

Student and Parent Activities Handbook 2020-2021



Engage. Inspire. Invest.

PCSD#2 Vision Statement

“We are absolutely committed to preparing each learner for his/her future”

PCSD#2 Mission Statement

Our mission is to improve the knowledge, skills, and attitudes of each learner, empowering them to grow into responsible, productive global citizens.

Core Values

Work ethic, Communication, High Expectations, Trust, Support, and Commitment



Mascot:

Colors: Black, White, and Gold

Disclaimer: Anything not covered in this handbook can either be found in the Policy handbook for the school district or is at the discretion of the Principal and/or Superintendent. Changes made to this handbook can be made at any time, and parties that will be affected by the change will be notified as soon as possible.

Introduction

This handbook specifically describes procedures and policies that will assist our school community in maintaining high standards within our activity programs. It is imperative that these standards be developed in accordance with sound educational principles. Our total program is based upon what is considered educationally desirable for our student athletes. To achieve these high standards, we are also concerned with the morale and well-being of our parents, staff-sponsors, activity directors, and administrators. Cooperation and understanding of the total program are essential in achieving successful programs. In addition, activities, like any other aspect of the curriculum, must justify the financial expenditures in terms of educational benefits to the participants.

Any policy or statement in the handbook, with just cause and reason, may be amended, deleted or modified at any time during the school year. To initiate any change in this handbook, it is recommended that the change be submitted in writing with substantiating data. To keep the handbook up-to-date and meaningful, we encourage our staff to make necessary recommendations for changes. Only the school board may establish policy, but once established these policies are to be carried out by the administration and staff. These policies are reviewed on a yearly basis.

There are many possible sources of conflict in administering an activities program. Only through mutual cooperation and sincere concern for the student can we achieve harmony and a high degree of morale.

List of Activities

Football	Volleyball
Girls Basketball	Boys Basketball
Choir	Band
Boys Track	Girls Track
FBLA	Skills USA
Student Council	Art Club
National Honor Society	Spanish Club
FCCLA	Lego League
Speech & Debate	Drama/Theater

Philosophy of Activities

Guernsey-Sunrise School's activity programs are part of the total educational program of Platte County School District #2. The overriding concept of our program is the development of physical, mental, social, and moral qualities for leadership, scholarship, competitiveness and sportsmanship within our student athletes. We strive to provide opportunities for a maximum number of participants within the scope of a small school setting.

Guernsey-Sunrise High School activity programs are governed by Platte County School District #2 and the Wyoming High School Activities Association.

Platte County School District #2 believes that student activities should be of educational value and, therefore, supports the communication of a well-articulated philosophy among students, parents, staff and community.

NONDISCRIMINATION STATEMENT- Platte County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans With Disabilities Act (ADA) may be referred to PCSD#2 Personnel, Mike Beard (Title VI) or Linda Victory (Section 504, Title IX, ADA) at 555 South Wyoming Street, Guernsey, Wyoming 82214 or (307) 836-2735; the Wyoming Department of Education, Office for Civil Rights, Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050 or (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S.

Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 82024-3582, or (303) 844-5695 or TDD (303) 844-3417. This publication will be provided in an alternative format upon request.

It is the intent of Platte County School District #2 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for students, their parents and employees who feel discrimination has been shown by the District.

Specific complaints of alleged discrimination should be referred to:

Office for Civil Rights Coordinator
Platte County School District #2
555 S. Wyoming
Guernsey, Wyoming 82214 -- (307) 836-2735

Complaints may also be filed with the Office for Civil Rights.

Office for Civil Rights, Region VIII
U. S. Department of Education, Federal Building, Suite 310
1244 Speer Boulevard
Denver, CO 80204-3582 -- (303) 844-5695, TDD (303) 844-3417

All students attending Platte County School District #2 may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (consumer and homemaking education, trades and industrial education, business and office education, marketing education, etc.), regardless of race, color, national origin, religion, age, disability or sex.

Values of Activities

1. Through participation in the activity programs, the student learns how to work with others for the achievement of 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 take 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.
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.

General Activities Policies

Student Conduct

Participants in extracurricular activities are held to a higher standard of conduct. Participants are expected to conduct themselves, at all times (at meets, games, on the bus, in host schools, in hotels/motels, or in our schools), in such a manner as to be a credit to their parents, the school and their community. All school and district rules, policies, and regulations apply to students at all times while participating in an activity. *Students will be required to sign the code of conduct form located at the back of this handbook.*

Dress Guidelines

Each individual activity sponsor will supervise and control this guideline. We require clean, neat, appropriate attire that is within the guidelines of the district dress code on all activity trips and home events. Students must remember that they are representatives of Guernsey-Sunrise Schools and that any attire not meeting expectations will be addressed.

Classwork

For all activity trips and/or excused absences which are scheduled in advance, students are encouraged to turn in their class work before they leave; however, all work will be required to be turned in **the day a student returns** without penalty. Each student should also be prepared for any class activity (i.e. labs, quizzes, and chapter tests) the day they return.

Any student who feels they have an extenuating circumstance (i.e. serious illness, death or emergency in the family, etc.), and feel they need some extra time to get caught up, without penalty, needs to contact the Principal's office to arrange for the extra time necessary to successfully catch up. It is important to all students not to get behind in their work if they are to be successful.

Suspension

Students who are suspended out of school (OSS) will not participate in any activities from the day of the suspension throughout the suspension. This includes participation in events, practices, and/or as a spectator. Students in In School Suspension (ISS) will be able to practice but not participate or attend events as a spectator that day.

Meal Allowances

Platte County School District #2 will pay for meals except on those trips that are determined by time/distance/location to be ineligible for a district provided meal. The meal allowance for students and coaches will be approximately \$8.00/lunch and \$12.00/dinner. Meals will be provided based upon the location of the event and the time spent at the event.

Reporting for Activities

Students are expected to report for sports/activities at the beginning of each season. The last day that a student may come out for a sport is 5 days after the beginning of the season. Understanding that there are many extenuating circumstances possible, all cases will be decided on an individual basis in conjunction by the coach, Activities Director, and Principal. Transfer students will be exempt from this rule. Those who report late may jeopardize their chances for participation. A student cannot participate in an athletic contest until he/she has completed the required practice sessions as set by the WHSAA. Participation in an overlapping sport or event will also follow the WHSAA regulations. (These regulations are listed under the **WHSAA GENERAL STUDENT RULES AND REGULATIONS**)

Health Issues

In the case of any type of health issue, including but not limited to contagious diseases and pregnancy, a doctor's permission slip is required for that student to participate in any activity.

Returning to Action After Injury

Any injury requiring care by a doctor, must be evaluated by a doctor and a release form signed by the doctor, before the participant can return to practice in the current sport season.

NCAA Clearinghouse

The NCAA has strict guidelines for those students who desire to compete after high school at the Division I or II levels. It is the student's responsibility to know and understand the NCAA guidelines. A guide for College Bound Student-Athletes and their Parents may be obtained from the Counselor's Office. Students are encouraged to pick up the NCAA guidelines by their junior year.

Dual Participation Rule

Rule 5.1.1: The **GENERAL STUDENT RULES AND REGULATIONS** section states that a student 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 the completion of that sport's culminating event. As per 7.4.0, a member school's season ends the day after elimination from the culmination event in that sport.

Rule 5.1.2: Pupils may participate in athletic activities and be on the cheerleading squad at the same time.

Conflicts Between Activities

We realize that students participate in many activities during the year, and that conflicts for their time may arise. If a conflict arises, the student should inform the sponsors and coaches in charge, and then attempt to resolve the problem well in advance of any performance or game, with no penalty to the student.

Student Responsibility for Equipment

Students are responsible for any equipment that has been checked out to them by the school. If equipment has not been checked in or accounted for, or restitution was not made between the end of one activity and the beginning of the next, no additional equipment may be checked out until the problem has been resolved.

Students are not to wear athletic equipment for their own personal use. It is to be worn only when they are participating in a school-sponsored activity.

Lost equipment will be charged to individual students at the rate established by the coach and the office. Any equipment that has been lost but later found, should be turned in. Any fine monies paid by the student will be refunded, if a proper receipt can be produced by the student. Any equipment, whether paid for by fines or not, is considered school property and may be picked up by a school official, if not authorized to be checked out.

Football Helmet Care

All football helmets will be inspected yearly to insure maximum safety for each player.

Home Schooling

Participation in public school extracurricular activities, specific courses, or any other school-sponsored activities will be permitted providing proper paperwork and fees (if requested) are met. **However, homeschooled students may participate in Wyoming High School Activities Association (WHSAA) sanctioned activities by registering with WHSAA, executing a combination school agreement and meeting all other District and WHSAA eligibility requirements without enrolling in the public schools.** If a student has

participated or will be participating in a school sponsored extracurricular activity, they will be allowed to attend dances as a guest if not currently in an activity.

Virtual School Definition

Those students in which their home district has chosen not to sign a memorandum of understanding (MOU) with a State Department of Education accredited virtual school will be eligible to apply as an Affiliate Member. These virtual school Affiliate Members:

1. Must apply for Affiliate WHSAA Membership each year before the first practice of the appropriate fall, winter, or spring season.
2. Have no voting powers within the WHSAA
3. Must pay for enrollment fee each school year as outlined below:
 - a. One hundred dollar affiliate membership fee per virtual school family
 - b. The assessed WHSAA activity fee for each activity in which Affiliate Member wishes to participate. (The fee is not charged to Affiliate Member Virtual Schools that enter into a combination school agreement as the visiting school.)

Team apparel ordering process—The method of ordering team apparel is as follows: secure permission from head coach/work closely with head coach throughout the entire process; submit a version of apparel to be purchased to all teammates and coaches—head coach will have final approval of the “appearance” of all apparel; using a sign-up sheet have players/team members/coaches sign up for the items wanted and sizes needed; secure all funding *prior* to placing order with vendor; once all funds have been collected purchase apparel. Head coach or coach’s designee is to keep all money in a secure location and will be responsible for the upkeep of the money.

Attendance

Attendance Requirements

Students must be in school one-half day immediately prior to the extracurricular activity or event before they can practice or participate in a contest, game, or event, unless arrangements for an excused absence have been made by the Principal. **If an extracurricular activity or event is scheduled during school time, students must have been in school one-half day immediately prior to the scheduled time of the practice, game, contest, or event, before they can participate, unless they have a Doctor’s note. This allows for appointments that have to be scheduled, but requires the Doctor’s note.** In the case of personal illness of a student, a student may not practice or participate unless he/she has been in school one-half day immediately prior to a practice, game, contest, or event. If students are ill and cannot be in school a major portion of a day, health considerations require they not be involved in activities that day. Students may not participate in a Saturday event unless they meet the ½ day attendance criteria on Friday.

This same policy shall apply to student spectators. Students must be in school one-half day immediately prior to the extracurricular activity or event before they can attend, unless arrangements for an excused absence have been made with the Principal.

Transportation Guidelines

Out-of-Town Transportation

Students are expected to ride to and from out-of-town activities on school transportation. **Students are not allowed to drive themselves to activities that are sponsored by the school**, if they are active participants in that activity.

By filling out the travel release form (obtained from the office or coach/sponsor), a student may ride home with their parents, as long as parents personally pick up the student after the event.

Any other special circumstances on out-of-town transportation, which deviates from the preceding paragraph, **must be made prior to the event**, by contacting the principal. A student travel release form must be filled out and signed by administration, coach and parents.

Bus Guidelines

1. Bus should not exceed passenger limit as stated on bus specifications. (Responsibility of Transportation Department)
2. Coaches or sponsors are responsible for the actions of students at all times on activity trips.
3. Drivers should, if necessary, request coach or sponsor to correct discipline problems that may arise.
4. Once seated, students should not move about the bus unnecessarily. (This is a safety factor.)
5. Eating on buses, should be by mutual consent of driver and sponsor in charge. (This should be held to a minimum.)
6. Coaches or sponsors are responsible for making students clean the bus of debris on return home. (Unless driver specifically states he/she will do it at a later date.)
7. Sponsors or coaches should seat themselves on bus for maximum supervision of students. (Recommended by transportation department that areas of bus be divided and supervised by sponsors and coaches, especially back of bus.)
8. Noise should be held to a minimum. (Driver should confer with coach or sponsor if it is a safety factor by being too loud.)
9. Decisions on road condition and the safety of passengers is a driver responsibility. If safety becomes a concern, the decision to terminate an activity trip will be determined by the bus driver, Transportation Director, Coach, Activities Director, Principal and/or Superintendent when possible.

Academic Eligibility

In order to be eligible for any level of interscholastic competition that is sanctioned by the Wyoming High School Activities Association, a student must meet the following criteria:

1. Student eligibility will be determined by high school classes and concurrent credit classes. Concurrent college classes **WILL** be used to determine eligibility.
2. As per PCSD #2 Board Policy, all students must be enrolled in seven classes.

Eligibility for Extracurricular Activities:

Students with two or more grades of an "F" are not eligible. Eligibility will be run on Thursday. Once a student has received an "F" in any core (English, Math, Science, Social Studies) class, the student will be required to go to after school tutoring, 3:35-4:00 with that teacher. If the student refuses to work with the teacher after school, the Principal will be notified for further action.

Weekly Eligibility:

Any student not passing the required number of classes will remain ineligible until the following Thursday. On Thursday, the building administrator will check the grades for students who did not pass the required number of classes. At that time, if the student is still not passing the required number of classes they will lose their eligibility for that week. The building administrator will check grades for students who did not pass the required number of classes every Thursday afternoon to determine their eligibility for that week. Participation period will run from Thursday to Thursday.

Semester Grades: Any student not passing the required number of subjects at the end of a semester **will be ineligible** for the entirety of the following semester (WHSAA 6.2.60).

Summer School: Students who retake and pass a course they have previously failed will be able to use the summer school grade to help determine their eligibility for the upcoming semester, provided they have met the WHSAA eligibility rules.

Practice: Ineligible students will be required to attend all practices, but will not be allowed to travel or participate in either home or away activities; this includes sitting on the bench or behind the bench during an event.

Discipline-

Activity Code Violations

1. Possession, use, under the influence of, transfer or dispensing of any **alcoholic beverage** will result in a suspension from school activities. Students are expected to be absent from any event in which alcohol is present.
2. Possession, use, under the influence of, transfer or dispersing of any substance prohibited by the **Controlled Substance Act of 1971** or any misuse of any drug, including transfer and dispensing will result in suspension from school activities. Possession is defined as being in the presence of a controlled substance. Students are expected to be absent from any event in which an illegal substance is present.
3. Use/possession of **tobacco products** will result in a suspension from school activities.
4. **Vandalism** to school property or vandalism to any property will result in suspension from school activities. Restitution must be made for repairs.
5. **Theft** will result in suspension from school activities.
6. **Hazing or Initiation.** Hazing/orientation activities are not acceptable behaviors. Hazing, by definition, is "Any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate." It is of utmost importance on all teams, but especially on those teams with underclassmen, that there be absolutely no hazing or so called initiation rites. This is demeaning to all involved and is a most blatant form of discrimination. Hazing obstructs the development of good citizens, escalates the risks of participation, negate positive contributions and destroys respect for self, others and the environment. Hazing or Initiation acts will result in a suspension from school activities.
7. **Inappropriate Behavior or Criminal Activity** will result in suspension from school activities.
8. **Weapons in School** will result in suspension from school and school activities.

Any student determined to have broken the activity code will be subject to the following consequences along with legal consequences (if applicable) and *in addition to the regular school consequences as defined in the student handbook:*

First Offense - two-week suspension or equivalent depending on activity or sport. Most non-athletic activities will be a one activity suspension. Because of health and safety concerns, a first drug offense will mean a suspension from the team or organization for a period of 2 weeks. Student may practice during this time but cannot participate in contests.

Second offense - expulsion from teams and/or activities for a period of 12 months.

Training rule infractions carry for 12 calendar months. An infraction occurring on Jan. 15 is on the books until Jan. 15 of the next year. The athletic suspension takes place in the current sport or the next sport in which they participate. Non-athletic suspensions occur as they come up. Example: An infraction in February can precipitate a suspension from the state Student Council conference in November of the following year.

Character and Integrity

Except in cases where the violation occurs on school sponsored trips or on school property, if a student voluntarily admits a violation to the Principal, coach, sponsor or AD the consequence for the first offense will be one week suspension from athletic competition. All other consequences remain the same. The purpose of this is to encourage students to face their mistakes. We want them to avoid a second mistake by trying to avoid the consequences of breaking the training rules.

Profanity

Profanity during a contest, practice or meeting is not acceptable. Coaches/sponsors may choose to report the incident to the Principal at which time it would become a moderate offense carrying regular in school consequences.

DUE PROCESS PROCEDURE

The following will be required of training rule violations when an admission of guilt is not given.

1. A written statement of the violation (to be completed by the certified staff member reporting the incident) or a citation that shows a violation of the activity code.
2. Consultation between the principal, the student participant and his/her parent or guardian. This is to allow student and parent input, regarding the incident.
3. Written decisions outlining consequences will be made within three (3) school days of filing the complaint by a committee composed of the Principal and two other sponsors or coaches. The staff member reporting the incident cannot serve on the committee.
4. Written appeal of a decision should be made following the approved chain of command: Coach or Sponsor; Principal; Superintendent; PCSD #2 Board of Trustees.

Lettering Requirements

Varsity lettering requirements will be determined on a sport-by-sport basis by the coaches.

WHSAA-RISE

Expectations and Sportsmanship

Coaches:

1. Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
2. Instruct participants in proper skill development and sportsmanship responsibilities.
3. Treat opposing coaches, administrators, participants, and fans with respect. Acknowledge officials and opposing coaches.
4. Hold a participant/parent pre-season meeting to communicate our educational philosophy regarding activities, academics, character, ethics, sportsmanship, and lettering criteria.
5. Be responsible for the safety and welfare of all participants whenever the participants are under your general supervision. In case of an emergency, designate another coach or responsible adult to supervise participants. When taking mixed gender groups on trips, special effort should be made to keep boys and girls separate where supervision may be difficult (ie. busses, motels, etc.)
6. Be a role model in dress, language, and behavior.
7. Follow all guidelines established in the Student Activities Handbook and PCSD #2 policies.

Players:

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators.

Desirable behavior for players would be as follows:

1. Treat opponents with respect that is due them as guests and fellow human beings;

2. Shake hands with opponents and wish them good luck before the contest;
3. Exercise self-control at all times, accepting decisions and abiding by them;
4. Respect the official's' judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision;
5. Do not communicate with the officials regarding the clarification of a ruling. This is the captain's responsibility.

Students:

Students' habits and reactions as spectators determine the quality of sportsmanship which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

1. Know and demonstrate good sportsmanship;
2. Respect and cooperate with the cheerleaders;
3. Respect the property of the school and the authority of the school officials;
4. Show respect for an injured player and do not heckle or jeer the opposing team;
5. Remember activity contests and mood altering substances do not mix;
6. Cheer for your team.

Spectators:

Fan behavior whether at home or away at activity contests reflects on the entire community. Hometown fans should treat out-of-town guest with respect. Similarly, visiting fans should treat their hosts - both individuals and property with the proper appreciation.

1. Know and demonstrate good sportsmanship;
2. Be positive. Cheer for your team rather than against the opposition;
3. Refrain from booing and name calling;
4. Respect the official's point of view. He/she is in charge and is doing his/her best;
5. Remember activity contests are, in one respect, just like driving, they do not mix with mood altering substances.

Good Sports make Good Decisions On and Off the Field of Competition.

Remember, Rally around Good Sportsmanship!!

Forms**Code of Conduct Activity Pledge:** (Form Enclosed)

This form is to be signed and returned to the office, along with all necessary forms. This is to inform our office that the rules and regulations have been read and you agree to follow them.

Assumption of Risk/Consent to Treat: (Form Enclosed)

These forms are to be signed and returned to the office, along with all necessary forms. This statement is to inform students and parents that there is a risk in participation of activities and that injury might occur. It also gives school personnel the right to consent to treatment at a medical facility in the rare event that a parent/guardian cannot be contacted.

Viking Fight Song

As in the days of blood and battle
On the mountains high
Vikings fought so they could ever
Wave the black and white

Faithful, loyal, firm and true
Vikings will stand for you
Onward Guernsey-Sunrise Vikings
Fighting till the end

Code of Conduct/Activity Pledge

It is a privilege for students to represent Guernsey-Sunrise Schools as participants in activities. Students are encouraged to take advantage of the many opportunities available to them. High standards of performance and personal character are expected of all participants.

Any student that participates in activities:

1. Drinking and tobacco use are harmful to the body and hinders maximum effort and performance.
2. Avoids the use of profanity
3. Realizes that officials do not lose a game, but are there for the purpose of insuring that both teams receive a fair opportunity to compete. For this they deserve a courteous respect.
4. Plans his/her time so that sufficient energy is devoted to academic studies to insure grades which represent the student's abilities.
5. Maintains a good attendance record and avoids being truant from class.
6. Works for the betterment of the school and what is right and good for the fellow student.
7. Obeys the specific training and practice rules of the coach or activity sponsor.
8. Directly represents the community, school, and coaches and conducts themselves properly when traveling.
9. Cares for all equipment as though it were his/her own personal property
10. Avoids employing illegal tactics to gain an undeserved advantage.
11. Dresses neatly and is well groomed at all times.
12. Does not let employment interfere with practice or games.
13. Appreciates that coaches and administrators have the best interest of the participants in mind as they conduct the activity program.
14. Appreciates the importance of proper rest, diet and exercise.
15. Realizes that items of equipment lost by students must be paid for by the student. The cost will depend on condition of the equipment lost. School equipment is not to be worn, unless it is at a school sponsored activity in that sport.
16. Complies with the standards of the code or be subject to dismissal from the activity by the coach or sponsor.

Parent/Guardian Consent

Your signature below indicates that you have read the Activities Handbook of Platte County School District #2, and you fully understand their meanings and actions. Although you may or may not agree with everything that is contained in the activities policies, your signature below signifies your agreement to observe and follow the policies and rules stated. Furthermore, if such policies and rules are violated, your signature below also indicates you are aware of the procedures and consequences that will be imposed.

Date: _____ Student's Signature: _____

Date: _____ Parent/Guardian Signature: _____

Assumption of Risk/Consent to Treat
