



2021-2022

**Rawlins High School
Rawlins Middle School**

ACTIVITIES HANDBOOK

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WELCOME

***Implementation of the Activities Handbook rules will start the first day of the fall sports season August 9th, 2021 and run until the beginning of the next Fall sports season, August 8th, 2022 (year round) and will be in effect for all students involved in athletics and activities at Rawlins Middle School and Rawlins High School. Students entering high school will begin with a clean slate and activity handbook violations will not roll over to high school from middle school years.**

On behalf of the Activities Department of Rawlins High School and Rawlins Middle School, we welcome every student who possesses the ability, attitude, cooperative spirit, and desire to favorably represent our schools to become participants in our interscholastic or extracurricular activity programs. We ask that all involved remember that participation in activities at Rawlins High School/Rawlins Middle School is a **PRIVILEGE - NOT A RIGHT** - that involves teamwork, self-discipline, respect and responsibility on the part of the participants and parents.

Activities are one of the most important elements in the overall education of our students. Education does not end with the school day but rather continues into practices and competitions within our activity programs. Extracurricular activities teach our students the characteristics essential to be successful in life. High school and middle school athletics and activities are education-based with emphasis on building lifelong skills to help our students become successful adults.

As a participant, you need to be prepared to dedicate yourself to the activities you are involved in. As parents, you need to understand there is a level of commitment on your part – making sure that your child attends every practice and game/event, follows the training rules for the activity, keeps their grades up, gets sound nutrition, plenty of sleep, displays good sportsmanship, and is respectful of others, including the coaches, participating in the activity. Participants must understand that they are representing their family, school and community so their actions should be above reproach, both at and away from the field of play. As a participant, your success will strongly depend upon your attitude, conduct, cooperation, loyalty, and desire to achieve excellence as a student at Rawlins High School/Rawlins Middle School.

The intention of this handbook is to provide students/parents with a guide for understanding the philosophy, programs, procedures, organization, and expectations of Rawlins High School/Rawlins Middle School Activities Department.

PHILOSOPHY AND EXPECTATIONS

Activities are an extension of the educational experience offered to our students in the classroom atmosphere. We are not a separate entity - therefore our philosophy is the same as that of the district.

Carbon County School District #1 Vision Statement:

“Inspiring excellence - every child every day.”

Carbon County School District #1 Mission Statement:

“Educating today’s students for tomorrow’s opportunities.”

Rawlins High School Vision Statement:

“RHS will be a collaborative, purposeful learning environment for all students.”

Rawlins High School Mission Statement:

“Our mission is to empower students to achieve academic and personal success.”

Rawlins Middle School Mission Statement:

“Inspiring and empowering learners to meet the challenges of tomorrow.”

GOALS FOR ACTIVITIES AT RAWLINS HIGH SCHOOL AND RAWLINS MIDDLE SCHOOL

- Develop the key skills which participation cultivates - leadership, cooperation, dependability, organization, sociability, self-control, respect for rules and regulations, role acceptance, and good health habits and teamwork.
- Develop fundamental physical skills needed for participation in activities.
- Develop life-long vocational and recreational interests
- Understand that our sports and activity programs are education-based and emphasis will be on the development of skills that will help become successful adults
- To allow students the opportunity to participate in a variety of activities and experience interscholastic athletic competition
- To give students the opportunity for growth in athletic skills in a variety of sports, as well as, growth as an individual in life skills

THE CASE FOR HIGH SCHOOL ATHLETICS/ACTIVITIES

From the National Federation of State High School Association

There is a secret in America's high schools that need not be hidden any longer. The secret is that activities are not just a way to have fun or be with friends, they are a valuable education tool. From interscholastic sports to music, drama and debate, activities enrich a student's high school experience.

Athletics and activities support the **ACADEMIC MISSION** of schools. They are not a diversion, but rather an extension of a good education program. Students who participate in athletic and activity programs tend to have higher grade point averages, better attendance records, lower dropout rates and fewer discipline problems than those who do not.

Athletics and activities are **INHERENTLY EDUCATIONAL**. Athletic and activity programs provide valuable lessons on many practical situations – teamwork, sportsmanship, winning and losing, along with hard work. Through participation in athletics and activity programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These qualities the public expects schools to produce in students so they become responsible adults and productive citizens.

Athletics and activities **FOSTER SUCCESS IN LATER LIFE**. Participation in high school athletics and activities is often a predictor of later success in college, a career and becoming a contributing member of society.

COMMON vs. PERSONAL AGENDAS

Rawlins High School/Rawlins Middle School offer many opportunities to grow and develop in ways that are beneficial to the group and as an individual. It is important to understand that for success to be achieved and growth to take place, everyone needs to be on the same page - which means to have a **common agenda**. The needs of the team supersede the desires of the individual or parent.

Teams that work together to reach common goals are the most successful. Teams that are unsuccessful - even though they may be winning - are those that have **personal agendas** prioritized ahead of the team goals.

Every student should have personal goals and aspirations. However, they must be secondary to the **common agendas** set for the team. If you are more worried about your points, statistics, place, or playing time than the team score - we no longer have a team. Unfortunately, often, it is the parents who have **personal agendas** and forget that the team comes first. When we have a group of individuals seeking personal ambitions - no one ever wins for long - no matter how good they are as individuals.

Common agendas lead to team success. **Personal agendas** lead to failure no matter what the outcome of the contest. It is important for all students and parents to understand the concept of team first.

RAWLINS HIGH SCHOOL OFFERS:

Rawlins High School is a member of the Wyoming High School Activities Association and the Absaroka Conference. We offer the following programs:

| | | | |
|------------------------|-------------------|-----------------|--------------|
| Basketball | Cross-Country | Football | Golf |
| Soccer | Swimming | Tennis | Indoor Track |
| Track | Volleyball | Wrestling | |
| Band | Best Buddies | Cheerleading | Choir |
| FBLA | Intramurals | Key Club | Musical |
| National Honor Society | Plays/State Drama | R Club | Rembrandt |
| Science Olympiad | Speech | Student Council | |

- Speech and Cheer will abide by the same rules as the sports teams due to the number of events they attend/perform and the length of their seasons.
- All RHS students must be academically eligible to attend WHSAA sponsored functions.
- Band and Choir are academic classes but eligibility rules apply when they travel.
- All activity practices should end by 9:00 p.m.
- It is recommended assignments be made up in advance when students will be absent because of school activities or arrangements made with the instructor.

RAWLINS MIDDLE SCHOOL OFFERS:

| | | | |
|------------|---------------|-----------|-----------------|
| Basketball | Cross-Country | Football | Swimming |
| Track | Volleyball | Wrestling | Soccer |
| Band | Choir | Robotics | Student Council |
| Yearbook | | | |

- All RMS students must be academically eligible to compete and travel.
- Band and Choir are academic classes but eligibility rules apply when they travel.
- It is recommended assignments be made up in advance when students will be absent because of school activities or arrangements made with the instructor.

SCHOOL TEAMS vs. CLUB TEAMS

Athletes and parents need to understand that choosing to be a part of a school team gives priority to that team over club teams. Athletes missing school practices and competitions for a club competition should expect he/she may have to make-up practices, have extra practices, or be suspended from competition(s) as decided by the coach. As per WHSAA rules, athletes are not allowed to compete in city leagues or club competitions during the same sports season they are competing at the high school level.

RAWLINS HIGH SCHOOL DANCES

Various clubs or organizations throughout the year sponsor dances. These are held as social events, which often serve as fund-raising projects. The following regulations apply to dances:

- With the exceptions of the Homecoming dance, Fall Formal and Prom, only students who attend Rawlins High School can attend dances
- All school rules apply at dances.
- Guests must comply with the same rules and regulations as students, not be over 20 years of age, or a current student at RHS
- Individuals who are serving ISS or OSS will not be allowed to attend dances.
- Any student, who leaves a dance or is asked to leave by the supervisor/administrator, will not be allowed to return to the dance.
- Dances will be divided into three groups and **dress must be accordingly –**
 - Formal Dance – Prom
 - Semi-Formal – Fall Formal
 - Casual – School dress code will apply
- All student behavior expectations are applicable to dances.

FORMS REQUIRED FOR PARTICIPATION

Prior to the start of each activity at the high school or middle school level the student will participate in, he/she will need to have all paperwork turned in within the first two weeks of the season. Failure to have paperwork turned in after two weeks will result in the athlete no longer being able to practice until all paperwork has been turned in.

- **Physical Examination** for students who will be in athletics, cheerleading or marching band. Earliest acceptable date for a current physical examination is **May 1**. Each participant in athletics, cheerleading or marching band will take and pass a physical examination before starting practice. The coach/sponsor must have the signed physical examination form in his/her possession before the student will be able to practice. The form must be signed by the parent/guardian to be complete. These forms will be kept on file in the Activities office.
- **WHSAA Eligibility Form**
- **Proof of Insurance** must be turned in prior to traveling or competing - copy of insurance card or proof of school insurance.
- **Permission for Field Trips Form** must be signed by the parent/guardian and student for any student going on school-sponsored trips – this must be on file in the main office. Exceptions are athletic teams, speech team, and vocal/instrumental competitions. This form will be provided by the teacher or sponsor of the activity.
- **Catastrophic Insurance** – the Wyoming High School Activities Association requires any student involved in any extracurricular activity to have catastrophic insurance. This is paid once a year for a fee of \$7.00. This must be paid before the first competition.
- **Inherent Risks Form** read and signed
- **Concussion Information and Policy Sign-off Form** read and signed
- **Athletic Handbook** read and signed
- **Contact Permission Form** read and signed
- **Parent Code of Conduct / Student Code of Conduct** read and signed
- **Communicable Disease/Covid Waiver** read and signed
- **Fremont Therapy Sign-off Form**
- **Covid Waiver**

WHSAA ELIGIBILITY RULES FOR PARTICIPATION

Students must meet the following Wyoming High School Activities Association (WHSAA) rules to be eligible for participation:

- Be a currently enrolled high school student
- Be in attendance in the high school they are representing or participating under an approved, combined school program
- Must meet the WHSAA and Rawlins High School criteria for participants which includes specific academic expectations, use/ consumption, distribution, possession of tobacco, nicotine products, alcohol, substance abuse, acceptable conduct, and all other standards for eligibility
- Must not be under penalty of suspension, or ineligible per the school criteria for participation or WHSAA regulations may not participate
- Must have been enrolled in any school and have received passing grades during that semester in subjects that earn a minimum of five (5) credits or the equivalent, per year toward graduation
- Must be passing in five (5) solid subjects at the time of the contest
- Must be under twenty (20) years of age on August 1 for fall sports, November 1 for winter sports, and March 1 for spring sports
- Will be eligible for a total of eight semesters and will be counted consecutively once the student enters ninth grade

A student shall be permitted to make-up work after the close of the semester for becoming eligible. Deficiencies, including incompletes, conditions and failures for the previous semester may be made up during a subsequent semester summer session, night school, correspondence, or tutoring for qualification purposes. The make-up work must match the class where the failure occurred (example – if an online class is taken, Algebra 1 for Algebra 1). Credit needs to be approved by the student's school district. The student will not become eligible until all deficiencies from the previous semester have been made up to meet Rules 6.2.1 – 6.2.3 of the WHSAA handbook page. 36.

RAWLINS HIGH SCHOOL ACADEMIC ELIGIBILITY REQUIREMENTS

High School students who participate in any activities which are sponsored by the school or by the WHSAA must maintain academic standards to participate.

- **Academic eligibility requirements of the WHSAA apply to all their governed events.**
- **Rawlins High School eligibility requirements are in addition to the WHSAA requirements which state that all students must pass five (5) core classes the previous semester to be eligible to participate.**
- **RHS students with "Release Time" schedules will need to be passing all classes to participate and compete.**

Eligibility is monitored throughout the semester. Eligibility will be checked weekly, starting with the third week of each semester at Rawlins High School and Rawlins Middle School.

Ineligibility lists shall be printed on Mondays at 10:00 a.m.

Eligibility to participate in extracurricular activities will be determined using the following guidelines:

1. Students must be passing all courses with a D or better to be eligible without restriction.
2. Students with one F will be allowed to compete but will be on probation for one (1) week. If they have an F in any class the following week, they will be ineligible for at least one (1) week or longer until they can show all passing grades – no F's.
3. If a student has two (2) or more F's, they are immediately ineligible and will remain ineligible until they are passing all their classes when their weekly grades are pulled.
4. Grades will be pulled on Monday mornings each week at 10:00 a.m.
5. A student may be removed from the ineligibility list if there is a delay in reporting a grade by an instructor. **All work must be submitted by the end of the school day on FRIDAY.**
6. An athlete/student may be removed from a team/activity/program by a coach if they are ineligible three (3) weeks in a row.

Ineligible student athletes and members of the cheerleading team will be expected to sit with the team during home contests but may not be in uniform or engaged in team activities.

Eligibility requirements do not apply to practices for events, club meetings/activities in Rawlins or to attend dances at Rawlins High School. Further, students that are on the ineligible list may participate in activities that are an extension of a class and take place in Rawlins except for WHSAA sponsored events. Students must meet weekly eligibility requirements to participate in extracurricular activities that are not extensions of a class, such as but not limited to plays and musicals. Band and Choir are academic classes but eligibility rules apply when they travel outside of Rawlins.

Incomplete grades at the end of the semester must be made up within two (2) weeks following the end of the semester. Incomplete grades, which are not made up within two (2) weeks of the end of the semester, shall be considered failing grades for determining semester eligibility.

RAWLINS MIDDLE SCHOOL ELIGIBILITY REQUIREMENTS FOR ACTIVITIES/ ATHLETICS

Eligibility to participate in extracurricular activities will be determined using the following guidelines:

1. Students must be passing all courses with a D or better to be eligible without restriction.
2. Students with one F will be allowed to compete but will be on probation for one (1) week. If they have an F in any class the following week, they will be ineligible for at least one (1) week or longer until they can show all passing grades – no F's.
3. If a student has two (2) or more F's, they are immediately ineligible and will remain ineligible until they are passing all their classes when their weekly grades are pulled.

4. Grades will be pulled on Monday mornings each week at 10:00 a.m.
5. A student may be removed from the ineligibility list if there is a delay in reporting a grade by an instructor. **All work must be submitted by the end of the school day on FRIDAY.**
6. An athlete/student may be removed from a team/activity/program by a coach if they are ineligible three (3) weeks in a row.
7. Ineligible student athletes will be expected to sit with the team during home contests but may not be in uniform or engaged in team activities.
8. Students must be present in ALL classes on the day of the event. The only exception to this procedure is that the student has a written doctor's note excusing them for the time missed from school.
9. Students must be present in seven (7) out of eight (8) classes in order to practice.
10. Students with two (2) or more office referrals prior to the event will not be allowed to participate in the event.
11. If the event occurs on a Tuesday night and the student received two (2) office referrals on Monday and Tuesday, they will not be allowed to participate on Tuesday night. The opportunity for participation begins anew on Wednesday of the same week.
12. Students that are tardy five (5) or more times to class prior to the event will not be allowed to participate. If the event occurs on Thursday night and the student received five (5) or more tardies Monday through Thursday, they will not be allowed to participate on Thursday night. The opportunity for participation begins anew on Friday of the same week.

EJECTIONS FROM ATHLETIC COMPETITIONS

Athletes participating are subject to the WHSAA code of conduct. Students who violate (i.e. ejected from a game) the WHSAA code will be suspended for two competitions in basketball, volleyball and wrestling following the violation and the notification of the Athletic Director. Athletes in football, soccer, track, cross country, tennis, golf and swimming are suspended for one competition following the violation and the notification of the Athletic Director. The suspensions are served at the level in which the disqualification took place. The student is also required to complete the proper paperwork demanded by the WHSAA office. The second violation results in a four-game suspension. A third violation during the participant's high school career will result in suspension from participation in any WHSAA sponsored event. Middle School sports will follow the same suspension and buyback program set forth by the WHSAA.

PRACTICE DAYS/SESSIONS RULE

Middle school and high school players must participate in a minimum of the required number of practice sessions at the start of the season before being allowed to compete. One day of practice is considered one practice session. **No practices or team activities are permitted on any Sunday.**

Practice days' requirements are as follows:

| | | | | | |
|---------------|---|--------|--------------|---|--|
| Golf | - | 2 days | Tennis | - | 5 days |
| Basketball | - | 9 days | Track/Indoor | - | 9 days |
| Cheerleading | - | 9 days | Volleyball | - | 9 days |
| Cross Country | - | 9 days | Wrestling | - | 9 days |
| Soccer | - | 9 days | Football | - | 9 days - <i>first</i> |
| Swimming | - | 9 days | | | <i>three (3) days must be non-contact days</i> |

*Students are expected to report for sports/activities at the beginning of each season. Those who report late may jeopardize their chances for participation.

HOME/COOPERATIVE/PRIVATE SCHOOL

Home school, cooperative school or private school students can participate in athletics, clubs, plays, but cannot attend dances at RHS unless they are a guest of a RHS student for the dances that guests are allowed. These students must meet all requirements of RHS students and must be recommended by their current administrator, as well as, RHS principal to be allowed to participate. Home-schooled students who wish to participate in athletic or activity programs sanctioned by WHSAA at Rawlins High School must complete paperwork and pay their fee (high school students only) with WHSAA. Approval must be received from WHSAA before a student can begin participating on the team. Paperwork will also be reviewed by RHS administration prior to the student being allowed to participate. These applications may be obtained from the RHS Activities office. After a student has received permission to participate, **the administrator/parents of these students must submit a weekly eligibility on Mondays by 9:00 a.m. to the school registrar and Activities Office. If no contact has been made, the student will be considered ineligible for that week.**

- Home Schools/Private Schools students may be charged a fee to travel on activity trips. This fee will be established by the district.
- Distance Education of Carbon County (Virtual School) students are considered **CO-OP** students and will be afforded all rights and privileges of other **CO-OP** students including participating in activities.
- Students in Virtual School must adhere to WHSAA eligibility requirements. Students must receive credit in five (5) courses the previous semester to participate. Students must also meet weekly RHS eligibility requirements.

TRAINING RULES for ALCOHOL, TOBACCO/ELECTRONIC CIGARETTES, VAPING PENS, NICOTINE PRODUCTS, PARAPHERNALIA, ILLICIT DRUGS, CONTROLLED SUBSTANCES, AND SYNTHETIC SUBSTANCES

No use, sale, distribution, possession, or being under the influence of illicit drugs, controlled substances, alcohol, synthetic substances that mimic illegal drugs, tobacco in any form – including electronic cigarettes, vaping pens or paraphernalia or nicotine products are permitted. **Training rules are effective year round).** The consequence for failing to abide by rules **during the season is immediate dismissal** from the sports team and/or activity (cheer and speech). Any letter, honors, or post-season recognitions will be denied. Additional violations have the following consequences:

If a violation of the training rules occurs outside the sport season, the student will be suspended for fifteen (15) calendar days into the succeeding sport/activity in which they will participate –this suspension may go into the following year. Example: If a violation occurs after a winter or spring sport/activity, and the student does go out for a fall sport the next year, the student will have a fifteen (15) calendar day suspension. After the fifteen (15) day suspension is completed, the student must then complete the required practice days as determined by the WHSAA for that sport/activity. Upon completion, the student will begin with a clean record. Students will be allowed to practice during this time. Additional violations will have the following consequences:

2nd Offense during high school: One calendar year suspension from participation in sports/activities

3rd Offense during high school: Will not be allowed to participate in any sport or activity at Rawlins High School/Rawlins Middle School for remaining high school/middle school career

***Middle school students upon entering high school start with a clean slate concerning training rules.**

Students must complete a sport in “good standing” after a violation to be cleared for a succeeding sport. “Good Standing” is defined as the student being eligible to compete in culminating events if qualified or as determined by the coach. If a student does not complete the season, the succeeding sport/activity will start with a fifteen (15) calendar day suspension, after completing the required practice days as determined by the WHSAA for that sport or activity.

ACTIVITY/CLUB SUSPENSIONS:

Students involved in extracurricular clubs/activities that violate the **TRAINING RULES for ALCOHOL, TOBACCO/ELECTRONIC CIGARETTES, VAPING PENS, PARAPHERNALIA, NICOTINE PRODUCTS, ILLICIT DRUGS, CONTROLLED SUBSTANCES, and SYNTHETIC SUBSTANCES THAT MIMIC ILLEGAL DRUGS** will be suspended for one (1) event/trip outside of Rawlins. This applies to Band, Choir, drama, musical, plays and all clubs.

***Coaches and sponsors do have the right to lengthen the amount of time for the suspension for violation to the alcohol/tobacco/electronic cigarettes, vaping pen offenses, paraphernalia, illicit drugs, controlled substances, and synthetic substances that mimic illegal drugs. The length of suspension cannot be shortened by the coach/sponsor – only lengthened.**

STUDENT ATHLETE CODE OF CONDUCT

Behaviors that are detrimental to the athletic/activity programs will not be tolerated. Behaviors such as, but not limited to, academic dishonesty, profanity, theft, equipment or facility abuse, insubordination or disrespect of school staff, discipline procedures or violations of the law, using social networking to embarrass or degrade self or another individual (written or pictures), and/or poor citizenship or behavior choices have no place in the Rawlins High School/Rawlins Middle School Athletic/Activity program.

Any behavior - including inappropriate social media activity by students and/or parents which in the judgment of the school officials is detrimental or a distraction to the education, welfare, safety or morals of any student(s), is grounds for disciplinary action which may include suspension and/or removal from activity as determined by the coach or administration.

HAZING

Rawlins High School/Rawlins Middle School will not tolerate any behavior, on behalf of student participants and/or coaches/sponsors, which could cause physical pain, ridicule, mental anguish, embarrassment, or harassment to any individual or for initiation or a rite of passage.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for initiation or membership in or affiliation with any athletic team. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Suspected acts of hazing should be reported to the coach, activities director, principal or another school administrator.

BULLYING

CCSD#1 promotes a learning and working environment that is free from harassment, intimidation, and bullying - Policy JICFA. The policy refers to “harassment, intimidation or bullying” as any intentional gesture, any intentional electronic communication or any intentional written, verbal or

physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:

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

Please refer to Policy JICFA - Bullying Policy found in the district policy handbook. This can be found on the district website under the Board of Trustees heading.

ATTENDANCE

School Attendance on Day of Travel/Day of Competition or Performance:

- Students are required to be in scheduled classes **ALL DAY** on days of travel, an athletic event or a performance. The exception to the attendance rule is a medical excuse by a physician, orthodontist, students with late start or early release, or prior administrative permission. The administration will handle parental permission on an individual basis. Release time students must be in all their classes the day of competition. Students released from ISS the day of competition will not be allowed to compete until the following day. ISS students can practice and attend home events but cannot compete. Students who are in OSS cannot practice, compete or attend school events during their suspension on or away from campus.

Daily Attendance:

- Students are required to be in school **at least six (6) periods of the day at the high school and seven (7) periods of the day at the middle school to practice that day. Students "Release Time" schedules need to be in school all day to practice.** An absence must be parent excused to be eligible to practice with a sports team or for plays and musicals. The administration will handle parental permission/excuses on an individual basis. The only exception to the attendance rule is a medical excuse by a physician, orthodontists, etc. **The student needs to bring a note from the physician when he/she returns to be an excused medical absence.**

SCHOOL-EXCUSED ABSENCES

Students will receive a "school-excused absence" for:

- participation in WHSAA events
- approved class field trip requests
- events held on Rawlins High School campus upon the request of a teacher, coach, or sponsor with the approval of the administration
- senior college visits

WEIGHT ROOM

The weight room is one of the most important facilities in our entire department. It is in the weight room that our athletes get bigger, stronger, and faster. Athletes not in the weight room are at a definite disadvantage when competing against athletes who realize the importance and benefits of the weight room in their athletic performance. We hope parents will work with us to achieve our goals and encourage the use of this facility during the summer and throughout the school year with their child.

PRACTICES

Practices are closed to parents/spectators. The only exception to this rule would be if a coach invites a parent/spectator to a practice. If a parent/spectator can watch practice, they will do so away from the field, court, mat, track, or pool. At no time, will parents/spectators be allowed to interrupt practice to talk to a coach.

Practices will be held during breaks – Christmas and Spring Breaks – parents are encouraged to arrange vacations with this in mind. Coaches have the right to impose consequences for missing practices during breaks which could include but not limited to extra conditioning or making up practices missed. It is important for athletes to maintain conditioning levels and skills they have obtained prior to a break.

INJURIES

- Injuries should be reported to the coach/sponsor immediately.
- An injury report will be filled out and submitted to the Activities Office by the coach/athletic trainer. The athlete needs to be sure the injury is reported to the coach/athletic trainer.
- CCSD#1 has contracted with Fremont Therapy to have an athletic trainer.

INSURANCE

Students must show proof of medical insurance before they can compete or travel in any sport/extracurricular activities. A copy of the medical insurance card must be turned into the school office or Activities Director before the first competition of the season in which the athlete will participate. An insurance policy may be purchased to meet this requirement that is available from the school office.

In addition, the Wyoming High School Activities Association provides a concussion insurance for all high school students who are participating in a sport or activity governed by the WHSAA. The Headstrong Concussion Insurance Policy information is available on the Wyoming High School Activities Association website whsaa.org.

COMMUNICATION

Communication between students, coaches/sponsors, parents and administration is of utmost importance for a successful program.

Topics that will not be discussed include:

- Playing time - it is entirely in the hands of the coach/sponsor and no one else
- Game strategies - are entirely in the hands of coaches/sponsors and no one else
- Other athletes/students - it is unprofessional to discuss other participants' talents and will not be discussed

Acceptable topics of discussion between coaches/sponsors and students/parents include:

- What role will I/my child play in this activity and why?
- What does/do I/my child have to do to improve?
- What can we, as parents, do to help our child fulfill his/her expectations?

The “Chain of Command” in which to discuss your concerns is as follows:

1. Athlete/student with coach
2. Parents/Athlete with coach
3. Activities Director
4. Building Principal
5. Superintendent
6. School Board

***The Activities Director, Building Principal, Superintendent and School Board are not your first level of communication when concerns arise. Please follow the Chain of Command when you have concerns and begin with the coach.**

*There will be a mandatory **24-hour “Cooling Off”** period before a coach will meet with an upset parent(s). Coaches will not meet with a parent following a game or after a practice if a prior meeting was not scheduled.

EQUIPMENT AND UNIFORMS

Rawlins High School will provide necessary equipment and uniforms for participation in the Activities Program when at all possible. Uniforms and equipment that would be considered “unique” to everyone may have to be purchased by the participant.

Participants who are checked out uniforms and equipment owned by the school should:

- Understand they are responsible for the care, cleaning, and return of the equipment after the season
- Understand that uniforms are worn at games only
- Be responsible for all items checked out to them – items not returned or damaged will be reimbursed to the school by the participant – this includes items lost or stolen
- Not be sold or given to another student without the consent of the Activities Director

DRESS WHEN TRAVELING

Coaches/sponsors and participants are expected to dress appropriately always. Athletes traveling to events should wear sport-specific apparel (i.e. travel warm-ups) or dress clothes. Pajama pants, slippers and non-team sweats are not considered appropriate dress. It is preferred that blue jeans not be worn on trips. In all cases, weather should be considered when determining dress expectations. Students wearing flip-flops while traveling in the winter is not considered appropriate. Students are expected to have coats, gloves, and hats when traveling in the winter. Coaches or administration that deems attire inappropriate will require you to change before you can leave on a bus. The Rawlins High School/Rawlins Middle School dress code does apply to dress for travel.

LODGING AND MEALS

- Students are responsible for paying for their own meals on one-day trips.
- On overnight trips, students are responsible for paying for their own meals until the first **full** day of competition has been completed for activities lasting more than one day. After the first **full** day of competition, meals will be covered by the district.
- If it becomes necessary for an overnight stay, the Activities Office will coordinate the trip with the coach/sponsor regarding members traveling, lodging arrangements, and itinerary. Students will stay at the site designated by the school during travel and contest day with lodging costs covered by Rawlins High School.
- Middle School athletic trips are one-day trips. Therefore, middle school students are responsible for paying for their own meals on trips.

TRANSPORTATION

- **Students are expected to travel to and return from school activities in school provided transportation.** Individuals wishing to return with parents need to make arrangements with the coach/sponsor. Written permission must be on file with the coach/sponsor before a student will be allowed to go with a parent.
- **Alternate Transportation Form must be completed before the trip,** and with prior approval of Administrator/Activity Director and sponsor. Students may travel with an adult at least the age of 21 with a parent/guardian's permission. The Alternate Transportation Form must be on file with the coach/sponsor or Activities Director prior to leaving on a trip if anyone other than a parent is taking the student with them – this includes another family member.
- When more than one bus is provided for the trip, students will ride the same bus to and from the activity.
- **Student conduct on out-of-town activities must be of the highest caliber.** Anyone participating in any activity that would be a discredit to the group or school will be denied further participation. Students will be responsible to pay retribution for any damage or destruction of property at a motel, restaurant or school.
- **Students who do not follow rules established by the coach/sponsor may be sent home with a parent.** This may mean a parent may need to travel to pick up their child when on an out of town trip. A parent or guardian will be responsible for providing transportation home

for that student who does not abide by trip rules. This also applies to any problem where law enforcement is involved. Any violation can result in disciplinary action.

- At no time, will a student ride in a private car while at an out-of-town event without the permission of the sponsor/coach.
- Any student who travels on any school-sponsored trip outside of Rawlins must have a medical release form signed by a parent or guardian on file in the office.

RAWLINS HIGH SCHOOL END OF SEASON AWARDS NIGHT

Each sport will have an end of season awards night. All participants are expected to attend and appropriate dress is required for this event. Appropriate attire for males includes dress slacks, dress shirt (tie is optional) – **it does not include t-shirts, hats and preferably no jeans.** Appropriate attire for females includes dresses, dress slacks, **and a nice top – it does not include t-shirts, hats and preferably no jeans.** Dress attire for the awards night must be per the dress code found in the Student Handbook. Attendance at the Awards Night is considered a team activity and considered mandatory to complete the season in good standing. Failure to attend could result in not receiving a letter at the end of the season.

RAWLINS MIDDLE SCHOOL END OF SEASON AWARDS

Each sport may have an end of season awards/event. Students involved in Athletics will receive a certificate of participation.

EVENT CANCELLATION PROCEDURES

- When weather is a potential issue, we will consult the weather service and Wyoming Road and Travel as to the severity of the weather and road conditions
- The administration of the involved schools will communicate as to the possibilities for rescheduling the event.
- If a decision is made to cancel or postpone an event, students involved will be notified, as well as, all schools in Rawlins. Students will be expected to notify their parents of the cancellation.

USE OF FACILITIES

Rawlins Public Schools Facilities are to be used for school sanctioned activities only. Outside groups wishing to use the facility must fill out a use agreement and pay the fee prior to use. This form is available in the Activities Office.

No student can use school facilities (including the weight room) unless he/she is under the direct supervision of a faculty member. This includes all indoor facilities. Outdoor areas such as fields, track or tennis courts may be used when not in use for school-sponsored activities. Clubs and organizations wishing to use the Outlaw Stadium for any purpose must do so in accordance with Policy KF. A use agreement must be approved and fees paid prior to use.

Any use of Rawlins Middle School or Rawlins High School facilities including the Fine Arts facilities should be cleared through the Activities Director. All Rawlins Public School rules apply to groups using District Facilities.

NCAA ELIGIBILITY CENTER

The NCAA has strict guidelines for those students who desire to compete after high school at the Division I, II, or NAIA 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 Guidance Office or found on the NCAA Eligibility Center website: web3.ncaa.org/ecwr3. Students are encouraged to register with the NCAA Eligibility Center by their junior year.

RAWLINS HIGH SCHOOL AWARDS

Individuals participating in interscholastic athletics may earn chenille letters, and freshmen or JV awards. Special awards are presented to athletes (does not include managing for a sport) and cheerleaders earning six (6) varsity letters, eight (8) varsity letters, and ten (10) varsity letters. Chenille letters are given in Band, Choir, Drama, Art, Speech, Thespians, Student Council and Managers for a sport. Scholastic achievement awards are also given to participants in extracurricular activities who maintain a 3.0 grade point average while participating.

An awards recognition ceremony is held at the end of each year. Most clubs recognize their outstanding members. Department recognition in the fields of art, music, drama and science are also presented. Pins are given to the highest-ranking boys and girls in each class, based on cumulative grade point averages. Students who demonstrate consistent success academically can earn an academic letter.

Five special senior award winners are chosen by nomination and vote of the entire faculty, and are based on citizenship, scholarship, leadership, and involvement in activities. These awards are:

- **Outstanding Senior/Clark Hull Memorial Scholarship**
- **A.A.U.W. Estella Seaverson Award**
- **William J. Williams Award**
- **George Eliopulos Memorial Award**
- **Francis A. Connor Memorial Award**

Five special senior awards are chosen by nominations and votes of the entire coaching staff. These awards are:

- **Carl Jon Nelson Outstanding Senior Boy Athlete Award**
- **R-Club Outstanding Senior Girl Athlete Award**
- **Sportsmanship Award**
- **Del Dixon Award**
- **Gage McSpadden Award**

Community service clubs, as well as, school organizations sponsor many of these awards. In

addition, some community organizations present their own awards to students based on scholarship, leadership and citizenship. The Jamie Rochelle Memorial Scholarship is awarded to the student body President each year.

RAWLINS HIGH SCHOOL ACADEMIC LETTER

Students at Rawlins High School who demonstrate consistent high levels of academic achievement may earn an academic letter. This award is chenille “R” in Old English script. A student achieving his/her first academic letter at RHS will receive a chenille letter, which is a variation from letters already mentioned. Only one academic chenille letter is given to an individual. A student will receive a metal bar insert for each year which he/she qualifies for an academic letter. Only points earned at RHS can be recognized for this letter. Only points earned as a full-time student at Rawlins High School can be used for this letter.

The criterion for receiving an academic letter is based upon the accumulation of points.

- 120 points for first letter (first bar)
- 240 points for second letter (second bar)
- 360 points for third letter (third bar)
- 480 points for fourth letter (fourth bar)

Points are received for the following achievements:

- Honor Roll – 20 points (per semester)
- Straight “A’s” for a semester – 30 points
- Team member of class related contests – ie. Welding Contests, etc. – place in the top 5 places – 10 points
- Placing in the top 10% class ranking at the end of the school year – 20 points
- Participation in competition where class related projects are judged, projects are exhibited (placing in the top five) or other educational benefit is received by attendance as choir or band performance – i.e. UW Science Symposium, State Art, All-State Choir and Band, District Honor Band and Choir, All-State Drama, State FBLA, State Journalism, All-Northwest Choir – 10 points
- RHS/WCA (separate certificate, but same award) Scholastic Achievement Awards – 5 points (per sport or activity)
- WHSAA Distinguished or Outstanding Scholastics Award – 5 points
- Top 10% scholastically of senior class after seven semesters – 30 points
- Kiwanis Outstanding Student Award – 10 points
- Membership in National Honor Society – 20 points
- Academic All-Conference – 10 points
- APEO and Lions Club Top Rank – 10 points
- UW (or similar) Summer Academic Institute and Boys/Girls State Participants – 10 points
- Other activities and awards as determined by administration or designee – not to exceed 10 points (Southwest District Outstanding Boy/Girl Athlete, Wyoming Chapter Football Hall of Fame)

*Points toward an academic letter cannot be achieved through participation in the following activities – except by receiving a RHS Scholastic Achievement Award, because an individual can qualify for letter awards in these activities:

- Sports
- Cheerleading
- Drama
- Speech
- Vocal Music/Instrumental Music

RAWLINS HIGH SCHOOL SERVICE LETTER

Each student attending Rawlins High School can qualify for and earn a Service Letter. To obtain the letter, students must be involved in both school and community service projects, involved in an extracurricular club or team and show school spirit by attending sporting and fine arts events. Many universities and employers are looking for service as an element of their potential candidates. RHS provides the opportunities for students to excel in this area and all students are encouraged to do the work and earn their service letter

PARENT CODE OF CONDUCT AT ACTIVITIES

As parents, you are an invaluable part of your child's educational and athletic development. **Your attitudes and actions have the most impact upon the outcome of your child's learning.** Therefore, it is important that you see activities for what they can do to help your child's development.

- Be positive role models through your own actions to make sure your child has the best athletic experience possible.
- Be a "team" fan, not a "my kid" fan.
- Weigh what your children say; they may tend to slant the truth to their advantage.
- **Be respectful towards all players, participants, coaches, officials, and fans.** Cheer for our team - not against the opponent.
- Refrain from use of alcohol, tobacco and other drugs before or during contests/activities on school premises.
- Show appreciation for an outstanding play by either team.
- Remember that players and participants are there to have fun and that the game/activity is for the kids - **NOT ADULTS.**
- Follow the expectations listed when in attendance at a home or away competition/event/activity.
- Do your best to understand and appreciate the rules of the game.

- Never ridicule or yell at your child, opposing players, coaches, or officials for making a mistake or blaming them for losing the game. Officials are seldom perfect - please be respectful of the job they do and the decisions they make during a game.
- **Allow the coach to coach** - parents should not instruct a child before or after a game as it may conflict with the coach/sponsor's plans and strategies. Please respect coaching decisions - these decisions relate to the team and what is best for the team.
- Understand that a signed Code of Conduct must be on file for my child to attend, participate, or compete in Rawlins High School/Rawlins Middle School athletics/activities.

STUDENT CODE OF CONDUCT AT ACTIVITIES

- Remember - being a spectator at a school event allows you the privilege of observing the game/activity. It does not allow you the opportunity to yell at officials, coaches, players or anyone else involved in the game/activity nor act inappropriately.
- Be respectful towards all players, participants, coaches, officials and fans.
- Refrain from any unsportsmanlike behavior such as, but not limited to -
 - Booing, taunting, derogatory comments of any kind
 - Use of profane language or gestures
 - Cheers such as "go start the bus"
 - Turning your backs to the opponents when being introduced
 - Holding up newspapers during opposing team introductions
 - Throwing objects on the playing area during competition
 - Signaling out players by name or number to taunt them
 - Any action deemed unsportsmanlike or inappropriate by a supervisor or administrator
 - Any of the above could result in disciplinary action
- Follow the expectations listed when in attendance at a home or away competition/event/activity.
- A signed Code of Conduct must be on file for a student to attend, participate or compete in Rawlins High School or Rawlins Middle School athletics or activities.

Failure of parents and students to abide by the rules and guidelines listed could result in disciplinary action by the administration that could include, but is not limited to the following possibilities:

1. Verbal warning/Written warning - yellow warning card from WHSAA
2. Suspension or immediate ejection from event by school official or Rawlins PD
3. Two (2) warnings- whether at a middle school, high school, or out-of-town game will result in suspension for the next two (2) high school/middle school home games and/or activities
4. Suspension for all school games/activities for remainder of season/year

POLICY JJIF – Training, Information and Restrictions on Participation for Student Athlete Concussions

Due to the concerns associated with a head injury, concussions, and Second Impact Syndrome, Carbon County School District #1 wants to take every step possible to insure the safety of our student-athletes. As a result, the Board has revised and adopted a two-step approach to follow in order for an athlete who has suffered a concussion to return to play.

STEP 1:

A student-athlete must be evaluated by a health care professional and receive written clearance from the health care professional to return to participation in the athletic activity.

STEP 2:

After a student-athlete has received written clearance from the health care professional to return to participation, the student will then BEGIN the RETURN TO PLAY PROTOCOLS outlined by the district's Activities Department. All RETURN TO PLAY PROTOCOL guidelines must be completed and the athlete must be fully cleared prior to returning to competition.

CONCUSSION WARNING SIGNS AND SYMPTOMS

*information as provided by the WHSAA and the Wyoming Medical Center

***PLEASE KEEP THIS LIST TO SERVE AS A REFERENCE IF YOUR STUDENT/ATHLETE SUFFERS A HEAD INJURY**

Signs of a concussion as observed by a witness:

- *appears dazed or confused
- *answers questions slowly
- *personality changes
- *confused about assignment
- *loss of consciousness
- *doesn't know opponent
- *forgets plays
- *poor concentration
- *unsure of score, game or opponent
- *can't recall hits or events prior to injury
- *moves clumsily
- *vomiting

Symptoms of a concussion as reported by the athlete:

- *headache
- *memory problems
- *feeling "woozy"
- *nausea
- *fuzzy vision (double)
- *balance problems
- *dizziness
- *poor concentration
- *confusion
- *sensitivity to noise
- *feels sluggish

As per WHSAA rule: no player shall return to play the same day if a loss of consciousness or suspicion of a loss of consciousness has occurred.

No player should be returned to play with **ANY** signs or symptoms listed above.

Immediate referral to emergency care is indicated for deteriorating status, persistent symptoms, or suspicion of neck injury.

Players experiencing a second concussion in a single season should **NOT** be returned to play the same day and should be referred to medical evaluation.

Rawlins High School personnel have been educated on these signs and symptoms of concussions. They will always be very conservative with all their athletes regarding any suspicious head injury or the appearance of any of these signs or symptoms. Medical evaluation and documentation will be required in head injury cases. Our purpose is to keep all our athletes safe and we fully believe that regarding head injuries – “when in doubt, sit them out.”

Coaches must be aware of their player’s physical and mental status and will not hesitate to call the parents if problems are discovered or call emergency medical assistance if the situation is deemed life threatening. Parents must communicate with their child and the coaching staff if any of these symptoms arise at home. Medical professionals need to be consulted in a timely manner and their recommendations will be documented and followed very closely.

CONCUSSION 101

WHAT IS A CONCUSSION?

A concussion is a head injury caused by moving forces such as a bump, blow, or jolt to the head, that results in a variety of symptoms and temporary changes in mental status, coordination, and balance. It's the most common type of traumatic brain injury.

WHO IS AT RISK FOR A CONCUSSION?

Anyone. Concussions occur frequently in sports (especially contact sports), but they can happen from falls, car accidents, and non-contact sports too.

CONCUSSION SIGNS

- Show behavior or personality change
- Lose consciousness, even briefly
- Are confused about assignment
- Appear to be dazed or stunned
- Forget events prior injury
- Forget events after injury
- Answer questions slowly
- Move clumsily

CONCUSSION SYMPTOMS

- Problems with concentration/memory
- Dizziness or lightheadedness
- Sensitivity to light or noise
- Change in sleep pattern
- Double or fuzzy vision
- Feeling “foggy”
- Headache
- Nausea

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

1. Tell your coach, parent, or healthcare provider immediately.
2. See a trained healthcare provider.
3. Follow treatment and rehabilitation plans provided by your doctor.

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CONCUSSION 101



WHY IS REPORTING A CONCUSSION SO IMPORTANT?

If you think you have a concussion and you don't report it, there is a serious risk for second impact syndrome (SIS). SIS is a serious condition that occurs when a person gets a second concussion before the first is fully healed. The brain swells and there can be lasting consequences (even death).



WHEN CAN I GO BACK TO SCHOOL AND ACTIVITY AFTER A CONCUSSION?

- Your healthcare provider will provide treatment and rehabilitation recommendations.
- You may receive academic accommodations to help you return to school. These could include extra time on homework or tests and breaks between classes to name a few.
- As you're starting to feel better, you'll go through a gradual return to activity, supervised by a healthcare provider.



RETURN TO ACTIVITY STEPS

1. Symptom limited activity
2. Light aerobic exercise
3. Sport-specific exercise
4. Non-contact training drills
5. Full contact practice
6. Full clearance to return to activity

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***After reading the above information, parents and athletes should sign the sign-off sheet indicating you have been given and read information pertaining to concussions. Thank-you.**



**RAWLINS HIGH SCHOOL
and
RAWLINS MIDDLE SCHOOL**

EVENT BEHAVIOR EXPECTATIONS



MIDDLE SCHOOL, ELEMENTARY AND PRESCHOOL STUDENTS:

1. Elementary students may attend events if accompanied by a parent or sibling 21 years of age
2. Elementary students who cannot follow the expectations when at an event will be asked to sit with their parents for the remainder of the event.
3. There will be a designated seating area for all middle school students when at Rawlins High athletic events. All middle school students are asked to sit in the designated section.
4. No ball of any type should be brought to the games, matches or meets. These are often found on the playing field or court when the game is going on causing a disruption in the game.
5. All students need to be respectful of supervisors at events. Students who fail to listen/abide may not be allowed to attend future events at Rawlins High School or Rawlins Middle School. Parents may be called to come and pick up their child if they cannot follow instructions when at events.

WHEN ATTENDING BAND AND CHOIR CONCERTS OR PLAYS:

1. Audience will not be allowed to enter or leave the Fine Arts Auditorium while the performance is going on.
2. If you have a young child that is having difficulty, please exit the Fine Arts Auditorium so, others can enjoy the performance without disruption and noise.
3. It is inappropriate to holler out names, make catcalls, or talk during the performance and between numbers. Please be courteous to the students who have worked very hard to prepare for the performance.
4. Clapping after a solo is appropriate for a jazz ensemble but please wait to clap for for soloists in a concert ensemble until the piece is done. It is great to show appreciation to the performer.
5. Cell phones should be silenced or turned off during performances.
6. Flash photography or use of a light of any kind to film is not allowed. Also, when filming, please be aware of the people around you and be sure you are not blocking their view with your camera or when standing up to film.
7. Parents and young children are not allowed on the stairs leading to the stage before, during or after the concert.

***Anyone not willing to follow our expectations may be asked to leave.**

NONDISCRIMINATION STATEMENT

"Carbon County School District One does not discriminate based on race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, P.O. Box 160, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Regional VIII. U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582. (303) 844-5695, TDD (303) 844-3417.

SEXUAL HARASSMENT

It is the intent of Carbon County School District One to maintain a learning environment that is free from discrimination, including sexual harassment (File JBAA). Harassment based on sex is unlawful; the district prohibits any and all vendors, sales representatives or visitors, employees and students from sexually harassing Carbon County School District One students in the school environment. A student, male or female, who believes he or she has been subjected to sexual harassment, shall immediately report the alleged acts or conduct to any teacher, the school counselor, or the principal. The complaint will then be referred to the Superintendent who shall immediately investigate the matter. For more information, a copy of the District policy is available at the school office.

**PLEASE RETURN THE FOLLOWING TO THE OFFICE,
ACTIVITIES DIRECTOR OR COACH/ACTIVITY SPONSOR.**

I have read the Activity Handbook and understand the behavior expected by athletes/students and parents/guardians at any Rawlins Middle School/Rawlins High School sponsored activity/competition. I also understand that the same behavior is expected when I attend an activity/game at another school. Furthermore, I do understand that there is a possibility that disciplinary action may be taken if I do not follow the expected behavior guidelines outlined in the Activity Handbook.

I understand that this form must be returned for a student to attend, participate, or compete in Rawlins Middle School/Rawlins High School activities.

I understand that all final disciplinary actions and determinations of interpretation of the Activities Handbook and for anything not covered in the handbook will rest with the Activities Director or campus administration.

STUDENT NAME PRINTED _____

STUDENT SIGNATURE _____

MOTHER/GUARDIAN NAME PRINTED _____

MOTHER/GUARDIAN SIGNATURE _____

FATHER/GUARDIAN NAME PRINTED _____

FATHER/GUARDIAN SIGNATURE _____

DATE _____