

Special/Goal Setting Meeting

Monday, July 27, 2026 6:00 PM

District Office, 301 Neosho Street , Burlington, Kansas 66839

1. Opening Items

1.A. Call to Order

1.B. Pledge of Allegiance

2. Personnel

2.A. Approval of the Director of Special Education

2.B. Salary/Wage considerations

3. Contracts/Approvals/Appointments

3.A. 2026-2027 BHS Activities Handbook Approval

BHS ACTIVITIES
HANDBOOK
2026-27



Burlington High School

All interscholastic athletic/activity programs conducted in the Burlington school system shall be in accordance with the rules and regulations prescribed by the National Federation of State High School Associations or those approved by that organization. Policies and guidelines set forth in the Kansas State High School Activities Association Handbook will be diligently adhered to and strictly enforced.

Welcome from the Activities Director

Welcome to BHS Activities! We love our Wildcats and Ladycats, our coaches, our sponsors, and everyone involved in creating an incredible athletics experience for our students at Burlington High School. Our goal is to encourage as many of our students as possible to be involved in extracurricular activities while still maintaining excellence in the classroom.

BHS Activities Handbook is meant to serve as a guide and resource for anyone involved in Activities at BHS. It is a privilege to compete at BHS, to be Wildcat, and to represent our school and our community. As such, we hold our student athletes to high expectations in school and in competition. We encourage parent involvement as much as possible – the more support we have, the better! Trust us to coach and mentor your student-athletes and we will do everything in our power to help each kid reach his or her potential. The more we support each other as leaders, coaches, parents, and athletes, the more success we will have as an Athletics program.

Our goal is for our athletes to be successful in the following 4 areas: Academics, Leadership, Service, and Championship Athletics. All teams should be structured to allow students to be successful in the classroom, develop as leaders, serve their community, and ultimately WIN in their respective competitions. We want to create well rounded young men and women, and by abiding to these four pillars, we are confident we can be successful.

The expectations in this handbook are for all students and our school. Please read through them carefully and don't hesitate to ask questions where those may arise. We are a community and need to be on the same page about everything!

It's a Great Day to be a Wildcat!

Community & School Pride

Competing at Burlington High School means more than competing for yourself or even in your team. It means representing the entire community. If we want to WIN, we must develop pride for ourselves, our school, and our community. If we are truly proud of our school, we should know our school song and sing it with energy and enthusiasm. Moving forward, it is the expectation that every Burlington athlete knows the school song:

School Song

Hail Alma Mater

Hail Alma Mater. Hats off to you.

Ever you'll find us. Loyal and true.

Firm and undaunted always we'll be.

Hail to the school we love.

Here's a toast to thee.

School Pride

It is also an expectation that our athletes truly embody a desire to represent the community and school with their best efforts possible. Our athletes should be the leaders at every Pep Rally, Community Event, etc. with the following BHS Athletics Mantra:

It's a Great Day to be a Wildcat!

We Love to Wear the Red & Grey!

Student-Athlete and Coach Communication Guidelines

Appropriate and approved forms of communication between coaches and student-athletes are verbal at practice, paper handouts, school emails, and Parent Square. No other digital platforms or texting to personal phone numbers is permitted.

Parent and Coach Communication Guidelines

Research has shown that students involved in extracurricular activities have greater chances for success during adulthood. That is the premise for the creation and continued existence of athletic and activity programs in secondary schools. The character traits required to be a successful participant will promote a successful life after high school.

The parent/coach relationship: Parenting and coaching are both very difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what specific expectations are placed on your child. The process begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach: Philosophy of the coach. Expectations the coach has for your child as well as all the players on the team. Locations and times of all practices and contests. Team requirements such as substance abuse policies, transportation policies, attendance policies, special equipment needs, off-season conditioning expectations, etc. Procedures to follow should your child be injured during participation. Team or school discipline that results in denial of your child's participation

Communication coaches expect from parents: Concerns to be expressed directly to the coach. Notification of any schedule conflict well before the event date. Involvement in athletic/activity programs at school can be one of the most rewarding experiences of your child's life. It is important to remember that there may be times when things do not go the way you or your child wishes. At those times, discussion with the coach is encouraged.

Appropriate concerns to discuss with a coach: The physical, emotional, and/or the mental treatment of your child. Ways to help your child improve. Concerns about your child's behavior. It can be very difficult to accept your child's role and playing time on the team. Coaches are professionals. They make judgments and decisions based on what they believe are the best interests of the team as a whole. The Burlington School District administration believes those specific issues must be left to the discretion of the coach.

Issues not appropriate to discuss with the coach: Playing time. Starting line-up. Coaching philosophy or strategy. Other student athletes. We believe your child will have a positive experience and gain valuable tools to help them become successful and productive adults through participation in athletics and activities.

If you have a concern to discuss with a coach, this is the proper procedure to follow: Call or email the coach to set an appointment with the coach. If the coach cannot be reached, please leave a message for the coach to return your call. If the coach does not return your call or you cannot reach an agreement on a time to meet, call the school office and ask for the athletic director who will take responsibility for scheduling a meeting. Please do not attempt to confront a coach before or after a practice or contest. These can be emotional times. **Adhere to the 24-hour rule, contact can be made 24 hours after a game.** Always follow the appropriate chain of command when contacting coaches with concerns (coach first, then athletic director). If the issue cannot be resolved through the coach and/or athletic director, the principal and/or superintendent will get involved at that time.

USD 244 Athletics Updates: As an athletics department, we will also strive to keep the community informed of any schedule or event changes, upcoming special events, etc. The primary place to get information regarding BHS Athletics will be through Parent Square and Facebook. We also have the cumulative schedule posted to our website and will keep our school calendar updated as any changes occur.

Parent/Guardian Information Meetings

All Athletics programs at Burlington High School will have a parent meeting following the first day of practice. There will be an evening of parent meetings for Fall, Winter, and Spring sports. The Athletic Director will speak at the beginning of each meeting before splitting into individual team meetings. Parents/guardians and student-athletes are encouraged to attend.

Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents, and other spectators. The school can be punished by KSHSSA for a lack of good sportsmanship at KSHSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed. Responsibilities of Spectators Attending Interscholastic

Athletics and Other Extracurricular Activities. Burlington High School supports KSHSAA Rule 52 and requires that all spectators, including students, meet the guidelines outlined per KSHSAA.

- Show interest in the contest by enthusiastically cheering and applauding the performance of the competing teams (both).
- Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
- Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noisemakers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order.
- Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material into the playing area.
- Show respect for officials, coaches, cheerleaders, and student-athletes.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse the attendance of individuals whose conduct is not proper.
- The use of alcohol and drugs is never permitted on the site of the contest.

Single Sport Specialization

Single sport specialization is one of the strongest trends that have developed in athletics in recent years. Many student athletes and parents are seeking input from our coaches so that they can make the “best” decision for their child when deciding between specializing in one sport or continuing to participate in multiple sports during a single school year. To ensure that we are giving them a consistent message we are going to use the following protocol:

1. Encouragement of specialization in a single sport is not a part of the philosophy of our athletic department.
2. Coaches CAN NOT encourage student-athletes to participate in club sports or camps during another high school sports season when they know that it could interfere with their participation on the BHS team. It is not fair to the student to feel “pressured” by any of our coaches to choose one sport over another. Remember that asking a student to play a club sport or attend a camp in their eyes often means they need to do it because their coach is “asking them to.”

3. If a student/parent seeks information regarding a club sport or camp that runs concurrently with another sports season, that will interfere with a BHS sport, coaches can share this information with them, but coaches CAN NOT promote these events on their own before such information is solicited.

4. Students SHOULD BE encouraged to participate in club sports or camps when they will not interfere with the high school sport in season. By encouraging our student athletes to specialize in a single sport we are doing them a major disservice. Factors such as burnout, missing developmental time in another sport that they may later have interest in, and discovery of hidden talents are just a few reasons for discouraging sports specialization. The best stance for both the athletes involved and the BHS Athletic Department is to encourage students to become involved in many sports/activities throughout their high school career. The choice to specialize in one sport should be a family decision not encouraged or promoted by BHS coaches.

Dual Sport Athletes

Any athlete that is interested in Dual Sporting during a given season must meet with the Athletic Director prior to the start of that sports season. The Athletic Director will consider grades, attendance, and any disciplinary issues when determining if the dual sport process should move forward. If it is determined the student-athlete is in good standing and can pursue a dual sport option, they will get a form that will need to be signed and approved by the head coaches of both sports, before being turned into the athletic director for final approval.

All athletes must designate a primary sport and give that sport priority any time there is a conflict. Athletes must create a schedule with the coaches in advance to ensure a successful season. Athletes must be committed to completing both sports seasons in their entirety.

Individual Sports Handbooks

Every Athletics program at Burlington High School is expected to have a Handbook and/or expectations/calendar given to each parent/guardian and athlete at the beginning of that season. The handbooks will be distributed before or during the parent meeting at the start of the season. Each handbook will support the information found in this Athletics Handbook, while also including sport-specific expectations in terms of practice times, schedules, meetings, etc. Parents/guardians and student-athletes should read through the handbook in its entirety and ask any questions to the head coach as soon as possible after the parent meeting.

Handbooks will also include the best method to contact the Head Coach and Assistant Coaches, and how to sign up to receive activity-specific information. Communication within each individual activity is expected to be clear and easy for all parents/guardians and athletes. Head coaches will use the Remind app to communicate whole team information and should reply to inquiries within 24 hours.

Athletic Program Image

Burlington High School is now officially a Nike-sponsored school. As such, all coaches will be provided with and expected to wear Nike apparel to all athletic contests. Coaches may also wear

professional/neutral attire (example: a shirt and tie) to games in lieu of Nike apparel. Teams will have Nike uniforms as their spot in the uniform rotation comes up.

All athletes on each team will be provided with a team uniform and will be expected to represent the Red & Grey when competing as a part of Burlington Athletics. Athletes should look professional and united when representing our community, and the Head Coaches of each sport expect to ensure this is the case at all competitions.

Team Nike/BSN stores may be opened by each team prior to their respective seasons. These stores will be fan gear only, and no student-athletes will be required to purchase any gear to participate. Stores will be open and closed as early and quickly as possible, as delivery dates are out of the control of BHS Athletics, and we want to do our best to get everyone their Red & Grey gear as efficiently as possible.

Team shirts must be approved in advance by the Activities Director. Both the design and the color must be approved before being ordered.

Eligibility

1. This regulation pertains to all students participating in extracurricular activities/athletics.
2. In order to be eligible for extracurricular activities/athletics, a student must have passed at least five new subjects of unit weight the previous semester and must be currently enrolled in at least five new subjects of unit weight.
3. A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. An “incomplete” or “in progress” shall count as a failure. However, should a student have an excused absence for days missed, completing such work per school policy would not be considered as “make up” work per se. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.
4. All extracurricular participants shall comply with KSHSAA eligibility policies.
5. In addition to following the KSHSAA guidelines, a weekly grade review will be made of students participating in extracurricular activities/athletics each semester. **A student earning two F's will be ineligible for one week.** Ineligible students may participate in practice but not competition. The ineligible period will be 6 days. The high school ineligible period will be Monday through Saturday. The Athletic Director and/or principal will review all students participating in extracurricular activities/athletics weekly and each semester.
6. In the event that the student qualifies for one or more special programs offered in the school, including an individual educational plan (IEP), or qualifies for an accommodation plan under Section 504 of the Rehabilitation act of 1973, a staff committee will review the eligibility status of the student. In all cases, the student must meet the KSHSAA guidelines in order to participate. The following middle school activities/athletics include: football, basketball, wrestling, track, and any music contests sponsored by KSHSAA. Additional activities students would be ineligible for include: reward days, end of year activities, special fieldtrips, school dances, and/or any other activity deemed a privilege by the administration.

7. In addition, **should a student receive an office referral the day of an activity, he or she will not be eligible for that day's competition.**
8. The eligibility policy applies to not only athletics, but all activities extracurricular activities to include dances, band/choir, all clubs/organizations, any off campus school-sponsored activities, etc. Please see information regarding "Student in Good Standing" below.

Student in Good Standing

KSHSAA Rule 14 "Bona Fide Student"

1. In order to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing
 - a. **A student who is under penalty of suspension or whose character or conduct bring discredit to the school or student, as determined by administration, is not in good standing and is ineligible for a period of time as specified by the administration.**
 - b. Burlington Schools' Administration with cooperation from coaching / sponsors has the final determination of a bona fide student in good standing.
2. Community and Law Enforcement Authorities

Burlington High School defines a Student in Good Standing utilizing the following 3 metrics: Academics, Attendance, and Behavior.

Academics: Students must both be passing 5 classes AND not have more than 2 failing grades in order to meet the BHS Academic Standard for Good Standing.

Attendance: Students must meet the Attendance requirements outlined in the BHS Student Handbook. Any students that are truant are not in Good Standing.

Behavior: Students in violated of USD 244 expectations regarding behavior may not be in good standing until those instances are resolved. If students have been involved with continued behavior violations, it is up to the discretion of the BHS Administration as to the good standing of that individual.

Any students that are not in Good Standing with reference to the above requirements will NOT be permitted to participate in extracurricular activities. This includes all dances, prom, athletics, etc.

Any student who has been convicted of a misdemeanor or felony crime or been adjudicated a juvenile offender shall not be allowed to participate in and represent the school in any interscholastic activity until they have completed and complied with all orders of the court. Probation is not considered as part of nor does it pertain to this policy.

Activity Participation

A student participating in an activity is expected to complete the full season of that activity. If circumstances arise causing the student to be unable to finish the season, the student must schedule an in-person meeting with the Head Coach of that activity to discuss the decision and to turn in all

equipment. Student will also meet with the Athletic Director to finish the process. Head Coach and AD meeting, as well as the turning in of equipment, must be done prior to starting another activity.

If a student wishes to switch sports, they must have the approval of both coaches and the Athletic Director. A student cannot switch sports after a contest (meet, game, tournament, jamboree) has occurred.

Activity Transportation

Head Coaches and Lead Sponsors are responsible for submitting all transportation requests to the BHS Activities Director. Transportation requests should be submitted at least 2 weeks prior to the event, with exceptions made for rescheduled events, postseason events, etc.

Students are expected to ride to and from any activity in a school vehicle. Sponsors and/or coaches have the flexibility to allow students/athletes to ride home from events with their own parents if the following guidelines are met:

1. The parent talks directly to the sponsor, ask to have the parent's "own" child dismissed, and sign the student out at the conclusion of the activity.
2. In the event a parent needs to request someone else (grandparent, another adult, etc) take a child home at the conclusion of an activity, plans must be made in advance of the activity with the office and provide a signed note by the parent of whom their child will be going with.
3. The guidelines of each individual coach or sponsor of a specific organization must also be followed.

Activity Forms

No student will be allowed to participate in an organized practice until the following is on file with the school:

All forms must be signed by a parent or legal guardian. Forms are posted on the USD 244 website.

1. Current physical examination form
2. Medical consent form
3. Assumption of risk form
4. Concussion & head injury release form
5. Random drug testing consent form

Medical Policy

The school shall make available school accident insurance forms so students can purchase coverage for accidents if they so desire. **(This insurance policy is a secondary type policy. It does not cover treatment services when benefits are payable under any other insurance or medical plan.)**

Please note the school insurance is a catastrophic insurance plan. We cannot make any commitment as to when/if the KSHSAA catastrophic will cover.

Practice

Participants are expected to attend all practice sessions. Unexcused absence from (one or more practices) could result in suspension for one contest. Persistent violations (two or more absences) will result in the offender being dropped from the squad. The head coach will determine if an absence is excused or unexcused. Unexcused absence from school on the day of a contest will prohibit an individual from participation in that contest. A student must check in at the office by 12:00 noon on the day of a contest if he/she wants to participate in any after-school activity (games and/or practices) unless other arrangements have been made. A student is required to be in school on time the day after an activity.

Part of commitment to a program is commitment from the start of the season to the end. Fall practices start before school begins, winter sports have practices over Winter Break, and spring sports have practices over Spring Break. Each Head Coach will have a schedule in advance of the season of when those practices are, what is required over breaks, etc. Please communicate with the sport Head Coach with questions, but the general expectation is that athletes are present for all required practices, including during breaks.

Coaches

All our coaches are identified as faculty members, not as separate. They must support school policy and never advocate or overemphasize athletics to the total purpose of the school. All coaches, by accepting the position of teachers in the classroom, are also teachers on the field of play through the medium of athletic participation. Their position is unique in the fact that their association with youth on the field of play places them automatically in a position for tremendous influence upon the athletes and the whole student body. This distinction is thus accompanied by tremendous responsibility for what the coaches do and what he says is reflected in the attitudes of young people.

Head Coaches

1. The head coach shall always operate within the scope of our school's general and specific educational philosophy.
2. The head coach is to give each student athlete a written copy of the training rules, lettering policy, grade requirements, rules of behavior, etc.
3. Coach his/her sport.
4. The head coach will cooperate with and uphold all policies adopted by the Athletic Department of Burlington Public Schools.
5. The head coach will assign clearly the duties of the assistant coaches.
6. Be responsible for team and/or individual player discipline.
7. Submit a complete team roster to the Activities Director ten days prior to the first contest. The following items should be included: player's name, year in school, height, weight, and numbers of uniforms, where applicable.
8. The head coach will be alert to the health and safety of all participants.
9. The head coach will always have staff supervising participants on the field in conditioning, locker and shower rooms.
10. The head coach will exemplify good behavior and demand sportsmanship.
11. Be responsible for all equipment assigned to his/her sport, including the laundering of uniforms. (May be delegated to the managers.)
12. The head coach will be responsible for having the results of contests published in the area newspaper and reported to area radio and television

stations. 13. At the close of each season or sport, submit a written report of the team's record and a boy or girls' letter to the Activities Director. 14. The head coach will develop boys and girls to the highest degree of skill possible and mold them into an efficient team. 15. Be responsible for players' conduct when directly under his/her supervision. 16. Report all major injuries incurred during practice sessions or competition to the Activities Director and Principal. 17. The head coach will be responsible for ensuring proper signatures are on physical forms. Physical forms and all permission forms are to be filed in the activity director's office. 18. Be directly responsible to the Activities Director/principal for all things concerning the sport he/she coaches. 19. The head coach will submit requisition requests to Athletic Director for all needed equipment, supplies, and expenditures of funds for proper approval. 20. Work with the activities director when transportation is needed. 21. The head coach will work with the activity director in scheduling of contests and officials. 22. Submit an inventory of equipment to the activity director at the close of the season. 23. Fulfill any other responsibilities as may be deemed necessary by the principal or activities director. It is a demand that the entire coaching staff, guided by the respective head coaches, adhere to the Rules and Regulations prescribed by the KSHSAA. The Activities Director will be responsible for informing the coaches and having this updated yearly.

Assistant Coaches

Assistant coaches are expected to follow the lead of the head coach and support the program in all the above ways as assigned by the head coach. Assistant coaches will be evaluated by the head coach, and renewal in that position depends on that. Assistant coaches should always represent the program positively and directly represent the head coach and program at large.

Assistant coaches are expected to be prepared, professional, and present each day at practice. Assistant coaches should follow the head coach's guidelines and help prepare for practices and games in all necessary ways.

All the above head coach responsibilities also apply to the assistant coaches as assigned.

Volunteers/Non-Coaches

No one not hired by USD 244 may coach a Burlington High School team during the season. This includes during practices and games. Violations of this rule will be self-reported by the AD and will result in the forfeiture of games and disciplinary action for the head coach.

Number of Coaches

Sports Requirements/Number of Coaches:

- Cross Country – 3 coaches for BMS/BHS combined programs
- Football – 5 coaches with Varsity/JV.
- Volleyball – 4 coaches with Varsity/JV/C.
- Basketball – 3 coaches with Varsity/JV/C.
- Wrestling – 4 coaches (2 boys, 2 girls).
- Baseball – 3 coaches with Varsity/JV.
- Softball – 3 coaches with Varsity/JV.

- Track – 4 coaches with 2 programs (boys/girls).
- Golf – 2 coaches with a Varsity/JV.
- Adding Coaches: The above standard is what is currently set in the USD #244 negotiated agreement. Additional coaches can only be added if significant participation requires it for the program's safety/proper instruction. This determination will begin with the Head Coach documenting it with the Activities Director, who will then communicate with the Principal and Superintendent and is not guaranteed regardless of high participation. If a coach wishes to permanently grow the staff and have it added to the negotiated agreement, it must be presented to the supplemental committee and go through negotiations.
- All programs will strive to maintain at least 2 coaches if a full varsity team is being fielded.
- Removing coaches from a staff: The following can result in a program decreasing in the number of coaches:
 - Not fielding a sub-varsity team(s). If a program does not field the number of teams listed above, it risks losing a minimum of 1 coach from its staff for that season.
 - Individual Sport Number Decreases: If participation in an individual sport drops to a low coach: athlete ratio based on the sport, the coaching staff could be reduced.
- If a program has fewer coaches than the number listed above during the preceding season, it will stay at the lower number until the head coach can ensure that the sub-varsity team/overall participation will be increased for the upcoming year. Head coaches should strive to make this determination at least 1 month prior to the start of the season with interest meetings and setting preliminary rosters. This will allow the program to reach the available number of coaches by the time a season starts.

Professionalism

Coaching is a profession. All coaches are required to be professional in all ways with regards to leading our young people, representing our community, and representing our Activities program. Items to note with regards to professionalism:

- Language: Coaches should always use appropriate language. Profanity is not permitted, from coaches, athletes, or music. Coach positively and correct athletes when/if students are using profanity.
- Dress: Both at practice and at events, coaches should dress professionally and represent our school and community in the best possible way. Each activity requires a different level of dress (i.e. a cross-country meet is different than a varsity football game). At practice, coaches should dress appropriately and strive to wear school or neutral colors where possible.
- Coach-Athlete Relationship: All our coaches should have strong relationships with our athletes, but it should be very specifically a Coach/Sponsor-Athlete. Coaches should be referred to as “Coach ...” or “Mr./Ms./Mrs. ...” in the same fashion as teachers. There must

be an appropriate boundary set up between coaches and athletes while also maintaining and building a strong positive relationship.

Chain of Command

Coaches and sponsors should work through the appropriate chain of command when dealing with any issues. Assistant coaches/sponsors should report to head coaches/sponsors with any issues, discussions, etc. Head coaches and Lead Sponsors report to the Activities Director. The Activities Director will communicate with the Principal and Superintendent.

Rules Meetings

Head Coaches will be required to attend appropriate rules meetings sponsored by the KSHSAA. Assistant Coaches are encouraged to attend. Head Coaches and Assistant Coaches are expected to work together on the annual KSHSAA rules examinations and should be those submitted before the deadline. A passing score is expected.

Practices

Practices will normally be held as soon after school as possible each school day. Practice cannot be required on days when school has been dismissed because of bad weather. If a coach needs to hold a Sunday practice, prior permission must be obtained from the building administrator. If approved, practice should not start before 1:00 pm and should be completed by 5:00 pm. Wednesday night practices are to be finished by 6:00 p.m. The first practice date for each squad will be determined by the KSHSAA.

Training Rules

We believe that all participants should experience an adequate conditioning program before entering game-like situations. Coaches should ensure their athletes are prepared for competition by using training rules and a conditioning program. Each coach has the authority and duty to establish rules and regulations regarding the following items and any others they deem pertinent to their sport as approved by the Activities Director and Principal:

1. Use of tobacco or electronic inhalants
2. Use of intoxicating beverages
3. Use of drugs
4. Diet
5. Hours of rest and sleep

Discipline within Athletics

From the position as coach, you may provide one of the greatest opportunities to understand the need for discipline that a student may encounter in the total educational experience. Your turnout procedures, attendance regulations and game tactics, and how you deal with rule violations will reflect your disciplinary abilities and greatly determine your effectiveness as a coach. The head coach is usually the judge of what shall be done when rules are violated, but the Principal and Activities Director should be kept informed when any serious violation occurs. Some standard guidelines might help to be more consistent when major infractions do occur: 1. We want to be firm, but to ensure that justice prevails. 2. We are concerned first with what is best for all athletes

and second with what is best for the individual. 3. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the athlete and makes clear that the team will do without him or her if he or she does not live up to standards set. a. It is here that parents, teachers, and community may not always understand your actions (the athlete almost always understands quite clearly) and you must take care to fully explain. b. A suspension may be for a definite time (day, week, game, etc.) or maybe for an indefinite time - until in your opinion a specific purpose has been realized. It is around discipline that coaching efforts come to be taken seriously by administration, teachers, community, and most importantly the athletes.

Violations of the Random Drug Testing Policy for BHS will be handled by the Athletic Director. See BHS Student Handbook for more details.

Fundraising and Purchasing

Fundraising – All fundraisers must be approved in advance by AD. All coaches and sponsors that are holding a fundraiser must complete two forms that will be on file prior to holding a fundraiser. No fundraiser should begin until forms have been completed and approved by AD. Forms are on the shared OneDrive folder, also accessible in the BHS front office. This includes all youth camps that require an admission fee. **Fundraising funds should be used for competition-related expenses. They may not be used for optional non-Organization sponsored activities such as amusement parks, shows, sporting events, or similar entertainment activities. No additional or non-essential purchases should be made until all required competition expenses have been fully paid.**

Purchasing – All purchases must be approved by the AD prior to the purchase being made. Coaches should get a quote, send the quote to the AD and the AD secretary, and wait for approval before ordering. This includes uniforms, equipment, and anything that will be coming to BHS or to our programs that will be used by our students. This includes items that are purchased through any outside booster clubs or foundations that will be given to the school that you are aware are being purchased (example: if Catbackers wants to purchase an inflatable tunnel, it would need to be approved by AD prior to purchase). Any items that are purchased without knowledge of the AD and AD Secretary will be subject to immediate return upon delivery. If items are customized and can't be returned, it will be a significant issue for the program head coach that approved the order.

Charging – Only approved purchases may be made at locations where we have accounts (Hoovers, Chrismans). Must get approval from AD prior to charging any items at these locations.

Reimbursement – Any reimbursements requests must be approved prior to the purchase being made. If purchase is not approved prior to payment, reimbursement is not guaranteed. Please use the tax-exempt form whenever possible. Forms available in BHS front office.

Meal Money & Travel Procedure for State/National Competitions

All student-athletes and coaches attending State competitions will be permitted \$27 per day (\$12 lunch, \$15 dinner).

Sponsors must establish written criteria outlining the requirements for student participation in regional, state, and national events. Examples may include a minimum number of concession stand hours, fundraising participation, attendance expectations, or other measurable contributions to the organization. The purpose is to ensure all students attending are contributing to the club or organization in a meaningful and productive manner. Sponsors may also include a buyout option, if applicable. Clubs/organizations must have enough funds in their account to pay for their responsibilities.

****All participation criteria must be submitted in writing to the BHS Activities Director no later than the first Friday in September each school year****

STATE COMPETITIONS

Athletics/Activities (KSHAA)

Examples include Forensics, Scholars Bowl, Cheer, etc.

- **BHS Activity Account:** Meals and registration fees
- **District:** Transportation and hotel expenses

Activities (Non-KSHAA)

Examples include FBLA, FFA, FCCLA, etc.

- **BHS Activity Account:** Not applicable
- **District:** Transportation and registration fees
- **Club/Organization:** Meals and hotel expenses

NATIONAL COMPETITIONS

All national travel itineraries must receive prior approval from the BHS Activities Director

- **BHS Activity Account:** Not applicable
- **District:** Ground transportation, exceptions can be made by the Superintendent

Kansas Administrative Regulation (KAR) 91-38-7 states:

“A school transportation provider shall not drive a school vehicle more than 10 consecutive hours or for more than a total of 10 hours in any 15-hour period.”

- **Approved BHS sponsors/chaperones:** all essential travel-related expenses covered by the district
- **Club/Organization/Student Responsibility:** Student hotel costs, airfare, meals, and registration fees

Teams and individuals qualifying for State Competitions will be given appropriate lodging reserved by the Activities Director. The number of nights in a hotel will be determined by the location of the state event and the time the competition starts. State events are not field trips but are an opportunity to go bring home championships to Burlington. Teams that have open access to utilize the facilities the night prior to competition (ex: golf, track, wrestling) will have that considered when determining the number of nights stay. **If advancing in a team sport and a game starts after 2:00PM** and travel is within a reasonable distance (2 hours) to Burlington High School, the team will not stay the night prior to the game unless there are extenuating circumstances. **Hotel stays outside of this policy must be purchased by the team's athletic fund.**

Competing athletes and coaches will have a maximum of 2 individuals per hotel room.

Hotels are reserved only for State events, not Regional or regular season games.

Student-Athletes and Coaches Attending State Events

When an athlete or team qualifies for a State event, we celebrate **it** as a community and want everyone to be successful. The below guidelines outline how many athletes/coaches the district will pay for to attend any state events in which we have a team or individual qualifying:

Team Qualifying (Football, Volleyball, Basketball, Baseball, Softball)

- All qualifying team members on the Varsity squad per the KSHSAA team pass list. The number of athletes paid for and covered by the district will be determined by the number of athletes permitted by KSHSAA. For example, if KSHSAA allows 12 basketball players to be listed as players (not managers, added personnel, etc.), then USD 244 will pay for that number of players.
- Each team will be permitted 2 managers per the KSHSAA pass list. Managers must have been active managers throughout the full season in order to qualify to attend a State event as a manager.
- Coaching Staff
- Varsity Cheer Squad with a maximum of 10 cheerleaders per KSHSAA pass list.
- Cheer Sponsor.

Individual Qualifying (Cross Country, Wrestling, Track, Golf)

- All qualifying athletes
- Coaching staff
- Each team will be permitted 2 managers per the KSHSAA pass list. Managers must have been active managers throughout the full season. If 5 or fewer athletes qualify, only one manager will be sent.
- Wrestling: 1 wrestling partner per qualifier. If the individuals qualifying can be their own wrestling partners due to similar weight classes, no additional wrestling partners will be required.
- Track: 1 alternate per relay.

- All Sports: If an individual qualifies and is the only qualifier in that sport, an additional member of the team in good standing will be paid for as well. (example: if we have 1 cross country athlete qualify, the district will pay for a second cross country teammate to attend with that qualifier).
- In sports with a full team qualifying option (Cross Country, Golf), all qualifying athletes + one additional team member will be covered by USD 244.

Non-Athletics KSHSAA Events State Qualifiers

- Meal money and hotel above information applies.
- All qualifying students will receive hotel rooms and meal money
- Sponsors will attend and will be covered for meals and hotels by USD 244. If numbers of qualifiers require, an additional USD 244 staff member will be paid in addition to the school sponsor.

State Send-Offs and Returns

- Any student that qualifies for state in a KSHSAA event will receive a send-off at the school depending on the head coach/sponsor's requests and the event date/time. For activities that occur while school is still in session, students will get send-offs in the form of an assembly, hallway send-off, or other options if presented by coach. These will occur during the school day.
- For state activities that occur after school lets out, the head coach is responsible for organizing the send-off with the Athletic Director.
- If an activity produces a KSHSAA State Champion, it is the responsibility of the head coach/sponsor to organize a reception for that individual upon returning from the event. Please work with the Athletic Director to get this organized so excellence can be recognized.

Training Room

The training room is to be used as a training room. It is to remain organized, clean, and well-kept by all athletic programs. If kids are sent in there alone, it is the expectation they maintain the training room at the standard expected of the coaching staff.

Every program will maintain a training bag that they will take with them to games throughout the season. When the season is finished, all unused items should be returned to their spots in the training room, and the empty bag stored in the smaller cabinet near the other empty training bags.

BHS has three portable AEDs. One is currently stored in the training room small cabinet , one in the boys football locker room, and one in the coach's office in the girls locker room. During baseball/softball the one in the training room is in the concession stand. Teams may take a portable AED with them on road trips and should return it to its previous location when getting back to the school. Permanent AEDs are located near the nurse's office and near the track record boards in the commons area.

BHS will have a trainer at all large events that we host. These include, but are not limited to, cross country and track meets, volleyball tournaments, wrestling tournaments, basketball tournaments, and any sub-state or regional events. EMS will also be present at large events.

All Medical Consent forms will be housed digitally on OneDrive. A minimum of one coach on each staff should have the OneDrive app on their phone and access to the digital forms. This should be established prior to the first contest.

If you have an athlete in your program with specific medical needs, assign a coach to meet with the school nurse and secure medicine prior to the first contest.

Emergency Action Plans will vary by sport and will be sent to all parties involved before the beginning of each season.

Athlete Injuries

DIRECTIONS FOR CALLING PARAMEDICS/AMBULANCE

1. Call paramedics: A. State your name and position B. Describe nature of injury C. Describe location of injured athlete D. Give present phone number
2. Send responsible person(s) to meet and direct paramedics to injured athletes.
3. Assist paramedics with injury information if needed. * Outdoor sports practicing on track, baseball and softball fields, football field, may send an assistant coach or responsible person to meet the ambulance, be sure to open appropriate gates to allow access.

GENERAL EMERGENCY PROCEDURES ACTIONS TO BE TAKEN

1. Administer necessary and possible first aid.
2. Call paramedics if necessary.
3. Contact parents as soon as possible.
4. Assist emergency personnel by providing pertinent information about the athlete's injury and medical history.
5. Accompany athlete to hospital if possible.
6. Arrange for transportation from hospital for staff and family of athlete, if necessary.
7. No medications may be administered without parental consent.

Reporting Injuries: All injuries sustained during a practice/contest must be reported to the Activities Director and School Nurse using the Injury Form that can be accessed in the Front Office. All Concussions must be reported to the KSHSAA.

Banquets

Banquets are the responsibility of the individual program and program coaching staff. Funding for a banquet will not be provided by the BHS General Activity Fund. Banquet times, dates, and location must be approved in advance by the BHS Athletic Director.

Senior Banners

Senior Banners are the responsibility of the individual program and program coaching staff. Funding for the banners will not be provided by the BHS General Activity Fund. Picture times will be scheduled by the individual program.

Lettering Requirements

Participants must complete the season and be in good standing with the team, school and KSHSAA in order to receive a letter.

Any senior that participated for four (4) years in any sport(s) may be eligible to letter.

Extenuating circumstances such as illness or injury will be dealt with on an individual basis by the coaches, athletic/activities director and principal.

High School Football

The athlete must play in one-third of the regular season varsity quarters - plus one and must attend 70% of all lift dates.

High School Volleyball

The athlete must play in one half of all varsity matches and finish in good standing. Go out all 4 years and finish each year in good standing or extraordinary commitment to BHS volleyball.

High School Wrestling

A wrestler must earn a total of twenty-eight points during regular varsity meets and tournaments.

Pin = 4 points

Technical Fall = 3 points

Major Decision = 2 points

Regular Decision = 1 point

Bye = 0 points

High School Girls and Boys Basketball

The athlete must play in one-half of the quarters of the regular season varsity games. Coaches may award one letter for superior effort.

High School Girls and Boys Track

The athlete must earn a total of five points at the major meets (five schools or more) or place at the league meet. Coaches may award a letter to senior participants with fewer than five points.

High School Girls and Boys Cross Country

The athlete must run in one half of all varsity matches or medal in a varsity race and finish in good standing.

High School Band

1 st year	School letter and service bar
2 nd year	Service bar
3 rd year	Service bar
4 th year	Service

Standards for which awards are being made:

1. Student must be in band the entire school year.
2. Student must maintain a “B” average in band for the school year.
3. Student must attend required events. Two (2) unexcused absences will disqualify students for an award.

High School Choir

1 st year	School letter and service bar
2 nd year	Service bar
3 rd year	Service bar
4 th year	Service bar

Standards for which awards are being made:

1. Students must be enrolled in the choir the entire school year.
2. Students must maintain a “B” average in choir for the school year.
3. The student must accumulate a minimum of 70 points in the following activities:
 - Winter vocal program (10 points)
 - Spring vocal program (10 points)
 - Local performances during class (5 points each)
 - Coffeyville choir clinic (10 points)
 - League music festival/clinic (10 points)
 - Regional solo and small ensemble music festivals (10 points)

- State music festival - large groups (20 points)
- State solo and small ensemble festival (10 points)
- Other community events and activities, as scheduled (10 points each)

High School Spring Co-Ed Golf

The athlete must participate in at least half of the varsity tournaments during the regular season.

High School Drama

The student must be a member of drama club. Must be a thespian and must obtain 20 thespian points during a school year.

High School Softball

The athlete must play in at least one-half of all varsity innings. Coaches may award one letter for superior effort.

High School Baseball

The athlete must play in at least one-third of the total varsity innings. Coaches may award one letter for superior effort.

Public Conduct on School Property

The Superintendent or the Superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school.

Pioneer League Schools

Burlington High School, 830 Cross, Burlington, KS 66839

Garnett Anderson Co. High School, 1100 W HWY 31, Garnett, KS 66042

Iola High School, 300 E. Jackson St., Iola, KS 66749

Osawatomie High School, 1200 Trojan Dr., Osawatomie, KS 66064

Prairie View-LaCygne High School, 13731 Ks HWY 152, LaCygne, KS 66040

Santa Fe Trail-Carbondale High School, 15701 S. California Rd., Carbondale, KS 66414

Wellsville High School, 602 Walnut St., Wellsville, KS 66092

4. Goals and Expectations

4.A.

1. **Develop and grow your new board team.**
 - a. What are our district's current strengths?
 - b. What are our key challenges and opportunities?
 - c. What should the superintendent know early?
 - d. What makes a great team?
 - e. What do you need to develop and maintain trust?

4.B.

2. **Identify and discuss short-term goals -**
(using the current strategic plan as a basis for reflection discussion)
 - a. What does success look like if you are accomplishing each goal?
 - b. How will we know we are making a meaningful difference for students, staff, and the community?

4.C.

3. **Discuss expectations for the board and superintendent.**
 - a. What are the board's expectations of the superintendent?
 - b. What are the superintendent's expectations of the board?
 - c. How will we communicate, address concerns, and make decisions in ways that build trust and unity?

4.D.

4. **Initial conversation around board and superintendent evaluations.**
 - a. One year from now, how would you describe a successful first year together?

5. Closing Items

5.A. Debriefing

5.B. Adjournment