

Goshen County  
School District  
No. 1

**District Student  
Athletic & Activity  
Handbook  
2025-2026**



**DISTRICT STUDENT ACTIVITY HANDBOOK    2025-2026    TABLE OF CONTENTS**

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**A complete copy of the current WHSAA Rules Handbook may be obtained online at [www.whsaa.org](http://www.whsaa.org)**

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## **INTRODUCTION**

Goshen County School District No. 1 believes that a dynamic program of student activities is vital to the educational development of the student. The opportunity for participation in a wide variety of student-selected activities is an integral part of a student's educational experiences.

Participation is a privilege that carries responsibilities to the school, to the activity, to other students, to the community, and to the participants themselves. These experiences aid in the development of positive student habits and attitudes that will prepare them for adult life in a democratic society.

The activities program should function as an integral part of the total educational process. It shall offer opportunities for the student to develop all-around growth, to encourage good citizenship, to assist in the development of positive relationships, and to bring about positive self-esteem.

## **PHILOSOPHY OF ACTIVITIES**

Goshen County School District No.1 activities are part of the total educational program of the district, and prides itself with the development of physical, mental, social, and moral qualities for leadership, scholarship, competitiveness, and sportsmanship. Various phases of the program should provide opportunities for a maximum number of participants involved in individual, as well as team activities, while maintaining a competitive atmosphere.

The high school activity programs are governed by GCSD #1 and by the Wyoming High School Activities Association (WHSAA). The WHSAA handbook and guidelines can be accessed at [www.whsaa.org](http://www.whsaa.org)

GCSD#1 believes that student activities should be of educational value and, therefore, supports the communication of a well-articulated philosophy among student, parents, staff, and community.

## **VALUES OF ACTIVITIES**

1. Through participation in the activity programs, the student learns how to work with others for the achievement of the group and individual goals.
2. Participation in activities is a living laboratory of equal opportunity action, where all students are treated without favor or prejudice, while learning that we are all distinctly different and unique.
3. Participation in activities fosters the growth and well-being of the individual student.
4. Participation in activities emphasizes good sportsmanship practices that have life-long values.
5. Participation in activities stresses the need to act fairly, to observe laws and customs, to treat others with consideration, and to handle adversity without losing self-respect.
6. Participation in activities allows students to strive to reach the highest possible level of their ability.
7. Success is not determined by the number of wins and losses but is measured by the dedication and attitude of its participants and its leadership.

## **GOALS**

1. To maintain a high standard of excellence while participating in activities in Goshen County.
2. To provide opportunities for physical, mental, and emotional growth and development.
3. To develop team and individual concepts such as loyalty, cooperation, fair play, citizenship, and other desirable social traits.
4. To provide the opportunity for worthy use of leisure time in later life, either as a participant or spectator.
5. To promote an interest in activity programs between the student body, faculty, and community.
6. To foster good sportsmanship in each participant, coach, and fan.

## **ACTIVITIES CODE**

Interscholastic activities have been established in GCSD#1 for the purpose of supplementing and contributing to the total educational program of the schools. Such a program requires a code by which students may be informed of the objectives and intentions of the program.

## **SPECIFIC OBJECTIVES**

1. To Learn Teamwork. 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. A person must also be willing to place the team and its objective higher than personal desires.
2. To Be Successful. Our society is very competitive. We do not always win, but we always 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 Learn Sportsmanship. To accept success and defeat like a lady or a gentleman, knowing we have done our best. We must learn to treat others as we would have others treat us. We need to develop desirable social attitudes, including emotional control, honesty, cooperation, and dependability.
4. To Improve. Continual improvement is essential to good citizenship. As an athlete or activity participant, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and, in those characteristics, set forth as being desirable.
5. To Enjoy Participation. It is necessary for us to acknowledge all of the personal rewards we derive from competition, and to give sufficiently of ourselves 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 high degree of physical fitness through exercise and good health habits, and to develop a desire to maintain this level of physical fitness after formal competition has been completed.
7. To be a positive role model. All participants should strive to be a positive role model by the way they represent themselves, their coaches, school, and community.

## **CHAIN OF COMMAND - Communication within Athletic/Activities Department:**

Below is the chain of command to follow with all problems that may arise. Remember, care enough to develop and implement guidelines for resolution of disputes.

1. Parents should not approach coaches on the field/gym with problems.
2. Guidelines for resolving disputes should be documented and communicated at parent meetings prior to the beginning of the season by every head coach.
3. If at any time, there is a problem the following steps should be taken:
  - a. the athlete should talk to the coach at an appropriate time,
  - b. if the parent has a question, the athletic staff welcomes the opportunity to talk at an appropriate time where privacy and confidentiality can be guaranteed,
  - c. if after having a conversation with the coach the concern is still unresolved, then the principal/athletic director is contacted.

## **PARENT/COACH/TEAM MEETING GUIDELINES**

Three (3) meetings, (fall, winter, and spring) will be scheduled by the activity director to meet with parents of students who wish to participate in that season's activity. General information will be handled at this meeting that deals in total school philosophy of activities, physicals, training rules, bus rules, overall scheduled events for that season, chain of command, etc.

Each head coach and staff (assistant) will be required to meet with all parents of those students out for their activity within seven (7) days of the scheduled game/event. Coaches will conduct a meeting that will, in writing, explain their coaching philosophy for their sport program and example of items that would deal with topics of cutting, squad selections, defining the purpose of each team, parent/coach communication guidelines and other pertinent information that our coaching staff should share with parents.

## **ADDITIONAL ACTIVITY REGULATIONS OR TRAINING RULES**

The activity sponsor will develop regulations and training rules for his/her activity outlined in the coach's expectations; these rules are to be in writing and approved by the activity director and/or building principal. A copy will be given to each participant.

## **STAFF DEVELOPMENT FOR ATHLETIC COACHES**

A coach constantly takes advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance.

Keeping abreast of current literature in professional journals, newspapers, and magazines and utilizing enrichment material available in other media forms is also to be expected. The Wyoming Coaches Association Membership dues and clinic fees will be paid by each school. Each school will be responsible for the additional costs for middle school coaches attending regional and state tournaments and culminating events.

**Volunteer coaches** will not be allowed in grades 6-12 school athletic programs unless certified by the Wyoming Professional Teaching Standards Board as a head coach or an assistant coach in that specific sport, and only with the approval of the building principal.

## **STUDENT PARTICIPATION ELIGIBILITY – DISTRICT POLICY 5121 (GRADING 6-12)**

The eligibility portion of this policy refers to only grades 9-12. Eligibility for grades 6-8 is defined in each school's handbook. When a student is failing two or more classes, that student will be ineligible until a time in which their grade is a D or higher in all but one of their classes. Ineligibility will be determined on a weekly basis; opportunities will be given to regain eligibility throughout the week.

Grades will be pulled at 8:00 AM on Monday, and students will be notified at that time. If the student does not improve their grades by Tuesday at 12:00 PM, they will be ineligible from Wednesday until the following Wednesday unless they regain eligibility throughout the week. The first grades will be pulled on the Monday of the 4th week of the semester.

<p style="text-align: center;"><b>STUDENT CONDUCT</b> <b>Concise Activity Rules – Grades 6-12</b> <b>DISTRICT POLICY 5131.22</b></p>
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### **A. INTRODUCTION:**

Students who volunteer to participate in the Goshen County School District No. 1 extra-curricular activities programs do so with the understanding that they must observe some regulations that are more restrictive than those relating to the general student community.

This policy applies to students who participate in the activities recognized by the Wyoming High School Activities Association (WHSAA) and in any other activities approved by the building principal and is in effect during the dates as set by the Wyoming High School Activities Association and/or schools of Goshen County School District No. 1.

The concise activity rules are to be distributed, read, and discussed by coaches or activity sponsors with students in each secondary and middle school in the district at the beginning of each season. The implementation of these standards is to be uniform throughout the secondary schools of Goshen County. Parents will be invited by the school to the concise eligibility rules meetings that precedes each season.

## B. GENERAL RULES:

1. All participants must be covered by insurance, or an insurance waiver must be on file in the school office prior to the first practice.
2. All athletes must have a physical examination on file in the school office prior to the first practice. The earliest acceptable date for a current physical examination is May 1.
3. All participants must have a medical release form signed by his/her parent or guardian and also provide the participant's social security number.
4. **Semester Eligibility:** If a student is enrolled in only five classes, the student must be passing all five classes at all times to be eligible to participate.
5. **Weekly Eligibility:** If a student is enrolled in six, seven, or eight classes, the student will follow current district guidelines, including not failing more than one class in order to remain eligible to participate.
6. Students ineligible because of scholastic deficiencies from the previous semester shall not be eligible until all grades have been verified by a school official on or after the last day of the current semester provided they have met requirements.
7. A student shall be permitted to make up work after the close of the semester for the purpose of becoming eligible. Deficiencies, including incompletes, conditions and failures for the previous semester may be made up during a subsequent semester, summer session, night school, correspondence, or tutoring for qualification purposes.
8. The makeup work must match the class where the failure occurred (ex. If an online class is taken, Algebra 1 for Algebra 1, etc.). Credit needs to be approved by the student's school district. The students will not become eligible until all deficiencies from the previous semester have been made up to meet WHSAA Rule 6.2.1- 6.2.3.
9. A student must be in school all day to participate in any activity, unless approval has been given by a school administrator or designee.
10. ALL GOSHEN COUNTY HIGH SCHOOLS WILL FOLLOW WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION HANDBOOK RULES
11. All activity rules are in effect for all students involved in any WHSAA activity during the school year.
12. All transportation to school sponsored events will be provided by the school. All students participating in any out-of-town event will leave and return by school vehicle unless released to parent/guardian or designated adult. Exception: A participant attending school at either Lingle or Southeast may not be required to drive to Lingle or Southeast to ride a bus for activities taking place in Torrington. Parent permission forms will be required. Students may be released by parents to any designated adult (at least age 21) by giving written permission prior to the event or in person at the event.
13. All students participating in school activities are at all times subject to the school rules which are outlined in the school's handbook. All participants are expected to conduct themselves in a manner which reflects positively upon their school. In addition to the rules stated in the handbook, each activity may have additional rules that have been approved by the principal.

14. Disciplinary action concerning an activity violation, invoked by one attendance center in the Goshen County schools, will be honored by all other schools in Goshen County. This includes transfers between schools, as well as combined activities.
15. Any exception to this regulation may be granted only by the Board of Trustees.

**C. SPECIFIC RULES FOR TOBACCO, ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES (as defined by the laws of the State of Wyoming (W.S. 35-7-1001), AND OFFENSIVE CONDUCT:**

INFRACTIONS

All students, grades 6-12 who participate in any WHSAA or district sanctioned activities are covered under the GCSD#1 activity code. The participant will be subject to disciplinary action if he or she commits any of the following infractions as referenced in District Policy 5131.21 (Secondary Districtwide Discipline Consequences) while participating in an activity:

1. Use and/or possession of tobacco as defined in District Policy 1700 (Tobacco and Smoking)
2. Use and/or possession, or intent to sell or distribute alcohol
3. Use and/or possession, intent to sell or distribute of illegal drugs (and/or drug paraphernalia or counterfeit substances)
4. Use or possession of Type I or Type II weapons
5. Assault of district employee or another student
6. Theft or vandalism on school property, or while on a school-sponsored trip
7. Harassment/bullying behaviors (includes hazing) – reference District Policy 5158 (Bullying, Harassment and Intimidation)
8. Sexual misconduct – reference District Policy 5156 (Sexual Discrimination and Harassment)
9. Conduct that is unsportsmanlike or brings disgrace to Goshen County School District as determined by the coaches and administration.
10. Attending a party with alcohol and/or drugs present

If a participant is involved with alcohol or drugs, the participant and parents may be required to meet with the activity director or school administrator. All students that violate the activity code regarding 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.

It is always the intent of the activities program to be fair and consistent in assigning activity code suspensions. If the behaviors or actions of a student, in the opinion of the coach or sponsor and/or director of activities or school administrator are determined to be detrimental to the activities program or team, the student's eligibility status may be affected.

SCHOOL GROUNDS & EXTENSIONS

Activity code violations on school grounds or extensions of school grounds (i.e. bus, activity trip, motel) will result in an immediate suspension from competition. In addition, pursuant with GCSD#1 policies and regulations, activity participants may be subject to school suspension and/or expulsion by the GCSD#1 Board of Trustees.

CONSEQUENCES

In addition to district discipline consequences, additional consequences for violating the activity code when off school grounds will be suspension from contests and/or events.

Suspensions will vary for various activities and will follow WHSAA guidelines (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.

For in-season offenses, the penalty will start with the next eligible contest of his/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 must participate in all practices during this suspension and will be permitted to travel or accompany the team during contests or events, knowing they will not warm-up or participate in the event.

Participants must realize that an activity suspension may jeopardize the participant’s future playing position or status. This is especially true where coaches and sponsors need to build team unity.

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.

STEPS OF INELIGIBILITY		
STEP	6 – 12 contests	13 – 18 contests
	Football, Cross Country, Tennis, Golf, Fall Cheer, Track	Volleyball, Basketball, Wrestling, Soccer, Winter Cheer, Softball
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
<b>Non-athletic activities = 10 school days</b>		

INFRACTION/ VIOLATION CHART			
Infraction	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation
<b>Tobacco and other counterfeit substances (use or possession)</b>	Step 1	Step 2	Step 3
<b>Party Rule</b>	Step 1	Step 2	Step 3
<b>Alcohol (use or possession) Off School Grounds</b>	Step 2	Step 3 (2 <sup>nd</sup> violation in same season = Step 4)	Step 5
<b>Alcohol (use or possession) On School Grounds &amp; Extensions</b>	Step 3	Step 4	Step 5
<b>Alcohol (selling or distribution)</b>	Minimum Step 3	Minimum Step 5*	Step 5*
<b>Drugs/Controlled Substances (use or possession)</b>	Minimum Step 3	Minimum Step 5	Step 5

<b>Drugs (selling or distribution)</b>	Step 5	Step 5	Step 5
<b>Theft or Vandalism</b>	Minimum Step 2*	Minimum Step 3*	Minimum Step 4*
<b>Harassment/Bullying Behavior/ or other disgraceful behavior (includes hazing)</b>	Minimum Step 2*	Minimum Step 3*	Minimum Step 4*
<b>Sexual Misconduct</b>	Minimum Step 3*	Minimum Step 4*	Step 5
<b><i>*A conference with the activity director and/or building administrator will determine eligibility status.</i></b>			

This code is in effect upon the student’s enrollment in Goshen County School District grades 6-12.

Any appeals to this code should be presented in writing to the director of activities. These consequences apply to all students who are members of the activity at the time of violation.

This code will be reviewed at the start of each activity season by the respective coach/sponsor with all participants involved.

**TIMING OF REPORTING AND ANONYMITY**

If school administration receives evidence of infractions more than two (2) weeks after the infraction occurs, it will not be accepted for investigation or disciplinary action.

The students who are accused will be informed of the source of the accusations. Anonymous accusations will not be accepted.

**RETALIATION**

Individuals who come forward with evidence against a student will receive protection from any form of retaliation. Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of bullying, harassment, or intimidation is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of bullying, harassment, or intimidation shall be subject to discipline, up to and including suspension or expulsion from school and activities.

**COMPUTERIZED MANIPULATION OF VIDEO OR PHOTO**

To uphold the integrity of disciplinary proceedings, any video or photo evidence submitted must undergo thorough verification to ensure it is authentic. This verification process serves to maintain fairness and accuracy in evaluating evidence, safeguarding against the potential manipulation, or falsification of visual materials. By requiring verified evidence, the school ensures that disciplinary decisions are based on reliable and credible information, promoting transparency and trust within the disciplinary process. If school administration has any doubt regarding the validity of a photo or video, it will not be accepted as evidence.

**D. DUE PROCESS PROCEDURE:**

When an alleged violation of any of the foregoing rules is brought to the attention of the program sponsor or coach, the sponsor or coach shall immediately report the possible violation to the school administrator or designee. The school administrator shall meet with the student to:

- 1) advise the student of the allegations,
- 2) allow the student to respond to the allegations,

- 3) investigate as needed,
- 4) make a decision related to the guilt or innocence of the student. If guilt is determined, concise rules will apply immediately,
- 5) inform the student of the decision, and
- 6) notify the student's parents or guardians as soon as possible via telephone and by mailing of written notice of the decision and consequences.

Policy Revised: July 9, 2024

### **SUSPENSION – CONCISE ELIGIBILITY**

A student who is suspended from a team for violation of team or Concise Eligibility Rules may not participate on another team during the same season or until suspension has been complete. Activity suspension may be up to 175 school days. A meeting or contact involving the parents/guardians, the student and the activity director will be convened or made to determine the conditions of suspension.

**Mandatory Drug Testing  
for Students Involved in Extracurricular Activities (Grades 7-12)  
DISTRICT POLICY 5140**

### **MISSION STATEMENT**

The Board of Education for Goshen County School District No. 1 values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol; and
- 3) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

### **DEFINITIONS**

- **DPA:** A national certified Drug Program Administrator, which shall use a certified laboratory in testing of samples.
- **Drugs:** Any substance considered illegal by Wyoming State Statute or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol.
- **Drug Program Coordinator:** The Drug Program Coordinator shall be the School Principal or the designee.
- **MRO:** Medical Review Officer
- **School Year:** From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which event it shall include from the first day of practice through and including the last day of classes in the following spring.
- **Activity Programs:** Any activity that meets the guidelines of the Wyoming High School Activities Association and the Goshen County School District No. 1 sanctioned activities as listed below:

#### **Grades 7-8 Athletics**

Basketball Cross Country Football Soccer Track and Field Volleyball Wrestling

#### **Grades 7-8 Activities**

Honor Choir Honor Band 8th Grade D.C. Trip Student Council Drama

## **Grades 9-12 Athletics**

Basketball Cross Country Football Golf Track and Field Soccer Softball Tennis  
Volleyball Wrestling

## **Grades 9-12 WHSAA Sanctioned Activities**

Art - State Symposium	FBLA	Musical - Fall
Band - Marching	FCCLA	SkillsUSA
Cheer	FFA	Speech
Dance Team	Journalism	Spring Play
DECA	Mock Trial	Student Council
Drama	Music - District	

**Participant:** Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent Form 1 and returning said signed consent form to the School Principal. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the School Principal. A participant may be subject to testing at any time during said 365-day period. Any student who tests positive will continue to be tested through the summer months (Page 4, Procedure, 1.E). A student will be removed from the testing pool if he/she has quit or been cut from an activity. Quitting the activity must occur prior to being selected for testing to be removed from the testing pool of students.

**Sample Collection:** Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing. If the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

**Drug Program Administrator:** The Board will choose a nationally certified Drug Program Administrator (DPA) for the purpose of determining through random selection the student(s)/ participant(s) to be tested. This will be accomplished by the use of a "Student List" identifying the student by number only. The DPA, by use of a certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

**Medical Review Officer "MRO":** Goshen County School District No.1 will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the DPA.

**Scope of Tests:** The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

**Non-Punitive Nature of Policy:** No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

## **DRUG SCREENING PROCEDURES**

**General Policy:** Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in sports or any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

**Prohibitions:** All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs, improperly used medications, or any mind/mood altering or intoxicating substances present in their system.

**Alcohol Use/Possession:** All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

**After School Hours Conduct:** After-school-hours use of drugs, alcohol, or any other prohibited substances is illegal. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

### **PROCEDURE:**

#### **1. All Current Students Participating in Extracurricular Activities**

##### **A. Random Testing**

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

##### **B. Consent**

Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as Form 1. No student shall be allowed to participate in any extracurricular activity absent such consent.

##### **C. Removal from the Random Testing List**

Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents to be dropped. However, students may volunteer to remain in the pool even though he/she are not part of the activity.

##### **D. Grades 7-8 Continued Testing:** Students entering high school from middle school or junior high will continue under the 365-day drug testing period and are subject to continued testing until the 365-day time period is complete.

##### **E.** There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. A student who has tested positive during a random test will continue to be tested through the summer months. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

#### **2. Testing Procedures**

##### **A. General Guidelines**

The Board and the DPA shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392 and 395.

## **B. Substances**

Substances that students participating in extracurricular activities may be randomly tested for include, but is not limited to: alcohol, amphetamines, cannabinoids, cocaine, opiates, inhalants, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

## **C. Testing Procedure**

The Board reserves the right to utilize breath, saliva, or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

### **3. Collection Sites**

The Drug Program Coordinator will designate a collection site(s) at each school where individuals may provide specimens.

### **4. Collection Procedures**

The Board and the DPA have developed and will maintain a documented procedure for collecting, shipping, and accessing all specimens. The Board and the DPA will utilize a standard Custody and Control Form for all students participating in extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable. All alcohol testing will be performed by a certified Breath Alcohol Technician (BAT). Where the Board has an employee collect the specimen, the Board will provide instruction and training to that employee.

### **5. Return of Results**

The DPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the telephone. The DPA shall then promptly tell the principal of the school which student(s) tested positive.

### **6. Request for Retest**

A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

## **POSITIVE RESULTS**

Whenever a student's test results indicate the presence of an illegal drug (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified, and a meeting will be scheduled with the school principal (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

### **First Positive Test:**

- DPC meeting with parent/s and student.
- Student notified of a requirement to miss 5 days of practice for the extracurricular activity. The student will also be ineligible to publicly perform in any activity for 14 calendar days. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- Written proof of alcohol/drug use assessment by a drug counselor is required prior to participating in the activity. Follow through of the recommended drug assistance program sessions with the counselor is strongly encouraged. A negative test must be provided before the student may return to the activity.
- Follow-up drug testing, a minimum of once a month, will commence after the first parent meeting for

the next 12 months or end upon graduation.

**Second Positive Test:**

- DPC meeting with parent/s and the student.
- Suspension of the privilege to participate in practice for 5 days and extracurricular activities for 30 calendar days. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so that the student completes the required number of days.
- An additional five sessions of drug counseling must be completed before the student may petition to return to activities. A negative test must be provided before the student may return to the activity.
- Follow-up drug testing for the next 365 days will begin upon notification of the second positive test, or end upon graduation.

**Third Positive Test (within two consecutive years):**

- DPC meeting with parent/s and student.
- Suspension of eligibility to participate in practice and extracurricular activities for one year from the date of the third positive test meeting, or end upon graduation from Goshen County School District No. 1. A negative test must be provided before the student may return to the activity.
- Follow-up drug testing will continue for 365 days from the date of the meeting.

**Fourth Positive Test:**

- DPC meeting with the parent/s and student.
- Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Goshen County School District No. 1.

**Refusal to Submit to Drug Use Test:** A participating student who refuses to submit to a drug test authorized under this policy or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances, and competitions for a period of 365 days.

**Appeal:** A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**Record Keeping and Confidentiality:** All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator, Superintendent, or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation, or one year after his/her class graduation.

**SEVERABILITY**

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

Adopted: April 14, 2009

Revised: May 8, 2012

**HOLIDAY ACTIVITIES AND PRACTICES**  
**District Policy 5131.7**

Athletic activity and school activity policies for Goshen County School District No. 1:

- A. There will be no athletic contests or school activities scheduled during the four major school holidays of the year. These holidays are Labor Day, Thanksgiving, Christmas, and Easter.
  - i. Each holiday will begin at midnight on the day following dismissal for the holiday and will end at 8:00 a.m. on the day on which school reconvenes except Labor Day (below).
    - a. If there are no school days after the last weekend of competition, the break will start at midnight on Saturday.
  - ii. The Labor Day holiday will begin at midnight of the Saturday preceding Labor Day and end at 6:00 p.m. on Labor Day.
  - iii. Easter ends at 4:00 p.m. on the Monday following Easter (optional practices may be held on that Monday).
  - iv. If an exception is to be made to the policy, they must have prior approval by the Board of Trustees.
  
- B. There will be no athletic or activity practices, open gyms, or school activities held on Sundays, Labor Day, Thanksgiving Break, Good Friday, or New Year's Day.
  - i. There will be a five (5) day moratorium on all athletic or activity practices, open gyms, and school activities during the Christmas break including two days prior to Christmas Day, Christmas Day, and two days following Christmas Day. This will include any days that fall on a weekend.
  - ii. The superintendent, in conjunction with the school activity director, may request consensus from school board members to allow practice on a Sunday if a culminating event will be taking place on a Monday.
  - iii. The building principal and superintendent may approve team-building activities scheduled on a Sunday, provided details and all arrangements for the activity are submitted in writing to the principal in advance.

**WEDNESDAY NIGHT PRACTICES**

Goshen County School District No. 1 adheres to the regulation 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. (see Policy 5150.5 – No Student Activities Night)

**LATE NIGHT ACTIVITIES**

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

**ATTENDANCE – DAY AFTER ACTIVITY**

Coaches 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, of course, are excused, but being tired is not an excuse to miss educational opportunity.

**HAZING OR INITIATION**

Hazing or initiation is not acceptable behavior. It is of utmost importance on all teams, but especially on those teams with underclassmen, that there is absolutely no hazing or so-called initiation rites. This is demeaning to all involved and is a most blatant form of discrimination. Also refer to District Policy 4360/5158 (Bullying, Harassment, and Intimidation).

## **CONFLICT BETWEEN ACTIVITIES**

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

## **PARTICIPATION AND NO CUT GUIDELINES**

No athlete will be cut from a team below Grade 12. In accordance with our philosophy and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any sport. When developing policy with respect to squad selection, strive to maximize the opportunities for students without diluting the quality of the program.

### **Cutting Policies**

#### **1. Responsibility**

- a) Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
- b) Non-varsity coaches shall take into consideration the policies established by the head coach in that program when selecting final team rosters.
- c) Prior to squad selection, the coach shall provide the following information to all candidates for the team:
  - 1) extent of try-out period
  - 2) criteria used to select the team
  - 3) number to be selected
  - 4) practice commitments if they make the team
  - 5) game commitments

#### **2. Procedure**

- a) When a squad cut becomes a necessity, the process will include three important elements:
  - 1) each candidate shall have competed in a minimum of five practice sessions.
  - 2) have performed in at least one intra-squad game
  - 3) be personally informed of the cut by the coach and the reason for the action
- b) Cut lists are not to be posted.
- c) Coaches will discuss alternate possibilities for participation in the sport, or other areas of the activities program.
- d) If the coach anticipates difficulties arising as a result of squad selection, he/she should discuss the situation with the activities director.

## **INSURANCE FOR INTERSCHOLASTIC ACTIVITIES**

GCSD#1 strongly encourages all participants to have full insurance coverage before they participate in activities.

## **CATASTROPHIC INSURANCE**

The district participates in a catastrophic insurance program with the WHSAA.

## **HOME SCHOOL STUDENT PARTICIPATION**

GCSD#1 welcomes the participation of Goshen County home school students in extracurricular activities. Below are the requirements that are to be in place prior to the first allowable practice:

1. Must have a current physical. The physical must be dated May 1<sup>st</sup> or after of the school year of participation. This must be on file in the Activities Office before the student will be allowed to participate.
2. Must have proof of immunization. This must be on file in the Activities Office before the student will be allowed to participate.

3. Fill out the WHSAA Affiliate Home School form which is available at [www.whsaa.org](http://www.whsaa.org) under General Links, Forms, Affiliate Home School Membership form. **NOTE** – this form **MUST** be completed and approved by the WHSAA before the first practice of the appropriate fall, winter, or spring season. Affiliate Membership is for the current school year only. The \$100.00 Affiliate Membership fee along with the \$7.00 Catastrophic Insurance fee for each participant (for grades 9-12) is required for high school participation. A copy of the completed document along with the approval letter from the WHSAA must be on file in the Activities Office before the student will be allowed to participate.
4. Fill out the WHSAA Combination School Agreement. This form can also be found at [www.whsaa.org](http://www.whsaa.org) under General Links, Forms, Combination School Agreement. The Commissioner of the WHSAA shall then review the agreement on the combination school request and place the combined school's team in the appropriate classification.

### **ATHLETIC AND ACTIVITY TRAVEL DISTRICT POLICY 5130**

The following guidelines are set to implement the planning and carrying out of all organized student activities.

1. All school sponsored athletic and activity trips must be approved by the superintendent or his/her designee.
2. Any change in an athletic or activity trip must be approved by the principal.
3. Only team personnel, high school varsity cheerleaders and their sponsor will be transported to athletic events.
4. Travel beyond the state for regional or national competition or meetings may be allowed. Funds raised by students for activity funds may be used for events beyond the state level where approved by the student organization, the sponsor, and the principal.

### **ACTIVITY TRAVEL RULES**

1. Coaches/sponsors are required to accompany students to and from all school activities unless prior arrangements have been made and the activities director has been notified.
2. Students are required to travel by the mode of transportation provided by the school district to and from school activities unless prior arrangements and necessary forms have been completed and signed.
3. Students/coaches/sponsors will dress appropriately for the activity they are attending. Coaches/sponsors will have a dress code for their activity.
4. The bus driver's request should be recognized by all coaches/sponsors and in turn by all students.
5. In time of inclement weather, the bus driver will be the ultimate decisions maker as to travel or stay.

### **STUDENT ACTIVITY TRAVEL**

The scope of this directive is to include all school student activity travel which is approved by the district at the Central Administration level. Special travel arrangements approved at the building level are required to follow the portions of these regulations that apply to those specific trips. The general thrust of this Directive is to set acceptable limits on numbers to travel, the cost of meals and lodging, and to see that these limits are uniformly followed to ensure equity and quality programs within the scope of the various budgets.

### **Responsibility for Compliance**

It shall be the responsibility of each BUILDING PRINCIPAL to review this directive constantly and consistently with each staff member in his/her charge and to see that the Directive is uniformly administered. Audits of the travel expenses shall be the responsibility of the principal or his/her designee. Reports of non-compliance shall be the responsibility of the principal.

### **Lodging**

For those scheduled activities that require overnight lodging, the building budget as approved by the principal shall provide funds to cover the entire cost of the student's lodging. The building administration is expected to shop for the best buy on motel rates. The district will fund the cost of culminating events within budgetary guidelines. Four students per room, i.e. four girls per room or four boys per room.

### **Meals**

Student meals are funded at a maximum of \$30.00 per day including gratuity. Payment will be made by the district. All receipts must be submitted. Any costs exceeding the daily allowances are the responsibility of the school.

The district will fund the cost of culminating events within budgetary guidelines. Activity funds may be used by schools following the meal expense guideline.

### **Departure Time from Goshen County**

If the time of an event and the distance traveled is such that students will be required to leave Goshen County prior to 5:00 a.m. the group may leave the night before the scheduled event. Exceptions to this are as follows:

- Teams traveling over a mountain pass during the winter must schedule their departure time so they will be over the pass before sundown. Buses will not travel a mountain pass during the winter if the state snowplows are not working.
- In years when the state basketball tournament, state wrestling tournament, state volleyball tournament or state track meet is in either Laramie or Casper, qualifiers will be allowed to leave Goshen County no sooner than five hours before weigh-ins, or their first tournament game or event. When a team is eliminated from the tournament, they will be expected to return as a group that same day.
- The district will provide one post-game meal after elimination. Teams that advance to the championship game, or the semi-final game may stay in Laramie or Casper overnight, if the head coach deems it necessary. Any exceptions to this statement must be approved by the Superintendent.

### **Definition of Activity Limitations**

The number of students traveling to district/regional or state events are limited to the following numbers:

Basketball	The number allowed on the roster by the WHSAA and two managers
Football	The number allowed on the roster by the WHSAA and two managers
Golf	The number on a varsity team as allowed by the WHSAA, no manager
Soccer	The number allowed on the roster by the WHSAA and two managers
Softball	The number allowed on the roster by the WHSAA and two managers
Tennis	The number on a varsity team as allowed by the WHSAA, alternates, no manager
Track	The number of entries allowed on the roster by the WHSAA and two managers
Volleyball	The number allowed on the roster by the WHSAA and two managers
Wrestling	The number allowed on the roster by the WHSAA and three managers
Art	Those participating in state competition
Band/Vocal Music	District/regional/state limited to the number of participants

Cheer	Varsity cheerleaders only may travel to state competitions
FBLA	Those participating in state convention
FCCLA	Those participating in state convention
FFA	Those participating in state competition, state judging included
Speech/Forensics/ Drama	Participants only
Student Council	Number of students allowed per Wyoming High School Activities

\*Building budgets pay for dues and fees.

### **ACTIVITY TRIP RULES AND REGULATIONS – SIGNING OUT STUDENTS**

Passengers of a school bus shall be limited to approved students, activity sponsors and/or those persons receiving prior permission from administrative sources. If parents wish to take their children home with them after an activity, they must request this permission from the coach/sponsor and sign the release form carried by coaches and sponsors (GCSD#1 Transportation Release Form)

If parents wish to have their children released to another adult after an activity, electronic notification to the coach and an administrator, or a liability waiver, must be completed prior to departure from the event.

### **ATHLETIC/ACTIVITY/FIELD TRIPS - BUS RIDER RULES AND SUPERVISION GUIDELINES**

**Loading and Storage:** Never block the aisle of the bus for any reason and at any time. Students may not place or store equipment or clothing in the aisle, by the emergency exits, or on the back ledge and compartment. Students cannot sit or lie down in these areas. This is one of the most important safety concerns that drivers and coaches/sponsor should share.

Coaches/sponsors and drivers should make sure that all equipment carried inside the bus is safely stowed within the compartment formed by the bus seats. Objects stored in overhead racks should be secure so there is no risk of injury to the riders. The bus driver must approve storage arrangements before the bus moves. Emergency exits must remain unblocked at all times.

**Locker Room:** A school bus is not to be utilized as a dressing room. Riders or participants need to find an appropriate dressing room upon arrival at the school event.

**Supervision:** The ultimate decision regarding bus conduct, cleanliness, stops, etc. rests with the bus driver. Whenever there is an extra-curricular activity or field trip there should be one or more coach or sponsor who ride the bus. The driver and the coach/sponsor in charge of the trip should discuss the trip itinerary, where planned stops will be and review the approximate schedule so that both understand it before the bus leaves the school. The Transportation Supervisor shall be informed of the route the bus will travel to get to the event.

**Discipline:** To ensure safety guidelines are met, the driver has the final authority for discipline. However, the coach/sponsor most familiar with the students/athletes should be the person who takes first responsibility for monitoring behavior of the athletes on his/her team or the students in his/her class. This coach/sponsor should, immediately upon boarding the bus, identify him or herself to the driver.

**Head Count:** A roster shall be provided to the driver before leaving for the trip. Coaches/sponsors should do a head count prior to leaving for the return trip and account for all team members before the team leaves and update the roster for the driver. The coach/sponsor is responsible for giving the driver the information that all riders are on the bus and ready to begin the rest of the trip.

**Noise:** Noise can be a serious and dangerous distraction to the driver. While individuals have different tolerance levels for noise, a steady background level of conversation between students is not a problem. Sudden loud conversations across widely separated areas of the bus, or squeals and shouts distract the driver's attention from driving and cannot be allowed.

**Food:** Consumption of food and drinks is generally not allowed on buses. The only time that students will be allowed to eat on the bus is when that arrangement is made in advance. The driver and coach/sponsor should discuss when the team or group will eat and plan clean up procedures in advance. A primary reason for this strict rule is the difficulty with cleaning up pop spills, sunflower seeds or ice cream spills.

**Drinks:** No student is allowed to bring glass containers on the bus.

**Clean Up:** Drivers will have cleaning materials and towels for cleaning up spills on the bus. Coaches/sponsors should designate students to clean up duty on the bus. The coach/sponsor and driver should inspect the bus for problems prior to the driver returning the bus to the garage at the end of a trip.

**Separate Seating:** When teams/classes consist of both boys and girls, they should generally ride with one gender in front and the other in the back. This is particularly important when the primary coach/sponsor for the specific team is not on the bus such as when the boys' and girls' team from the early games are returning before the others and one of their coaches/sponsors is staying behind. When more than one coach/sponsor is riding a bus with boys and girls, then one coach/sponsor should ride in front and one in the back.

**Reading Lights:** Reading lights and flashlights are permissible. No TVs are allowed on the bus. Portable electronic devices are allowed i.e., iPads, portable DVD players, laptops.

**Music:** The driver may, at a coach's/sponsor's request, turn on the radio. Students frequently bring personal music devices and are encouraged to use these with headphones. In no case should students play "boom boxes" on the bus.

**Cleats/Spikes:** Athletes are not allowed to wear, put on, or remove shoes with spikes or cleats on the bus. Athletes who damage buses with their spikes/cleats will be charged a damage fee.

**Movement on the Bus:** Riders must remain seated facing forward with their feet out of the aisle and within the compartment formed by the seats. On long trips it is understood that there may be a need for coaches/sponsors to move about the bus to talk with various individuals. Coaches/sponsors may call individuals forward to talk with them. In such cases it is important to move and be seated safely as quickly as possible. Standing up for any length of time on the bus while it is in motion is dangerous and drivers cannot allow it

### **THE DRIVER HAS AUTHORITY ON THE BUS AND THE FINAL WORD ON ANY DECISION**

<p style="text-align: center;"><b>STUDENT FUND-RAISING ACTIVITIES DISTRICT POLICY 5133.1</b></p>
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In all cases, the building principal must approve any fund-raising campaign in advance. In cases where students will be selling goods produced by companies for profit (candy, magazines, candles, etc.), the approval of the Superintendent shall be sought. In general, fund raising will be subject to the following regulations:

Fundraising will be subject to the following regulations:

1. Each student activity within a given school shall be limited to one major fundraising activity per semester. Any student activity not receiving funding from the school's building budget may have more than one major fundraiser. The sale of concessions at school activities and events shall not be subject to this restriction.
2. The use of the title of any district official or student organization shall not be used on any materials, notices, or advertising without the official approval of the principal.
3. All proceeds of student fundraising activities shall be in a school district activity account.
4. Fundraising activities which involve students, and which utilize telephone, letter, or door-to-door solicitation shall be discouraged. Participation in any aspect of a fundraising activity shall be totally voluntary on the part of students and parents.
5. It is the principal's responsibility to see that students are properly warned about selling door-to-door. They should travel in groups, not singly, and during daylight hours, if at all possible.

**The building principal must approve any fundraising activities as submitted on Exhibit 1. The approval of the Superintendent is required.**

<p style="text-align: center;"><b>FIRST AID AND EMERGENCY CARE</b> <b>Procedures for the Care and Treatment of Interscholastic Athletic Injuries</b> <b>DISTRICT POLICY 5142</b></p>
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The following procedures for the care and treatment of injured students will be followed by the members of the interscholastic coaching staff:

1. Under no circumstances will any student be permitted to participate (practice or play in a game) without having a physical examination and the front and back sides of the WHSAA School Physical Examination/Medical Record Form completed by both the parent and the examining physician.
2. If a student sustains severe injury, it is the duty of school personnel to make arrangements for immediate treatment and/or transportation for the injured student. It is the duty of the school personnel to contact the parent/guardian immediately.
3. A narrative report, written and signed by school personnel in attendance, shall be given to the school nurse to complete the SRRP report which shall be submitted to the Superintendent as soon after the accident as possible.
4. If a coach is aware of an athlete going home from practice or a game with an injury, the parents must be notified immediately regarding the extent of the injury, how it occurred, and whether it may be in the athlete's best interest to have him see the family physician. The coach or trainer shall not leave the injured student until he/she has informed the parents of the injury and released the athlete to their care. A narrative report must be filled out by the coach or witness, given to the school nurse who will complete the SSRP report (accident/injury report) and send to the Superintendent.
5. Any athlete who has been placed under the care of the physician will not be permitted to return to active participation without the physician's written consent.
6. All members of the coaching staff (all sports) must be endorsed for coaching and maintain current endorsement requirements including first aid, care and prevention, and CPR.
7. The family or attending physician will have the final authority in handling all injuries.

**ATHLETIC INJURIES REQUIRING MEDICAL ATTENTION**

1. The coach shall seek the best immediate care possible for the injured athlete.
2. The coach/trainer or school personnel shall accompany the injured student to the physician's office or hospital. Provisions for practice supervision must be made before leaving students unsupervised.

3. The coach or trainer shall notify the parents of the injured players as promptly as possible.
4. The coach or trainer shall not leave the injured student until he/she has informed the parents of the situation of the injury and released the athlete to their care.
5. The coach shall file an Accident Report with the trainer and school nurse within 24 hours of the accident, or the next school day.
6. The injured student shall not be allowed to return to practice without a written release from his/her physician.
7. Any student who loses consciousness during an event will not be allowed to participate for the remainder of that day. In order to return to practice or play in the future, the student must have medical clearance by a practitioner licensed by the State Board of Medicine (i.e., MD, DO, PA-C). (See District Policy 5143 - Training, Information and Restrictions on Participation for Student Athlete Concussions)

### **ILLNESS**

Students under a doctor's care due to illness or injury are not to participate in a student activity without a doctor's release.

### **COACHES/SPONSORS**

Make sure students and parents are informed that if a student misses any class time the day of the activity except for the aforementioned medical or family emergency without approval of the activity office, the student will not be eligible to participate.

### **EMERGENCY MEDICAL RELEASE**

Each student must have a signed Emergency Medical Release Form on file before they will be allowed to practice or participate in an activity.

1. Sponsors are to have these forms signed by the student's parents.
2. Sponsors are to have these readily available for emergencies at practice.
3. Sponsors are to have these with them on trips.
4. In case of an emergency, make every attempt to contact the parent before using the Emergency Medical Release Form.

<p style="text-align: center;"><b>STUDENT ATHLETE CONCUSSIONS</b> <b>Training, Information and Restrictions on Participation</b> <b>DISTRICT POLICY 5143</b></p>
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A concussion is a type of traumatic brain injury, and it should always be treated carefully and seriously. Young athletes are particularly vulnerable to the effects of a concussion, which has the potential to result in short or long-term changes in brain function or, in some cases, death. Any time the signs or symptoms of a concussion are observed by or reported to school personnel, precautions should immediately be taken.

The school district has developed protocols for the training of coaches and athletic trainers to facilitate the recognition of symptoms of concussions and to address restrictions concerning participation in school athletic events after suffering a concussion or head injury.

The district has also developed protocols which require providing information to students and parents on head injuries and concussions and related restrictions on participation in athletic activities. The school administration and activity directors shall take the appropriate steps to ensure that the district's coaches, licensed athletic trainers, volunteers, and other individuals responsible for coaching, providing athletic training, or advising school athletic teams comply with the district's protocols.

## **PROTOCOLS**

In order to address risks associated with concussions and other head injuries resulting from athletic injuries, the school district adopts the following protocols:

### **Definitions:**

“Athletic coach or licensed athletic trainer” means any paid or volunteer individual whose responsibilities include coaching, athletic training, or advising a school athletic team or club.

“Health care provider” means any person who is licensed and qualified under Wyoming law to provide health care services and is also permitted to perform a pre-participation athletic physical examination.

“School athletic event” means a game, competition, or practice associated with an athletic activity sanctioned by the Wyoming High School Activities Association or a game, competition, or practice associated with school-sponsored athletic activities in a middle or junior high school which directly corresponds to those high school activities sanctioned by the Wyoming High School Activities Association.

“Student athlete” means a middle school, junior high school, or senior high school student who engages in or seeks to engage in a school athletic event.

“Symptoms” means any change in the athlete’s behavior, thinking, or physical functioning, as self-reported by the athlete.

“Signs” means any change in the athlete’s behavior, thinking, or physical functioning, as observed by a coach or trainer, or school official, or another student athlete.

“Head injury” means a mild, moderate, or severe traumatic brain injury and is not intended to include superficial injuries to the head or face that do not involve trauma or potential trauma to the brain.

“Youth Athletic Activity” means any athletic activity related to competition, practice, or training exercises among middle school, junior high school, or senior high school student athletes.

### **1. Training of Coaches and Licensed Athletic Trainers to Facilitate the Recognition of Signs of Concussions**

- A. Every coach and licensed athletic trainer shall annually complete a concussion recognition education course. The course shall be completed prior to the start of the first athletic season in which the coach or licensed athletic trainer provides assistance for youth athletic activities during the school year.
- B. The concussion recognition education course shall, at a minimum, include:
  - i. Information on how to recognize the physical and cognitive signs and symptoms of a concussion;
  - ii. The necessity of obtaining proper medical attention for a person who is suspected of having a concussion;
  - iii. Information regarding the nature and risk of concussions, including the danger of continuing to play after sustaining a concussion; and
  - iv. The proper method of allowing a student athlete who has sustained a concussion to safely return to athletic activity. This may include training regarding a progressive physical activity program.

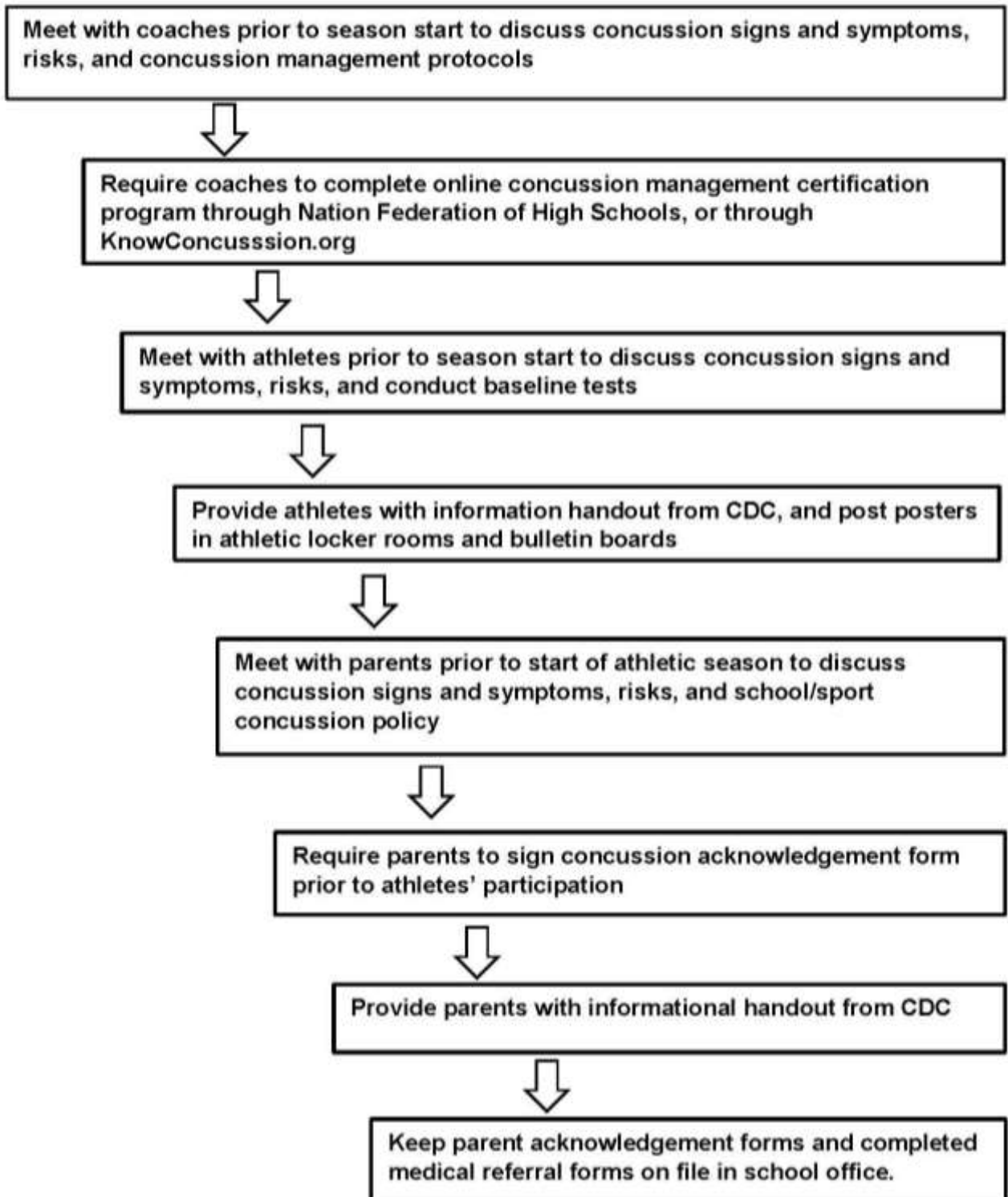
## **2. Restrictions Concerning Participation in School Athletic Events After Suffering a Head Injury (Concussion)**

- A. A coach or licensed athletic trainer shall immediately remove the student athlete from the school athletic event and shall not allow the athlete to continue participation in a school athletic event on the same day that the student athlete meets one or both of the following criteria:
  - i. Exhibits physical or cognitive signs or symptoms consistent with a concussion or other head injury after a coach, licensed athletic trainer, school official, or student athlete reports, observes, or suspects that the student athlete exhibiting these signs or symptoms has sustained a concussion or other head injury, and the signs and symptoms cannot be readily explained by a condition other than concussion; or
  - ii. Has been suspected by an athletic coach, licensed athletic trainer, or health care provider of having a concussion or other head injury.
- B. If a student athlete is removed from a school athletic event pursuant to Section 2(A), the coach or licensed athletic trainer shall make reasonable efforts to notify the athlete's parent or legal guardian that the student is suspected of having sustained a concussion or other head injury.
- C. If a student athlete is removed from a school athletic event pursuant to Section 2(A), the coach or licensed athletic trainer shall not permit the student athlete to return to the athletic event or to participate in any youth athletic activity involving physical exertion until the student athlete has been evaluated by a health care provider and receives written clearance from the health care provider to return to participation in the youth athletic activity.
- D. Upon evaluation of the student-athlete, the health care provider would mark:
  - Return to full play with no restrictions
  - Return to play following completion of the NFHS "Return to Play" program
- E. Any student athlete who loses consciousness during an event, whether related to a head injury or not, shall not be allowed to participate for the remainder of that day and, in order to return to practice or play in the future, the student must have medical clearance by a health care provider licensed by the State Board of Medicine. WHSAA Rule 2.4.5.

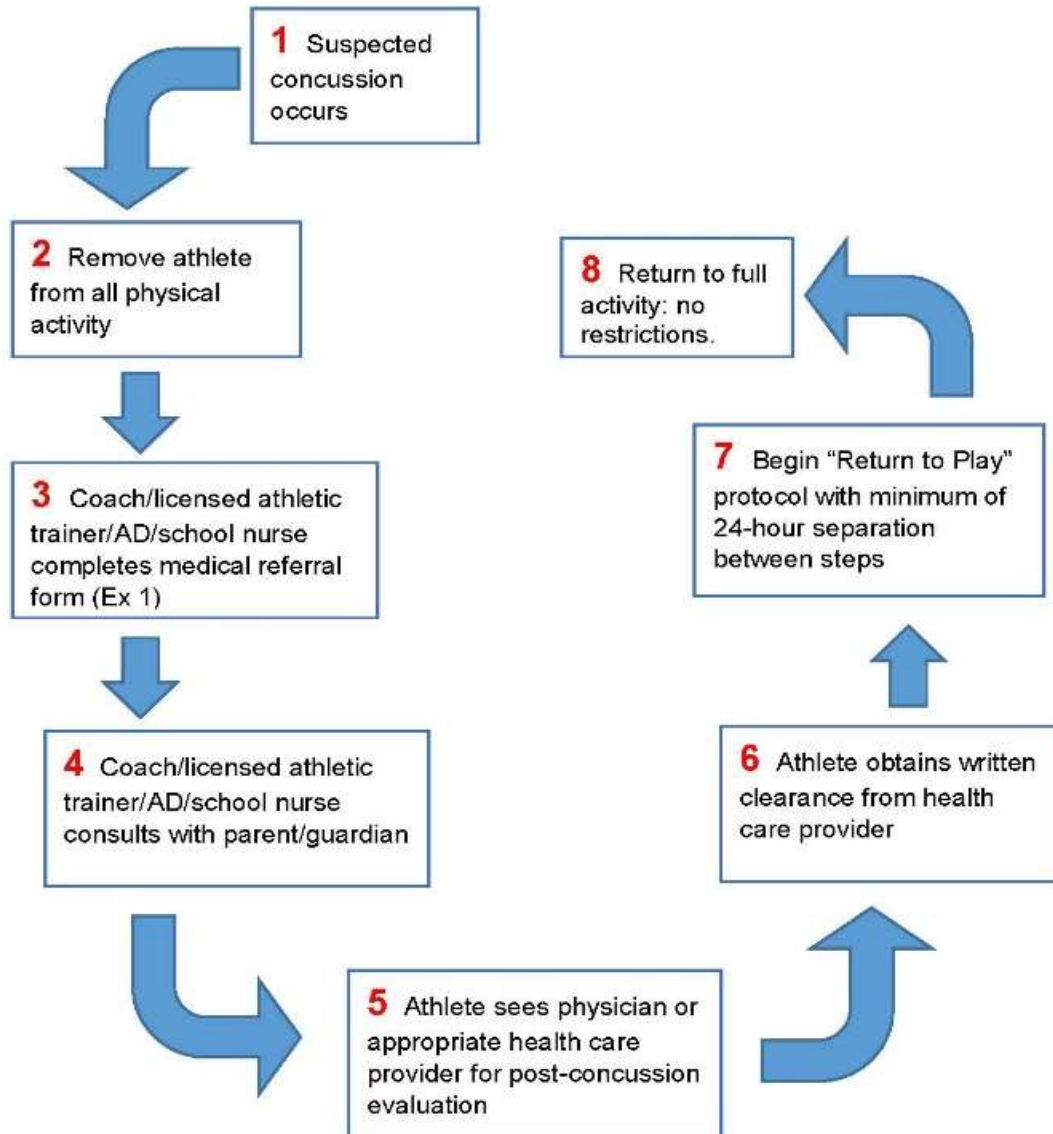
## **3. Information to Students and Parents Regarding Head Injuries and Related Restrictions on Participation in Athletic Activities**

At the beginning of each academic year, each public middle, junior high and high school within the district shall provide to a student athlete and the student athlete's parent or guardian, a form with information pertaining to concussion and other head injury. The school district shall receive signatures on the form from the student athlete and the student athlete's parent or guardian before permitting the student to begin participating in youth athletic activities for that academic year. This form may be combined with other consent to participate forms utilized by the school or in connection with registration forms, at the discretion of the school/athletic administrator.

## CONCUSSION MANAGEMENT IMPLEMENTATION GUIDE

**PRE-SEASON CONCUSSION PLANNING AND PREPARATION**

**CONCUSSION MANAGEMENT STEPS**



Revised: April 9, 2019

**STUDENT ATHLETE CONCUSSION MEDICAL REFERRAL**

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

Date of Suspected Concussion \_\_\_\_\_

Place \_\_\_\_\_ Activity \_\_\_\_\_

Referred by \_\_\_\_\_ Title \_\_\_\_\_

Short description of how the injury occurred (completed onsite by coach/ licensed athletic trainer/ AD/ school nurse):

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 Please see ImPACT testing data attached to this referral**Signs/symptoms observed by coach/ licensed athletic trainer/ AD/ school nurse, or experienced by athlete after injury occurred:**

- Appears dazed, stunned, or disoriented
- Forgot plays or demonstrates short-term memory difficulties (i.e. is unsure of the game, score, opponent or other details)
- Exhibited difficulties with balance or coordination
- Answered questions slowly or inaccurately
- Lost consciousness If yes, for how long? \_\_\_\_\_
- Demonstrated behavior or personality changes/ overly emotional
- Was unable to recall events prior to or after the injury
- Had headache
- Was nauseous or vomiting
- Complained of blurry vision
- Had difficulty remembering
- Complained of being sensitive to bright lights, loud noises

In accordance with Wyoming law, Goshen County School District No.1 has a strict concussion management policy. If during any practice or game situation, an athlete sustains a concussion or exhibits the signs, symptoms or behaviors consistent with the injury he/she must be immediately removed from all athletic participation. The athlete may only return to physical activity if/when she/he is evaluated by a licensed health care provider who is trained in the evaluation and management of sports concussions and receives a written clearance to return to play. **By signing this form, I acknowledge that I have thoroughly evaluated this athlete for concussion and have determined that the athlete is symptom free and it is safe for him/her to return to physical activity.**

 Cleared to return to play/NO RESTRICTIONS Cleared to return to play with the following restrictions:

- Must follow "Return to Play" protocol
- Provide academic accommodations/ support

Signed \_\_\_\_\_ Title \_\_\_\_\_

Health Care Provider (Physician/Physician Assistant/Nurse Practitioner)

Date \_\_\_\_\_

Adopted: July 17, 2013

Revised: March 12, 2019

Goshen County School District No.1, Goshen County, Wyoming

**GCSD #1 STUDENT ACTIVITIES PARTICIPATION LETTER OF ACCEPTANCE,  
DRUG TESTING GENERAL AUTHORIZATION, CONCUSSION TESTING, AND INSURANCE WAIVER FORM**

**Participation Acceptance**

The rules, regulations and standards set forth in this Activity Handbook are designed to give each activity participant a sense of responsibility and pride through membership in GCSD#1's extra-curricular Activities Program whether he/she is on the fields of play, in the classroom, in our community, or while visiting another.

Therefore, your signature/initial commits you to abide by all rules and regulations set forth in the GCSD#1 Activity Handbook. In addition to the specific regulations set forth as follows in this letter. Failure to do so may result in suspension from the team or activity program.

<b><i>Rules and Regulations</i></b>	<b>Parent Initial</b>	<b>Student Initial</b>
I will strive for excellence in all my activities at all times while I am a member of the GCSD#1 Activities Program.		
I will faithfully abide by the training rules as set forth in the Activity Handbook. I realize that failure to do so may result in probation or suspension (from one week to the entire season), depending upon the coach's/sponsor's and administration's recommendation.		
I will abide by the practice schedules and complete my workout each day.		
I will personally notify my coach/sponsor when I cannot attend after-school practice, and I will miss practice only under extreme circumstances.		
I will be responsible for the proper care and cleaning of my practice and game uniforms/clothing.		
I will pay for any clothing/equipment I am personally responsible for losing, damaging, and/or destroying.		
I have read the Activity Handbook in its entirety and fully understand my obligations, responsibilities and duties to myself, my parents, my coaches/sponsors, my school, and my community.		
<b><i>Drug Testing Authorization</i></b>	<b>Parent Initial</b>	<b>Student Initial</b>
I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by the GCSD#1.		
I also authorize the GCSD#1 drug program administrator, or their designee, to conduct a breath, saliva, or urinalysis to test for drugs and/or alcohol use. I also authorize the GCSD#1 drug program administrator, or their designee, to conduct random tests during the current school year.		
I also authorize the release of information concerning the results of such a test to the GCSD#1, the contracted testing/consulting service, and to the parents or guardians of the student.		
This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties names above.		
<b><i>Concussion Testing</i></b>	<b>Parent Initial</b>	<b>Student Initial</b>
I have read and understand the concussion protocols used by the District and will follow the guidelines set forth by those protocols.		
<b><i>Insurance Waiver</i></b>	<b>Parent Initial</b>	<b>Student Initial</b>
I understand that insurance is not the school's obligation. Furthermore, I understand that I have the option to insure my son/daughter with my own insurance carrier and/or with the District's insurance carrier (Forms are available in the athletic office at the high school).		
<b>Please choose one coverage:</b>		
I CHOOSE TO USE MY OWN INSURANCE <input type="checkbox"/>	Company Name _____	
	Policy # _____	
I CHOOSE TO USE THE SCHOOLS' INSURANCE <input type="checkbox"/>		

*This is to certify that as a student/athlete and as a parent/guardian, that I/we have read this manual and am aware of all rules, requirements and operational procedures concerning the GCSD#1 Activities Department. I understand and will abide by the Goshen County School District No. 1 District Policy 5131.22 (Student Conduct - Concise Rules)*

_____	_____	_____	_____
<b>Student Name (Printed)</b>	<b>Date</b>	<b>Student Signature</b>	<b>Date</b>
_____	_____	_____	_____
<b>Parent/Guardian Signature</b>	<b>Date</b>	<b>Grade</b>	<b>Sports/ Activities (list all)</b>