

Star Valley Middle School

Activities Guidebook



Home of the Warriors

Compete with Class

Star Valley Middle School - Activities Handbook
Table of Contents

Philosophy of Activities, Statement of Purpose	3
Non Discrimination Policy, Requirements for Coaching Employment.....	3-4
Requirements for Coaching.....	4
Coach's Code of Conduct.....	5
Coaching Responsibilities.....	5
Assistant Coach, Activities Director Responsibilities	6-7
Major reasons for liability and ways to minimize liability.....	7
Student Code of Conduct.....	8
Academic Standards.....	8
Citizenship Standards.....	9
Health Code Standards.....	10
Procedures.....	11
Changing sports/coaches PD/Due process/Chain of command.....	11
Facility/fundraising/health code procedure.....	12
Drug testing.....	13
Locker room/medical emergencies.....	16-17
Accident.....	17
Concussion/Practice.....	18
Public Relations/ purchases (including uniforms).....	19
Purchasing/Squad selection/evaluations.....	20
Terms of contract/ Travel procedures.....	21-22
Contact information.....	23
WHSAA Affiliations and Rules.....	23
Forms.....	24
Coaches Evaluation Report.....	24
Accident/illness report form.....	25
Physical Participation Packet.....	26
Supervision.....	27-28
Alternate Transport Request and Liability Release Form.....	29

PHILOSOPHY OF ACTIVITIES

A dynamic program of student activities is vital to the educational development of all students.

The Activities Program should function as an integral part of the total curriculum.

Athletes **shall enjoy as many sport seasons** as the student-athletes and their parents wish them to participate in **without influence** from any coach to specialize in one sport. All coaches should encourage participation in other sports and activities. WHSAA allows participation in activities and sports simultaneously and coaches should work to allow students access to both.

STATEMENT OF PURPOSE

The purpose of the Lincoln County School District #2 Activity Program is –

1. To provide an atmosphere in which students' self-image and self esteem may be positively affected,
2. To provide a positive image of the school district.
3. To strive for excellence,
4. To insure growth and development of the individual in these areas:
 - a. Physical Fitness
To develop each individual to his/her highest level of physical fitness,
 - b. Mental Fitness
To develop within each individual the ability to use ethical values to reason and judge rationally before making decisions
 - c. Emotional Fitness
To develop within each individual the ability to control emotions in situations highly charged with tension and to learn to sacrifice personal whims in regards to the skills and abilities of other in-group activities.
 - d. Recreational Fitness
To develop in each individual an understanding and appreciation of games, sports, and outdoor life, that the individual may enjoy in his/her leisure time in adult life,
5. To provide a field of exploration that will allow student to cope with problems and handle situations similar to those encountered in the contemporary world. This field of exploration should provide adequate and natural opportunities for—
 - a. Acquisition and development of special skills in the activities of each student's choosing,
 - b. The development of team values, such as loyalty, cooperation and fair play,
 - c. Directed leadership and supervision that stresses self-discipline, self-motivation, and the ideals of good sportsmanship that make for winning and losing graciously,
 - e. Achievement of initial goals as set by the activity group in general and the student as an individual.

NON DISCRIMINATION POLICY

Lincoln County School District #2, State of Wyoming, is committed to a policy of nondiscrimination in relation to race, color, national origin, sex, age, handicap and religion. This policy should prevail in all matters concerning staff, students, educational programs, amend services and individuals with whom the school district does business.

The school staff should establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living, including:

- a. Respect for the individual regardless of economic status, intellectual ability, race, color, national origin, sex, age, handicap or religion.;
- b. Respect for cultural differences;
- c. Respect for economic, political, and social rights of others;
- d. Respect for the rights of others to seek and maintain their own identities.

The school district, in keeping with the requirements of state and federal law, will strive to remove any vestige of prejudice and discrimination, in employment, assignment and promotion of personnel; in location and use of facilities; in educational offerings and instructional materials.

REQUIREMENTS FOR COACHING EMPLOYMENT

Certification

Coaches must have a coaching endorsement or coaching permit through the Wyoming Professional Teaching Standards Board in addition to meeting all district employment requirements

Head Coaches are responsible for all aspects of their program.

Image-dress & behavior should reflect the values of the community

Team development-regular season practices & out of season team/skills camps

Assistant coach development-mentoring and clinic selection

Character Development-grit, resilience, self-discipline and service oriented

Yearly Requirements For Coaches

1. **Concussion Course.** School Board Policy JFCJ All coaches will be required to complete a Wyoming High School Activities Association approved course in which procedures for managing sports-related concussions are discussed. The link to the concussion course:
<http://nfhslearn.com/courses/38000>
 - a. Become familiar with the Sway Program. How to administer test and access results.
2. **Activity Supervision Statement.** SVMS Procedure in line with School Board Policy JHF requires all coaches/advisors to sign the Activity Supervision Statement. A copy of this statement is included in the handbook.
3. **GCN Modules:** Blood borne pathogens, Discrimination, Effective Supervision, Sexual Harassment, Title nine
4. **Parent Meeting/Player Meeting.** Coaches/advisors are required to schedule a **parent meeting** prior to the first contest. The coach will
 - a. provide program rules and expectations through hard copy or electronically with signatures of parents and participants.
 - b. Review SVMS student athlete requirements and policies.
 - c. Review contest rules, good sportsmanship, and spectator behavior. The head coach will outline unacceptable behavior and explain the consequences of participating in unacceptable behavior.
 - d. Activity Participation Drug Testing Informed Consent Agreement and Activity/Athletic Participation Form needs to be reviewed and signed.
 - e. The Activities Director may hold a general parent meeting to begin each season.
5. **Collect paperwork.** All coaches/advisors are responsible to make sure their participants have completed and turned in all **necessary forms** and they have an **updated roster** on file in the activities office. **Paperwork** must be turned in before a coach allows a student to practice.
 - a. Coaches must know how to access all forms stored in Infinite Campus for emergencies.

6. **Bus requests**-submit requests prior to the season if possible, a minimum of 2 weeks prior to departure is required.
7. **Create, follow and file all practice plans.** Be able to provide practice plans upon request.
8. **Find and use a communication app** that is one directional and viewed by all coaches when communicating with a student. Examples: team reach, remind, teamer, band.

COACH'S CODE OF CONDUCT

Represent Star Valley Middle School and the activities department in a manner that is always above reproach. Your actions are critical in that they will be perceived as the normal, acceptable behavior and will be emulated by the coaches, sponsors, athletes, students, and fans with whom you come into contact. Some key suggestions would include:

1. Be a credit to the profession. Dress, speak and act appropriately. Set an example. Demand the best and strive for excellence in all areas.
2. Obey the rules & respect officials. Keep your composure. Promote and teach only clean aggressive, and fair play.
3. Act like each student is your child. The safety and welfare of students should always be a major priority.
4. Teach sportsmanship at every opportunity, the coach should urge the student body to be polite, courteous, and fair to the visiting team.
5. Work in cooperation with administration, transportation and maintenance.
6. Strive for improvement, attend coaches meetings, rules clinics, special workshops and clinics in specific fields.
7. Treat everyone with dignity and respect. Build good rapport with stakeholders. Be fair and unprejudiced with players, consider their individual differences, needs, interests and temperaments.
8. The coach/advisor must maintain an appropriate relationship with participants. They should never be alone with a student of the opposite sex. Coaches should not communicate with an individual student via email, phone or text about personal issues.

COACHING RESPONSIBILITIES (Not inclusive)

General Responsibilities

1. Have a preseason plan, a practice plan and develop practice activities that teach and enhance individual/team skill development for their activity.
2. Develop an efficient system for the program's equipment needs, including:
 - a. Issuing equipment
 - b. Seasonal repair/Reconditioning
 - c. Replacing/updating equipment. If items need to be replaced, all purchasing should be accomplished through normal purchasing procedures.
 - d. Collection of issued items.
 - e. Keep an inventory of equipment and supplies, update it annually and report directly to the Activities Director.
3. Develop a supervision plan that ensures the safety and welfare of students at all times in all areas. Some examples include:
 - a. Locker room
 - b. Bus

- c. Practices
 - d. Commons area after practice until the activity bus leaves
- 4. Adhere to a technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with the athletic trainer, medical professionals and parents.
- 5. Maintain confidentiality about students and others.
- 6. Maintain discipline: set expectations for and observe school codes, training rules, rules of the game, and ideals of good sportsmanship
- 7. Take responsibility for communicating with all audiences – players, parents, supervisors, peers and spectators.
- 8. Demonstrate a genuine and up-to-date knowledge of your activity, model/demonstrate activities and equipment used to develop basic skills or physical condition.
- 9. Construct a well-organized game plan and observe, diagnose, and prescribe appropriate remediation activities for players and team.
- 10. Instruct assistants in techniques necessary to meet philosophical objectives of your program.
- 11. Assist in the scheduling of the activity or sport.
- 12. Assist in maintaining the facility
 - a. Helpdesk repair needs.
 - b. Meet with the Activities Director with suggestions for improvement.
 - c. Help supervise facilities. No students should be using the gym, equipment or facilities without supervision by a coach/advisor or certified personnel.
- 13. Be involved in the hiring/development and evaluations of assistant coaches directly under your supervision.
- 14. Develop and follow a budget in line with district guidelines and expectations.
- 15. Follow District Emergency Response (telephones).
- 16. Have an Emergency Action Plan

To the Fellow Coaches/Sponsors

- a. Misunderstandings between staff should be discussed as soon as possible and in appropriate locations, away from the students and other people not involved with the program.
- b. The assistants must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach/advisor, the participants and the activity itself.

To Other Coaches/Sponsors in Your School

- a. One must always bear in mind that his or her activity is not the only activity; it is only part of the extra-curricular educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of the total program.

ASSISTANT COACH RESPONSIBILITIES

The job of assistant coach at any level within the Activities Department has the following duties and responsibilities:

- 1. Loyal to the Activities Department, programs and head coach

2. Assists the head coach in program execution and development
3. Enthusiastically fulfills all duties and assignments
4. Takes part in all out of season activities as directed by the head coach
5. Effectively manages and directs the team under the supervision of the head coach
6. Cooperates with all other staff members in the program
7. Works to improve coaching expertise through professional development
8. Assists in supervisory duties in all areas of the supervision plan
9. Maintains proper rapport with athletes, parents and fans
10. Performs all duties as assigned by the head coach or Activities Director

ACTIVITIES DIRECTOR RESPONSIBILITIES

The job description of the Star Valley High School Activities Director has the following duties and responsibilities:

1. Selects, assigns, supervises, and evaluates personnel
2. Schedules and contracts all activities
3. Arranges for personnel to administer and supervises all activities
4. Coordinates all practice schedules and locations
5. Coordinates all transportation needs within the department
6. Controls and disperses all moneys allocated to the Activities Department
7. Administrates all WHSAA district, regional, and state events within the district
8. Oversees the development and care of all activity facilities
9. Prepares and submits the Activities Department budget
10. Coordinates all activity eligibility requirements
11. Coordinates all activity awards and presentation ceremonies
12. Maintains current WHSAA and conference by-laws and publications
13. Coordinates all professional development activities for the staff

MAJOR Reasons for Coach and Administrator Liability

1. Failure to supervise an activity.
2. Negligently entrusting a duty to an under-qualified or unqualified individual.
3. Failing to teach proper skills.
4. Failing to teach protective skills.
5. Failing to provide and maintain a safe coaching and playing environment.
6. Failing to inspect, repair, and recondition equipment properly.
7. Failing to coach athletes to inspect their own equipment.
8. Failing to provide proper and effective equipment.
9. Failing to properly plan an activity.
10. Failing to create and set policies and procedures for an activity.
11. Failing to follow and enforce such policies and procedures.
12. Failing to adopt safety standards of pertinent superior administrative organization.
13. Failing to match or equate athletes.
14. Failing to properly administer first aid.
15. Failure to warn of inherent dangers of the activity.
16. Failing to assess an injury or incapacity in an athlete.
17. Failing to keep adequate and accurate records.

DUTIES OF A COACH/SUPERVISOR THAT WILL MINIMIZE THE RISK OF LITIGATION

1. Provide a safe environment.
2. Properly plan an activity.
3. Evaluate athletes or students for injury.
4. Match or equate athletes of equal size and ability.
5. Provide or maintain proper effective equipment.
6. Warn of inherent risks of a sport.
7. Supervise closely.
8. Know and use emergency procedures and first aid.
9. Keep adequate records.
10. Know, document, post and utilize school policies.

STUDENTS

It is a privilege for students to represent Star Valley Middle School as a participant in athletics, clubs or organizations. Students are encouraged to take advantage of the many opportunities available to them.

STUDENTS CODE OF CONDUCT

Wyoming High School Activities Association (WHSAA) Rules for Participation. The student must meet all eligibility requirements as established by the W.H.S.A.A. These rules are minimum standards and can be increased by the school at any time.

Yearly Student Requirements

1. Valid Physical Exam form on file in the activities office. Physicals dated after May 1st are valid for the following school year.
2. Signed Activity/Athletic Participation Form
3. Payment of \$40 activity fee per season of participation
4. Signed Activity Participation Drug Testing Informed Consent Agreement
5. Baseline concussion test (7th grade and any new student to the district)
6. Return equipment within 2 weeks after the conclusion of the season. A \$10 late fee will be assessed if the equipment is not returned within this period of time. Failure to return equipment will result in a fee equivalent to the replacement cost. The student assumes full responsibility for the equipment checked out to him/her.

ACADEMIC STANDARDS

Eligibility will be determined on a weekly basis. Eligibility reports are run weekly (example: **Mondays at 1:00pm.**) To avoid eligibility concerns, each student will be responsible for contacting each teacher **BEFORE** he/she leaves school for activity trips.

1. Students are ineligible to participate in activities (excluding practices and scrimmages) if any of the following apply.
 - a. A student has an F in a class for two (2) consecutive weeks unless the grade is passing prior to the game and the Infinite Campus Gradebook shows a passing grade.
 - b. A student is absent from school the day of the competition. Special circumstances must be cleared in advance through the school Administration, but must be done **PRIOR** to the absence. Failure to do so will result in not participating in that day's practice/event.

- i. A student is ineligible to participate in practices and scrimmages if they are absent from school for more than 3 of the scheduled core classes that day.
 - c. If a student violates citizenship expectation, they are ineligible for the next competition
- 3. Students may be removed from the team for the remainder of the season for any of the following:
 - a. A student who is ineligible for three (3) consecutive weeks in the same class.
 - b. A student is caught cheating a second time
 - c. A Student fails to meet citizenship expectations-Administrative discretion.

GOOD CITIZENSHIP STANDARDS

- 1. High standards of performance and personal character are expected of all participants.
- 2. The student will avoid being ineligible, suspended or other disciplinary action for misbehavior, truancy or matters of law.
 - a. **Students will be ineligible and possibly removed from the team for any of the following:**
 - i. Choosing to not attend a class prior to being released as a team on game day.
 - ii. Being marked truant.
 - iii. Failure to show good citizenship in the classroom or on an activity trip
 - 1. Good sportsmanship/behavior is expected of all students. Students shall be polite and courteous. This expectation extends to both on and off "the court". Unacceptable or rude behavior, the use of foul language, or the lack of consideration for the property of others will not be tolerated.
 - iv. Misbehavior includes any conduct that would bring embarrassment to the team or school as deemed by the chaperone, bus driver or sponsor.
- 3. **Students will be suspended and/or removed from the team (administration's discretion) for any of the following:**
 - a. Vandalism, shoplifting or matter of law offense
 - i. If vandalism or shoplifting occurs while on a school-sponsored trip, the student will face an immediate suspension. If a second offense should occur, the guilty party will be denied participation for the remainder of the school year in all activities. Stealing from a teammate will be an automatic suspension for the season.
 - ii. Any student violating the law while on a school-sponsored trip will be turned over to the police. This includes offenses for shoplifting, vandalism, drugs or alcohol, etc.
 - b. Second offense of failure to show good citizenship/behavior
 - c. Second offense of truancy during the season.
 - d. Hazing
 - i. 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 blatant form of discrimination. Hazing, bullying, assault, or intimidation of another student will not be tolerated and will be considered a violation of the District's Activity Code. In addition to consequences established by the rules of the school, such actions will result in dismissal from the team, group, or class office for the remainder of the season, and possibly the season immediately following. When appropriate, the school

resource officer will be asked to review any reported incident and determine if further legal action is warranted

- b. Health code violations
 - i. Violation of the established Health Standards, while on a school trip will result in dismissal. Should this occur, parents will be responsible for transportation home from the event.
 - ii. No use of, sale of, distribution of, possession of, or being under the influence of illicit drugs, controlled substances, alcohol, or tobacco in any form is permitted.
 - 1. An advisor may conduct a luggage and or room check at their discretion
 - iii. **The consequence for failing to abide by these health standards is immediate dismissal from the team, group or class office for the remainder of the athletic season as defined by Star Valley Middle School.** Any honors or postseason recognition will be denied. Additional consequences for this violation will be up to the Administration's discretion and may carry over to future activities. This may include suspension from or denial of participation in activities other than that in which the violation occurred. Coaches and administrators reserve the right to NOT write a letter of recommendation for post middle school purposes based on a violation of this code. If the violation occurs during the last culminating event of the school year, the student will be required to complete a buy-back program approved by the administration in order to return to good standing for the following year.
 - iv. **If you are with a group that is breaking your training rules, you will be considered guilty.** Participants found in attendance where alcohol, tobacco, illegal drugs or any other mind-altering substances are being used will face **an immediate two week suspension if they do not leave immediately or have the people that brought the substance leave immediately.**
 - v. During the suspension period, the student must attend practice, but will not be able to compete in competition. A second offense of this rule will result in an immediate suspension from activities until the end of the school year.
- c. Possession of inappropriate matter
 - i. Possession of inappropriate materials, in either electronic, graphic, or written form while involved in a school activity setting will be considered a violation of the District's Activity Code and will result in dismissal from the team, group, or class office for the remainder of the season. When appropriate, the school resource officer will be asked to review any reported incident and determine if further legal action is warranted.
 - ii. Luggage may occur at the discretion of the advisor.
- d. There may be other rules, guidelines or applicable constitutions determined by the respective club, group or other competitive organization and/or the advisors and the administration of the high school.
- e. Each coach or sponsor will make participants aware of any additional rules that apply to his/her sport or group with the consequence of violation for each rule. Each Coach or Sponsor reserves the right to remove any student from his/her team or group at his/her discretion.

PROCEDURES

CHANGING SPORTS PROCEDURE

1. A student's request to change activities will be reviewed by a committee to determine if the student will be allowed to make the move. The committee will consist of the activities director, both head sponsors involved, and a neutral third head sponsor. Each situation will be handled on a case by case basis.
2. Students may not join a second activity unless they leave the first or preceding activity in good standing. (Ex: A student removed from an activity for activity code violations may not join another activity in the same sports season.)

COACHES PROFESSIONAL DEVELOPMENT PROCEDURE

Coaches should reflect on areas of weakness and seek PD to improve in those areas.

Coaches should pick PD that minimizes the number of school days they miss.

See below paragraph for details and definitions.

The expectation is that coaches value instructional days and will miss the least amount of school possible. The district allows all programs 1 day of professional leave (GBF) per year and access to a car for up to 5 days on one week/weekend every year to attend clinics. Priority will be given to clinics when school is not in session such as weekends with a Friday off or summer. Coaches are encouraged to attend the Wyoming Coaches Association Clinics. Activity fees may be increased to fund coaching professional leave. If a program wants to attend in the year they are out of rotation, they are responsible for the full cost of the clinic, hotel cost and meals. If the funding is not sufficient for all coaches to attend in the year of their rotation, the program can pay for the difference through their fund-raising accounts or by writing a personal check to the high school. All coaches, both at the high school and middle school would be eligible to attend a clinic every year with a limit of 1 day of school missed. If the clinic requires more than 1 day of missed school, the coaches will take personal leave to attend the additional day but can only do so every third year. This would be limited to 2 days maximum with only 1 personal day being used in conjunction with the clinic. In addition to the 1 day of professional leave (GBF) for clinics, the district will pay for head coaches to attend the all-state selection meetings. Assistant coaches can attend if they take personal leave. The assistant coaches should be rotated through this process. The district will also pay coaches expenses, head, or assistant, to attend clinics, banquets or other events where the coach is being recognized by the Wyoming Coaches Association or WHSAA. Coaches are encouraged to attend professional development at least once every 3 years. The head coach is encouraged to take at least 1 middle school coach every year so the program can grow along with the coaching capacity. All coaches must complete an Epar to attend any clinic regardless of the time of year. Reviewed March 9, 2022

Discipline Procedure-Appeal

1. Before a complete dismissal or multiple games suspension from an activity is instituted against a student-athlete, a hearing may be conducted at the request of the student-athlete. Attending the hearing will be the Head Coach or designee, the accused student-athlete, the parent(s), the Activities Director, and the Building Principal (if needed).
2. The charges against the student will be presented, as well as, the rule(s) which the student has been accused of violating.
3. The student will then be allowed to present his/her side of the situation.

4. The Activities Director and/or Principal will rule on the charges in a timely fashion. The parents, student-athlete, and coach will be informed of the ruling as soon as possible.
5. An appeal of the decision can be made to the Director of Secondary Education at the district office within a 7 day period.

Chain of Command

The following is the chain of command coaches should guide parents to follow with problems that arise.

1. Assistant Coaches/Sponsors
2. Head Coaches/Sponsor
3. Activities Director
4. Principals
5. Superintendent
6. Board of Education

FACILITIES PROCEDURES

Coaches should be actively involved in the maintenance and improvement of our facilities. Each coach/activity sponsor is responsible for the following:

1. Making safety the number one priority,
2. Keeping practice areas and locker rooms in order,
3. Storing equipment neatly and using equipment properly,
4. Pride in the equipment and facilities are of primary importance to all athletes and coaches.
5. Keeping storage areas locked,
6. Lock building after use.
7. Make suggestions that will improve our facilities.

FUNDRAISING PROCEDURES

Programs are limited to 2 fundraisers per year in addition to being paid to provide services at local/regional events. The Activities Director must approve all fund raising activities by groups or teams at Star Valley High School in advance. Any approved fund raising must be within the guidelines set by the District Office

HEALTH CODE PROCEDURES

1. **The code begins with the first allowed day of practice as set by SVMS calendar.**
 - a. **If tested on the first day of practice, participants must have a negative test result**
2. NOTICE OF CODE OF CONDUCT VIOLATION
 - a. A violation of the Code of Conduct shall be reported to the Administration and the head coach of the sport/activity involved.
 - b. Disciplinary procedures will be followed
3. Students and parents will also be informed of the drug testing policy in the student handbook and/or in the informational and/or parent meetings.
4. The use or possession of tobacco, tobacco products, alcoholic beverages or illegal drugs by an activity/athletic participant is prohibited. Charges may be filed.
5. The abuse of legal drugs for the purpose of performance enhancement (i.e., steroids, inhalants, etc.) will be grounds for suspension from an activity and/or school.

6. An offense will be considered to have occurred if the administration has presented to them evidence, which would cause a reasonable, prudent person to believe such an offense has occurred.
7. This code is effective for all athletics, clubs, or organizations and is to be considered the minimum standard. Each activity can require further and more restrictive standards if prior written approval is obtained from the school administration.

DRUG TESTING FOR STUDENT PARTICIPANTS IN SCHOOL-SPONSORED ACTIVITIES

Students wishing to participate in activities at Star Valley Middle School shall indicate consent by completing and signing the mandatory drug test form (see attached). No students will be allowed to participate in any interscholastic program without the consent form on file in the Activities Director's Office.

Student Athlete Drug Testing Policy

Definitions

Drug: Controlled substances as defined by Wyoming Code Section 37-2701, except those possessed and/or pursuant to a valid prescription.

Student Athlete: Any student participating in interscholastic programs sponsored by the Wyoming High School Activities Association (WHSAA) and Star Valley High School, including cheerleaders, drill team, speech/debate, managers, stats, or video personnel, and all other programs listed under activities at SVHS.

Sport Season: Fall, winter, and spring season begin on the first day of practice allowed by the WHSAA and end when the final game is played in that season, including all District and State tournaments.

Policy Statement: Lincoln County School District #2 values students' participation in extracurricular activities. Participation in extracurricular activities is a privilege. Activity participants act as representatives of Lincoln County School District #2, its communities, and its ideals. LCSD#2 supports a drugtesting program for students in grades 6 -12 who participate in WHSAA (Wyoming High School Activities Association) extracurricular activities/interscholastic programs.

Its purpose is threefold:

1. To provide for the health and safety of all participants.
2. To work as a tool of prevention and undermine the effects of peer pressure by providing a legitimate reason for participants to refuse the use of drugs.
3. To encourage students who use drugs to participate in an appropriate treatment program.

Participants in grades 6-12 will be subject to random testing for alcohol or any non-prescribed drugs and/or illegal drugs. In addition, a non-random selection may be made for participants in grades 6-12 where there is reasonable suspicion of alcohol or drug use. Participant samples will not be screened for the presence of any substance other than alcohol or any non-prescribed drugs and/or illegal drugs or for the existence of any physical condition other than drug intoxication. Students and parents will be required to consent to alcohol and drug testing each year before participating in school-sponsored activities. Students and parents will also be informed of the drug testing policy in the student handbook and/or in the informational and/or parent meetings.

JFCI-R DRUG TESTING FOR STUDENT PARTICIPANTS IN SCHOOL-SPONSORED ACTIVITIES PROCEDURE

All participants will be subject to random drug testing. In addition, a non-random selection may be made where there is reasonable suspicion of alcohol or any non-prescribed drug and/or illegal drug use. Participant samples will not be screened for the presence of any substance other than alcohol or any non-prescribed drugs and/or illegal drugs or for the existence of any physical condition other than drug intoxication.

Definitions

Drug: Any substance as defined by Wyoming Code Section 35-7-1002 as illegal unless prescribed to the student by a licensed medical practitioner authorized to prescribe controlled substances or those controlled by the FDA.

Alcohol: Alcohol is considered to be the same as an illegal drug for minors for the purposes of this procedure.

Participant: Students participating in interscholastic programs sponsored by Star Valley Middle School.

Sport Season: From the first day of practice allowed by Star Valley Middle School in the fall to the last day of classes in the spring.

School Grounds and Extensions: "School Grounds" is defined as a school building or other school district premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off-school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Refusal to Submit to Drug Test: A participating student who refuses to submit to a drug test authorized under this policy, or fails to comply with any other provision of this policy shall be ineligible to participate in any interscholastic programs sponsored by the Wyoming High School Activities Association (WHSAA) for a period of 365 days. If a student is unable to produce a sample at any particular time, the student will be given up to one hour to provide the sample but will remain under the direct supervision of the third-party administrator responsible for collection of samples. If the sample cannot be produced at the end of one hour it will be considered a refusal. Students unable to produce a sample due to a medical condition may provide written documentation from a licensed medical practitioner.

Collection/Testing/Reporting: When possible, an independent testing agency, will be responsible for collection, testing, administration, and reporting results.

Lincoln County School District #2 employees can also be responsible for collection, testing, administration, and reporting results. The following collection protocols should be followed when LCSD#2 employees are responsible for the collection, testing and reporting of results:

Room Preparation: Reduce the locations for items to be hidden

1. Remove garbage can
2. Wipe down, ensure clean bathroom prior to use
3. Lock cabinets
4. Remove all cleaning supplies
5. Dye in the sink and toilet-prevent items being dumped or flushed, also prevents sample from being diluted

Student Responsibilities:

1. Remove all items from pockets, extra clothing such as jackets, coats, hats....
2. Wash hands before entering the bathroom
3. Write name on container, date and time
4. Fill container to a minimum of 30 ml

5. Do not flush, or wash hands in designated bathroom
6. Bring container out, put lid on, add place safety seal in presence of 2 employees and initial safety seal (all completed by the athlete)
7. Wash hands in a second location or return to bathroom and wash hands after container is sealed

Administrator/Employee Responsibilities:

1. Create a randomized list of student participants. Two employees should be present when the list is generated. Both employees should sign and date the final student list.
2. Keep a log of student and time
3. Confirm student identity
4. Wear gloves/change gloves after each container touched
5. Add dye to the toilet before each athlete enters the bathroom
6. Observe students placing the lid on the container and safety seal.
7. Place container in a location that is secure and under constant observation
8. Wait 5 minutes-pull tab and make reading-verify reading with second employee present
9. Place sample in a secure location
10. Contact parents to report result
11. Get required signatures for parents requesting independent lab retesting
12. Label and ship collection.

Policy Implications Notification of a prescribed drug may be given to the third-party administrator or school district employee at the time of the test. In the event of a positive test, opportunity will be given to provide proof of doctor-prescribed prescription.

First Positive Test:

Whenever a participant's test result indicates the presence of illegal drugs ("positive" test), the following will occur:

- The parent/guardian of the child will be notified.
- Upon parent/guardian request, the sample will be submitted to an independent lab for retesting at the parent/guardian expense.
- Following a non-challenged or confirmed positive test, the school will meet with the parent(s) /guardian(s) to determine an appropriate course of action which may include suspension for the remainder of the activity season.

Second Positive Test: When a participant produces a second positive test, the following will occur:

- The participant will be suspended for the remainder of the activity season.
 - In order for the participant to be eligible for the next season in which he/she wishes to participate, he/she must submit to weekly drug testing for six weeks at his/her expense and an appropriate treatment program with counseling, if applicable, at his/her own expense.
- Additionally, the participant will be required to take a mandatory drug test prior to participating in another activity.

Third Positive Test: A participant who tests positive a third time will be suspended from taking part in activities for the remainder of his/her eligibility.

Obstruction of Test: Any participant who willfully provides a false urine sample, otherwise tampers with a urine sample, or engages in any effort to obstruct or impair the accuracy of a drug test, shall likewise be prohibited from or suspended from participation in activities for 365 days.

Limited Access to Results: The third-party administrator is authorized to report results only to the superintendent or to such person as the superintendent may designate.

Process of Appeal: A student participant who has been determined by the principal or superintendent to be in violation of this policy may have the right to appeal the decision. Such request for review, must be submitted to the superintendent in writing within five (5) calendar days of notice of the positive test. The student will remain ineligible to participate until the review is complete, not to exceed 21 days. Any necessary interpretation or application of this policy shall be in the sole judgment and discretion of the superintendent and is non-appealable.

Non-Punitive Nature of Policy: No participant shall be penalized academically for testing positive for illegal drugs or a controlled substance. The results of drug tests pursuant to this policy will not be documented in any participant's academic records. Information regarding the results of drug tests will not be disclosed to any criminal or juvenile authority unless requested by valid and binding subpoena or other legal process, which the district will not solicit. In the event of service of any such subpoena or other legal process, the participant and his/her custodial parent/guardian will be notified at least 72 hours before response is made by the district.

Voluntary Testing Program: To assist in the ultimate goal of drug free schools and drug free students the district may provide drug testing to any participant whose parent/guardian requests testing be done. The nature of the testing is a routine sample with immediate, on-site results. The testing is provided at no cost to parent/guardian and is absolutely confidential in nature with only the parent/guardian, participant, and tester knowing the results. There are no legal or criminal actions taken, and no discipline from the district will result from the testing. There will be no records kept. This service is offered solely for the information of the parent/guardian, and the outcomes of the results and information that the service provides is ultimately a parent/guardian decision.

Voluntary Admission of Drug Use by a Student: A student may voluntarily admit to the use of illegal drugs.

- The voluntary admission must be made within 72 hours of the infraction.
- Admission must be given to the coach, activities director, or principal.
- Must be participants first offense to result in a possible reduction of consequences.
- An appropriate course of action will be decided upon in consultation with the coach, activities

director, principal and superintendent.

Record Keeping and Confidentiality: All records pertaining to participants' drug testing will be kept in a locked filing cabinet separate from the student records. Records will only be accessible to the principal, activities director, superintendent or their designee. Records pertaining to a particular student will be destroyed upon their graduation or one year after they have exited LCSD#2.

AMENDED: December 5, 2022 ADOPTED: May 13, 2010

LOCKER ROOM PROCEDURES

Safety shall be stressed in the locker room. The number one priority for locker room safety is supervision by the coach until all players are gone. Each program will have a system in place that addresses the following:

1. A locker room walkthrough by coaches at the beginning of each practice.
2. An after practice walkthrough by coaches,
3. An expectation for limited time allowed in the locker room.
4. A process for students to report incidents.
5. A final walkthrough to ensure the locker room is empty, lock the doors and turn out the lights

MEDICAL EMERGENCIES AND INJURIES PROCEDURE

Injuries to athletes will occur in interscholastic athletics at all levels regardless of the amount of precautions taken

1. Injuries
 - a. Remove from practice or competition. The coach must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel. Call 911 if it is a life threatening injury or illness.
 - b. Request assistance from Athletic Trainer. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury.
 - c. Notify guardian of all noticeable injuries, illnesses, infections, etc
 - d. Follow Athletic Trainer's or medical professional's timeline and treatment for return to play.
 - e. Secure a medical release note from a medical professional before returning to practice if treatment beyond the athletic trainer was sought.
2. Emergency Procedures
 - a. Check for consciousness and vital signs (breathing, bleeding and pulse); look for abnormally displaced or misshapen body parts. If an athlete is unconscious, assume the injured athlete may have a spinal injury.
 - b. Take appropriate steps to control excessive bleeding.
 - c. Movement of the injured athlete should be kept to a minimum.
 - d. Keep the injured athlete as warm and comfortable as possible, except with heat related illnesses.
 - e. When there is ANY QUESTION as to the extent, seriousness, or nature of the injury by the coach, seek professional medical help immediately.
 - f. Notify the parents of the injured athlete immediately. Make every attempt to contact the parent before using the Emergency Medical Release Form.
 - g. The Emergency Response Plan phone number is 911.
 - h. The athletes' home and parents' work phone numbers, other contact persons, preferred physician and preferred hospital are listed on the "Emergency Release Form" that is accessible in Infinite Campus.
 - i. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention. The coach or trainer will access the Emergency Form on Infinite Campus and present it to the treatment facility. The coach should continue to try to contact the parents and remain with the injured student.
3. Coaches and or Advisors are to have:
 - a. medical forms readily available for emergencies and must know how to access all forms stored in Infinite Campus.
 - b. a complete first aid kit, in sanitary condition, at every practice and contest.

Accident/Injury Report Procedures

1. The coach or athletic trainer will complete the "Athletic Injury Report" form following all athletic injuries or accidents that involve any student under their control during a practice, contest, or while traveling to or from a contest.
2. The form shall be turned into the Activities Director's office on the next day school is in session following the injury
3. A copy of the report shall be on file and made available to the parents upon request.
4. Coaches should follow-up on all injuries by attempting to personally contact the parents
5. Athletic trainer will send a weekly email with injury/recovery information.

Return to participation

1. **Athletes who miss practice due to medical concerns or treatment of an injury must be cleared by the athletic trainer or a medical professional prior to returning. A signed statement allowing their return must be on file before they return to practice or competition.**
2. Injury rehabilitation and return to athletic participation will be under the direction of the Certified Athletic Trainer in accordance with the established policies and procedures of LCSD #2.

CONCUSSION POLICY

Lincoln County School District #2 seeks to provide a safe return to activity for all athletes following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care and are fully recovered prior to returning to activity.

Lincoln County School District #2 coaches shall be required to complete a Wyoming High School Activities Association approved course in which procedures for managing sports-related concussions are discussed. This will be in addition to the care and prevention of athletic injury training required by the Wyoming Professional Teaching Standards Board.

When a Lincoln County School District #2 athletic coach suspects a student-athlete under his care has sustained a concussion, the following procedures will be followed:

1. The athlete will be immediately removed from play.
2. The athlete's parents or guardians shall be informed about the possible concussion and the procedures that will be followed.
3. The athlete will not be allowed to return to play the day of the injury and until an appropriate health-care professional says he or she is symptom free and releases the athlete in writing to return to the activity.
4. If the athlete is diagnosed with a concussion, they then must follow a return to play protocol and retake a post-injury SWAY Concussion test and have the results shared with the parents.

PRACTICE SESSION PROCEDURES

1. All practices are to be held on school days if at all possible (Saturday practices are permissible). Night practices should be completed by 6:15 pm and Sunday practices are not allowed. If practices go past 6:00 pm, approval from administration is required.
2. **All practices are to have a written practice plan. Practice plans are to be saved and available upon request.**
3. Practices held on vacation days such as Thanksgiving, Christmas and Spring Break, shall be scheduled if possible, taking into consideration the family commitments of the majority of the team members. Coaches must make the Activity Director and custodial staff aware of their practice schedule.
4. Any change in practice times should be cleared through the activities office.

Lightning Safety Plan

- Education and prevention are the keys to lightning safety.
- Practice and competitions should be immediately suspended using the 30-second flash to bang count. A 30-second flash-to-bang count corresponds to a distance of six miles, which should provide ample opportunity to remove any athletes from the playing field, and get them into a safe shelter.
- The NFHS recommends following the 30-minute rule when making return to play decisions.
- Any subsequent lightning or thunder after the beginning of the 30-minute count should restart the clock and another count should begin. The combination of the 30-second flash-to-bang count to suspend activity and the 30-minute delay after the last lightning flash to resume activity is commonly referred to as the “30-30 Rule.”
- All athletes and spectators should seek safe shelter during severe weather.
- Participants and spectators should move inside the school building when directed to do so by management.
- In such cases where entering the building is not an option, participants and spectators should move to a fully enclosed automobile or school bus with all of the windows rolled up. Care must be taken to avoid contact with any metal inside the vehicle. The hard metal frame and roof, not the rubber tires, dissipate the current around the vehicle.
- The athletic director or principal will monitor weather and make decisions regarding participation during competition. However, if anyone hears thunder or sees a lightning strike, appropriate action should begin.
- During practice the coach is responsible for monitoring weather and making decisions regarding participation.

PUBLIC RELATIONS PROCEDURES

1. The head coach or sponsor is responsible for dealing with media, boosters and parents.
 - a. have a system within the team for reporting results of contests.
2. SVMS prohibits public criticism of officials by coaches. This includes any post to any social media.
3. It is suggested that head coaches find one service project a season that will benefit the community.

Parental Relations

1. A positive relationship between all the interested parties is necessary for the overall success of each activity and the entire program.
2. The key elements in establishing and maintaining positive relations between the coaches, sponsors, parents, and fans are as follows:
 - a. Everyone has to know and accept his or her role in the total scheme.
 - b. Everyone has to know what is proper and improper behavior.
 - c. Everyone has to understand and accept the realities of competition.
3. The coach, sponsor, parents, and fans roles should be as follows:
 - a. Coach/Sponsor – are totally in charge of the program and the students. They decide team make-up, starting positions, strategies, playing time, and any other questions involving the welfare of their activity.
 - b. Parents – support the program, individual team members, and their child in a positive and constructive manner.
 - c. Fans – they support the programs, coaches/sponsors, students and parents

PURCHASING PROCEDURES

1. All local out-of-town purchases must be on a purchase order.
 - a. A requisition form must be filled out and turned in to the Activities Office with quote attached
 - b. Purchase orders will not be released for payment until the coach/sponsor notifies the activities office that the order has been received.
2. Please do not call in orders unless authorized by the Activities Office.
3. Local purchase slips can only be used for emergencies and must be authorized by the Activities Director.
4. All uniform adoptions/purchases must get final approval from the Athletic Director.

Vouchers

1. Vendor fills out a voucher and signs/dates voucher.
2. Vendor receives a copy of the voucher.
3. Attach receipts from vendor to voucher.
4. Make a note of the driver's expenses.
5. Turn the voucher in to the Activities Office as soon as possible.
6. Incomplete vouchers will be returned to the head coach/sponsor.

Star Valley Middle School uniform adoption

1. SVMS has a seven-year uniform adoption cycle.
2. All uniforms shall use red and white as their dominant color.
3. Shades of red and white will be approved by Activities Director
4. When required by NFHS rules white shall be the dominant color with red and white as the accent colors.
5. Black can be used as an accent color but may not be the dominant color in uniform selection.
6. Exceptions to rule shall be where darker colors are more appropriate.
7. In addition to SVMS uniform adoption guidelines all uniforms must comply with NFHS uniform rules.

SQUAD SELECTION PROCEDURES

Our philosophy of athletics is to create quality programs and to maximize the growth of those individuals who participate in our activity programs while at Star Valley Middle School. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when determining the most effective squad size, we will strive to maximize the opportunities for our students without diluting the quality of the program.

1. Choosing the members of the squads is the sole responsibility of the coaches of those squads.
2. Prior to trying out, the coach shall provide the following information to all candidates for the team:
 - a. Extent/length of try-out period,
 - b. Criteria used to select the team,
 - c. Practice commitment if they make the team,
 - d. Game commitments.

Procedures

1. When a squad cut becomes necessary, the coach will discuss the situation and process with the Activities Director. The process will include the following important elements

Each candidate shall

- a. Have competed in a minimum of two practices, with a final cut the 3rd practice.
 - b. Have performed in at least one inter-squad game
 - c. Be personally informed of the cut by the coaches discretion.
 - d. Pre approval from the coach and AD must be obtained if unable to attend the first practice.
2. Coaches will discuss alternative possibilities for participation in the sport, or involvement in other areas in the activities program.

Terms of Contract/Evaluation Procedure

All coaching assignments shall be one school year. A Salary Stipend shall be determined according to the adopted salary schedule.

1. Each head coach will meet with the Activities Director each year to formally evaluate the program.
2. If the performance is evaluated less than satisfactory, the Activities Director has the responsibility of making all recommendations to the building principal.

TRAVEL PROCEDURES

1. You are encouraged to use your best judgment to see that the students are properly cared for and that all possible efforts are made to keep the appropriate district personnel informed during travel
2. The school will provide all transportation to and from school-sponsored activities. Students participating will leave by bus and return by bus unless the head coach or sponsor and the administration have appropriately completed a school release form or the guardian personally signs the student out after the competition
3. Considering the normal driving time from a location and arrival in either end of Star Valley by 2:00 a.m. (Alpine in the north, Forest Dell in the south), the activity will plan on coming home.
4. The advisor/coach cooperatively with the bus driver will always have the responsibility to evaluate weather and road conditions and make appropriate decisions for safe transportation of students and staff. Decisions to not travel will be communicated immediately to the transportation office and activities office.

1. General Information

- a. The decision to make a trip will be made between the Director of Activities and the Transportation Supervisor or their designees.
- b. The driver has full responsibility for the safety, operation, and maintenance of the bus, as well as, obeying all rules of the road.
- c. The sponsor has full responsibility for the safety and supervision of the students on the activity trip (motels, meal locations, and while on the bus).
- d. Drivers can be on duty for 15 hours-please keep this in mind when planning time filling activities for overnight events.

- e. Drivers can drive for 10 hours.
- f. Departure Time: A “5:00 A.M. Rule” will be used to determine if our programs travel the morning of or the night before.

Travel Procedures

1. Submit a helpdesk ticket for a bus for all away games before the first day of the season
 - a. Verify you have a bus two weeks prior to the date by checking the website: transportation.lcsd2.org. Your trip should be on the calendar. If not, please contact the bus garage 885-7146
 - b. Any changes in departure times or routes should be communicated with the activities office and the transportation office
 - c. Cancellation due to weather conditions will be made by the transportation director and communicated to the activity director and coaches
 - d. Ensure you have a second adult chaperone for all trips outside district boundaries.
2. Provide the attendance office with a list of students and staff traveling and the time to be released from school.
3. Communicate with participants:
 - a. Alternate transportation requirements for those not riding the bus to/from the event
 - b. Time of departure
 - c. Destination
 - d. Dress and conduct expectations for all components of the trip:
 1. Bus behavior/conduct. Monitor to ensure compliance with expectations
 2. Bus cleanliness/care. Sponsors and students will make sure trash and debris have been removed from inside their bus when they disembark. Destruction of school district property, such as damage to seats, windows, or body paint, is prohibited and appropriate school discipline and legal charges will be pursued.
 3. Bathroom stops
 4. Restaurants
 5. Schools
 6. Remember, students are not allowed to change clothing on the bus, cameras are active all the time
 - e. Jersey colors
 - f. Estimated time of arrival back at the school
4. Provide the bus driver with an accurate list of students traveling on the bus,
 - a. Update the list for the return trip
5. Provide a sign out sheet for guardians that want to transport their own child home from the event.
6. Students are encouraged to make the return trip home with their team.
7. Only students on the team’s roster may travel on the bus. In the event of a family emergency, an exemption to this rule may be secured through administration approval prior to the event.

CONTACT INFORMATION

LCSD#2 Bus Barn	(307) 885-7146
LCS #2 District Office	(307) 885-3811
SVMS Office	(307) 885-5208
SVMS Fax	(307) 885-0472
David Saltzman	(307) 885-7107
Ashlee Neuenschwander	(307) 885-7133

Community Numbers

Afton Police	(307) 885-3141	SVI Media	(307) 885-5727
Fire Department	911	Star Valley Health	(307) 885-5800

State Numbers/E-mail

Wyoming Department of Transportation	www.wydotweb.state.wy.us/
Weather Information	www.weathersite.com
Wyoming High School Activities Association	www.whsaa.org
WHSAA	(307) 577-0614

WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION POLICIES

SVMS will use the guidance of WHSAA when needed.

A complete copy of the WHSAA Rules Handbook may be obtained from the WHSAA website.
www.whsaa.org

Forms

Star Valley Middle School

Assistant Coaches Evaluation Report

Coaches Name _____

Assignment _____

School Year _____

Category 1: Instructional Theory, Techniques of Coaching, Supervision, and Student Discipline.

_____ Satisfactory * Professionally Competent: Individual shows attainment of primary work objectives in the manner reasonably expected of a trained professional.

_____ Unsatisfactory during the evaluation Period

*If unsatisfactory, then use page 2 to provide specific feedback for improvement.

Category 2: Personal Attributes, Professional Preparation, Interest in Coaching, and In-service Efforts to Improve.

_____ Satisfactory* Professionally Competent: Individual shows attainment of primary work objectives in the manner reasonably expected of a trained professional.

_____ Unsatisfactory during the evaluation Period

*If unsatisfactory, then use page 2 to provide specific feedback for improvement

Category 3: Communication, Cooperation, and Concern for the Total Program

_____ Satisfactory* Professionally Competent: Individual shows attainment of primary work objectives in the manner reasonably expected of a trained professional.

_____ Unsatisfactory during the evaluation Period

*If unsatisfactory, then use page 2 to provide specific feedback for improvement

General Comments, Commendations, and Recommendations:

_____ Coach may file a statement. Check here if a statement is attached.

_____ Check here if Administrative expectations are attached.

Activities Director/Principal Signature

Date

My signature below indicates that I have read this evaluation. It does not necessarily indicate agreement with the findings.

Employee's Signature

Date

STUDENT ACCIDENT/ILLNESS REPORT FORM

Student Name : _____ Grade: _____

Date of Incident: _____ Time: _____

Date of this Report _____

Place of Accident: _____

Cause of Accident: _____

(If athletics, name sport and whether practice or participation in interscholastic, intramural or other)

Nature of Injury/Illness: _____

Under Whose Supervision: _____

Were Parents Contacted – By Whom? _____

Was First Aid Rendered (Describe)? _____

Was a Doctor to be Seen Later? _____

Accident Occurred: _____

_____ En route to/from School

_____ During scheduled practice

_____ During Regular School Hours

_____ On bus

_____ During School-Sponsored Activity

_____ Other (Describe) _____

Person reporting _____

Signature of Teacher/Coach _____

Signature of Nurse (if seen) _____

Signature of Administrator _____

This report is to be filled out the date the injury occurs and is to be submitted to the Athletic Director no later than the day following the incident.

Physical & Participation Packet

- **Physical**
- **Participant & Parent Disclosure & Consent Document**

- **Activity/Athletic Participation Form**
- **Activity Participation Drug Testing Informed Consent Agreement**
 - <https://svms.lcsd2.org/sports-physical-packet/>

ACTIVITY SUPERVISION STATEMENT

Student safety is the primary concern when involved in any school activity. It is the responsibility of activity advisors/coaches to supervise all students under their care when traveling. This will be accomplished by no less than two advisors/coaches on each bus that travels outside of the district and no less than one advisor/coach on each bus that travels within the district. Exceptions to this rule must be approved by the superintendent. The following is a list that is intended to communicate the expectations of the district. Because we understand that no list can cover all possible situations that might arise, the expectation of the district is that coaches and supervisors ensure that their supervision of students is as adequate as possible throughout the duration of the activity.

As supervisors it is expected that they will:

1. Have proper activity related forms turned in as required.
2. Position themselves so they can actively supervise all students on the bus, understanding that the status of all students must be checked multiple times throughout the trip. The bus driver is not in charge of the students. He/she is in charge of the vehicle.
3. Supervise students during the time they are being transported in a district vehicle to a school activity. For instance, supervisors may not ride back from a trip with another party, leaving students unsupervised.
4. Supervise all students while they are on a trip (i.e.: in the mall, hotel, events center, school, restaurant, ski hill, golf course, playing field, etc.) with a minimum of an hourly check in with the coach.
5. Do not conduct personal business or engage in any activity that interferes with or distracts from school business or supervision of students.
6. Follow the guidelines required of bus drivers relating to driving time, etc. Please do not ask the driver to change any of the rules and procedures he/she is required to follow without clearing those changes in advance through the transportation director.
7. Review often the rules of conduct with the students and make sure they are clearly understood and also know the expectation and procedure for reporting violations within a 12-hour period.
8. Report any related behavior problems to the principal.
9. Account for students taken home by parents after an activity. Following the conclusion of an

activity or competition students may be released only to their parents when properly signed out using the appropriate form carried in the coach's travel binder. Students may not ride home with anyone other than their parent or legal guardian unless a formal, written request from the parent or legal guardian is filed in the school office, prior to departure.

10. Make sure that provision is made for the safe and orderly return of students to their home after activities.
11. Leave in a timely fashion when activities are over.
12. When doing separate student activities at the same location (i.e. speech and music competitions) arrange for meeting places and times.
13. Students may not drive their own vehicles on sanctioned trips.
14. Under no conditions may students drive district/school vehicles other than for Drivers' Education.

I have read and do understand the expectations for me when supervising LCSD#2 students in my care as an activity advisor/coach.

Date: _____

Signature: _____

Print Name: _____

JHF-R

March 4, 2020

**STAR VALLEY MIDDLE SCHOOL
ALTERNATE TRANSPORT REQUEST AND LIABILITY RELEASE FORM**

Students participating in school activities are NOT to be transported in private vehicles without the expressed, WRITTEN consent of the building principal and arranged at least 24 hours in advance of the activity.

Students who are transported to an event with a team or group will return with the team or group. The following exceptions may apply:

A student may be released to his/her parent(s) by signing the Alternative Transportation Request form at the time of a contest or activity. The coach should have this form.

Students may be released to a person other than a parent only if all four conditions listed below are met or approved by a principal or athletic director.

1. The parent must make a written request to the Athletic Director naming the person that is to be responsible for the student.
2. The parent must make direct contact, phone or in person, with the athletic director or principal. (The athletic director or principal will agree or disagree with the request at the time of personal contact.)
3. The party to whom the student is to be released MUST be 21 or older.
4. The student will be released only after face-to-face contact with the coach, student and approved responsible party.

Under NO circumstances will a student leave the school provided transportation without the knowledge and approval of a member of the coaching staff.

Written request must be made on the appropriate form releasing the coach and the school district of their obligation to provide safe transportation.

In case of injury during an athletic event, the injured student may be given permission to travel home with parents with the knowledge and consent of the coach or sponsor of the event.

ALTERNATE TRANSPORT REQUEST & LIABILITY RELEASE FORM

I, _____ parent/legal guardian of _____

request permission to have _____ take my child

to and/or from _____ (date and event).

I agree to hold harmless and release Star Valley High School, Lincoln County School District #2, Administrators, Board Members, Coaches and Staff Members from all liability that may result from this action and further release all parties specified above from their duty to provide safe transport to and/or from this event. By signing I accept all responsibility for the safe transport to and/or from the event for the above named student.

Guardian Signature Date _____ Parent/

Official Approving This Request School