

Burwell Jr. Sr. High School

Athletic Guidelines

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The Athletic program of the Burwell JR. Sr. High School is designed to provide wholesome opportunities for those junior and senior high students who desire competitive activity in athletics. A program of six (6) sports is available for Senior High boys and five (5) for Junior High boys, for girls there are five (5) sports available on the Senior High level and four (4) sports for the Junior High girls.

Any boy or girl is welcome to try out for any of the interscholastic teams available to them, provided they meet the requirements established by the school and the Nebraska School Activities association and they agree to follow the guidelines established in this booklet.

1. Responsibilities of Yourself.

We like to think of an athlete as being someone special and that certain responsibilities are imposed on him/her. An athlete is one who accepts these responsibilities and broadens themselves and develops strength of character. All students owe it to themselves to get the greatest possible good from their school experiences: their studies, their participation in other CO-curricular activities, as well as athletics. You owe it to yourself to always do whatever you do in life to the best and fullest of your ability.

2. Responsibilities to the School.

By being an athlete, you have the responsibility to your school to always do your best and always follow the guidelines set forth. By being on an athletic team you are representing your school and your community.

You automatically assume a leadership role when you are on an athletic squad. The student body and citizens of the Burwell community know you. You are on the stage with the spotlight on you. The student body, the community and other communities judge our school on your conduct and attitudes both on and off the field. Because of this leadership role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school by your performance and your devotion to high ideas. The younger students are watching you. They will imitate you in many ways. Do not let them down - give them high ideals to copy

Burwell Jr.- Sr. High School recognizes the important contribution that participation in the various sports programs offered renders to the individual participants as well as to the school and will encourage participation by all students. The school will make every effort within its means to ensure that all who participate will be provided a good clean, wholesome environment for competition along with coaches who are not only dedicated to the students they work with, but understand their feelings and needs as participants.

3. Responsibilities of the Coaching Staff.

There is always great tradition behind all good athletic teams. Coaches have the responsibility to give the students and the community the best possible teams with the talent that is available each year and are dedicated to that. Interscholastic competition is offered as a means for students to be able to compete against others with the sole thought of winning, and winning in the proper manner. We don't enter competition with the idea we are going to lose. Students who desire to be part of the programs that are established will have to accept the responsibilities which are set up for every member of every team this school sponsors. In return, the coaches will make every reasonable effort to give all squad members an opportunity to compete as often as is possible during a given season. The following guidelines are drawn from the philosophies of the present coaching staff and administration, existing school policies, and from policies set up by the Nebraska School Activities Association.

NON-DISCRIMINATION AND GRIEVANCES:

It is the policy of Burwell Jr.-Sr. High School, District #100, not to discriminate on the basis of sex, race, color, national origin, handicap, or age in its educational programs, activities or employment as required by Title VI, Title IX and Section 504 of Federal Law. As a student or employee of this district you are protected from discrimination in the following areas.

If you are a student, you may not be discriminated against on the basis of the following criteria:

Admission to school ; Access to enrollment in courses; Access to and use of school facilities; Counseling and guidance materials, tests, and practices; Vocational education; Physical education; Competitive athletics; Graduation requirements; Student rules, regulations and benefits; Treatment as a married and/or pregnant student; Housing; financial assistance; Health services; School-sponsored extracurricular activities; Most other aid, benefits of services.

If you believe that you have been discriminated against, you may make a claim that your rights have been denied. This claim of grievance may be filed with the Principal of the High School. You will be asked to write down the actions, policies or practices that you believe are discriminatory. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is no agreement reached at this level, you may present the grievance to the Board of Education within thirty (30) days. The Board of Education will present a written decision to the grievance within ten (10) days following this hearing. You may also file a complaint of illegal discrimination with the Office for Civil Rights, Department of Health, Education, and Welfare, Washington DC, at the same time you file the grievance, during, or after use of the grievance process, or without the grievance process at all. If you file your complaint with the Office of Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance, you need to consider the following: The exact nature of the grievance, how you believe you may have been

discriminated against and any persons you believe may be responsible; the date, time and place of the grievance; the names of witness or persons who have knowledge about the grievance; any available written documentation or evidence that is relevant to the grievance; and the actions that could be taken to correct the grievance.

The Superintendent of Burwell Jr. Sr. High School is designated as the employee to coordinate the compliance efforts.

GENERAL INFORMATION

All programs offered by this school will comply with all rules and regulations of the Nebraska School Activities Association and those rules shall take precedence over any rules or regulations that are in effect at this school should there be a conflict. Each coach has the responsibility to ensure that this school does comply.

SPORTS SEASONS

Senior High Sports Season: 2019-2020 Nebraska School Activities Association

All interscholastic sports are divided into three (3) seasons: fall, winter, and spring. The division of sports, the date of the first organized practice, and the closing of the season shall be as follows: No individual may participate simultaneously in more than one (1) sport per season.

Fall Sports	Opening Practice	Close of Season
Football	August 9, 2021	Football Playoff Finals, November 22
Volleyball	August 9, 2021	State Tournament, November 3– 7
Cross Country	August 9, 2021	State Meet, October 22
Winter Sports	Opening Practice	Close of Season
Wrestling	November 15, 2021	State Dual Championships, February 5 State Meet February, 17- 19
Girls Basketball	November 15, 2021	State Tournament, March 7-12
Boys Basketball	November 15, 2021	State Tournament, March 7-12
Spring Sports	Opening Practice	Close of Season
Track	February 28, 2022	State Meet, May 20 – 21.
Golf	February 28, 2022	State Meet, May 24 – 25.

7th & 8th Grade Sport Season

All interscholastic sports are divided into four seasons: Fall, Early Winter, Late Winter and Spring. The division of sports, the date of three first organized practices, and the closing of the season as established shall be as follows. No individual may participate simultaneously in more than one sport per season. 7th and 8th grade seasons shall not be over nine (9) weeks in length.

Practice Regulations:

In order that we may always have a well-rounded athletic program at the Burwell JR. SR High, and because of limited facilities for some sports, the following guidelines are followed concerning off-season unorganized practices.

- A. When Schools not in session or canceled due to the weather, practice and competition will only be allowed with the permission of the superintendent.
- B. Coaches will encourage their athletes to participate in another sport during the off-season.
- C. Daily off-season practices will always start after the practice of the sport in season and will be concluded before the daily practice ends so as to not interfere in any way with the sport in season.
- D. No individual will be allowed to change sports during a season unless they have the approval of the coach of the sport they are quitting.
- E. If an individual is cut from a squad by the coaching staff, they may then participate in another sport of that season if permissible under the rules of the Nebraska School Activities Association.
- F. It is permissible for students to be involved in NSAA activities of a school's open gymnasium program during the "school year, out-of-season" period under the following conditions: a. The gym is open for all individuals and all activities. b. Schools may not designate sport specific times. c. Coaching or instruction is not provided. d. School employees who are present shall restrict their duties to supervision of the facility. e. Open gym shall be voluntary. No coach or school representative may directly or by implication direct a student to attend open gym as a condition for membership or restrict the level of team participation within the high school program.

Football: An organized practice shall mean more than five (5) players under the direct supervision of a sponsor.

Basketball and Volleyball: An organized practice shall mean more than four (4) players under the direct supervision of a sponsor.

Cross Country, Track, Golf and Wrestling: An organized practice shall mean more than three (3) players under the direct supervision of a sponsor.

G. Allowable Summer Activities. During the summer a member school may organize the following:
Summertime School-Sponsored Camps/Clinics: A school may organize a camp or clinic in any sport from the Tuesday following Memorial Day through July 31. The camp shall be limited to no more than ten days over a period of 21 consecutive calendar days starting with the first date of the camp/clinic.

- a. Summertime school-sponsored camps/clinics include planned physical activities that are instructional and competitive in nature where actual games can be played or simulated by camp attendees.
- b. Summertime school-sponsored camps/clinics shall be voluntary and open to all interested students from grades 9-12.
- c. The use of school facilities and equipment is permitted in accordance with local school board policy.
- d. If a summertime school-sponsored camp/clinic is held in football, the following shall apply: (1) On day one and day two unlimited "air" and "bag" contact is allowed with the use of hand held dummies only. Contact with blocking sleds and other mechanical devices, as well as with other players is prohibited. The no-contact rule does not preclude incidental or inadvertent contact, or the touching of a ball carrier with the hand(s). The only pieces of general football equipment shall be footballs, shoes, helmets, kicking tees and hand-held blocking dummies. (2) On day three through ten, contact with blocking sleds and other mechanical devices is permitted. Unlimited "air," "bag," and "control" contact is permitted. A maximum of 30 minutes per day and no more than two consecutive days of "thud" contact is permitted. In addition to general football equipment, shoulder pads are permitted, but full protective equipment may not be worn.

H. Summertime Conditioning Program. A member school may organize and supervise a summer conditioning program to include weight lifting, running, and exercising for its members in accordance with the following provision:

- a. Such a conditioning program shall be general in nature and may include only exercises designed Page | 45 to promote physical fitness.
- b. Sport-specific drills are not allowed, and sport-specific equipment may not be used.
- c. Conditioning sessions shall be no longer than 60 minutes in length, and no member shall participate in more than one such session per day.

CODE OF CONDUCT

Athletics are very demanding upon an individual, both mentally and physically, therefore, an athlete is expected to meet certain requirements.

- A. Athletes will always be neat, clean and well-groomed while participating.
- B. All participants will always take pride in their dress and appearance.
- C. When visiting other schools, we are guests. We will act as guests.

All students participating in athletics must display good school conduct and sportsmanship. A student may be suspended from any team for violating school rules during the day or at activities as listed in the student handbook.

PERMISSION TO LEAVE WITH PARENTS:

An athlete may continue on a trip or return home with his/her parents after a contest, provided that the athlete gains permission from the head coach by securing (1) The Parent makes a personal and written request to the office prior to the event, or by Administrators discretion (2) The parent is at the event. (3) Students are to ride home with parents/guardians only. Students are not allowed to ride home with fellow students. The Student may not leave until the activity is completed, unless approved by the Principal prior to the activity.

PARTICIPATION AND ATTENDANCE:

Students participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. On the day of a contest, performance, or other activity, be in attendance for the full day.

3. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.
4. Participation in another school sponsored activity will be an excused absence.

All athletes are expected to be at all practices scheduled by the head coach. If he/she is unable to attend a practice, they must contact the coach in advance. If an athlete is missing practice (inexcusably) this will not be tolerated. For an inexcusable absence the athlete will be allowed to report to daily practices, but may be held out of competition for that week, at the discretion of the head coach of the sport involved. If the athlete misses practice when they are being punished for the first inexcusable absence, the athlete may be held out of the scheduled games or matches for the following week.

PRE-PRACTICE REQUIREMENTS:

Each athlete going out for any sport must meet the following requirements:

1. Return a medical physical form to the head coach.
2. Return an insurance verification form.
3. Return Athletic Guideline Receipt
4. Return NSAA Student and Parent Consent Form
4. Return Extracurricular Substance Abuse Policy, Signature Page

ELIGIBILITY:

Interscholastic participation of students in athletic events is governed by the Nebraska School Activities Association (NSAA). This means that the student must meet particular requirements in regard to scholastic eligibility, attendance, age and conduct in order to participate with another school. To participate in any extracurricular activity, a student must be passing in 3 of out of 4 courses. If a student is not eligible on Monday he will be notified and will be ineligible for the remainder of the week. Eligibility will be determined by Monday of each week.

Any full time student enrolled in high school who meets the necessary eligibility requirements may participate in athletics in high school except for such reasons as physical and health requirements or for disciplinary reasons. In addition to the above regulations, a student must be in attendance in school on the day of a game or activity, or he/she shall not be allowed to participate in a game/meet/match that day. If however, he/she secures the Principal's permission PRIOR to the absence from school he/she shall then be considered eligible to participate, if the student meets the other scholastic requirements. In a case where the student has been injured and under a doctor's care for an illness, the student must obtain written permission from their physician to participate. In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. If you do not understand a summary of these rules listed above or you need an explanation of other requirements, consult the high school Principal or Athletic Director.

STUDENT ATHLETIC ELIGIBILITY RULES / NSAA GUIDELINES

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. If you do not understand the summary of the following rules, or you need an explanation of other requirements, consult the High School Principal or Athletic Director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 40 hours per week and regular in attendance. Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of ten credit hours of instruction per semester at the school the student represents in interscholastic competition.
3. Student must be enrolled in some high school on or before the 11th school day of the current school year.
4. Student is ineligible if 19 years of age before August 1 of the current school year.
5. After a student's initial enrollment is grade nine (9), he/she shall be ineligible after eight (8) semesters of school attendance. (After a student's initial enrollment in grade ten (10), he/she shall be ineligible after six (6) semester of school attendance.)
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received 20 semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student shall be ineligible for 90 days to represent a school in interscholastic competition at the Varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with the school administrator for an interpretation of the rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)
12. A student is ineligible for 90 days if his/her parents have changed their domicile to another school district and the student has remained in the former school which is in a different school district (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the

summer which immediately precedes the school year and the student is in grade twelve(12) and has attended the high school for two or more years. The student is eligible for that school year in the school district from which the parent moved.)

13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain his/her amateur status.

The coaches will reserve the right to withhold any student from participation if a student has received disciplinary action for violation of school rules and conduct.

7th & 8th GRADE ATHLETICS:

A senior high school team shall not compete against any team which is composed of 7th and 8th grade students who participate on a senior high school team. EXCEPTION: If a student in grade 7 or 8 reaches age 15 prior to September 1, that student may participate on a senior high school team. If a student in grade 7 or 8 reaches age 15 prior to September 1, the student shall be ineligible for interscholastic competition in grades 7 or 8. The student may participate on a high school team. Teams composed of students in grades 7 or 8, or teams composed of students in 7 & 8 which represent a junior high school in interscholastic competition, shall be limited to the following number of contests:

a. Football - four (6) games.

b. All other athletic competition - eight (8) contests.

c. In boys and girls basketball, volleyball, wrestling and baseball, (a tournament counts as one contest even though a team or individual may participate in more than one (1) game or match during the tournament.)

The coaches will reserve the right to withhold any student from participation if a student has received disciplinary action for violation of school rules and conduct.

CHURCH NIGHTS AND SUNDAYS:

There shall be no activities scheduled (practice as well as games/meets/matches) on Wednesday evenings (students out of the building no later than 6:15 p.m.) or Sundays. EXCEPTION: When an athletic team is required to play in conference tournaments, district or state meets which are beyond the control of the local school.

STARTING, DISMISSAL AND LENGTH OF PRACTICE SESSIONS:

All starting times for practices will be designated by the head coach of each sport. Coaches will arrange between themselves and the Activities Director early/late practice starts and division of practice times using the old gym/new gym. The length of organized practice sessions shall be governed by each coach, provided that all sessions shall terminate so students are out of the building and off school premises by 6:30 p.m. whenever one team uses any one facility (example: when using both the High School gym and the Elementary Gym.) When two teams use the same facility and arrange for an early/late start, the last team to practice shall be off the school premises by 8:00 p.m., no practice session should exceed 2 ½ hours. When pre-season practice sessions are held several times a day, coaches will take into consideration adverse weather conditions that could result in severe physical problems for the participants. All evening practice sessions (after 7:30 p.m.) shall be arranged with the Activities Director. These will only be allowed when particular circumstances require an evening session.

Participants are expected to report within 10 minutes from the time the school dismisses (4:00 PM/After Encore Period) to the designated area in the required uniform. Coaches will use fair judgment in seeing that this is enforced equally for all.

FINES, FEES, DEPOSITS, AND BREAKAGE

The District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge student fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by Administration or Board regulations. Students are encouraged to contact the administration, teachers, or coaches for further specifics.

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-priced lunches under the United States Department of Agriculture child nutrition programs shall be provided the necessary material or equipment without charge for: (1) participation in attending extracurricular activities (2) admission fees and transportation charges for student spectators attending extracurricular activities (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

Students damaging books, marking furniture intentionally, or willfully destroying school property are expected to pay for all damages. Fines for damaged or lost books will be assessed according to NEW replacement costs.

Most of the major equipment used by athletics is provided for use by the school. Equipment will be checked out to individuals at the beginning of each season by the head coach in charge. The athlete will be responsible for all equipment checked out and for the return of this equipment upon completion of the season. The cost of equipment not returned in reasonable condition will be the

responsibility of the athlete. It is the responsibility of each athlete to check in the equipment at the end of the season only to the Head Coach and in person. Athletes are not to wear equipment other than to practice in or at games, meet or match.

CATASTROPHIC INSURANCE COVERAGE

1. The Nebraska School Activities Association provides Catastrophic Insurance coverage on all athletes, grades 9-12, who compete in interscholastic competition. This does not cover any expenses due to injury, unless the injury and resultant costs are catastrophic in nature.

2. District 100 will provide similar coverage as is provided to the high school athletes and for all other students in grades 7-12.

MEDICAL INSURANCE

School District 100 does not provide medical insurance coverage on students. It is highly recommended that EVERY family with students in school carry medical coverage should an injury occur. The school is not in the insurance business but as a service to patrons has made available limited medical coverage plans for those who may not have any coverage or desire additional coverage. BE ADVISED THAT THESE ARE INEXPENSIVE PLANS AND AS SUCH THE COVERAGE IS LIMITED PLEASE READ THE PLANS SO THE PLAN IS UNDERSTOOD when they are sent home with the student near the beginning date for school. IF YOU HAVE QUESTIONS OR CONCERNS, contact the Principal or Superintendent.

ATHLETIC MEDICAL INSURANCE TO COVER PARTICIPATION IS REQUIRED

Every student in grade 7-12 who participates with or participates in any athletic programs MUST HAVE MEDICAL INSURANCE COVERAGE that does cover the particular sport or activity participated in. If the family has medical insurance, read the policy or check with your agent to be sure that coverage is provided. If coverage is provided you may not want to take out any other insurance. If you desire additional coverage, OR IF YOU HAVE NO FAMILY PLAN THAT PROVIDES NEEDED COVERAGE, it will be necessary to secure that coverage. Coverage should be available with most family plans and we encourage you to proceed in that manner. However, LIMITED COVERAGE PLANS ARE AVAILABLE THROUGH THE SCHOOL AS A SERVICE ONLY AND DO MEET THE NEED. BUT BE AWARE THAT THESE ARE VERY INEXPENSIVE PLANS, COSTING \$424.00 AND UNDER, AND DO NOT PAY AS WELL AS A FAMILY MEDICAL PLAN THAT MAY COST AROUND \$5000. The school requires that the form enclosed near the back of this manual be signed as required to indicate to the school that the student athlete is either covered by your own family plan or you have secured the needed coverage for the sport you participated in. INSURANCE IS REQUIRED AS A CONDITION OF PARTICIPATION BECAUSE SUCH PARTICIPATION ALWAYS PRESENTS SOME ELEMENT OF RISK, AND THE SCHOOL NEEDS ASSURANCE THAT THIS IS UNDERSTOOD AND PROVIDED FOR BY THE FAMILY. As an option to all parents with students who participate in athletics, a copy of the plan made available through the school is provided to each prospective athlete before participation is allowed. THE SCHOOL WILL NOT PERMIT ANY PRACTICE OR PARTICIPATION BY A STUDENT UNTIL THE INSURANCE FORM PROVIDED IS SIGNED AND TURNED IN TO THE HIGH SCHOOL OFFICE TO INDICATE THAT SOME FORM OF COVERAGE IS PROVIDED TO THE ATHLETE.

CONCUSSION POLICY

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - Concussion Wise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed healthcare professional;

- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

SCHOOL DISMISSAL FOR STATE TOURNAMENTS

The decision to dismiss school for the entire student body and staff whenever the volleyball or basketball teams qualify for state competition will be determined on a yearly basis. Several factors will be involved in consideration. Included in these will be:

- 1. Prior experience that indicates a majority of students use the dismissal to support the team(s) vs. indications that a majority use this only as a vacation day.
- 2. The competition time scheduled for this school
- 3. Availability of staff.

Choices to be decided upon will be:

- a. Only allow students to go who provide written requests signed by a parent or guardian that states the student will be attending the activity and does have proper permission. When this decision is invoked, a limitation will be placed on the number of staff members, who will be allowed to attend to insure that regular classes will be in session. Students who will be allowed to attend will be dependent upon our competition time. The time allowance will be typical travel time needed plus one (1) hour.
- b. When school is to be dismissed for the entire student body and staff, the actual dismissal time will be dependent upon the actual competition time of the team. When competition time begins prior to 3:01 p.m., school can be dismissed for the entire day. When competition begins after that time, dismissal time can be approximately the time needed for typical travel time plus one (1) hour.
- c. Any dismissal for football play-offs will be handled on an individual basis due to the wide variety of game times as well as the scattered locations.

STATE COMPETITION ATTENDANCE-STUDENTS AND COACHES WHEN LOCAL SCHOOL NOT INVOLVED

When a District 100 team or individuals are not involved in state competition for a given sport activity, the following regulations pertaining to attendance will apply.

- 1. Students will be excused for attendance with parental permission.
- 2. Head coaches of varsity sports only will be permitted to take a personal leave day or a professional leave day to attend the state competition in the sport they are involved in. A maximum of one (1) day will be allowed. The district will not be obligated for any expenses other than to secure a substitute when one is needed.

REGULATIONS FOR ATHLETIC TEAMS AND INDIVIDUALS WHO QUALIFY FOR STATE TOURNAMENT COMPETITION AND DISTRICT OBLIGATIONS FOR SCHOOL DISMISSAL TIME AND RELATED EXPENSES

- 1. Dismissal and Departure Times for state and district tournament events will be left up to administration.
- 2. Lodging, at school expense, will be provided only as follows:
 - a. For the night prior to the activity when required in (b).
 - b. For each succeeding night, as long as the team or a competitor in an individual sport qualified for competition on the

following day, or when the last competition time for the day is completed later than 7:00 p.m.
c. Any additional lodging will be at the expense of the individuals.

3. Meals paid for at school expenses are as follows, \$7.00 per meal/per person, with a maximum of \$21.00 per day/per person.
4. Travel expense costs using the school bus or individual transportation shall be compared by the Activities Director and the least expensive mode shall be used. When using individual vehicles, every effort shall be made to utilize large capacity vans. Mileage payments will conform to established school payment and mileage schedules.
5. Arrangements for lodging, when required, will be the responsibility of the Activities Director. Reservations shall be for a minimum of two (2) per room to a maximum of four (4) per room in the same facility and located close to each other to provide adequate supervision. Efforts will be made to acquire reasonable lodging rates.
6. Supervision of the competitors shall be the responsibility of the head coach. Good judgment shall be used to provide adequate supervision at all times but not to the extent that students feel they are in complete confinement.
7. Expenses for the following persons will be considered obligations of the school:
 - a. The exact number of individuals who qualify as individuals or the exact number specified by the NSAA in team competition. Should an athlete(s) who, in all probability, would have been on the eligibility roster but due to injury cannot be listed, such person(s) shall be added to the list of those person whose expenses are obligations of the school, if the person desires to and is able to accompany the team with minimum special care.
 - b. The head coach of the activity and one (1) assistant if there is an assistant.
 - c. Two (2) student managers; statisticians that served in that capacity during the regular season.
 - d. The bus driver(s) or vehicle driver(s).
8. Expenses for spouses will not be an obligation of the district. Spouses may, however, stay in the same room with the coach or driver with the District paying the cost of the double room.
9. Spouses of coaches, when both are school employees, will be permitted to attend with their coach using a personal leave day if one is available. If no personal leave day is available, they will still be permitted to attend but without pay.
10. Payments for mileage will be paid directly to the driver(s).
11. Payments for lodging will be paid directly to the motel/hotel.
12. Payments for meals will be paid directly to the head coach. The head coach shall be directly responsible to pay for all meals and will submit receipts for all of these expenses. Funds not expended will be returned to the activity fund.
13. Any arrangements or expenses not covered above must be cleared with the Administration prior to the activity. Any items not cleared in this manner will not receive approval after the fact.
14. A coach who has no team or individual qualifiers for state competition and desires to attend the state meet may attend at his/her own expense.

OVERNIGHT TRIP POLICY

1. There will be no overnight trips unless the time of participation absolutely mandates that it is the only feasible way to participate in the event.
2. Students will return home the day that members in the group have completed their participation.
3. On overnight trips a predetermined time will be set when all student(s) will return to and stay in their rooms. Violation of this time structure will result in disciplinary action.
4. The areas of prohibited conduct as defined in the student handbook and the statute(s) of the State of Nebraska shall be in effect during all school activities.
5. The use of any controlled substance while participation as a member of the official party representing Burwell at a school activity shall result in a 5-day suspension from school and a 20-day suspension from all school activities following the return from out of school suspension if this is a first offense.
6. Students shall not have members of the opposite sex in their rooms or be in the room of a member of the opposite sex.
7. Students shall not be in rooms not under the direct supervision of a Burwell sponsor nor shall they have people in their own room who are not under the direct supervision of a Burwell sponsor.
8. All students, parents and sponsors shall sign a document prior to leaving on an overnight activity which indicates their understanding of the rules and agreement to abide by the rules or accept the consequences.

9. When an incident occurs which violates the rules, parents shall be notified and arrangements made for the student's immediate return home at the parents expense.
10. Sponsors shall know the whereabouts of all students on an hourly basis.
11. Sponsors shall obtain a key to all rooms in which students, under their supervision, are staying.
12. Sponsors shall not consume alcoholic beverages while on a trip in which they have students under their supervision.
13. Sponsors shall schedule the day in a manner in which there are minimal periods of time that students are not involved in supervised activities.
14. School policy rules and regulations will be followed on all trips away from school.

DRESSING ROOM SUPERVISION AND USE:

All athletes will be under the direct supervision of the coach in charge when dressing for practice or games. No one is to loiter in the dressing room at any time. There is to be no rowdy behavior that will cause or endanger the safety of another athlete or student while in the dressing room. All cases of misconduct will be dealt with by the coach in charge.

The coach's office, equipment, and weight rooms are off-limits to all athletes unless permission is given to be in these rooms. Coaches are responsible for adequate and proper supervision at all times.

ACTIVITY LETTERING AND AWARDS:

BOYS TRACK: Each athlete must meet one of the following requirements to letter in track.

1. Place in any meet with four (4) or more teams entered.
2. Break any Burwell High School record.
3. Place in a major track meet.
4. Any senior out for track for three (3) years in good standing.

VOLLEYBALL: Each athlete must meet one of the following requirements to letter in volleyball.

1. Play in one-half (1/2) of the total games.
2. Play in one-half (1/2) of the reserve games and one-fourth (1/4) of the Varsity games.
3. Participate in a tournament game. (Invitational, Conference, District, or State)
4. All seniors in good standing who have been out for three (3) years and remain out for each season.

BOYS BASKETBALL: Each athlete must meet one of the following requirements to letter in basketball.

1. Play in one-quarter (1/4) of each regular season game and play in either the Conference or District Tournament.
2. Play in ten (10) quarters of varsity games.
3. Make the traveling squad and play in the District or State Tournament.
4. Three (3) years out for basketball and remain out each season.
5. Play in four (4) quarters of reserve games and three (3) quarters of varsity games.

WRESTLING: Each athlete must meet one of the following requirements to letter in wrestling.

1. Must compete in at least one-half (1/2) of the dual triangular meets.
2. Must place in one tournament.
3. Place in the District and/or State Tournament.
4. Score ten (10) points in a Varsity Tournament.
5. Score twenty (20) points in any combination of varsity and reserve competition.
6. Be out for three (3) years in good standing.

GIRLS BASKETBALL: Each athlete must meet one of the following requirements to letter in basketball.

1. Play in one quarter (1/4) of each regular season game.
2. Play in six (6) quarters of varsity games.
3. Three (3) years out for basketball and remain out each season.
4. Play in three (3) quarters or reserve games and six (6) quarters of varsity games.
5. Seniors who remain out for three (3) years.

GIRLS TRACK: Each athlete must meet one of the following requirements to letter in girls track.

1. Place in any meet with four (4) or more teams entered.
2. Break any Burwell High School record.
3. Place in a major track meet.
4. Any senior out for track for three (3) years in good standing.

FOOTBALL: Each athlete must meet one of the following requirements to letter in varsity football.

1. Average one quarter (1/4) per varsity game.
2. Must play in at least nine (9) quarters of varsity games.
3. Seniors who complete the season in good standing may letter with less than the minimum requirements.

CROSS COUNTRY: Each athlete must meet one of the following requirements to letter in cross country.

1. Place in any meet with four (4) or more teams entered.
2. Place in a major meet.
3. Any senior out for three (3) years in good standing.

Golf: Each athlete must meet one of the following requirements to letter in golf.

1. Place in any meet with four (4) or more teams entered.
2. 3. Place in a major track meet.
3. Any senior out for track for three (3) years in good standing.

JUNIOR HIGH ATHLETICS:

Football:	One quarter (1/4)	Grades 7 & 8
Basketball	One quarter (1/4)	Grades 7 & 8
Track:	Score in a major meet	Grades 7 & 8
Wrestling:	Score in (2) duals or (1) major Meet	Grades 7 & 8
Volleyball:	Play in one-half (1/2) of the total games	Grades 7 & 8

RULES FOR ATHLETIC LETTER AWARDS:

7th and 8th Grade:

To earn a letter in Jr. High, a student must participate in the sport of his/her choice for both 7th and 8th grades and meet the requirements both years. This will make him/her eligible to receive a letter certificate in the 8th grade.

Freshmen:

A student may receive a Varsity letter in a varsity sport if they meet the requirements for the sport. A high school student will receive a certificate indicating he/she has lettered in that sport the second, third or fourth years. All letters will also be given at the discretion of the coaches in each sport.

PROCEDURE FOR DUE PROCESS:

Due process is a procedure which the courts of law recognize as a necessary part of any rules and regulations, furthermore, and of primary importance, due process recognizes the rights of the individual, since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The due process steps outlined hereafter is the procedure for an athlete and his/her parents to follow in appealing decisions relating eligibility to participate in activities sponsored by the NSAA. It should be understood that athletes and parents will be expected to follow the due process steps in the event legal action should be initiated at some later date.

Listed are some of the steps that should be followed in enforcing all rules and regulations adopted by the Board of Education concerning the conduct and eligibility of students participating in interscholastic activities.

1. The school Administration must inform all participants in interscholastic activities of the rules and regulations regarding conduct and their eligibility to participate, as well as the penalty if these rules and regulations are violated.
2. In the event of an alleged infraction the Principal shall investigate the alleged infraction.
3. If the investigation discloses the probability of an infraction a hearing should be held by the Principal. Notice of the hearing will be given to the athlete. The notice should contain an outline of the alleged violation. Witnesses can testify, the athlete will be given the opportunity to confront such witnesses, the athlete may be allowed counsel if he/she desires it and the athlete will be given the opportunity to call witnesses.
4. A statement or finding of facts from the hearing will be compiled and the athlete and parents provided a copy.
5. The Principal will make a decision on the case and inform the athlete of such. A written statement will be given to the athlete and parent.
6. If the athlete and his/her parents are not satisfied with the finding of the hearing a second hearing may be requested before the Superintendent of schools. The Superintendent must receive in writing a request for such a second hearing within fourteen (14) days of the notification of the decision of the first hearing.
 - a. The athlete will be provided with an opportunity to testify, question and present other evidence on his/her behalf at the hearing. A counsel may be present.
 - b. Proceedings of the hearing, including the decision, will be put in writing and a copy of these proceedings will be mailed to the athlete and his/her parents.

If the athlete and his/her parents remain dissatisfied with the findings of the second hearing, a review by the Executive Secretary of the NSAA may be requested through the school. the school must receive in writing a request for such review by the Executive Secretary of

the NSAA within fourteen (14) days of the mailing of the outcome of the second hearing The Superintendent of Schools, in forwarding the appeal letter of the athlete and his/her parents to the Secretary of the NSAA, shall also enclose a copy of:

- (a) the original appeal letter from the athlete and parents;
- (b) the school's formal reply, outlining the violation or infraction leading to the ineligibility status; and
- (c) proceedings of both hearings.

END OF SEASON RESPONSIBILITIES

When a sport season ends everyone has a tendency to feel that when the final whistle blows, bell rings or activity is completed, that it signals the end of all responsibilities for that season. Not so. Therefore included herein are some final tasks as reminders.

STUDENTS

Athletes return ALL of the equipment that was on loan to you for the sports competition. The equipment and supplies should be returned in the manner and at the time asked for by the coach. Help yourself and everyone else by being prompt in your compliance with this.

COACHES

Every head coach in each respective sport is responsible to notify students prior to the end of a sport season as to how equipment and supplies are to be prepared for handing in at the end of the season to insure that both individual equipment and supplies used by the team are stored in their designated place and in an orderly manner and protected as is necessary.

BUS REGULATIONS

As a safety procedure, the school bus driver has the authority and duty to refuse to drive a vehicle on a trip if he/she determines that a problem may exist with the vehicle that would jeopardize the passengers and/or vehicle.

Should such a determination be made at some time after leaving on a trip, the driver has the authority and duty to return home immediately if the trip can be made safely using precautionary driving or if safety remains a question, the school officials shall be contacted to arrange for other transportation. The school staff member in charge of a trip has the overall authority and responsibility over passenger behavior, decisions, and safety if he/she determines that the bus should not precede, return, or be used under the present condition for transportation of students. The sponsor is in sole charge for these decisions EXCEPT when the driver determines that the bus may pose a safety concern and decides to return home or to proceed no further.

Concerns about the school transportation vehicles or the safety in their usage are to be directed, in writing and signed, to the school administration. The administration has the responsibility of following up including the grounding of the particular vehicle if that becomes necessary.

To insure uniformity and understanding, the following regulations pertaining to the school bus use for activities and field trips, and for sponsors and students shall apply:

1. The school bus driver shall have a current valid school bus driver's license and shall have the sole responsibility to drive the bus and help insure a safe trip.
2. The school activity bus shall not make any trips without an assigned sponsor(s) or coach(es) on board.
3. The sponsor(s) or coach(es) shall have responsibility for discipline, student behavior, and to ensure that passengers abide by behavior that helps assure safe transportation to and from the destination.
4. All trips must be authorized by the school administration.
5. A written list of all passengers shall be provided to the office. The coach or sponsor shall have a duplicate list and shall have the responsibility of checking the passenger list prior to leaving and again prior to returning.
6. The school may require one or two parents to help sponsor elementary field trips or high school trips where such additional help is needed or desired.
7. All passengers must return on the bus from an event unless the parent is at the event and makes a personal and written request to the office prior to the event. Exceptions are not to be made.
8. When an activity bus load is small, additional spectator students shall be allowed to ride the bus upon payment of a transportation fee and upon authorization of the Principal.
9. A transportation charge may be made to a class or school organization to help defray costs of use of the bus.
10. The school bus cannot be rented or used by any outside groups or by another school (except member Class 1's).
11. The only additional adults that can be on the bus are the driver's spouse or a parent(s) of one of the students on the bus who is assisting the sponsor.
12. The teacher or sponsor is responsible for the conduct of all passengers on the bus and at any event or field trip.
13. Bus drivers are hired to drive the bus safely and are not expected to serve in a disciplinary capacity. Drivers are to report sponsors who maintain poor discipline that, in any way, interferes with the driver's responsibilities.
14. The coach or sponsor is required to check the bus after every trip for any damages and report them to the administration.
15. The coach or sponsor is also required to assign a clean-up group to remove from the bus any debris or equipment that was not on the bus when the trip began. This cleaning shall take place immediately upon arrival of the bus back at the school.

16. Passengers Shall:

- a. be seated at all times and are not to stand or move about until the bus is completely stopped.
- b. maintain silence at all railroad crossings.
- c. keep arms, hands, and other parts of the body inside the bus at all times.
- d. keep the aisles free of articles or equipment.
- e. never open the emergency door unless requested to do so in an emergency. The emergency door is not to be used as a regular entrance or exit.
- f. not sit in the driver's seat at any time or mess with any of the bus equipment
- g. refrain from visiting with the driver while he/she is driving.
- h. refrain from yelling to others inside the bus or to others who are outside on the street or in other vehicles.
- i. refrain from bringing nuisance items onto the school bus such as toys, games, balls, radios, guns, and items that have no direct relationship to the activity.
- j. shoes with cleats (track shoes with spikes and football shoes with hard cleats) will not be worn anywhere inside the school building (locker room excluded) nor will they be worn when on a school bus.
- k. the back doors on school buses are not to be used as an exit for any reason other than an emergency. (This is specifically covered by the state manuals and as a result no insurance coverage is provided for violation of a law. Protect yourself and the students by enforcement of this.)

BURWELL JR.-SR. HIGH SCHOOL EXTRACURRICULAR SUBSTANCE ABUSE POLICY

Philosophy

Burwell Jr.-Sr. High school recognizes the use of drugs and alcohol as a significant health problem for students, resulting in negative effects upon the behavior, learning and development of each individual. Students engaged in school related activities are considered representatives of the school; as leaders, whether elected or voluntary, they must reflect a positive image of the student body. Participation in school activities by Burwell Jr.-Sr. High School students is considered a privilege and therefore participants are expected to meet high standards as a condition of participation.

Conduct That May Lead To Ineligibility

A student involved with the consumption, possession, acquisition, delivery, distribution or transportation of alcoholic beverages, tobacco, vapor products (such as e-cigarettes) or illegal substances will be subject to a minimum disciplinary action as described below, but not necessarily limited to such described disciplinary action. Dismissal from an activity may occur.

Duration of the Policy.

This policy begins the first day of fall sports practice and ends with the closure of school or the state boys golf meet, whichever is last. This policy will be extended to cover student participation in a summer school activity, such as, but not limited to, summer FCCLA or FFA workshops or seminars as well as summer sports camps. This policy shall carry over from year to year. *Example:* If a student violates the Substance Abuse Policy toward the end of one school year and no activities or contests remain for that year, the penalty portion of the policy shall carry over to the following school year. Penalties will be in effect until they are fulfilled.

First Offense

If the student admits, within three days of the violation, to the Superintendent, Principal, Coach or Sponsor, or is observed violating this policy, by a faculty or staff person, the ineligibility will be for all activities for the next two weeks; or, if no activities, then the minimum of the next two activities. Canceled activities do not count. Practice is required by the student if he/she is a participant in athletics, speech/drama, music, FFA, FCCLA or other such activity.

If the student does not admit his/her guilt within three days, the ineligibility will be for four weeks; or if no activities, then a minimum of the next four activities, upon conviction in court or a Juvenile Court adjudication resulting in a penalty including, but not limited to, community service, a fine, probation or confinement in a jail or other such facility where juveniles and/or adults may be confined. Canceled activities do not count. Activities during the non-school year, *i.e.*, summer Marching Band participatory events will not be counted either, Practice is required by the student if he/she is a participant in athletics, speech/drama, music, FFA, FCCLA or other such activity.

Second Offense

If the student admits within three days of the violation to the Superintendent, Principal, Coach or Sponsor, or is observed by a faculty member, the ineligibility will be for all activities for the next four weeks; or if no activities, then a minimum of the next four activities. Canceled activities do not count. Practice is required by the student if he/she is a participant in athletics, speech/drama, music, FFA, FCCLA or other such activity.

If the student does not admit his/her guilt within three days, the ineligibility will be for eight weeks; or if no activities, then a minimum of the next eight activities, upon conviction in court or a Juvenile Court adjudication resulting in a penalty including, but not limited to, community service, a fine, probation or confinement in a jail or other such facility where juveniles and/or adults may be confined. Canceled activities do not count. Activities during the non-school year, *i.e.*, summer Marching Band participatory events will not be counted either, Practice is required by the student if he/she is a participant in athletics, speech/drama, music, FFA, FCCLA or other such activity.

Third Offense

Any student involved with a third offense, 7th grade through 12 grade years in junior-senior high school inclusive, of consumption, possession, acquiring, delivering or transporting of alcoholic beverages, tobacco or illegal substances shall immediately be ineligible for one calendar year. Violations shall be cumulative through the student's six years of junior-senior high school, 8th grade through 12th grade. After one calendar year, the student may appeal to the Board of Education for reinstatement.

Your signature on this form acknowledges that you and your child(ren) who attend school in this school district understand the position of this school district with regard to drugs and alcohol, and that the parent(s), guardian(s), and student(s) have received notice of the standards of conduct of students concerning the prohibition against the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises, in any school vehicle, or during any school activity. This notice is provided to you pursuant to P.L. 101-226 and 34 C.F.R., Part 85, both federal legal requirements for the school district to obtain federal financial assistance. Any non-compliance with these standards can and will result in disciplinary measures taken against any student failing to comply with these standards

TOBACCO USE PROHIBITED

In order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the board of education's policy that there will be no tobacco use in any school buildings or school vehicles at any time. For purposes of this policy, tobacco means any tobacco product (including by not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Furthermore, tobacco use is prohibited on school grounds. This regulation applied to all students, staff, patrons, and visitors.

Extracurricular Substance Abuse Policy Signature Page

The signatures below simply verify that the student and parent have received a copy of the Extracurricular Substance Abuse Policy and will become familiar with the policy.

Student's Signature

Date

Parent's Signature

Date