

Kaycee School



Activities Handbook

Updated • August 12, 2024

Vision

We Will Be the Best K-12 School in Wyoming Through the 5 Cs:

- Collaboration
- Community
- Commitment
- Communication
- Consistency

Mission

We Ensure All Students Learn at High Levels Through Empowering Excellence in Everyone

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Beliefs

Kaycee School is committed to the 8 Keys of Excellence as a school framework.

This Is It!

Focus your attention on the present moment. Keep a positive attitude.

Ownership

Be responsible for your thoughts, feelings, words, and actions. "Own" the choices you make and the results that follow.

Speak with Good Purpose

Think before you speak. Make sure your intention is positive and your words are sincere.

Commitment

Take positive action. Follow your vision without wavering.

Failure Leads to Success

View failures as feedback that provides you with the information you need to learn, grow, and succeed.

Integrity

Demonstrate your positive personal values in all you do and say. Be sincere and real.

Flexibility

Recognize what's not working and be willing to change what you're doing to achieve your goal.

Balance

Be mindful of self and others while focusing on what's meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.

Table of Contents

[Participation](#)

[Activities](#)

[Activity Week](#)

[Academic Eligibility](#)

[Parent-Coach Communication Guide](#)

[Infractions](#)

[Travel](#)

[Lettering Criteria](#)

[Student Health and Well Being](#)

[Notification Statement](#)

[Signature](#)

At its best, activities can hold intrinsic value for our society. Activities are a symbol of accomplishment, guided by the 8 Keys of Excellence. Activities are a major social force that shapes the quality and character of American culture.

In the belief that the impact of activities can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of excellence and a common language of values that can be adopted and practiced widely.

We believe:

- The essential elements of character-building and ethics in activities are embodied in the concept of sportsmanship and 8 Keys of Excellence: integrity, failure leads to success, speak with good purpose, this is it, commitment, ownership, flexibility, and balance. The highest potential of activities is achieved when competition reflects these 8 keys.
- It is the duty of activities leadership – including coaches, athletic administrators, program directors and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling ethical principles.
- To promote sportsmanship and foster the development of good character, activities programs must be conducted in a manner that enhances the mental, social and moral development of students and teaches them positive life skills that will help them become personally successful and socially responsible.
- Participation in athletic programs is a privilege, not a right. To earn that privilege, students must conduct themselves, on and off the field, as positive role models who exemplify good character.
- Activities programs will establish standards for participation by adopting codes of conduct, framed by the 8 Keys of Excellence, for coaches, students, parents, spectators and other groups that impact the quality of athletic programs.
- All activities participants must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
- The student must be seriously committed to getting an education and has or will develop the academic skills and character to succeed.
- School administrators and coaches will assure that education and character development responsibilities are not compromised to achieve activities performance goals and that the academic, emotional, physical and moral well-being of students is always placed above desires and pressures to win.
- The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their students by teaching them the 8 Keys of Excellence.

Participation

This code is effective for all activities participants. Students must be in “good standing” to participate in any interscholastic sponsored activity. Interscholastic sponsored activities are defined by the Wyoming High School Activities Association.

- “Good Standing” is defined as meeting the eligibility requirements, adhering to the 8 Keys of Excellence and following the rules and regulations outlined in the Kaycee School Activities Handbook.
- Participants must complete an activity in “good standing” to be cleared for a succeeding activity.
 - Quitting does not nullify previously imposed penalties, either in that activity, a concurrent activity, or the following one.
 - If a participant does not complete the season in good standing, the succeeding activity will start upon completion of any consequences related to any of the above violations and the required practice days as determined by WHSAA for that activity.

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

Students participating in activities at Kaycee School are asked to commit themselves to being responsible students, citizens, and team members. As participants in school activity programs, students not only represent themselves but Kaycee School and the community as well. As our representative, students are expected to follow acceptable rules and regulations of the school and community. Unacceptable behavior or the breaking of an established rule will result in disciplinary action that could include suspension or removal from a specific activity.

Activities

Football, volleyball, boys and girls basketball, track and field, student council, FFA, arts and humanities club are some of the activities offered at Kaycee Schools. The Activities Director will keep a current list of extra-curricular activities. Officers and team captains of activities will not be allowed to retain their office once a violation has occurred. Some activities may have additional codes of conduct or stipulations for participants. These requirements will be available to the students in electronic or hard copy format. After their eligibility is restored they may continue to participate in the activity, but only as a representative.

Activity Week

The definition of an activity week is when an activity in that sport or club is scheduled. For example: a scheduled game/match, a judging contest, a student council dance.

Culminating Events

Kaycee School practices balance in academics and athletics. Monday-Thursday are academic days and no team or individual may leave school to attend an activity before 4:00 pm on unless it is for an approved culminating event. Approved culminating events are:

- Wyoming Track Classic
- Best of the Best Track Meet
- Regional and State Events
- Approved changes to schedule due to weather

Academic Eligibility

Eligibility checks will begin the third week of school after the first day of the semester.

- Eligibility will run Wednesday to Wednesday.
- The office will print a GPA list on Monday morning and then again on Wednesday after school.
- **A student is considered ineligible if their cumulative grade point average (GPA) falls below a 2.5 and/or has an F in a current class.** Any student who appears on the “2.5 GPA” list on Monday will be given a progress report by the principal or Activities Director. They will check in with each student to make sure there is a remediation plan. .
- Students will then have until Wednesday at 4:00 pm to become eligible.
 - This will require the student to have all work completed and turned in by 8 am Wednesday morning to allow teachers time to grade.
 - If the grade is not in the gradebook by 4 pm, the student will be ineligible.
- For Junior High students we will use the quarter grade in every class due to their classes being assigned quarterly. For High School students we will use the semester grade as their classes are assigned in semesters.
- The above rules will apply to all activity participation including regional and state events. However, if a student becomes academically ineligible during the week of a culminating event and if the student has maintained academic eligibility each week through the entire season of that activity the principal and athletic director may, after consultation with the teacher(s), allow the student to participate.
- All students are required to adhere to these eligibility rules regardless of their educational program with two exceptions:
 - WHSAA rule 6.2.9 which states “A special education student is eligible to participate upon verification by the student’s high school principal that he/she is proceeding in a satisfactory manner towards the educational goals established for him/her”.
 - Any student who has entered into an academic contract as part of the school’s building intervention program. A student who has entered into an academic contract must meet the terms of the contract for eligibility. Any violations of the contract will render the student ineligible.
- In addition to the above policy, WHSAA rules covering academic eligibility also apply: Students must be passing 5 credit hours at the time of the competition. Students who have not passed 5 credit hours at semester will be ineligible for the following semester

Parent-Coach Communication Guide

Both parenting and coaching can be quite trying at times. By understanding and respecting the position of both parents and coaches, children are better served through their experience in athletics. Clear communication between parents and coaches can help both understand positive experiences that can be gained from participation in athletics.

Communication you should expect from your child's coach:

- Philosophy of the coach
- Expectations and goals the coach has for your child as well as for the team/season
- Location and times of all practices and games
- Team requirements, special equipment, strength and conditioning programs
- Procedure if your child is injured during participation
- Team rules, guidelines and consequences

Communication Coaches Expect from Parents

- Concerns expressed directly to the coach
- Notification of any schedule conflicts in advance
- Notification of any illness or injury in a timely manner

As your child becomes involved in athletics he or she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way your child

wishes. At these times, discussion with the coach is encouraged. It is the first and most important step to a mutual understanding.

Appropriate Concerns to Discuss with Coaches

- The coach's interaction with your child
- Ways to help your child improve athletically
- Concerns about your child's behavior

If you have a concern to discuss with a coach, please follow the procedures below:

1. Call the coach at the number provided.
2. Request a time to meet with the coach.
3. If the coach cannot be reached, call the Athletic Director and request a meeting be arranged.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for the parent, athlete and the coach. Meetings of this nature usually do not promote positive resolutions.

The Next Step

What can a parent do if the meeting with the coach does not prove a satisfactory resolution?

1. Call the Athletic Director to discuss the situation
2. Call the Principal for guidance, if necessary

Parent Code of Conduct

- Encourage good sportsmanship
- Be supportive and provide positive feedback
- Maintain positive relationships with coaches and referees
- Control your emotions at games and events
- Be a positive role model
- Sportsmanship begins with respect for yourself and others.

Infractions

Attendance

Students will attend all practices and games. Students must be in school by 9:30 am in order to participate in practice or games that day.

- Attend all practice sessions and games or matches. Absenteeism attested as necessary by medical authority or by the coach and Activities Director in cases involving discretionary circumstances is not counted as an absence.
 - If a student is absent from school, they may not practice that day and the practice will be deemed unexcused.
 - If a student is assigned to Focus Friday and is unable to board the bus with the team, they will not be allowed to participate in the contest.
 - Coaches/Sponsors must be notified prior to practice if a participant is going to miss a practice. Failure to do so (unless the reason for missing is an emergency or medical excuse) will deem the practice as unexcused.
 - For each unexcused absence from practice, the participant will be deemed ineligible to participate in one contest following the unexcused practice.
- Be on time for practices. Early (after school) practices begin at 4:15 pm. Athletes should be dressed out and ready for practice at this time. Late practices normally begin at 6:15 p.m., and the athlete should be dressed out and ready to practice at this time.
 - School detention is not considered an excuse for being late for practice.

Discretionary Circumstances

- *Illness/Family Funeral/Emergencies:* Illnesses, family funerals, and emergencies are excused absences when accompanied by a written note from a parent, nurse, or doctor.
- *Special Leave:* Approved absence may be excused by the coach and athletic director for prior approved, pre-arranged family events, this includes rodeo.

Behavior

Kaycee School believes academics are the priority and activities are a privilege. Behaviors that cause interruption of learning or activities, may or may not be intentional and deliberate, and need attention in order to stop the behavior are considered infractions. Minor Infractions will, in most cases, be handled by the coach. Major infractions will be referred to the Activities Director/Principal.

If a student receives a discipline referral during the academic day, the student will serve the consequences after school or on Focus Friday as determined by the Principal or Activities Director and activity eligibility may be impacted. In addition, coaches may choose to have consequences related to the teams' or clubs' code of conduct.

If a student receives a detention assignment and an activity or practice is being held at the Harold Jarrard Park, it will be the parent's responsibility to transport the student to said event after the detention assignment is served. If a student receives an ISS or OSS infraction, they will not be allowed to participate in that week's activities or clubs.

Major Infractions Consequences:

- **First Offense:** Suspension from all school extracurricular/co-curricular activities for the next immediate fourteen school days and/or two activities whichever is longer. In the event there are no activities within the fourteen days, suspension will be carried over to the next immediate activity. Suspensions will carry over into the following school year if they have not expired.
- **Second Offense:** Suspension from all school extracurricular/co-curricular activities for the next immediate twenty-eight days and/or four activities whichever is longer and completion of an approved drug and alcohol counseling program. Suspensions will carry over into the following school year if they have not expired.
- **Third/Fourth Offense:** Suspension from all school extracurricular/co-curricular activities for twelve (12) calendar months. Completion of an approved drug and alcohol counseling program.

Minor Infractions: During practices, games, matches, meets, performances and trips, students' behavior is to be excellent. Students are to act correctly and dress appropriately for all trips and for the school day of the activity. Coaches will manage the consequences of these behaviors using the progression defined below.

Progressive consequences for minor infractions may include the following steps:

- **First Step:** Consequences such as extra running, not allowed to start, etc.
- **Second Step:** Suspension from all school extracurricular/co-curricular activities for the next immediate fourteen school days and/or two activities whichever is longer. In the event there are no activities within the fourteen days, suspension will be carried over to the next immediate activity. Suspensions will carry over into the following school year if they have not expired.
- **Third Step:** Ineligible for all activities for the remainder of that activity season.

Repeated or serious violations of school rules may warrant a recommendation from the Principal/Activities Director for permanent removal of eligibility. During the activity week suspension, the student may practice under the supervision of the coach/activity sponsor. The student must attend all required activities during each week or the week does not count.

If a major violation occurs during a competition, the WHSAA may require a series of four (4) re-education sessions. These sessions will be arranged by the Activities Director. A certified letter explaining the options will be mailed to the student and parents. If the student violates the attendance requirements of the program, he/she will progress onto a more severe consequence level.

Multiple Violations

If a student violates more than one rule the consequences for each violation will be served consecutively. For example: If a student has violated the tobacco, alcohol, and illegal drug rule and has also violated the lying rule the student will serve the consequence for each violation separately.

Minor Infractions – Coach Managed Behaviors

Behavior	Definition
Disrespect to authority	The Student does not show proper respect to authority,refuses to follow directions, etc.
Inappropriate Language	The Student uses inappropriate language
Lying	The Student delivers a message that is untrue.
Other	The Student engages in any other minor problem behaviors that do not fall within the above categories.
Dress Code	<ul style="list-style-type: none"> • Students will dress appropriately for the event. • Hair should be neat and clean and should not interfere with play or draw undue attention to the player or his/her team. • closed-toed shoes and socks, coats, mittens, and hats on away trips. Dress slacks are preferred/required dress uniform for away games.

Major Infractions – Activity Director Managed Behaviors

Behavior	Definition
Use of tobacco products/alcohol	No student shall use, possess, distribute, or be under the influence of any alcohol or controlled substances on school property, in connection with any school activity, or while participating in any school activity. This will include any vapor pens, e-cigarettes with or without nicotine, and other paraphernalia. Violation of this provision must be reported to the proper law enforcement agency and is cause for suspension or expulsion from school.
Fighting/ physical aggression	Actions involving serious physical contact where injury may occur (hitting, hitting with an object, punching, kicking, hair pulling, scratching, etc.).
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property.
Harassment/Bullying	The Student consistently teases, picks on, threatens, or hurts another student. Disrespectful message, including negative comments based on race, religion, gender, age, and/or national origin.
Vandalism / property damage	The Student participates in an activity that results in substantial destruction or disfigurement of property.
Weapon	The Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Drugs	Student uses/possesses controlled substance; violates medicine policy (OTC or

	prescription).
Overnight Travel	<ul style="list-style-type: none"> • At no time shall any male student be in any female students' rooms, nor shall any female student be in any male students' rooms without the sponsor present and never after curfew. • At no time shall a male with the school group admit any female into his room without the sponsor present and never after curfew. • At no time shall a female with the school group admit any male into her room without the sponsor present and never after curfew. • Failure to immediately report a violation of the travel rules is in itself a violation subject to the same disciplinary action. • Any reasonable request of an adult representing JCSD#1 will be followed. Student behavior will be exemplary and will represent the school in a positive manner. Rude behavior and inappropriate language or acts will not be tolerated.

Coaches and Activity Director reserve the right to skip levels depending on the severity of the action.

****Students who commit a major infraction during the season will also forfeit all postseason awards. This includes: All Conference, All State, Player of the Year, All Star & postseason contests, and Buckaroo & Lady Buc of the Year.***

Due Process Procedure

- Upon receiving information of a rules violation, the Activities Director or Principal will notify the student as soon as possible, stating the violation in which he/she is being accused.
- The Activities Director or Principal, parents and coach or sponsor will together investigate the allegation of misconduct. A conference with the student, coach/sponsor, Activities Director, and/or Principal will be held to give the student an opportunity to explain or justify his/her actions. Students will be notified of their rights to appeal.
- A follow-up letter of clarification will be sent to the parents or guardians, outlining the violation and suspension by the Activities office.
- In cases where there has been a violation of the Johnson County School Board policy governing activities, the activity suspension will be administered as mandated by school board policy.

Appeals Process

Any appeal of a decision rendered in a disciplinary action must follow this order: Activities Director, Principal, Superintendent, then the School Board.

Travel

In order to participate in any school functions scheduled out of town, the student must travel to the activity in school furnished or school authorized transportation unless prior permission is given by the Activities Director. If a student misses the bus and drives to the activity he/she will not be allowed to participate.

Students may be permitted to ride home from an activity with a parent/guardian. Please give written permission to the coach/sponsor before the bus leaves the event.

In the event the parent/guardian wants the student to ride home with another responsible party, the parent/guardian must sign a parent release form at the school before the bus leaves for the event.

Lettering Criteria

Lettering is primarily an award for participation at the varsity level of a given sport. Special consideration may be given by the leader or coach of a program towards a player(s) who may not meet the listed criteria to letter, but may be worthy of lettering due to attitude, leadership, or any number of other attributes which the leader may see as qualifying.

If a player is injured during the season, and must miss one or more contests, the coach may determine that that contest(s) does not apply toward the quarter/game rule for that particular player. An injured player who is unable to play for the rest of the season may letter if the coach deems that the player would probably have lettered if the injury had not occurred. This injury clause pertains to all activities, whether high school or middle school.

Buckaroo/Lady Buc of the Year Point List

Criteria	Points
Participation	5 pts. per sport
Lettering in a sport	4 pts. per sport
All-state in a sport	5 pts. per sport
All conference in a sport	3 pts. per sport
Player of the year award	4 pts. per sport
All-star participant	4 pts. per sport
Team award in a sport (MVP, most improved, etc.)	3 pts. per award
State champion (team or individual)	5 pts. per sport
Regional champion (team or individual)	4 pts. per sport
GPA	3.50-4.00 = 4 pts. 3.00-3.49 = 3 pts. 2.50-2.99 = 2 pts. 2.00-2.49 = 1 pts.
Coachable/work ethic	1-5 pts.

*Note: Violation(s) of the training rules will void consideration.

High School

Basketball Criteria

The player must play in at least half of all the quarters in which a team plays. Therefore, if the team plays in 18 games during the season, for example, a player must play in at least 36 quarters in order to letter. Junior varsity contests do not count towards this criterion, only varsity.

Volleyball Criteria

The player must have participated in one-half of the varsity games in which the team plays. (coach's discretion)

Wrestling Criteria

- A wrestler may letter if they defeat a varsity opponent from another school.
- A wrestler may letter if they score points at the Regional Tournament.
- A wrestler may letter if they qualify for the State Tournament.

Track and Field Criteria

Athlete must meet one of the following criteria:

- Option 1: The Athlete must accumulate 5 points by placing in the top 8 at regular meets throughout the track season.
- Option 2: The Athlete must place in the top 8 at the Regional Track meet in at least one event.

The points scale for a track meet is: (1st-10 points, 2nd-8 points, 3rd-6 points, 4th-5 points, 5th-4 points, 6th-3 points, 7th-2 points, 8th-1 point)

Football Criteria

The player must play in at least ½ of all the total quarters in which a team plays.

Middle School

Basketball Criteria

The player must participate in the same number of quarters as contests which are played by the varsity team (for example: 10 varsity contests, 10 quarters played in order to letter).

Track And Field Criteria

- An athlete may letter if they score points in any meet.
- An athlete may letter if they score points at the District meet.

Volleyball Criteria

- The player must play in as many varsity games as matches (for example: 12 varsity matches – 12 games).

Football Criteria

- The player must participate in the same number of quarters as contests which are played by the varsity team (for example: 10 varsity contests, 10 quarters played in order to letter).

Wrestling Criteria

- A wrestler may letter if they defeat a division “A” or varsity opponent from another school.
- A wrestler may letter if they score points at the District tournament.

Student Health and Well Being

Insurance

Board Policy JHA - Johnson County School District No. 1 does not assume financial responsibility for accidents occurring to students while they are attending school or participating in any extracurricular activities.

Administration shall annually provide parents with information related to purchasing voluntary student accident insurance.

Student Physicals

Board Policy JHCA - All students who participate in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all forms required. All such examination results must be on file in the school where the student is to participate in athletics. The same or additional forms may be utilized to secure parental permission for the student to participate in athletic events.

Notification Statement

Johnson County School District hereby notifies all participants, beneficiaries, applicants, employees and potential employees, that it does not discriminate on the basis of sex or handicapping condition in admission or access to, or treatment or employment in any of its programs or activities; that it does not discriminate on the basis of race, color, national origin, or age in programs and activities. Inquiries regarding compliance with Title IX may be directed to: Jim Wagner, Administration Office, 601 W. Lott St., Buffalo, WY (Telephone 684-9571) or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

Signature

I have read and understand the requirements of the Kaycee School Activities Handbook and acknowledge that I may be disciplined or removed from any activities if I violate any of its training rules.

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE