Friday who show up for the competition the next day (Saturday).

### **B. Attendance - Day after Activity**

Coaches/sponsors and students are expected to be in school and on time on all school days after an activity trip. Late trips on Monday through Thursday will be avoided if at all possible. Illnesses are excused, but being tired is not an excuse to miss the educational opportunity.

### **C. Illness or Injury**

A student will not participate in any student activity practice or contest if they were absent any portion of the day because of illness or extended time in nurses' care. Students under a doctor's care, due to illness or injury, are not to participate in a student activity without a written doctor's medical release.

If a student is ill on Friday, in order to participate on Saturday, the coach/sponsor needs a written note stating that it is okay to participate or if student was under a doctor's care due to illness, then a written note from the doctor stating that it is okay for the student to participate. It is the discretion of the coach/sponsor if the student participates.

### **INJURED PARTICIPANT**

The welfare of the athlete is of the utmost importance. Parent/guardian or student/participant should notify the Athletic Trainer, coach/sponsor of an injury immediately. Decisions of the Certified Athletic Trainer must be considered primary. Following the return to activity protocol, the athlete will be tested for physical readiness. Based upon this testing, student-athlete may be cleared or not for activity. All parties involved (i.e. the athlete, the parent, the coach/sponsor, the team physician, the personal physician and the Certified Athletic Trainer) must agree that a player can resume participation safely. The injured student shall not be allowed to return to practice without a written medical release if they were seen by a physician.

### **CONTAGIOUS DISEASE INFORMATION**

CCSD has developed guidelines in order to address concerns about the spread of contagious diseases including the AIDS virus, Hepatitis B Virus, etc. Any wound on the body of a student/participant must be checked by the Athletic Trainer, cleaned and covered. Should you have questions, please contact a CCSD Trainer.

### **IDP (In-School Disciplinary Program)**

Activity participants assigned to the IDP are suspended from participation in their activity until they have completed the IDP assignment. Practice while in IDP is permitted. Participation in competition following the IDP assignment will be dictated by the individual activity's regulations and expectations.

### **OUT OF SCHOOL SUSPENSION**

Students suspended out of school may not practice or participate until the suspension period ends.

### **DRESS AND CONDUCT FOR OUT-OF-TOWN ACTIVITIES**

All activity participants will dress and behave in a manner or to a standard that brings credit to their school, the school district and our community. Male participants will wear slacks, collared shirt, and dress shoes. Female participants will wear slacks and collared shirt or dress with dress shoes. No jeans, t-shirts, sweatshirts, and tennis shoes. Coaches/Sponsors supervising extracurricular activities may make other dress requirements applicable to students participating in athletic and/or other extracurricular activity events such as team travel gear. Any issues or concerns regarding the dress expectations, please talk to the activity sponsor or sport coach.

## ACTIVITY TRIP RULES

- A. Students are to be ready at designated departure times.
- B. The students are under the direct control and supervision of the coach/sponsor.
- C. Conduct of Students on School Authorized Transportation
  1. When a bus is in motion, students are required to sit in the seat facing the front of the bus. Students should not stand while the bus is moving or extend their arms or head out of the windows. Students should avoid any unnecessary movement and always sit correctly in seats. Students should not sit on the arms of the seats; kneel in seats facing backwards; and lay in the luggage racks.
  2. Rough housing, horseplay, throwing of objects, or squirting of pop or other liquids will not be tolerated.
  3. Any damage done to the bus seats or other equipment must be paid for by the student.
  4. Obscene or foul language, misconduct, vandalism, and/or any other violation of these policies may result in suspension from participation in school activity programs.
  5. Students shall help in keeping the bus clean. Do not throw paper or other refuse on the floor or out the bus windows. Put all garbage in the wastebaskets that are provided.
  6. Food or beverages may be brought on to the bus under the direction of the sponsor.
  7. No spikes will be allowed on the bus.
  8. Students will remain dressed in street clothes or full athletic suits when riding the bus. Students will dress in a manner that reflects appropriate standards for CCSD as defined by each coach/sponsor's expectations.
- D. Students will be responsible for their electronics and all other valuables. Students' music players will not be played on the bus except when equipped with individual headphones.
- E. Do not experiment or tamper with the bus or any of its equipment.
- F. Emergency doors shall only be used in case of an emergency or unless otherwise authorized by the driver.
- G. Coaches/sponsors will check with the driver to be sure that students have everything off the bus upon return to school.
- H. Students should remain in their same seat until they are ready to depart from the bus with all their possessions. In leaving the bus, remain seated until it stops, then leave in order. If you cross the road, do so in front of the bus, after making sure the highway is clear, and by visually checking with the driver.
- I. The bus driver will have the final authority in endangering situations. Drivers are in charge of the general safety of all personnel while traveling. Each driver may feel that additional rules are essential to achieve this goal. Coaches and sponsors will enforce all requests made while in transit to insure their safe passage.
- J. Winter Travel - Students need to dress warmly. Students and sponsors should travel with a winter coat, snow boots, stocking hat, gloves or mittens, and a blanket.
- K. CCSD Transportation works with the Wyoming Department of Transportation and the building director of activities to make the decisions on travel when there is inclement weather.
- L. Travel To and From Out-of-Town Activities - In order to participate in any school function scheduled out-of-town, a student must travel to and expected to travel from the activity in school furnished or school authorized transportation.

If parents wish to take their children home with them after an activity, they must request this permission from the coach/sponsor and provide a note saying they are relieving the coach/sponsor of all responsibility for the return trip home. The parents should arrange this with the coach/sponsor prior to the activity trip whenever possible.

Students may not ride home with anyone other than their legal guardians unless parents wish to have their child released to another adult (21 or older) after an activity. A CCSD Liability Waiver Form, from the building AD's office should be completed and approved at least 48 hours before the activity trip begins. The coach/sponsor will have the receiving adult sign and date the form before releasing the student.

- M. Homework Guideline on Activity Trips - Idealistically, students should try to have all assignments done in an acceptable manner and turned in before leaving on activity trips. It is the student's responsibility to check with teachers concerning materials and assignments they might miss. There is ample opportunity for study time on trips for students to complete these assignments. The object of this study time is to keep activity students from lagging behind with homework and assignments. Students will be expected to have all assignments done in an acceptable manner and turned in the next class meeting after the activity trip.

### **GUIDELINES FOR STUDENT ACTIVITY MEALS - GRADES 7<sup>TH</sup>–12<sup>TH</sup>**

- NOTE: 1. Students with food allergies or a medical condition should notify the sponsor/coach of that activity.  
2. Students may bring extra money to purchase additional food or drink.

#### *Criteria for Student Meals*

For trips of 100 miles or less one way:

- a. If only one meal is required, it will be a carry-on meal provided by the student.
- b. If more than one meal is required, the first meal will be a carry-on meal provided by the student, and the school will budget for all other necessary meals.

For trips of over 100 miles one way:

- a. If only one meal is necessary, the school is to budget for it.
- b. If more than one meal is required because of the duration of the activity trip, the first meal will be a carry-on meal provided by the student, and the school will budget for the other necessary meals.

#### **Student Activity Meal Guidelines**

Number of meals per day - a maximum of three (3) meals per day at District expense is allowed for any one group if trip is an overnight trip.

<b>Breakfast</b>	<b>= \$6.00</b>
<b>Lunch</b>	<b>= \$7.50</b>
<b>Dinner</b>	<b>= \$9.00</b>

Campbell County School District wants each student to have a good, balanced meal for breakfast, lunch and dinner. Skipping meals to combine the meal allotments for a more expensive meal is not allowed.

### **JUNIOR HIGH (grades 7-8) PARTICIPATION LEVELS**

When teams have combined grade levels, for example - Wrestling 7th-8th, students will participate on teams at their skill level. When teams consist of students from only one grade level, for example – Basketball 7B and 7A, participation will be limited to students at that grade level only.

### **WEDNESDAY NIGHT PRACTICES**

Campbell County School District adheres to the expectation that all school activities for students will be dismissed and the students will be showered and out of the building by 6:00 p.m. on Wednesday evening.

## **SUNDAY PRACTICES**

Campbell County School District adheres to the expectation that there will be no school related Sunday meetings, practices or contests without prior approval obtained from the building Activities Director.

## **LATE NIGHT ACTIVITIES**

The general guidelines to follow for student activities is that they should end before 10:00 p.m. on week nights and before midnight on Friday and Saturday. Exceptions to this should have administrative approval. This does not include trips home from away games.

## **HOLIDAY vs VACATION PRACTICES**

There will be no practices on a national holiday unless prior approval has been obtained from the building Director of Activities or school is in session. On school vacation days such as summer, Christmas or spring break, and/or on non-school days associated with a national holiday, required practices may be held with prior approval from the building Director of Activities.

## **PARENT NOTIFICATION OF ACTIVITY DISMISSAL/WITHDRAWAL**

Coaches/sponsors are responsible to notify parents/guardians of any student that attended a practice and has been dismissed or withdrew from the sport/activity by completing this form and mailing it to the parent/guardian.

## **WHSAA DUAL PARTICIPATION (5.1.1) (NOTE: WHSAA Rules apply to students in grades 9-12 only.)**

A pupil may not participate in two school sports at the same time. However, during a season when one sport is over, a student may switch to another sport which runs concurrently. A sports season ends after elimination from the sports culminating event.

## **WHSAA OUTSIDE COMPETITION (INDEPENDENT/CLUB TEAMS) (5.8.0)**

A student who is a member of a school athletic squad may not participate as a member of an outside team (club) or as an independent competitor in the same sport during the same season.

## **WHSAA AGE LIMIT (6.3.0)**

A student must be under twenty years of age on August 1 for fall sports, November 1 for winter sports, and March 1 for spring sports.

## **BASIC TEAM/GROUP RULES**

The activity sponsor/coach will develop team rules with expectations including training rules for their activity. Things such as attendance, punctuality, eligibility, behavior, communication, dress expectations, etc. will be included in the rules. The rules are to be in writing, handed out to each participant and explained to the team/group.

## **BUILDING STRONG ACTIVITY PROGRAMS**

We believe the best way to build strong activity programs is for the student to be involved in school activities during each competitive season. We believe the mental and physical development of participating in multiple activities plays a vital role in the next activity season, which will benefit ALL our programs. The variety also gives students a chance to discover other activities in which they may excel. We all know that students out for extra-curricular activities are better off than students who are not.

Students should be allowed to choose what school activities and out-of-season opportunities in which they want to be a participant. We further believe, as professionals, we need to be reasonable and work together to make our programs as strong as possible. When a student is out for a certain activity, he/she should not be restricted from

participating in other non-conflicting, out-of-season opportunities. Realize that in-season activities have priority over out-of-season activities.

### **CONFLICTS BETWEEN ACTIVITIES**

Conflicts between activity programs and the attendance of a student at one or the other should be handled by the sponsor/coach involved, and the student, well in advance of the conflict with no penalty to the student. If the sponsor/coach and the student cannot satisfactorily solve the problem, then the Activities Director or building administration will become involved.

## **CCSD PLAYING TIME STATEMENTS**

**JUNIOR HIGH PLAYING TIME STATEMENT-** Playing time guaranteed to those who are eligible, however, the amount of playing time may be determined somewhat on skill and ability. Coaches will make this determination based on performance at practice, previous competitions, teamwork, skill development, comprehension and application of rules and strategies, leadership abilities, positive attitude, attendance, the safety of the individual athlete, and other determining factors. Behavior and the ability to get along with their peers might be factors that could limit participation. Skill level and attitude will be combined with the needs determined by the coaching staff to field each team.

NOTE: In basketball and volleyball, students will be placed on an A team, B team or a Rec Center team.

**SUB-VARSITY PLAYING TIME STATEMENT** - Playing time at this level is not guaranteed regardless of seniority or experience. Each sub-varsity student-athlete will compete for playing time by demonstrating how they can best contribute to the competitive efforts of the sub-varsity team. The governing rules of the WHSAA will always be a primary consideration. Coaches will make this determination based on their performance from practice, previous competitions, teamwork, skill development, comprehension and application of rules and strategies, leadership abilities, positive attitude, attendance, the safety of the individual athlete, and other determining factors as stated in the team handbook. Skill level, attitude, competitive ability, and maturity will be combined with the needs determined by the coaching staff to field a competitive group.

**VARSITY PLAYING TIME STATEMENT** - Playing time at this level is in NO WAY guaranteed, regardless of seniority or experience. Each varsity student-athlete will compete for playing time by demonstrating how they can best contribute to the competitive efforts of the varsity team. Coaches will make this determination based on their performance from practice, previous competitions, teamwork, skill development, comprehension and application of rules and strategies, leadership abilities, positive attitude, attendance, the safety of the individual athlete and other determining factors. Skill level, attitude, competitive ability, and maturity will be combined with the needs determined by the coaching staff to field the most competitive group possible. Varsity level competitors will be determined by the coaches within each individual program.

## **CCSD ACTIVITY DRUG TESTING**

Campbell County School District conducts a no cost random drug testing program for Activity Participants (9-12). The focus and intent of this policy is threefold: (1) to provide for the health and safety of all Activity Participants; (2) to counteract the effects of peer pressure by providing a legitimate reason for Activity Participants to refuse to use illegal drugs; and (3) to encourage Activity Participants who use drugs to participate in drug treatment programs.

## **PROCEDURES FOR ACTIVITIES PARTICIPANT**

*Consent:* The student and custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program for each student wishing to participate in any competitive interscholastic program. No student shall be allowed to participate in any competitive interscholastic program absent such consent.

*Student Selection:* At the option of the district, Activity Participants will be randomly tested with the beginning of any activity season. Random testing will be conducted weekly during the activity season. Random selection process will be provided by a third party administrator/vendor. The Director of Activities shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process.

## **SAMPLE COLLECTION**

A third party administrator/vendor will be responsible for sample collection. Samples will be collected at an assigned time on the same day the student is selected for testing. If a student is unable to produce a sample at any particular time, the student will be given time up to one hour to provide the sample, but remain under the direct supervision of the school designee.

## **PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

Whenever an Activity Participant's test result indicates a positive test, the Medical Review Officer will gather prescription medication information from the parent or guardian. In the event of a positive test result with the presence of illegal drugs, the District's Activity Code will be enforced.

## **NON-PUNITIVE NATURE OF POLICY**

No Activity Participant shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results on positive drug tests will not be disclosed to criminal or juvenile authorities.

## **ACTIVITIES COVERED UNDER THE DRUG TESTING POLICY**

The following activities are subject to the policy:

Basketball	Cheerleading	Cross Country
Football	Golf	Soccer
Swimming & Diving	Tennis	Wrestling
Track & Field	Volleyball	

## **CONDUCT EXPECTED OF ACTIVITY PARTICIPANTS**

Interscholastic activity competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of students in activities is achieved when participants are committed to pursuing victory with honor with the six character traits such as Trustworthiness, Respect, Responsibility, Fairness, Caring and Good Citizenship. Participants will abide by the sport/activity rules, by the CCSD Activity Code, and the WHSAA rules (9-12).

### **WHSAA UNSPORTSMANLIKE CONDUCT (3.5.2) (NOTE: WHSAA Rules apply to students in grades 9-12 only.)**

Any competitor who has been disqualified from a contest committing an unsportsmanlike act prior, during, or after the contest shall be disqualified for the remainder of the contest/activity. Depending on the sport/activity, the competitor will be disqualified from contest(s) and must successfully complete the WHSAA Good Standing Buyback Program.

### **CONTRACT OF ACTIVITY CODE**

1. I understand that it is my privilege to participate in CCSD school activities.
2. I understand that if I violate the CCSD Activity Code, I will be subject to the consequences in the code.
3. I understand that subsequent violations of the activity code will result in progressively harsher penalties.
4. I understand and agree to comply with the Campbell County School District Activity Code.
5. I will sign the Master Eligibility Form agreeing to abide by the CCSD Activity Code.

### **SUSPENSION**

A student who is suspended from a team/group for violation of activity code rules may not participate on another team during the same season or until suspension is complete. Students may participate in practices during this suspension, but participants will not be allowed to travel or be with the team during contests or events while on suspension. An activity suspension may be up to 175 school days without practice. Communication or contact involving the parents/guardians, the student, and the Director of Activities will be made to inform the student and the parents/guardians of the conditions of suspension.

## **CCSD Activity Code Guidelines**

(Grades 7<sup>th</sup> – 12<sup>th</sup>)

Participation in CCSD activity programs is both an honor and a responsibility. Activity participants earn recognition for their achievements as representatives of their school. It is a privilege to participate in CCSD activity programs, and this privilege is extended to all, provided that students are willing to assume certain responsibilities. Therefore, to participate in interscholastic activity programs at CCSD, students will be expected to follow certain established rules.

Important advantages of individual initiative, character, and teamwork can be developed only when there is cooperation with established procedures. No attempt to infringe on a student's individual rights is intended. The Activities Department applies these standards to students participating in activities with the knowledge and recognition that the established goals of team spirit and morale, character development, and team success cannot be achieved by any other alternative.

Activity participants are expected to conduct themselves at all times in such a manner as to be a credit to their parents or guardians, the school and their community. Exemplary conduct is expected throughout the year.

### **INFRACTIONS**

All students, grades 7-12, who participate in any WHSAA or District sanctioned activities are covered under the CCSD Activity Code. The participant will be subject to disciplinary action if he or she commits any of the following infractions while participating in an activity.

1. In attendance at an underage party with alcohol or drugs present.
2. Use or possession of tobacco, including vaporizers/e-cigarettes.
3. Use, possession, selling or distribution of alcohol.
4. Use, possession, selling or distribution of drugs. (An illegal controlled substance as defined by Wyoming State Law.)
5. Theft or vandalism.
6. Harassment/Bullying behaviors (includes hazing).
7. Sexual misconduct.

## **OFF-SEASON VIOLATIONS**

During the off-season, student behaviors or actions that reflect negatively on CCSD will be addressed by each of the coaches'/sponsors' off-season expectations. Off-season violations may affect the student's opportunity to participate in the established interscholastic activity season.

## **IN-SEASON VIOLATIONS**

In-season violations are from the first date of practice until the conclusion of the last varsity culminating event for each activity and will be addressed by the Activity Code. In addition to the Activity Code, each coach and sponsor has activity-specific expectations. In-season violations may be subject to coaches' and sponsors' consequences that could impact the participant's participation status and include loss of letter, season recognition and/or post-season honors. In-season violations can occur either off school grounds or on school grounds and extensions.

## **OFF SCHOOL GROUNDS**

If a participant is involved with alcohol or drugs, the participant and parents may be required to meet with the Activities Director. All students that violate the Activity Code, in regard to alcohol or drug use, will participate in an approved substance abuse counseling program. A student under a substance abuse counseling plan may be eligible to participate once their suspension has been fulfilled. Any student that fails to follow the assigned counseling plan will become ineligible for activity participation until the counseling plan is complete. Participants involved with drugs may be required to submit to drug screens when in activities.

## **SCHOOL GROUNDS & EXTENSIONS**

Activity Code violations on school grounds or extensions of school grounds (i.e. bus, activity trip, motel) will result in an activity suspension. Possession of weapons, the use, possession, distribution, or selling of drugs, alcohol, or any other severe violation on school grounds or extensions of school grounds will result in immediate suspension from practice and competition.

Pursuant with CCSD policies and regulations, activity participants involved in, but not limited to, the following violations may be subject to school suspension and/or expulsion by the Board of Trustees: possessing, using, distributing or selling alcohol, drugs, or weapons.

## **CONSEQUENCES**

Consequences for violating the Activity Code when off school grounds will be suspension from contests and/or events. Suspensions will vary for various activities. (See "*Steps of Ineligibility*" Table) A step approach will be used to assign suspension periods. For in- season offenses, the penalty will start with the next eligible contest of his or her activity season. In the event the season ends, the participant's consequences will be enforced at the next eligible contest in which the student is a participant.

Students may be required to participate in all practices during this suspension, but participants will not be allowed to travel or be with the team during contests or events while on suspension. Participants must realize that an activity suspension may jeopardize the participant's future playing position or status. This is especially true when coaches and sponsors need to build team unity. In addition to the on school grounds or an extension of school grounds (i.e. busses, activity trips, motels) Activity Code consequences, violations of CCSD policies by activity participants may result in other disciplinary actions, to include school suspension or expulsion by the CCSD Board of Trustees.

## **PARTY RULE**

Participants are expected to avoid parties/gatherings where alcohol or drugs are available to underage youth. Participants need to take positive action to avoid situations where alcohol or drugs are present. An action plan should include information about the party/gathering prior to attending and immediate transportation to leave the party if alcohol or drugs are present. Failure to take appropriate steps to avoid these types of situations will be considered an Activity Code violation.

**VOLUNTARY ADMISSION – Alcohol**

Participants that, through their own actions, find themselves in an alcohol related violation of the Activity Code may, in certain situations, seek a reduction in suspension as long as a citation was not issued.

1. Voluntary admission of the violation must be within 24 hours of the next possible contact with the coach or sponsor.
2. Must be participant’s first offense.

**VOLUNTARY ADMISSION - Drug Use (non-alcohol)**

Before the start of an activity season, students that notify the Activities Director of a personal drug violation will be considered for suspension reduction. This reduction is subject to a completed drug counseling plan and periodic student voluntary drug screenings throughout the activity season.

**Refusal to participate in the drug-testing program will be considered by the Activities Department as a positive drug test, and the Activity Code consequences will be enforced.**

**STEPS OF INELIGIBILITY**

STEPS	Regular Season Contests/Games/Matches = 6 - 12	Regular Season Contests/Games/Matches = 13 - 18
	CC, CHEER (FALL), FB, GO, TN, TRK	BB, CHEER (Winter), SOC, SW, VB, WR
1	1 Contest	2 Contests
2	2 Contests	4 Contests
3	4 Contests	8 Contests
4	All Contests	All Contests
5	Ineligible for 1 year	Ineligible for 1 year

Non-athletic activities - according to number of events.

**INFRACTION / VIOLATION CHART PER SCHOOL YEAR**

Infraction	1st Violation	2nd Violation	3rd Violation
Party Rule	Step 1	Step 2	Step 3
Tobacco (use or possession) Including Vaporizers/E-cigarettes	Step 1	Step 2	Step 3
Alcohol (use or possession) Off School Grounds	Step 2	Step 3	Minimum Step 4*
Alcohol (use or possession) On School Grounds & Extensions	Step 4	Step 5	Step 5
Alcohol (selling or distribution)	Minimum Step 4*	Minimum Step 5*	Step 5
Drugs/Controlled Substances (use or possession)	Minimum Step 4*	Minimum Step 5*	Step 5
Drugs (selling or distribution)	Step 5	Step 5	Step 5
Theft or Vandalism	Minimum Step 2*	Minimum Step 3*	Minimum Step 4*
Harassment/Bullying Behavior/Hazing/ Physical Assault/Fighting	Minimum Step 2*	Minimum Step 3*	Minimum Step 4*
Sexual Misconduct/Assault	Minimum Step 3*	Minimum Step 4*	Step 5

\*A Conference with the Activities Director will determine eligibility status.

This code is in effect upon the student’s enrollment in Campbell County School District grades 6 – 12. Any appeals to this code should be presented in writing to the Activities Director. These consequences apply to all students who are members of the activity at the time of the violation. This code will be reviewed at the start of each activity season, by the respective coach/sponsor, with all participants involved.

## **SOCIAL MEDIA GUIDELINES**

The Campbell County School District activities programs want to make sure parents and students are aware of social networking responsibilities. We recognize and support the student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student-athlete must remember that playing and competing for Campbell County School District is a privilege. As a student-athlete, you represent the school district and you are expected to portray yourself, your team, your school and the school district in a positive manner at all times.

Below are social networking guidelines which provide direction for social networking site usage:

1. Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
2. What you post may affect your future. Many employers, college admissions officers, and athletic recruiters review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments and posts).
3. Similar to comments made in person, Campbell County School District Activities Department will not tolerate disrespectful comments and behavior online, such as:
  - a) Derogatory language or remarks that may harm teammates or coaches; other Campbell County student athletes, teachers or coaches; and student athletes, coaches or representatives of other schools, including comments that may be disrespectful to opposing teams.
  - b) Incriminating photos or statements depicting violence, hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behavior (including the use of profanity).
  - c) Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
  - d) Indicating knowledge of an unreported school or team violation – regardless if the violation was unintentional or intentional.

Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Think about who you represent: yourself, your family, your teammates and coaches, and your school. Like it or not, people are going to associate everything you post with you and what you represent. Protect yourself by maintaining a self-image of which you can be proud for years to come.

## **CCSD FUNDRAISING**

It is the regulation of the Board to require persons, groups, and organization who engage in fund raising activities on behalf of CCSD to submit an application for approval prior to fund raising activities. Any team/group that participates in a fund raiser must deposit all funds in their school's fund raising account and shall be disbursed as prescribed per district policy and regulation.

Funds generated by the students must be used for the benefit of students or the students' activity. These funds are used to pay for additional items the group may need, above and beyond what is provided by CCSD. Some examples are travel gear, summer camps for the group, travel expenses in excess of that allowed by CCSD, awards, or anything deemed appropriate by the group/organization/team and following district guidelines. Parents interested in fund raising need to talk with the coach/sponsor about the opportunities to fund raise in their child's activity.

**CAMPBELL COUNTY SCHOOL DISTRICT**  
**2020-2021 SECONDARY SPORT FEE/ACTIVITY ADMISSIONS**

**CCSD Sport Participation Fee**

		<b><u>Rates</u></b>
High School Activity/Sport Fee (Band, Cheerleading, DECA, Drama, FBLA, FFA, Speech and Debate, Strings, Vocal Music)	Reduced Meals	\$25.00 per Activity \$ 7.00 per Activity
	Free Meals	no charge
Junior High Sport Fee	Reduced Meals	\$20.00 per Sport \$ 5.00 per Sport
	Free Meals	no charge

\*NOTE: Other activities costs may be incurred including but not limited to the following: activity attire, physical, insurance, pictures, and association fees, etc.

**Gillette HS Sport Events**

	<b><u>Rates</u></b>
Students (High School)	Free (with Student ID)
CCSD Employee	Free (with StaffPass)
Military (Active Duty, National Guard, Reserves & Veteran)	Free
Senior Citizens	\$1.00
Students (Non-High School)	\$1.00
Adults	\$2.00

**Year Passes**

**Admit**

**Rates**

Student Year Pass	1	\$25.00
Senior Citizen Year Pass	1	\$25.00
Adult Year Pass	1	\$45.00
Participant Parent Pass	1	\$30.00

**Wright HS Sport Events**

Wright does not charge by off-setting admissions with corporate sponsor donations.

\*NOTE: The rates are the maximum amounts charged. Admission prices are not applicable for WHSAA post season ticketed events.

**CCSD Junior High School Tournaments**

**Rates**

Students (Junior High)	Free
Military (Active Duty, National Guard, Reserves & Veteran)	Free
Students (Non-Junior High)	\$1.00
Senior Citizens	\$1.00
Adults	\$2.00

\*NOTE: Junior High Schools will not charge for "head to head" competitions.

**CCSD Activity Events**

**Rates**

Dinner Theaters	Adults, Senior Citizens and Students	\$20.00 (Meal included)
Musicals and Plays	Senior Citizens and Students	\$ 3.00
	Adults	\$ 5.00

**CCSD Reduced Admissions**

\*NOTE: Activities administration has the right to waive fees where appropriate on an individual basis. Reduced admission prices are not applicable for WHSAA post-season ticketed events.

## **5035 Attendance Areas and Attendance Area Change Requests**

### **Attendance Areas**

Attendance areas will be established for District schools to encourage neighborhood schools, support appropriate instructional environments, maximize facility utilization, and support the educational plan of the District.

The Superintendent is responsible for establishing attendance area boundaries for all schools each year. Students are expected to attend the schools within their attendance areas unless the District offers or requires an alternative placement. When appropriate, the District will assume responsibility for transportation when students are mandated to attend schools out of their attendance areas due to overcrowding or other compelling reasons.

Major attendance area boundary changes will require approval by the Board of Trustees. At least one public hearing is to be held, with appropriate public notice, prior to submission of a final recommendation to the Board.

### **Elementary Attendance Area Change Requests**

Parents who want their child to attend a school other than the one in their attendance area should contact the principal of the receiving school to complete an Attendance Area Change Request form. Parents who receive an approved attendance area change are responsible for transportation to and from school.

Campbell County School District will not be obligated to provide transportation to or from school in another attendance area, or pay isolation, unless a transfer is initiated by the school district and other criteria are met as established in the accompanying regulation.

### **Secondary Attendance Area Change Requests**

Campbell County School District (CCSD) has guidelines for attendance area boundaries, as well as the feeder school system from elementary to junior high to high school. Starting at the eighth grade level, students who attend their first practice or first day of school (whichever comes first) at a CCSD junior high school will establish eligibility for high school activities.

If a parent wants their child to attend a secondary school other than the one in their attendance area, they will need to complete an Attendance Area Change Request form and turn it in to the receiving school principal. The receiving junior high school principal will consult with the appropriate feeder high school principal on attendance area change requests. Both principals will approve or deny all secondary attendance area change requests. Attendance area change requests made after the first practice or first day of school will follow the same protocol listed above.

ADOPTION DATE: May 24, 1977; Revised Oct. 28, 1986; Revised Jan. 12, 1988; Revised Jan. 26, 1988; Revised May 9, 1994 (formerly 5117 and 5117.1) ; Reviewed April 8, 2003; Reviewed March 11, 2008; Revised November 22, 2016; Revised July 18, 2018

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5030, 5030-R

ADMINISTRATIVE REGULATION: 5035-R

## 5035-R Attendance Areas and Attendance Area Change Requests (effective April 15, 2019) begins with the 2019-2020 school year

### Attendance Area Change Requests

1. Staffing will not be modified to honor attendance area change requests.
2. Elementary decisions will be made on a case-by-case basis and will be made by the receiving principals unless otherwise stipulated in this regulation. Among the factors to be considered will be current enrollment and staffing at the desired grade level at the receiving school and the transferring student's record at his or her current school.
3. Approved attendance area requests for students entering grades K-6 are good for the school year for which the request was made. Requests must be made each and every school year.
4. A student wishing to enter seventh grade at a junior high that is not in their attendance area will complete an attendance area change request form. Approval or denial for seventh grade area change requests will be made by the receiving principal.
5. Grade 8-12 **requests are due April 15** of each year. However, the district recognizes attendance area change requests may be made during the summer due to changing circumstances. Every attempt will be made to approve or deny requests by early August.
6. Grades 8-12 decisions will be made on a case-by-case basis and will be made by the receiving junior high principal and the appropriate feeder high school principal. Consultation with activity directors will take place as needed. Among the factors to be considered will be current enrollment and desired grade level staffing at the receiving school, as well as the transferring student's record at the current school.
7. For families with more than one child seeking approval of an attendance area change request to a particular school, a request must be made for each student. Having one child receive approval of an attendance area change request does not automatically admit other children from the same family.
8. Any student approved to attend a school outside his or her normal attendance area is expected to be a good school citizen and live up to the receiving school's attendance and behavioral standards. Students who do not meet the requirements set forth by the receiving school will jeopardize their continued privilege of attending the receiving school. **Students approved to attend grades 8-12 on an attendance area change request will be allowed to remain at the receiving high school for the remainder of their high school years**, unless the student is expelled and not allowed to return to school.

ADOPTION DATE: January 12, 1988; Revised May 9, 1994 (formerly 5117-R); June 10, 1996; Revised April 8, 2003; Reviewed March 11, 2008; Revised November 22, 2016; Revised July 18, 2018

CROSS REFERENCE(S): 5035, 5300 and 5300-R Activities Participation Eligibility

ADMINISTRATIVE REGULATION:

CAMPBELL COUNTY SCHOOL DISTRICT ASSUMPTION OF  
RISK/MEDICAL/HIPAA CONSENT

Student Name \_\_\_\_\_ Activity \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

I/We hereby acknowledge that we have been properly advised, cautioned and warned by the proper administrative and coaching personnel of Campbell County School District, that by participating in a sport, I am exposing myself to the risk of serious injury, including but not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete, impairment in the use of my limbs; brain damage; paralysis, or even death. Having been so cautioned and warned, it is still my desire to participate in the sport, and should I choose to participate in the sport, I hereby further acknowledge that I do so with full knowledge and understanding of the risk of serious injury to which I am exposing myself by participating.

I/We give authorization to the athletic trainer or physician to evaluate and treat any injuries that occur while participating in activities at Campbell County School District. (This includes immediate first aid and treatment, X-ray, physical exam, follow-care, and rehabilitation.)

As with any injuries, there could be financial obligations. Campbell County School District requires, as protection for the student as well as the parents/guardians, that each participant be insured during their activity season(s). This responsibility is solely up to the parents/guardians, and failure to maintain insurance coverage does not remove the financial responsibility from the parent, nor does it encumber Campbell County School District for medical costs related to activity injuries.

The Health Insurance Portability and Accountability Act (HIPAA) contains regulations that establish standards to protect security of health information, specifically oral and written health information collected or maintained by health providers. I/We hereby authorize the athletic trainers to release information regarding any injury or illness during the student-athletes training for and participation in athletics in Campbell County School District. This authorization/consent will allow athletic trainers to disclose medical information to coaches, school officials, and athletic directors on a need to know basis. This will ensure the safety of the athlete while participating in school sports, as well as establish a communication channel for school officials to stay abreast of an athlete's playing status and condition.

PARTICIPANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ PHONE (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_ PHONE (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

\_\_\_\_\_ SCHOOL ATTENDING \_\_\_\_\_

**IF PARENT CANNOT BE REACHED, WHO SHOULD CLAIM RESPONSIBILITY OF THE ATHLETE?**

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

FAMILY PHYSICIAN \_\_\_\_\_ POLICY # \_\_\_\_\_

INSURANCE CO. \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**(REQUIRED)**

**PLEASE LIST ANY MEDICATIONS, KNOWN ALLERGIES TO MEDICATIONS, OR OTHER MEDICAL CONDITIONS.**

INFORMED CONSENT AGREEMENT

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

As a student and parent:

- We understand and agree that participation in competitive interscholastic programs is a privilege that may be withdrawn for violations of the Drug Testing Policy.
- We have read the Drug Testing Policy and thoroughly understand the responsibilities and consequences as an Activity Participant in Campbell County School District.
- We understand and realize that there is risk of injury in participating in competitive interscholastic programs.
- We understand that during any competitive interscholastic program, the first date of practice to the conclusion of the culminating event (championship), in which students participate, they will be subjected to random urine testing or hair follicle testing. If the student refuses to be tested, they will not be allowed to practice or participate in any competitive interscholastic programs. We have read the consent statement and agree to its terms.
- We understand that if a coach/sponsor has reasonable suspicion that a participant is using a controlled substance, the coach/sponsor must report the information to the building AD or designee. If the AD or designee determines a drug test should be administered, parents will be contacted prior to the actual testing. If the drug test is refused, the student will not be allowed to practice or participate in any competitive interscholastic programs.
- We understand this is binding while a student is enrolled in Campbell County School District.

CONSENT TO PERFORM DRUG TESTING

- We hereby consent to allow the student named on this form to undergo urinalysis or hair follicle testing for the presence of illicit drugs or banned substances in accordance with the Policy and Procedure for Random Drug Testing of Campbell County School District Students Participating in Competitive Interscholastic Programs, as approved by the Campbell County School Board.
- We understand that the collection process will be overseen by a quality vendor.
- We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.
- We hereby give our consent to the medical vendor selected by the Campbell County School Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis or hair follicle testing for the detection of illicit drugs or banned substances.
- We further give permission to the medical vendor selected by the Campbell County School Board, its doctors, employees, or agents to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Superintendent or designee and will also be made available to us.
- We understand that consent pursuant to this Informed Consent Agreement will be effective for all competitive interscholastic programs in which this Activity Participant might participate during the current school year.
- We hereby release the Campbell County School Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Important on-line Resources:**

- Campbell County School District- Policies, Regulations, Calendar of Events, Schools  
(<http://www.campbellcountyschools.net>)
- Wyoming High School Activities Association:  
(<http://www.whsaa.org.asp>)
- Campbell County Parks and Recreation Department (CCPRD)  
(<http://www.ccgov.net/337/Parks-Recreation>)
- National Federation of High Schools:  
(<http://www.nfhslearn.com/>)
- Wyoming Coaches Association  
(<http://www.wcaonline.net/>)
- ProActive Coaching  
(<http://www.proactivecoaching.info/>)
- Sports Physical Screenings

**Frequently Asked Questions (FAQ'S)**

- When or where is the first practice? *Contact the school your child attends (p. A)*
- What all does my child need to participate? *Contact the school your child attends (p. A)*
- What activities do you offer? *Refer to page A or contact the school your child attends (p. A)*
- Can my child be 'cut' from a team? *Yes. Due to limited numbers in volleyball and basketball, participants will try-out for teams*
- Who are the coaches/sponsors of the activity? *Contact the school your child attends (p. A)*
- What as a parent can I do at home to make my child a better athlete?  
*Communicate with the coach/Sponsor (Appropriate Concerns – p. 3)*
- If I have an activity related concern, who do I contact? *Communicate with the coach/sponsor (pp. 3-4)*
- As a parent how can I help the team/organization? *Communicate with the coach/sponsor (pp. 3-4)*
- Is there a certified first responder with the team? *All coaches are certified with First Aid and CPR/AED training.*