

2024-2025

# Extracurricular Activities Handbook



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MISSOURI  
SCHOOL FOR  
THE BLIND

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## **Section 1: Program Overview**

### **Introduction & Welcome**

Welcome to the Missouri School for the Blind (MSB) Extracurricular Activities Program. MSB is pleased to offer a wide variety of clubs, social and service organizations as well as competitive and non-competitive athletics. We hope your decision to take advantage of these opportunities will be educational, rewarding and challenging. MSB's Extracurricular Handbook is designed to introduce you to our programs and the policies and procedures that apply to them. We encourage you to take advantage of as many activities as your time and abilities permit. Research shows that involvement in extracurricular activities has a significant, positive correlation to academic success and social adjustment. It is our sincere desire that each and every MSB student will be involved in at least one extracurricular activity.

### **Athletic/Activity Program Philosophy**

We believe that interscholastic athletics and extracurricular activities supplement core and expanded core curricular programs, and as such become a vital part of a student's total educational experiences. The experiences students gain through participation in extracurricular activities contribute to their educational, social and transition skills and help develop healthy, active habits that reach far beyond the students' time at MSB. Student participation in any part of our athletic/activity program is a privilege which carries with it responsibilities to the school, to the activity, to the student body, to the community and to the student himself. This participation will help to develop the student physically, mentally, socially, and emotionally.

### **Extracurricular Program and Student Goals**

Extracurricular Program and Student Goals are designed to:

1. Provide a program of extracurricular activities that includes appropriate activities for every student.
2. Provide the opportunity and supports necessary for every student to experience success in the activity he/she selects.
3. Provide a variety of activities to meet every student's interest and abilities.
4. Provide opportunities for lasting friendships with peers, teammates and opponents.
5. Help students develop skills they can carry into leisure recreation after they leave MSB.
6. Develop school and team spirit that fosters loyalty, cooperation, fair play and other positive traits that can be carried beyond MSB.

7. Provide directed leadership and supervision that stresses self-discipline, self-motivation, excellence and the ideals of good sportsmanship that contribute to winning and losing graciously.

### **16 Principals of Pursuing Victory with Honor**

1. The essential elements of character building and ethics in MSB's extracurricular programs are embodied in six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential level of participation is achieved when competition and collaboration reflects these "six pillars of character;"
2. It's the duty of MSB administrators, parents and extracurricular leadership including sponsors, coaches, and games officials to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling the "six pillars of character;"
3. To promote achievement, leadership, service and sportsmanship and foster the development of good character, extracurricular programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of students and teaches them positive life skills that will help them become personally successful and socially responsible citizens;
4. Participation in MSB's extracurricular program is a privilege, not a right. To earn the privilege to participate, students must abide by the rules and conduct themselves, on and off the field, as positive role models who exemplify good character;
5. School administrators establish standards for participation by adopting and enforcing MSB's Code of Conduct for coaches and student participants;
6. All participants in extracurricular activities must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of MSB's Code of Conduct and all rules and regulations related to their sport or activity;
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes, extracurricular participants and their parents;
8. School leadership, coaches, sponsors and parents must ensure that the first priority of student participants is a serious commitment to getting an education and developing the academic skills and character to succeed;
9. Everyone involved at any level of sponsorship, coaching and governance at MSB must maintain ultimate responsibility for the quality and integrity of

- MSB's programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals or activity related honors and that academic, social, emotional, physical and ethical well-being of student-participants is always placed above desires and pressures to win;
10. All MSB employees must be directly involved and committed to the academic success of extracurricular participants and the character-building goals of the school;
  11. Everyone involved in competition including parents, spectators, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches and sponsors have a special responsibility to model respectful behavior and the duty to demand that their student-participants refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations;
  12. MSB School administrators must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of:
    - a. The character building aspects of the sport/activity, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character;
    - b. The physical capabilities and limitations of the age group coached as well as CPR and First Aid;
    - c. Coaching principles and rules and strategies of the sport.
  13. Because of the powerful potential of extracurricular activities as a vehicle for positive personal growth, a broad spectrum of experiences will be made available annually;
  14. To safeguard the health of athletes and the integrity of the activity, MSB's extracurricular program actively prohibits the use of alcohol, tobacco, drugs and performance-enhancing substances, and demands compliance with all laws and regulations, including those related to gambling and the use of drugs;
  15. MSB safeguards the integrity of her programs. Community relationships will be continually monitored to ensure against inappropriate exploitation of the school's name or reputation and to ensure no undue influence by commercial interest. MSB's programs will avoid undue dependency on any particular company or sponsor;

16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport or activity, coaches, through words and examples, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

"Pursuing Victory with Honor" and the "Six Pillars of Character" are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit [www.charactercounts.com](http://www.charactercounts.com).

### **MSB Activity by Season: Fall, Winter and Spring**

#### **Fall: August–October**

- Boys and Girls Track and Field: Beginning in 7<sup>th</sup> grade and through age 21, students are invited to try out for MSB's track and field teams. The track teams compete in the North Central Association of Schools for the Blind (NCASB) Conference. Track and Field is a fall sport consisting of a variety of running, jumping and throwing activities. For rules, regulations and more information visit [NCASB.org/sports/ncasb-track](http://NCASB.org/sports/ncasb-track).
- Boys and Girls Goalball: Beginning in 7<sup>th</sup> grade and through age 21, students are invited to try out for MSB's goalball teams. The goalball teams compete in the North Central Association of Schools for the Blind (NCASB) Conference. Goalball is a fall sport consisting of a variety of sliding, blocking and throwing activities. For rules, regulations and more information visit [NCASB.org/sports/ncasb-goalball](http://NCASB.org/sports/ncasb-goalball) or [www.usaba.org](http://www.usaba.org).

#### **Winter: November–February**

- Cheerleading: Beginning in 7<sup>th</sup> grade and through age 21, students are invited to try out for MSB's cheerleading team. The cheerleading team competes in the North Central Association of Schools for the Blind (NCASB) Conference. Cheerleading is a winter sport. For rules, regulations and more information visit [NCASB.org/sports/ncasb-cheerleading](http://NCASB.org/sports/ncasb-cheerleading).
- Wrestling: Beginning in 7<sup>th</sup> grade and through age 20, students are invited to try out for MSB's Wrestling Team. The wrestling team competes in the North Central Association of Schools for the Blind (NCASB) Conference and Missouri State High School Activities Association (MSHSAA). Wrestling is a winter sport. Wrestlers participate in numerous meets through NCASB and have a chance to qualify and

wrestle in the MSHSAA District Tournament. For rules, regulations and more information visit [NCASB.org/sports/ncasb-wrestling](http://NCASB.org/sports/ncasb-wrestling) or [www.MSHSAA.org](http://www.MSHSAA.org).

### **Spring: March–May**

- Boys and Girls Swimming: Beginning in 7<sup>th</sup> grade and through age 21, students are invited to try out for MSB's swim teams. The swim teams compete in the North Central Association of Schools for the Blind (NCASB) Conference. Swimming is a spring sport. For rules, regulations and more information visit [NCASB.org/sports/ncasb--swimming](http://NCASB.org/sports/ncasb--swimming)
- Forensics: Beginning in 7<sup>th</sup> grade and through age 21, students are invited to try out for MSB's forensics team. The forensics team competes in the North Central Association of Schools for the Blind (NCASB) Conference. Forensics is a spring sport. For rules, regulations and more information visit [NCASB.org/sports/ncasb-forensics](http://NCASB.org/sports/ncasb-forensics).

### **All Year: Fall/Winter and Spring**

- Beta Club: Students in grades 4–12+ who demonstrate good citizenship and are in good academic standing may be invited to join the MSB Beta Clubs. Beta Club is a national student service organization that promotes academic achievement, positive character and leadership development. For more information visit [www.BetaClub.org](http://www.BetaClub.org).
- Academic Lab (AcLab): Academic Lab is an after school program designed to give students in grades 6–12 the opportunity to work on assignments or projects with the support of our academic staff. Students may voluntarily attend AcLab or may be mandated to attend if they are behind in work or if their grades are C or below as indicated on their Weekly Progress Report. AcLabs are supervised by MSB teachers who are available to assist students with their work and/or monitor their progress.
- Intramural Sports: Students any age who do not participate in an NCASB Sport for a specific sport/season may participate in Intramural Sports. Intramural Sports offers a variety of athletic events for students, including track and field, bowling and bocce.



## **Section 2: Student Participant Expectations and Responsibilities**

All MSB Students are eligible to participate in MSB's extracurricular activities. To participate in athletic endeavors, students must have a current Sports Physical on file at MSB by the beginning of each season. Final determinations for playing time and assignment of positions are at the discretion of the Head Coach. In general, the following procedures are in place to facilitate student participation:

### **Academic Eligibility**

Students must maintain good academic standing to be eligible to participate in extracurricular activities. Students failing one or more classes or receiving an Incomplete are not eligible to compete or participate until the grade is at a C or above. Students wishing to appeal this rule must make an appointment with the Assistant Superintendent to review eligibility.

### **Attendance**

Participants are expected to attend all practices, competitions, conferences and conventions associated with their chosen extracurricular activity. Students must be present in school a minimum of 4 class periods to participate in any activity or practice scheduled for that day. Exceptions are granted with administrative approval only.

### **Citizenship Standards and Eligibility**

Students who seek to represent MSB in interscholastic and/or athletic competitions or participate in community-based activities must be creditable citizens and judged so by the proper authority including MSB's Educational Administration, NCASB Conference Leadership, Missouri Beta Club Leadership, etc. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." All MSB students' conduct shall be satisfactory in accord with the standards of good discipline as defined in the MSB Handbook for Students and Parents. Any student who has received a Disciplinary Action above Level 2: Student Conference during the season must make an appointment with the Assistant Superintendent or her designee to discuss continued eligibility for participation and travel.

### **Commitment: Absence and Tardy Policies**

Students participating in competitive extracurricular activities are expected to participate in all practices, meets, conferences, conventions and activities. If a student wishes to participate in an extracurricular activity and knows that they have a personal conflict, he or she should discuss the conflict with the head coach as early as possible.

Exceptions will be considered on an individual basis and are at the discretion of the Assistant Superintendent.

Students who are more than five minutes late to practice, meets, conferences, conventions or activities for will be considered absent and will not be eligible to participate on that day without administrative approval.

### **Conditioning and the Prevention of Injury**

MSB considers the safety and health of athletes to be a primary concern in our athletic programs. According to the National Institutes of Health in the US, the most common sport injuries are due to accidents, poor training practices, or using the wrong gear or equipment. People can also hurt themselves because they are not in shape or because they don't warm up or stretch enough. That said, MSB encourages all of our students to maintain a healthy active lifestyle at all times. MSB strictly adheres to current MSHSAA regulations regarding conditioning and number of practices prior to participating in any contest. Specific rules per sport can be found in Section 3 of the Missouri State High School Activities Association Handbook.

### **Conduct**

Participation in extracurricular activities is a privilege and all participants are expected to fully conduct themselves in a scrupulous manner at all times. Participants are expected to use good judgment and follow the standards of acceptable behavior identified in the MSB Parent and Student Handbook. Violations of the MSB Code of Conduct may affect student's eligibility to participate in extracurricular activities.

### **Dual Enrollment/Off-Campus Work Experience Exceptions**

Students participating in off-campus school, college or work cannot travel and miss off-campus school, college or work without the Assistant Superintendent's approval. Students should review the travel schedule at the beginning of each season and discuss any time off needed with their off-campus instructor or work supervisor. If the student's school and/or work schedule will allow them to be absent, then the student should submit requests in writing to the Assistant Superintendent for consideration and approval as early as possible and at least one week prior to the event/travel.

### **Extracurricular Handbook Review Session and Student-Participant Contracts**

All MSB students wishing to participate in extracurricular activities must complete a one-hour (at least) course (hereafter referred to as "the Course"), Conducted by the Athletic Director and/or Coaching Staff, designed to review the MSB Extracurricular Handbook. Specifically: Student Participation Expectations and Responsibilities (Section 2) and Participation Guidelines and Rules (Section 3).

Upon completion of the Course, students must demonstrate their understanding of the rules and expectations by passing a quiz (see Appendix) with a score of at least 90%. Students who do not initially score 90% may work with their coaches to learn the content and re-test until they reach 90%. Note: Re-tests will be given in full and in the same environment as the initial test (conference room, paper and pencil or braille writer, etc.).

Student participants must sign a contract (see Appendix) stating that they understand the content of the MSB Extracurricular Handbook and will do their best to uphold their responsibilities and meet the expectations of a MSB athlete or interscholastic representative. Copies of the contracts will be kept on file by the Athletic Director with originals filed in the students' permanent records.

### **Sportsmanship**

Students wishing to represent MSB on one of the athletic or extracurricular teams are expected to exhibit good sportsmanship at all times. The good sportsman respects his teammates and opponents as equals. A good sportsman competes fairly with integrity; a win that does not come fairly holds no satisfaction. A good sportsman is honest and unselfish in his desire to see all his or her teammates participate and enjoy the game. A good sportsman is humble in his or her victories, and has the proper perspective on his/her losses. In short, good sportsmanship is the demonstration of the character qualities that make a good citizen, friend and student.

### **Suspensions**

In the event a student earns an In-School Suspension (ISS) or Out-of-School Suspension (OSS), the student will not be eligible for competition until he or she has fulfilled the disciplinary requirements established by the administration and is formally released from the disciplinary action. Students in ISS and OSS may not participate in extracurricular activities the day(s) of their suspension.

### **Transportation**

All students will be transported to and from games, meets, conferences, conventions, etc. via school transportation. The only exception to this is when a parent makes a request to transport the student and contacts the Assistant Superintendent or her designee personally to seek permission.

## **Section 3: Participation Guidelines and Rules**

### **Care and Use of Equipment**

In order to give the student a sense of responsibility and an appreciation of their equipment, student participants may be assigned the equipment needed for a given extracurricular activity and may be held accountable for the abuse or loss of their assigned equipment. The following guidelines, if adhered to, will reduce the chance of lost or stolen equipment:

1. Do not exchange or loan any of the equipment checked out to you to another teammate. If exchange is warranted, clear it on your checkout list by having the coach make the adjustments;
2. Any loss of equipment should be reported immediately to the head coach and/or Athletic Director;
3. Any protective equipment that does not fit properly or that has any defective parts should be reported to a coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for your protection;
4. It is against the MSHSAA regulations to sell or rent any equipment to individuals. The athletic department of MSB strictly adheres to the regulation. Therefore, any equipment you may see out of the school environment does not belong to the individual(s). Please report any such violation to the Athletic Director or an MSB administrator.

### **Lettering and Awards**

MSB students who participate in NCASB Athletics are eligible to earn a letter. To earn a letter, an athlete must complete the season in good standing (injuries or ill health are exceptions) and be properly released by the Head Coach and recommended by the Athletic Director. Students will receive a physical letter their first season of a sport and a pin and bar for subsequent seasons.

### **Non-School Competition**

MSB students may not participate in any organized non-school athletic competition or team and MSB's school team IN THE SAME SPORT during the same season. Students are free to participate on a school team and a non-school team in different sports during the same season; however, students may not practice or compete in non-school organized athletic competition ON THE SAME DAY that they practice or compete with their school team without approval of the school administration. Before joining a non-school team or entering any non-school competition involving athletics, students and parents are advised to check with MSB's Athletic Director to make certain these

standards are being met. Students may participate in an "audition" or "try-out" for a college team only after they have completed their last season of eligibility in the sport for which they wish to tryout.

### **Physician Exams and Insurance Requirements**

Athletic By-Law 309(a) in the MSHSAA handbook states, "The school shall require of each student participating in athletics a physician's certificate stating that he or she is physically able to participate in athletic contests of her or his school. The medical certificate must be on file before the student will be allowed to practice with any of the MSB athletic teams. For a physical to be valid it must have been obtained after February 1 of the calendar year."

Athletic By-Law 309 (b) in the MSHSAA Handbook states, "A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage (also on file)."

### **Social Networking Sites**

Extracurricular participants are responsible for information contained in written or electronic transmissions (e.g. email) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook, YouTube, Twitter, etc.). Inappropriate, disrespectful or embarrassing information or pictures should not be posted in any public domain. Students are not precluded from participation in such online social networks; however, students should be reminded that they serve as representatives of their team, the athletic program and MSB. Texting, Tweeting and uses of other social networks to disparage or criticize MSB, staff, opposing teams, other students, opponents, coaches, school personnel and/or other schools is inappropriate behavior and unbecoming of a MSB student. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, in violation of provisions included in this handbook or other District policies, including the MSB Code of Conduct, will be considered in violation and subject to discipline and/or suspension.

### **Sports Camps/Clinics**

Students may attend a non-school sponsored summer specialized sports camp where they do not receive instruction or coaching from a member of MSB's coaching staff for as long as they wish. Students may attend an off-season camp or clinic where MSB's coaching staff instructs or coaches for a period no longer than two weeks in duration. Students may not attend a specialized athletic camp during the school year.

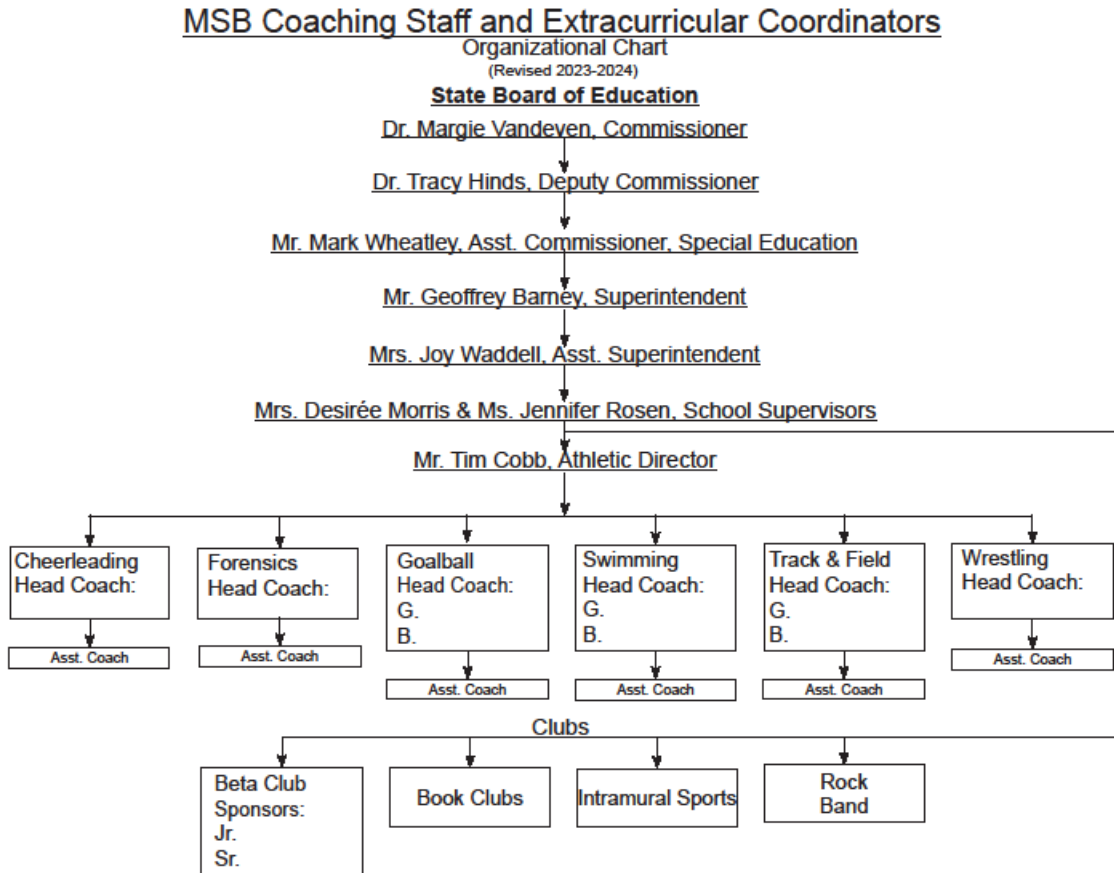
## **Use of Cell Phones, Cameras and Photographic Equipment**

Cell phones and cameras may not be used inside a locker room for any purpose. This means no texting, no calling, and no taking, sending or receiving picture messages. The use of any cell phone, regardless if it has a built-in camera or not, is not permitted in the locker room at any time. There are no exceptions. This rule applies to anyone one in the locker room including but not limited to all players, managers, chaperones and coaches. A violation of this rule will result in immediate penalty which could include dismissal from the team. If a picture is taken, the matter may be turned over to legal authorities for possible prosecution. Should an athlete receive a call or text while he or she is in the locker room, the phone should be taken, still in the student's backpack, book bag, gym bag, etc, outside of the locker room before use. Cameras and phones may not be in use or in view inside any locker room for any reason.

Yond pouches will be used overnight during school sports trips and field trips.

## Section 4: MSB Coaching Staff

### Extracurricular Organization Chart



*Figure 1: Extracurricular Organization Chart*

## Athletic Program Director Duties

Essential Functions: Under the supervision of the Extracurricular Activities Coordinator, the Athletic Program Director (AD) coordinates and programs involved in the MSB Athletic Program.

Reports to: Extracurricular Activities Coordinator

Department: Elementary and Secondary Education

Division: Special Education

Section: MSB

The AD performs the following duties:

1. Plans and coordinates of MSB's sports and sports schedules and collaborates with the MSB Education Administrative Assistant to create a monthly calendar of events;
2. Coordinates MSB sports and intramural activities according to the NCASB constitution and identified MSHSAA guidelines;
3. Coordinates and arranges all paperwork, transportation, housing and traveling needs for off campus athletic events;
4. Coordinates home events, including but not limited to meets and conferences as assigned by NCASB;
5. Works in collaboration with NCASB Athletic Directors to schedule contests and tournaments, activities and conference meets;
6. Arranges for game officials for home meets/conference;
7. Serves as a representative of MSHSAA and NCASB and attends all Conference Meets;
8. Verifies, maintains and appropriately reports student eligibility to Extracurricular Activities Coordinator;
9. Interprets and coordinates eligibility as defined by MSHSAA and NCASB constitutions, by-laws and activity regulations;
10. Ensures that equipment, uniforms and facilities are properly inventoried and maintained;
11. Works in conjunction with MSB Community Relations to publicize events, report scores and promotes all MSB athletic events to our stakeholder groups;
12. Documents, appropriately reports and follows up on any concerns related to safety, supervision, instruction or related issues;
13. Assists with the organization of Awards banquet and assemblies;
14. Assists in the recruiting, training, mentoring and retaining good coaches;



15. Annually reviews the Extracurricular Handbook with all extracurricular staff and secures necessary signatures from coaches;
16. Stays current on school, local district, state association and national association policies and procedures;
17. Keeps students, parents, coaches and MSB staff informed regarding activities schedules, including changes in scheduled to meets and practices.
18. Demonstrates knowledge of MSB's procedures and ability to work collaboratively with supervisor;
19. Possesses good judgment, tact, integrity and ability to cope with unforeseen situations;
20. Demonstrates the ability to work with diverse groups;
21. Substitute for head coaches, assistant coaches and chaperones as needed for trips and practices;
22. Maintains current American Red Cross certification in CPR and First Aid;
23. Meets with coaches and chaperones the day of off-campus travel to review travel checklist and assure the team has all needed supplies, information, money, medication, etc.;
24. Conducts annual Extracurricular Handbook Sections 1 and 2 Session, including an exit quiz, with all student participants;
25. Collects and maintains a file of all student participant contracts;
26. Completes other duties as assigned by the Extracurricular Activities Coordinator.

My signature below indicates that I have received and reviewed by my job responsibilities.

\_\_\_\_\_  
Athletic Program Director Signature

\_\_\_\_\_  
Date

\*Please turn in signed copy to the Assistant Superintendent prior to the beginning of the school term.

## Head Coach Duties

Essential Functions: Under the direction of the Assistant Superintendent via the Athletic Director the Head Coach will supervise, train and direct the students involved in the particular team.

Reports to: Extracurricular Activities Coordinator as the designee of the Assistant Superintendent

Department: Elementary and Secondary Education

Division: Special Education

Section: MSB

The Head Coaches perform the following duties:

1. Train students in a manner that is in keeping with the philosophy of the school;
2. Possess knowledge and understanding of rules and regulations regarding the sport as presented by the governing body of the sport;
3. Maintain current American Red Cross certification in CPR and First Aid.
4. Coach and supervise all practice sessions and events;
5. Actively supervise team members from the time they enter the dressing area until they return to the dormitory/bus (day students);
6. Open and securely close all practice facilities;
7. Issue uniforms and equipment and review procedures for proper care of same;
8. Coordinate supervision of team members with Assistant Coach and/or chaperone at all times;
9. Prepare, maintain and distribute team roster to Athletic Director;
10. Represent school at NCASB and MSHAA meetings as assigned by the Athletic Director;
11. In the off-season, cooperate and assist with other sports programs (i.e., timer, scorekeeper, judge and chaperone);
12. Maintain equipment and facilities in proper working order and submit necessary documents when work is needed;
13. Submit a proposed practice schedule to Athletic Director and notify of subsequent changes;
14. Coordinate expenditures on trips and provide proper records for the business office in a timely manner;
15. At the conclusion of the season, provide a complete inventory to the Athletic Director with proper forms for making repairs, cleaning or work needed to uniforms, equipment or facility;

16. Submit requisitions for equipment and materials to the Athletic Director;
17. Assume other duties as assigned.

---

Coach Signature

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Date

\*Please turn in signed copy to the Athletic Director prior to the beginning of the school-term

## Assistant Coach Duties

Essential Functions: Under the direction of the Assistant Superintendent via the Athletic Director and Head Coach, the Assistant Coach will supervise, train, and direct the students involved in the particular team.

REPORTS TO: Head Coach/Athletic Director as the designee of the Assistant Superintendent

DEPARTMENT: Elementary and Secondary Education

DIVISION: Special Education

SECTION: MSB

The Assistant Coach performs the following duties:

1. Assist the Head Coach in training students in a manner that is in keeping with the philosophy of the school;
2. Possess knowledge and understanding of rules and regulations regarding the sport as presented by the governing body of the sport;
3. Maintain current Red Cross certification in CPR and First Aid;
4. Coach and supervise all practice sessions and events;
5. Actively supervise team members from the time they enter the dressing area until they return to the dormitory/bus (day students);
6. Coordinate supervision of team members with Head Coach and/or chaperone at all times;
7. Assist Head Coach in hosting home tournaments or conference meets held at MSB;
8. In the off-season, cooperate and assist with other sports programs (i.e., timer, scorekeeper, judge and chaperone);
9. Travel with and supervise students on all away meets including social and non-competitive hours;
10. Assume other duties as assigned.

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Asst. Coach Signature

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Date

\*Please turn in signed copy to the Athletic Director prior to the beginning of the school term.

## Chaperone Job Description

Essential Functions: Under the direction of the Assistant Superintendent via the Athletic Director, the Chaperone will supervise students involved in the particular team or MSB sponsored activity. A Chaperone's job is to ensure the safety of all students and assist coaches in any way deemed necessary to enforce MSB's behavioral expectation and facilitate a positive learning experience for all students.

REPORTS TO: Head Coach/Athletic Director

DEPARTMENT: Elementary and Secondary Education

DIVISION Special Education

SECTION: MSB

The Chaperone's duties include:

1. Supervise and maintain a clean and safe environment for students at all times;
2. Maintain active supervision which is appropriate to the functioning level of the students;
3. Maintain the Event's schedule ensuring the chaperone and his/her assigned students are at their assigned location on time, dressed in appropriate attire (uniforms, etc.) and ready to participate;
4. Participate and assist with recreational activities for students;
5. Complete all required written reports and other paperwork as directed;
6. Use approved behavior modification techniques when necessary to enhance students' development;
7. Follow all health care procedures, to include personal care and hygiene, taking students to the Health Center, and following written communication from Health Center personnel;
8. Ensure students have their YONDR cases and an unlocking base it brought on trips.
9. Ensure students follow MSB's policies and phones are put away in their YONDR pouches before bed.
10. Perform related tasks assigned by Athletic Director and/or Coach.

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Chaperone Signature

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Date

\*Please turn in signed copy to the Athletic Director prior to the beginning of the school term.

## Coaches and Sponsors Code of Ethical Conduct

MSB implements the following standards of ethical conduct for each temporary, probationary, permanent and contracted employee who provides supervisory and instructional service in our extracurricular and interscholastic programs and activities. Such person providing service shall:

1. Show respect for players, parents, other coaches and MSB staff;
2. Respect the judgment of all game officials, opposing coaches/staff and teams;
3. Establish and model fair play, sportsmanship and proper conduct during practices/contests and in the community;
4. Establish player safety and welfare as the highest priority. If there are any questions as to the extent of an injury, the MSB Health Center must be contacted and an Unusual Incident Report must be filed before the end of practice or the coach leaves the building. MSB Health Center Protocol must be implemented;
5. In the case of an unusual incident, coaches should immediately contact the Athletic Director and Assistant Superintendent and report the incident verbally;
6. Provide proper supervision of student-athletes while under the coach's direction;
7. Use discretion and proper language when providing constructive criticism and when reprimanding players. Any use of profanity, name calling, etc. is unacceptable;
8. Understand the proper administrative chain of command and refer all request or grievances through proper channels, i.e. equipment check out and purchase, program funding, eligibility, etc;
9. Consistently require all players to adhere to the established rules and standards of the game event/organization and MSB's code of conduct;
10. Properly instruct players in the safe use and care of equipment and uniforms, including checkout and return, loss and damage procedures;
11. Not suggest, provide, or encourage any athlete to use non-prescription drugs, anabolic steroids, or any substance to increase physical development of performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General or the American Medical Association.

I have read and will adhere to the policies of the MSB's Code of Conduct and the MSB Extracurricular Handbook and understand that failure to do so may result in suspension and/or dismissal.

\_\_\_\_\_  
Coach Signature      Date

\_\_\_\_\_  
Athletic Dir. Signature      Date

## **Section 5: Parents/Guardians and Fans**

At MSB we believe that as parents, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team. Questions and concerns will arise from time to time. When they do, the parent/guardian should feel free to call or send an email to the coach. Please do not confront a coach after or during a contest. If the problem cannot be resolved with the coach then the next step is to contact MSB's Athletic Director and Assistant Superintendent.

Action regarding the misconduct of a fan shall range from a warning to suspension of game(s) to being required to appear before MSB's Superintendent or his designee to show reason why that person should not be prohibited from attending future games or events. Violent acts may result in charges being brought against the individual under Missouri law.

### **Communication You Should Expect from Your Child's Coach Each Season:**

1. Philosophy of the coach;
2. Expectations the coach has for your child as well as all the players on the team;
3. Travel arrangements;
4. Location and times of all practices and contests;
5. Team requirements;
6. Procedures should your child be injured during practice or contest.

### **Communication Coaches Expect from Parents:**

1. Notification of any schedule conflicts well in advance,
2. Specific concern in regard to a coach's philosophy and/or expectations.

### **Appropriate Concerns to Discuss with Coaches**

1. Schedules and travel arrangements;
2. Requirements of student participants;
3. Ways to help your child improve.

### **Issues Not Appropriate to Discuss with Coaches**

1. Playing time;
2. Team strategy;
3. Play calling;
4. Other student-athletes.

## **Section 6: Summary**

Research indicates a student involved in extracurricular activities has a greater chance of success during high school and adulthood; therefore, MSB has developed an extracurricular program with a view of providing opportunities for all of our students. That said, participation in MSB's extracurricular activities program is a privilege. MSB students are reminded that they must meet all citizenship and academic standards as outlined by the MSHSAA as well as rules and regulations established by MSB's Code of Conduct and this Extracurricular Activities Handbook to qualify for participation in our extracurricular activities program.



## **Section 7: Appendix:**

### **Checklist for Travel Requests:**

- Activities Request;
- Residential Staff Needs (if applicable);
- Out of State Travel Form (if applicable);
- Activities Vehicle Request (if applicable);
- Food Request Form (if applicable);
- Day of Travel Checklist.

### **Other Documents:**

- Extracurricular Handbook Review Session Directions;
- Extracurricular Handbook Quiz;
- Extracurricular Participation Contracts;
- Beta Club Contract.

# Activities Request Form



## MSB ACTIVITY FUNDS REQUEST AND TRACKING FORM

SECTION A: APPROVAL REQUEST				
COMPLETE THE FOLLOWING FIELDS. ALL INFORMATION MUST BE COMPLETED PRIOR TO APPROVAL.				
DATE:				
NAME OF REQUESTOR:				
DEPARTMENT/SECTION:		CODE:		
PURPOSE OF REQUEST:				
VENDOR NAME (& ADDRESS:IF CHECK NEEDED)			AMOUNT REQUESTED: \$	
DATE OF SERVICE(S):				
SIGNATURE OF REQUESTOR:				DATE:
SIGNATURE OF DIRECTOR:				DATE:
SIGNATURE OF SUPERINTENDENT :				DATE:
SIGNATURE OF BUSINESS MANAGER:				DATE:
SECTION B: BANK WITHDRAWAL INFORMATION				
CHECK NUMBER:	DATE OF WITHDRAWAL:	CHECK COPY (Y/N)		
SECTION C: RECEIPT OF CASH/CHECK				
I AGREE TO ABIDE BY ALL MSB RULES RELATED TO ACTIVITY FUNDS CASH. I AM RESPONSIBLE FOR THIS CASH AND AGREE TO NOTIFY THE SUPERINTENDENT IMMEDIATELY UPON LOSS, DAMAGE, OR THEFT.				
SIGNATURE OF RECEIVER:				DATE:
SIGNATURE OF BUSINESS OFFICE:				DATE:
SECTION D: SUPPORTING DOCUMENTATION				
LIST ALL SUPPORTING DOCUMENTATION FOR EXPENSE. ATTACH ORIGINAL RECEIPTS TO THIS FORM.				
DATE	ENTITY	LOCATION	RECEIPT (Y/N)	AMOUNT
SECTION E: REFUNDS				
THE AMOUNT LISTED BELOW WAS UNEXPENDED AND BEING RETURNED TO THE BUSINESS OFFICE.				
AMOUNT OF CASH RETURNED:				
SIGNATURE OF RETURNER:				DATE:
SIGNATURE OF BUSINESS OFFICE:				DATE:
SECTION F: BANK DEPOSIT INFORMATION				
DATE DEPOSITED IN BANK:	BANK RECEIPT NUMBER:	BANK RECEIPT (Y/N)		

# Residential Staff Needs Form

**Missouri School for the Blind**  
**RESIDENTIAL STAFF NEEDS**



Sponsor: \_\_\_\_\_

Activity/ Location: \_\_\_\_\_

Date(s) Needed For Coverage: \_\_\_\_\_

NOTES: \_\_\_\_\_

ETA – Back To Campus: \_\_\_\_\_

# of Male Students Staying On Campus: \_\_\_\_\_

# of Female Students Staying On Campus: \_\_\_\_\_

STAFF ASSIGNED

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Division Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Division secretary make copies and forward to the following staff after approval:

- Sponsor of Trip
- Staff Members Listed
- Health Center
- Maintenance
- Food Service
- Education Office
- Custodial
- Director of CARS
- Residential Supervisors

Received Date	Initials	AFRF Received	Food Req Received	Business Office Approval
		Y / N / NA	Y / N / NA	

150805MED

# Out of State Travel Form



STATE OF MISSOURI  
 OFFICE OF ADMINISTRATION DIVISION OF ACCOUNTING  
**OUT OF STATE TRAVEL AUTHORIZATION**

<b>TYPE OR PRINT IN INK</b>			
NAME		DATE	
AGENCY		ACCOUNT NUMBER	
DESTINATION			
PURPOSE OF TRIP			
DATES OF TRAVEL			NUMBER MAKING TRIP
FROM:		TO:	
MANNER OF TRANSPORTATION			
CAR	PLANE	BUS	TRAIN
<b>ESTIMATED EXPENSES</b>		SPECIFY EXPENSES (IF NECESSARY)	
MEALS			
MILEAGE			
LODGING			
OTHER (SPECIFY)			
<b>TOTAL</b>			
REMARKS			
<b>TRAVEL APPROVED</b>			
DIVISION DIRECTOR		DEPARTMENT DIRECTOR OR AUTHORIZED REPRESENTATIVE	



## Food Request Form

# Missouri School for the Blind Field Trip / Off Campus Food Request

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Please have request forms completed, approved by your supervisor, approved by the Business Manager, and turned in to Food and Nutrition Manager at least TWO WEEKS prior to event. Thank you!

Request Date:

Activity Date:

Pick up Date and Time:

Department / Event:

Number of Students:

Number of Adults:

Please check if Staff is also eating

Supervisor's Approval: \_\_\_\_\_

Please indicate amounts needed below:

Sub Sandwiches:

PBJs:

Snack Bags:

Assorted Fruit:

Milk:

Gatorade:

Juice:

Water:

Other (snacks, breakfast, etc.):

Please check if needed:

Plates

Napkins

Plastic ware

Cups

Cooler

Condiments (Ketchup, Mayo, Mustard, etc.)

Please indicate food allergies and special diets below:

(Including amounts, specific requests, individuals, etc.)

Peanut / Nut Allergy:

Egg Allergy:

Dairy Allergy:

Soy Allergy:

Gluten Free:

Vegetarian / Vegan:

Other:

## Day of Travel Checklist

Day of Travel Check List

Completed by: \_\_\_\_\_ Submitted to: \_\_\_\_\_ Date: \_\_\_\_\_

Directions: Please complete and submit a copy of to the Education Office prior to leaving on any trip or off-campus event.

<b>Item</b>	<b>Person Responsible</b>	<b>Confirmed by</b>
Money		
Credit Card		
Meds		
First Aid Kit		
Student Travel List		
Linens		
Student Garment Bags		
Food		
Keys & Gas Card		
Athletic Equipment/Bags		
Back-up Equipment		
Yondr Pouches/Locking Base		

## **Extracurricular Handbook Review Session Directions**

- All MSB students wishing to participate in extracurricular activities must complete a one-hour (at least) course (hereafter referred to as: The Course), conducted by the MSB Athletic Director and Coaching Staff, designed to review the MSB Extracurricular Handbook. Specifically: Student Participation Expectations and Responsibilities (Section 2) and Participation Guidelines and Rules (Section 3).
- Upon completion of The Course, students must demonstrate their understanding of the rules and expectation by passing a quiz (following) with a score of at least 90%. Students who do not initially score 90% may work with their coaches to learn the content and re-test until they reach 90%. **Note:** Re-tests will be given in full and in the same environment as the initial test (Conference Room, paper and pencil or braille writer, etc.)
- Student participants must sign a contract (attached) stating that they understand the content of the MSB Extracurricular Handbook and will do their best to uphold their responsibilities and meet the expectation of a MSB athlete or interscholastic representative. Copies of the contracts will be kept on file by the Athletic Director with originals filed in the students' permanent records.



## **Extracurricular Handbook Quiz**

1. According to the MSB Extracurricular Handbook (hereafter: The Handbook), student must maintain good academic standing to be eligible to participate in extracurricular activities. Define good academic standing.
2. What are the two attendance requirements for extracurricular activities?
3. Students must be in class at least \_\_\_\_\_ hours during the current school day to participate in an after-school activity or practice.
4. Students who seek to represent MSB in interscholastic and/or athletic competitions or participate in community-based activities must be creditable citizens. What is a creditable citizen?
5. The Handbook states that students who violate the MSB Code of Conduct may jeopardize their eligibility to participate in extracurricular activities. In the event that a student earns a Disciplinary Action above Level 2: Student Conference during the season, what must the student do to determine their continued eligibility for participation and travel?
6. Describe the Absence and Tardy Policy related to the following: (3 pts)
  - A. Absence
  - B. Tardiness
  - C. Personal Conflicts that prevent attendance at a meet, activity or practice
7. The Handbook states that participation in extracurricular activities is a privilege and all participants are expected to fully conduct themselves in a scrupulous manner at all times. What is a scrupulous manner?
8. What three steps should students participating in off-campus work or college take if they want to attend an extracurricular activity on a work and/or college-day?
9. What must students do if they are assigned a mandatory Ac-Lab which conflicts with an extracurricular activity?
10. What are three qualities of a person who demonstrates good sportsmanship?
11. In the event a student earns an In-School Suspension (ISS) or Out-of-School Suspension (OSS), what is the impact on their participation in extracurricular activities?
12. Describe student participants' four (4) responsibilities for MSB's equipment and uniforms.

- 13.** Describe MSB's policy related to cameras, cell phones and photographic equipment as described in the Extracurricular Handbook.
- 14.** Describe MSB extracurricular participants' responsibilities regarding the use of Social Media.
- 15.** What must a student athlete do to earn a letter?

## Extracurricular Participation Contract

**Directions:** Each athlete must complete the following tasks at least annually to participate in Extracurricular Activities.

- I have read and understand Section 2: Student Participant Expectations and Responsibilities and Section 3: Participation Guidelines and Rules found in the Extracurricular Activities Handbook
- I have attended the Extracurricular Activities Training and passed the quiz with a 90% or higher.
- I agree to abide by the Student Participant Expectations and Responsibilities set forth in the Extracurricular Activities Handbook.
- I agree to conduct myself appropriately and abide by MSB's rules of conduct as defined by the MSB Student Code of Conduct found in the Handbook for Students and Parents.

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Student Signature

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Date

## **MSB Beta Club Expectations**

- 1.** Students must be performing at or above grade level in order to be eligible for membership and they must display: (a) worthy, moral, and ethical character; (b) exemplary achievement, and commendable attitude. [National Beta Constitution]
- 2.** Students must attend all Beta club meetings and practices in order to be eligible to attend conventions unless prior arrangements made with the Assistant Superintendent or his/her designee.
- 3.** Students wishing to attend Convention must have approval from the Assistant Superintendent or his/her designee and must: (1) a student in good standing with no disciplinary action within the previous year (exceptions can be made by the Assistant Superintendent or his/her designee) and (2) participate in multiple activities - (a) Any academic, (b) A Performance/On-site Activity such as group or individual talent, book battle, etc. (c) A Submission such as Visual Arts, Three Dimensional Art, etc.
- 4.** If a student wishes to run for office they must: (1) Be an MSB Beta member in good standing for a minimum of 2 years, (2) Have attended a minimum of 2 state conventions (3) Have approval from the Assistant Superintendent or his/her designee, and (4) Be responsible for wardrobe requirements

### **While at Convention**

- 5.** The Beta Club Sponsor is responsible for students at all times. Students are expected to keep their Sponsor informed of their whereabouts at all times including schedule changes. [National Beta Club Code of Conduct]
- 6.** MSB Betas will be accompanied by an adult/chaperone at all times unless otherwise specified with permission.
- 7.** Betas are expected to display and exert leadership qualities in a responsible manner that will lead to the organized success of the Convention. Betas will conduct themselves in such a manner that their actions will reflect favorably on our school and community and all of those responsible for providing the student with this opportunity. [National Beta Club Code of Conduct]
- 8.** Betas and adults registered at the Convention must be present and on time for all scheduled meetings, competitions, and activities, in the required dress code, and wear their official name badges. [National Beta Club Code of Conduct]

9. Participants are not allowed to play or congregate in hallways or stairwells. This is a violation of the fire safety code.
10. Beta Club members may NOT visit other members' rooms. Betas may visit with each other in the lobby and common areas of the hotel with permission from the Beta Club Sponsor or his/her designee.
11. Betas may not eat food of any kind inside the hotel rooms. Food and snacks will be consumed at the tables in the lobby and common areas of the hotel. Trash will be discarded appropriately.
12. Curfew is promptly at 11:00 PM. This means all participants are in their own room, lights out, TV/electronics off and respectfully quiet.

I understand that any violations of these rules or the MSB Code of Conduct or the MSB Extracurricular Activities Contract may result in disciplinary measures.

We agree that any violation of these rules may subject our entire chapter to being sent home and all honors and awards forfeited. Serious misconduct on our part will be reported to our Assistant Superintendent and our parents. We understand that we may also be barred from participating in future Beta Conventions, and our misconduct may constitute grounds for the cancellation of our school's charter of The National Beta Club.

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Beta Student Signature

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Date