

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: JJ-R

EXTRACURRICULAR ACTIVITIES

Section 1. Definition.

Extracurricular Activities are all school sponsored student activities which occur outside the regular daily class offerings of the school, including but not limited to WHSAA activities, music concerts, plays, dances, student council, class organizations, clubs, school publications, field trip, etc.

For purposes of eligibility to participate as governed under Section 3 of this policy Extracurricular Activities refers only to those WHSAA approved activities in which the district participates as determined annually by the Board of Trustees in its WHSAA membership application.

Section 2. Participants.

All members of the school's student body shall be permitted to participate in extracurricular activities according to their time, talents, interests, and eligibility.

Section 3. WHSAA Eligibility.

Eligibility to participate in extracurricular activities shall be governed by Rule 6.0.0 Participant Eligibility Rules and Regulations established by the WHSAA under rules 6.1.0 through 6.7.6 of the current WHSAA Handbook. Students enrolled in a home-based educational program as provided in Policy IHBG of Big Horn County School District No. 1, eligibility shall be determined in accordance with Section 4(a) of Policy IHBG.

However the Scholastic Requirements (Rule 6.2.0 through 6.2.8) shall be modified to provide that the eligibility period shall be quarterly or each nine weeks, and that in each instance in these subsections the word quarterly, or each nine weeks shall be used rather than the word semester.

In addition to these rules the following shall also apply:

1. Attendance - No student shall be eligible to participate in any extracurricular activity any day in which they have an unexcused absence.
2. Illness - No student shall be eligible to participate in any extracurricular activity on any day in which they were absent due to illness for the class period immediately prior to the activity.
3. Use of Drugs, alcohol, or tobacco.

All students, grades 6-12, who participate in any Wyoming High School Activities Association (WHSAA) or Board Approved Interscholastic Activities, are covered under the Big Horn County School District #1 Activity Code. The participant will be subject to disciplinary action contained in policy JJIE, if he or she commits any of the following infractions throughout the calendar year:

1. Use or possession of tobacco
2. Attending an underage party where alcohol or drugs are present (see Party Rule)
3. Use, possession, selling or distribution of alcohol.
4. Use, possession, selling or distribution of drugs. (An illegal controlled substance as defined by Wyoming State Law.)

Section 4. Student Government

The Board of Trustees recognizes a student council as an effective representative of the students and hereby authorizes the formation of a student council in each of its schools to assist the administration in achieving the following objectives:

1. To allow students to participate in or manage extracurricular affairs.
2. To develop student responsibility, initiative, leadership and school pride.
3. To promote the welfare of the school through proper student, faculty relationships.
4. To promote general welfare.
5. To aid in the internal administration of the school.
6. To provide for pupil expression.
7. To furnish a working model of government.

The principal of each school shall appoint faculty members to supervise and advise the student council in carrying out their function in the school setting.

The student council shall represent all approved student organizations within the school.

Section 5. Field Trips.

The Board recognizes that the first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Board to encourage field trips as an integral part of the program of the schools.

A field trip includes any excursion away from school taken by a teacher and one or more pupils for any reason.

The following guidelines shall be followed for all field trips:

1. All trips must have the approval of the school principal.
2. All trips must be within budgetary allotments.
3. The teacher will provide the parents with information concerning the purpose and destination of the trip, including date, time of departure, estimated time of return, transportation, and eating arrangements.
4. Each student who goes on a field trip must have written parental permission.
5. Children will not be permitted to leave the field trip group during the trip unless they are released to parents.

Section 6. Student publications.

The Board shall authorize the regular printing of a student newspaper in each school at district expense, to be distributed free of charge to the student body and community.

Each high school is also authorized to publish a school yearbook. The district will pay the full cost of the yearbook for the quantity and quality as approved by the superintendent. The yearbook staff is not authorized to sell advertisements or engage in any other fund raising activities to make additional money for purchasing extras for their respective yearbooks.

All financial transactions for yearbooks are to be handled only through the district office. No yearbook account is authorized in the extracurricular account of the individual schools. Yearbooks shall be sold for \$10 per copy, with all receipts to be returned to the general fund of the district.

The superintendent is the only one authorized to sign contracts with any publishing company to print the yearbooks in the district.

Section 7. Student Social Events.

The Board believes that social activities in school assist students in learning how to enjoy worthwhile group events, how to conduct them, and how to contribute to the enjoyment of others. Therefore school groups and classes may hold social events for their membership only with the approval of the principal and under staff supervision, using school facilities.

The principal and the teaching staff shall evaluate social events in terms of contribution to student growth and morale.

Proper chaperons shall be provided under direction of the principal.

Section 8. Student Fund-Raising Activities.

All approved student organizations are authorized to finance their activities by conducting fund-raising activities under proper school sponsorship. All fund-raising activities are to have the approval of both the activity sponsor and the school principal, and should be conducted within the individual schools attendance area, or out of the district.

Student approved organizations authorized to conduct fund-raising activities include:

1. All WHSAA sponsored groups or teams
2. Academic Decathlon Teams
3. Athletic Letter Clubs
4. Classes grades K through 12
5. Cheerleaders
6. Odyssey of the Mind
7. Music groups
8. Such other student groups as the student council and principal may, from time to time, create from a constitution proposed by the new group which is ratified by the student council.

All funds raised must be handled in accordance with procedures contained in Policy File: JJF, and JJF - R

Section 9. Student Activities Fees.

All schools of the district shall conform to the guidelines for STUDENT FEES, FINES, AND CHARGES, File: JQ-E as issued by the Wyoming State Board of Education.

In accordance with section 2b of the Wyoming State Board of Education Policy, File: JN-E, materials may be made available at cost for special projects made by the student when such project is intended to become the personal property of the student or when such project is intended solely as an integral part of a student's participation in an extracurricular activity such as a science fair or art exhibit or when the materials will be consumed in an extracurricular activity, or individual project such as dance decorations, and election posters.

Section 10. Admission Fees.

No admission fees shall be charged to the public for attendance at district sponsored athletic events.

Regional and state athletic tournaments or other events which are sponsored directly by the Wyoming High School Activities Association come under their admission fees schedule and are not determined by district policy.

School activities which have been approved by the administration as fund raising activities for school sponsored organizations may charge admission fees as determined by the superintendent in consultation with the principals.

Section 11. Expenses.

Expenses which are to be paid from District funds must be within the amount budgeted for that purpose, and the expenditure approved by the school principal. All Payment vouchers used to pay for extracurricular activity expenses must be signed by the principal before they are sent to the district office.

Section 12. Transportation.

School transportation equipment may be used for extracurricular activities in-so-far as such use does not interfere with the regular function of transporting pupils to and from school. The following rules shall apply to all extra-curricular use of buses:

1. Students must ride to and from the site of any activity in a district owned vehicle, driven by a district approved driver, or with their own parent or legal guardian when prior approval has been given by the principal or designee. Students shall not be permitted to transport other students on school sponsored trips.
2. Persons not affiliated with the school or the specific activity shall not be transported to or from extra curricular activities. This includes:
 - a. children of the bus driver, coaches, chaperones, staff member, or others who are too young to serve any legitimate function connected with the activity such as a participant, manager, scorekeeper, time keeper, camera operator, etc.
 - b. Adults who will not be functioning as legitimate chaperones or supervisors.
3. Student participants are expected to get themselves to a designated central location to be picked up for an away activity trip. When the return time from these away activities is late at night or when weather is extremely cold, students who do not have other transportation available are to be delivered within a reasonable walking distance of their homes.

All other special use of transportation equipment shall be subject to regulations established by the superintendent.

Section 13. Meals.

The first meal eaten on any activity trip must be provided and paid for by the individual student participant. District funds may be used to pay for subsequent meals under guidelines approved by the principal.

Section 14. Overnight Lodging.

District funds may be used to pay for overnight lodging for students when approved by the principal.

Section 15. Uniforms.

District funds shall be used to pay for uniforms which are required for participation in extracurricular activities. However, students shall be required to pay for shoes, and other parts of the uniform which are personalized and/or intended to be property of the student.

Section 16. Surplus uniforms, equipment, or supplies.

It shall be the policy of the Board to dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system.

Disposal of such items shall be the responsibility of the superintendent after it is assured that the items are no longer of any use to the district.

Section 17. Insurance.

Student accident insurance shall be provided for all students at district expense, including athletic insurance, for all those participating in athletics. The district shall not assume any responsibility for expenses incurred above and beyond what the accident policy will cover on a given accident or injury.

Section 18. Administering Medicines to students.

School personnel shall not administer any form of drugs or medicines to pupils without a written request from the student's parents. Requests made for such administration of medication shall be reviewed and approved by the school principal.

Section 19. Supervision of Students.

No student activity shall be conducted under the sponsorship of the school without proper supervision at all times.

The administration shall make faculty assignments that will best provide for the full and proper supervision of students at all times during all extracurricular activities.

Section 20. Dress.

Dress codes for student participants may be established by coaches and sponsors with the approval of the principal.

Section 21. Other Rules and Regulations.

Principals may establish such rules for the health, safety, welfare and conduct of students participants in extracurricular activities within their schools. Copies of these rules shall be published in the school's student handbook.

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