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

**MSB Activity by Season: Fall, Winter and/or Spring**

**Fall: August–October**
- Boys and Girls Track and Field: Students in grades 7–12, ages 14–21 are invited to try out for MSB's Track and Field Teams. MSB team competes 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.
- Boys and Girls Goalball: Students in grades 7–12, ages 14–21 are invited to try out for MSB's Goalball Teams. MSB team competes 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 or www.usaba.org.

**Winter: November–February**
- Cheerleading: Students in grades 7–12, ages 14–21 are invited to try out for MSB's Cheerleading Team. MSB Cheer 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.
- Wrestling: Students in grades 7–12, ages 14–20 are invited to try out for MSB's Wrestling Team. MSB team competes in the North Central Association of Schools for the Blind (NCASB) Conference and Missouri State High School Activities Association (MSHSSA). 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 or www.MSHSAA.org.

Spring: March–May

- Boys and Girls Swimming: Students in grades 7–12, ages 14–21 are invited to try out for MSB's Swim Teams. MSB team competes 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
- Forensics: Students in grades 7–12, ages 14–21 are invited to try out for MSB's Team. MSB's 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.

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.
- 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.
- Arts and Craft Club: Crafts Club is an extracurricular activity geared toward MSB students elementary and middle school to provide fun, crafts and fellowship. Each student learns handicraft skills, in addition to working together as a group to achieve a desired goal, and the joy in developing skills and maybe even discovering latent talents.
- Book Clubs: For more information, visit www.msb.dese.mo.gov/library-media-center.
- 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 and approval of the Extracurricular Coordinator. 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 Extracurricular Coordinator AND 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 MSB Extracurricular Coordinator 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 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.

**Mandatory AcLabs**
In the event that a student is assigned a mandatory AcLab as the result of an instructional issue, he or she is not allowed to use the excuse of “I have practice, so I can't stay." Academic obligations must always be met before extracurricular obligations.

**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 or Extracurricular Coordinator;
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 Extracurricular Coordinator 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 Extracurricular Coordinator. 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 Extracurricular Coordinator 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.

**Participation Limits**

MSB students are eligible to participate in any sport for a maximum of four seasons. Any part of a game played during a season counts as a season of participation (MSHSAA only). MSB students' eligibility to participate in high school activities begins when you first enter the ninth grade and lasts for the first eight semesters that you are enrolled in high school. Your eighth semester must immediately follow your seventh semester (NCASB eligibility varies by sport). Students wishing to officially participate in an NCASB MSHAA sport must enter school within the first 11 days of the semester to be eligible to participate in the season. Exceptions may be made on an individual basis and should be directed to the Athletic Coordinator or Assistant Superintendent.

**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.
Section 4: MSB Coaching Staff and Extracurricular Coordinators

Extracurricular Organization Chart

MSB Coaching Staff and Extracurricular Coordinators
Organizational Chart
(Revised Aug. 2021)
State Board of Education
Dr. Margie Vandeven, Missouri High School Sports and Activities
Dr. Stephen Barr, Asst. Commissioner
Mr. Geoffrey Barney, Superintendent
Mrs. Joy Waddell, Asst. Superintendent
School Supervisor & Extracurricular Coordinator
Mr. Tim Cobb, Athletic Director

Cheerleading
Head Coach:
Asst. Coach

Forensics
Head Coach:
Asst. Coach

Goalball
Head Coach: G. B.
Asst. Coach

Swimming
Head Coach: G. B.
Asst. Coach

Track & Field
Head Coach: G. B.
Asst. Coach

Wrestling
Head Coach:
Asst. Coach

Clubs
Beta Club
Sponsors: Jr. Sr.
Book Clubs
Intramural Sports
Rock Band

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 Extracurricular Coordinator 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 Extracurricular Coordinator;
10. Represent school at NCASB and MSHAA meetings as assigned by the Extracurricular Coordinator;
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 Extracurricular Coordinator 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 Extracurricular Coordinator with proper forms for making repairs, cleaning or work needed to uniforms, equipment or facility;
16. Submit requisitions for equipment and materials to the Extracurricular Coordinator;
17. Assume other duties as assigned.

____________________
Coach Signature

______________
Date

*Please turn in signed copy to the Extracurricular Coordinator prior to the beginning of
the school-term
**Assistant Coach Duties**

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

REPORTS TO: Head Coach/Extracurricular Coordinator 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.

____________________
Asst. Coach Signature

______________
Date

*Please turn in signed copy to the Extracurricular Coordinator prior to the beginning of the school term.*
Chaperone Job Description

Essential Functions: Under the direction of the Assistant Superintendent via the Extracurricular Coordinator 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/Extracurricular Coordinator
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. Perform related tasks assigned by Extracurricular Coordinator and/or Coach.

____________________
Chaperone Signature

______________
Date

*Please turn in signed copy to the Extracurricular Coordinator 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 Extracurricular Coordinator 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 e-mail 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 Extracurricular Coordinator 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 co-curricular 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.
# MSB Activity Funds Request and Tracking Form

## Section A: Approval Request
Complete the following fields. All information must be completed prior to approval.

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Requestor:</td>
</tr>
<tr>
<td>Department/Section:</td>
</tr>
<tr>
<td>Code:</td>
</tr>
<tr>
<td>Purpose of Request:</td>
</tr>
<tr>
<td>Vendor Name (&amp; Address: if check needed)</td>
</tr>
<tr>
<td>Amount Requested: $</td>
</tr>
<tr>
<td>Date of Service(s):</td>
</tr>
<tr>
<td>Signature of Requestor:</td>
</tr>
<tr>
<td>Signature of Director:</td>
</tr>
<tr>
<td>Signature of Superintendent:</td>
</tr>
<tr>
<td>Signature of Business Manager:</td>
</tr>
</tbody>
</table>

## Section B: Bank Withdrawal Information

<table>
<thead>
<tr>
<th>Check Number:</th>
<th>Date of Withdrawal:</th>
<th>Check Copy (Y/N):</th>
</tr>
</thead>
</table>

## 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.

<table>
<thead>
<tr>
<th>Signature of Receiver:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Business Office:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

## Section D: Supporting Documentation

List all supporting documentation for expense. Attach original receipts to this form.

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Location</th>
<th>Receipt (Y/N)</th>
<th>Amount</th>
</tr>
</thead>
</table>

## Section E: Refunds
The amount listed below was unexpended and being returned to the business office.

<table>
<thead>
<tr>
<th>Amount of Cash Returned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Returner:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Signature of Business Office:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

## Section F: Bank Deposit Information

<table>
<thead>
<tr>
<th>Date Deposited in Bank:</th>
<th>Bank Receipt Number:</th>
<th>Bank Receipt (Y/N):</th>
</tr>
</thead>
</table>
Residential Staff Needs Form

Missouri School for the Blind
RESIDENTIAL STAFF NEEDS

Sponsor: ____________________________ ETA – Back To Campus _______________________
Activity/ Location: ____________________________

Date(s) Needed ____________________________ # of Male Students _______________________
For Coverage ____________________________ # of Female Students _______________________
NOTES: ____________________________ Staying On Campus _______________________

<table>
<thead>
<tr>
<th>STAFF ASSIGNED</th>
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<tbody>
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</tbody>
</table>

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 ☐

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Initials</th>
<th>AFRF Received</th>
<th>Food Req Received</th>
<th>Business Office Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Y / N / NA</td>
<td>Y / N / NA</td>
<td></td>
</tr>
</tbody>
</table>

150805MED
Out of State Travel Form

<table>
<thead>
<tr>
<th>TYPE OR PRINT IN INK</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td></td>
</tr>
<tr>
<td>AGENCY</td>
<td>ACCOUNT NUMBER</td>
</tr>
<tr>
<td>DESTINATION</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURPOSE OF TRIP</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>DATES OF TRAVEL</th>
<th>NUMBER MAKING TRIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>TO:</td>
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</table>

<table>
<thead>
<tr>
<th>MANNER OF TRANSPORTATION</th>
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</thead>
<tbody>
<tr>
<td>CAR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESTIMATED EXPENSES</th>
<th>SPECIFY EXPENSES (IF NECESSARY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEALS</td>
<td></td>
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<tr>
<td>MILEAGE</td>
<td></td>
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<tr>
<td>LODGING</td>
<td></td>
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<tr>
<td>OTHER (SPECIFY)</td>
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<tr>
<td>TOTAL</td>
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<thead>
<tr>
<th>REMARKS</th>
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<tr>
<th>TRAVEL APPROVED</th>
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<tbody>
<tr>
<td>DIVISION DIRECTOR</td>
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</table>
Activity Vehicle Request Form

Missouri School for the Blind
ACTIVITY VEHICLE REQUEST

*If a Driver, Bus or Money is required, submit request at least 2 weeks in advance, otherwise, at least 48 hours.

Sponsor: ________________________ Key Pick-up: ________________________
Group/Activity: ________________________ Departing: ________________________
Date(s) of Use: ________________________ Returning: ________________________
Location: ________________________ Driver Name(s): ________________________

#1 Car-Charcoal   #4 Van-White   #7 Club Wagon Red
#2 Car-Blue   #5 Van-Red   #8 Club Wagon Black
#3 Van-Magnesium   #6 Club Wagon White   Trailer
Money Required   Food Required   Bus Rental

***if items above we checked, please complete a requisition for food and/or money and submit for approval by your DIVISION DIRECTOR.

<table>
<thead>
<tr>
<th>STAFF</th>
<th>STUDENTS</th>
<th>STUDENTS</th>
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<tbody>
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<tr>
<th>VOLUNTEERS</th>
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</tbody>
</table>

Signature of Sponsor: ________________________

Signature of Division Approval: ________________________ Date: ________________________

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

Sponsor of Trip   Food Service   Community Relations
Staff Members Listed   Education Office   Director of CARS
Health Center   School Supervisors   Residential Supervisors
Maintenance   Custodial   Store Keepers

Business Office Use Only

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

150805MED
Food Request Form

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

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 Extracurricular Coordinator prior to leaving on any trip or off-campus event.

<table>
<thead>
<tr>
<th>Item</th>
<th>Person Responsible</th>
<th>Confirmed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meds</td>
<td></td>
<td></td>
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<tr>
<td>First Aid Kit</td>
<td></td>
<td></td>
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<tr>
<td>Student Travel List</td>
<td></td>
<td></td>
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<tr>
<td>Linens</td>
<td></td>
<td></td>
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<tr>
<td>Student Garment Bags</td>
<td></td>
<td></td>
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<tr>
<td>Food</td>
<td></td>
<td></td>
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<tr>
<td>Keys &amp; Gas Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Equipment/Bags</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back-up Equipment</td>
<td></td>
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</tbody>
</table>
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 Extracurricular Coordinator 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.

_______________________________
Student Signature

______________________
Date
Rule 1: Each Sponsor is responsible for each and every one of his/her students. Therefore, students must keep their Sponsor informed of their whereabouts at all times.

Rule 2: Betas registered at the Convention should be present for all scheduled meetings and on time.

Rule 3: Curfew is promptly at 11:00 PM. This means in your own room, lights out, TV/electronics off and respectfully quiet.

Rule 4: Members may NOT visit other members' rooms. Betas may visit with each other in the lobby and common areas of the hotel.

Rule 5: No alcoholic beverages, drugs or tobacco, in any form, shall be possessed by anyone at this Beta Convention. Clothing which advertises sex, drugs, tobacco, or alcohol will not be permitted.

Rule 6: All registered Betas and Adults are expected to wear official name badges at all times. Admission to meetings and the convention functions is by name badge only.

Rule 7: Each registered Beta is expected to display and exert leadership qualities in a responsible manner that will lead to the organized success of this Convention. Betas should conduct themselves in such a manner that their actions will reflect favorably on their school and community and all of those responsible for providing the student with this opportunity.

Rule 8: 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.

Rule 9: Betas should be accompanied by an adult/chaperone at all times unless otherwise specified with permission.

Rule 10: No one is allowed to play games or congregate in the hallways or stairwells. This is a violation of the fire safety code.

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 subjects our entire chapter to being sent home and all honors and awards forfeited. Serious misconduct on our part shall be reported to our Assistant Superintendent and our parents, who shall be advised that we are barred from participating in future Beta Conventions, and shall constitute grounds for the cancellation of our school's charter of The National Beta Club.

________________________  _____________  
Beta Student Signature  Date