



Math and Science Academy  
Activities Handbook  
2021-2022

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# About This Handbook

This Handbook provides the pertinent rules and expectations that apply to all participants in athletics as well as non-athletic extracurricular activities at Math and Science Academy.

Students, parents, coaches, advisors, teachers, and school administrators are encouraged to familiarize themselves with the contents of this handbook and use it as a reference when questions arise. Understanding the policies that govern extracurricular activities significantly reduces concerns and unforeseen problems. A student's failure to comply with the rules outlined in this handbook may result in reduced participation time or dismissal from the activity/team upon agreement of the coach/advisor and school administrator. Any situation not covered in this handbook will be handled at the discretion of the Assistant Director.

## *Handbook Updates*

Additions, corrections or amendments to this Handbook are under the express authority of Math and Science Academy. This Handbook is updated and republished at the beginning of every school year. This Handbook supersedes any previously disseminated handbooks.

# Welcome Letter

To Parents and Students,

Welcome to another great year at MSA. We are excited to have returning and new students participating in all of our activities. MSA offers a wide variety of activities for our students. We believe in giving the students an opportunity to participate and create relationships.

Participating in extracurricular activities is a privilege and participants are expected to follow the guidelines in this handbook, as well as, school and MSHSL policies. Following these policies help to create a safe and productive environment. This will create a place for students to create relationships, be creative, learn life skills and become a well-rounded individual.

Have a great year!

Dr. Kate Hinton  
High School Assistant Director

# Introduction

The Math and Science Academy (MSA) is a Minnesota Public Charter School in which any student who lives in the State of Minnesota may enroll.

**Vision:** To be an innovative, sustainable model of academic excellence that creates well-rounded, lifelong learners and global citizens.

**Mission:** We provide accelerated curricula in all subjects, with an emphasis on math and science.

## Core Values

- **Honesty:** MSA's community exhibits fairness, cooperation, integrity, and honesty. MSA students and staff take responsibility for their actions.
- **Community:** MSA maintains small class sizes and a small school feel.
- **Respect:** MSA's community respects others and their views, while fostering a safe environment where every voice is heard, and individuals are free to take risks.
- **Teamwork:** MSA encourages networking, collaboration, and open communication between all members of our community. MSA encourages students, their families, and staff to invest their time and resources to serve the MSA community.
- **Excellence:** MSA continuously evaluates and improves programs to ensure the highest quality in teaching and learning. MSA empowers students to develop independence through organization, time management, and self-discipline.

## COVID-19

### Virtual Clubs/Activities -

Clubs and activities meeting virtually do not need a safety protocol as long as they remain virtual. being virtual is the safety protocol.

### In Person Clubs/Activities -

- All sports and activities will follow the MSHSL, MDH, CDC and MSA guidelines for COVID. This is a fluid situation and guidelines are changing rapidly. Please see the school website for updates or contact the High School Assistant Director with questions.
- All clubs and activities coaches and advisors will create safety protocols to be approved by the High School Assistant Director before the start of the activity.
- The coach/advisors will communicate these approved protocols to the members of the group and guardians prior to any meetings.

## Student Participation

All students who qualify have the privilege to participate in extracurricular activities and shall not be denied the opportunity to participate on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual or affectional orientation, gender identity or expression, or disability.

Only those students properly enrolled in MSA or are a member of an MSA Cooperative Agreement may represent the school in extracurricular activities as direct student participants.

In order to participate in extracurricular activities, the following forms (if applicable) must be completed and on file with the High School Assistant Director:

- MSHSL Form - 1 per year and turned in at the start of the first season
- Registration fee/payment when required -- paid at the start of each season
- Coaches Emergency Form - turned in at the start of each season
- Hold Harmless Waiver - filled out online at the beginning of each school year
- Physical - must be within the last 3 years

If a student decides to stop participating in an extracurricular activity, the registration fee is forfeited. A reimbursement will only be given if practices have not started and equipment has not been ordered for them.

The fee for sports at MSA is \$175 per sport unless it is a coop. Coop fee is decided by the sponsoring school. MSA has a 2-sport cap per season for the fee. The 2 sports must not be a coop sport.

## Academic Requirements

Students must have all grades above a C- in order to participate without an academic improvement plan. Student grades will be checked every 5 weeks. If a student has a grade lower than a C- a letter will be sent to the student's guardians. The student must then meet with the High School Assistant Director to create an academic improvement plan before they can

participate. Once the plan is created and signed by the teacher of the class or classes the student is not earning a C- or higher; the student can participate on a weekly basis. The academic improvement plan will be signed weekly by the student's teacher. The plan will continue until the grade is C- or higher.

## **EXTRACURRICULAR ELIGIBILITY POLICY**

### **I. PURPOSE**

The Math and Science Academy (MSA) recognizes that extracurricular and athletic activities enrich the educational experience and social development of students. Participation in extracurricular activities is a privilege. Care must be taken to ensure that these activities do not take precedence over subject matter areas, but remain supplemental to the basic courses. It is desirable that students participate in such activities to the extent that they further their educational and social development. It is important that such participation not jeopardize student academic achievement. The purpose of this policy is to assist MSA in maintaining its educational goals.

### **II. GENERAL STATEMENT OF POLICY**

A. This policy relates to all extracurricular activities, including competitive activities, lettering activities, and student clubs.

B. This policy applies to students in grades 6 through 12. This policy will be in effect throughout the school year.

C. Student grades will be checked:

Oct 1st

Mid-semester (for Semester 1)

Dec 1st

End of semester 1

March 1

Mid-semester (for Semester 2)

May 1

Starting with the first grade check, students who have D or F grades will be ineligible to participate in any extracurricular activities and will receive notice of their ineligibility.

D. Students who have lost eligibility will not be able to participate in any extracurricular activities; including practices, planning, and events unless they create an academic improvement plan with the MSA Activities Director (Activities Director). Students will remain on the Academic Improvement Plan until the next grade check that is run by the Activities Director, and will be removed from the Academic Improvement Plan only if the student is showing academic improvement to a grade of C- or better in each of the probationary classes.

1. The academic improvement plan will allow the students to participate in extracurricular activities by completing the Academic Improvement Plan and by showing progress (academic improvement) for four or five consecutive weeks (based on the weeks that grades are checked listed in Section II) and by obtaining signatures from teachers involved in the applicable classes requiring improvement.

2. The plan should be completed every week, by appointment, with the teachers involved in the applicable classes requiring improvement. This is mandatory in order to participate in an extracurricular activity or activities the following week.

3. Special education students will work with their case manager and the Activities Director to create an academic improvement plan. Special education students will have their academic improvement plans signed by their case manager.

E. Grades used to run reports to determine eligibility will be based on the current semester's grades.

F. Once a student is on Academic Ineligibility, they will remain on it until the next grade report is run. If a student enrolled in a semester-long class is on Academic Ineligibility for that class at the end of semester one, they will not be on Academic Ineligibility at the beginning of semester two (for that course) because they would be unable to complete the above plan requirements.

### III. DEFINITIONS

A. Extracurricular activities are defined as having the following characteristics:

1. The activity is sponsored, supervised, or financed by MSA.
2. Students participating in the activity represent MSA.
3. The activity is not part of the regular school curriculum and does not take place during the regular school day.
4. The activity is not graded or offered for credit.

B. Extracurricular activities include competitive activities, lettering activities and student clubs.

### IV. APPEALS

Appeals will be addressed according to MSA policy 103.

### V. NOTICE

This policy shall appear in the student handbook.

## **Expectations**

This section provides parents and students an overview of what is expected of them as participants in the extracurricular program at Math and Science Academy.

A competitive contest represents a challenge that involves planning, preparation, practice, facing the ordeal, winning or losing, reasoning, and finally regrouping – a process repeated over and over in life. The MSA student accepts this challenge and strives to show FIRE:

- Focus
- Integrity
- Respect
- Excellence

## **Code of Conduct and Sportsmanship**

MSA believes that high standards of conduct are essential to maintaining sound athletic and non-athletic extracurricular programs. Parents and students must abide by high standards of respect. Students who violate rules or otherwise engage in conduct detrimental to the group, school, or community shall be disciplined in an appropriate manner.

## **About the High School League**

The mission of the Minnesota State High School League (MSHSL) is to provide educational opportunities for students through interscholastic athletics and fine arts programs, and provides leadership and support for member schools.

The MSHSL is a voluntary, nonprofit association of public and private schools with a history of service to Minnesota's high school youth since 1916. Today, nearly 500 schools are members of the League.

The League exists to provide competitive, equitable and uniform opportunities for high school students to learn valuable lessons through participation in athletics and fine arts. The MSHSL also provides support for member schools with programs that address sportsmanship, chemical health, and scholarship recognition. It also oversees more than 4,500-registered contest officials and judges. The League provides educational programs for coaches. The MSHSL neither solicits nor receives any state funding.

For more information about the League, go to [www.mshsl.org](http://www.mshsl.org).

**MSA activities where a varsity letter may be earned:**

\*indicates the activity is under MSHSL rules and regulations

**Lettering opportunities:**

Boys' Cross Country*	Girls' Cross Country*	Girls' Volleyball*	Boys' Soccer*
Girls' Soccer*	Football*	Boys' Basketball*	Trap Team*
Girls' Basketball*	Girls' Nordic Ski*	Boys' Nordic Ski*	Boys' Track*
Girls' Track*	Girls' Badminton*	FRC*	Baseball*
FTC	Performing Arts	Student Council	SWEnext
Earth Club	Academic Letter	Newspaper	National Honor Society
Social Justice	Spanish Club		

## Academics and Competition

MSA prides itself in developing students of strong moral character who are committed to their sport/activity, team, and academic achievement. Academics are always a student's first priority.

Students and parents are expected to set reasonable and realistic expectations for extracurricular performance and achievement, both from a personal perspective and team perspective. The monitoring of academic status is the joint responsibility of students, parents, and school administration.

### Homework

Students are expected to complete all homework as assigned even on game days. Athletic or performing events and practices are not an excuse for incomplete homework.

## Attendance Policies

Regular attendance is imperative to the basic development of individual skills and fundamentals. It also sets a sound foundation for team discipline, unity, spirit, commitment, and loyalty. Students must attend all practices, meetings, and games/events on time and be ready to participate. Practice times and locations are determined and communicated by the coach/advisor. MSA is not responsible for any student not attending a practice or game at the appropriate time and place.

### Absences

In a team activity, fairness to the group requires attendance at practices, competitions, and other team functions. If a student's activity attendance becomes a problem, the student's participation in the program may be affected by limiting the student's role or possible discontinuation of the student's participation in the program, at the discretion of the coach/advisor and assistant director.

It is the responsibility of the student to contact the coach/advisor before the absence if they will miss any part of a practice, meeting, or game/activity. Students with unexcused absences may experience decreased participation time or possible dismissal from the program as determined by the coach/advisor and Assistant Director.

**To play or practice:**

A student must be in attendance half of the school day in which the practice, game, or event is scheduled. If a student is absent on a Friday with a game/activity the following day (Saturday), they are eligible to participate provided the absence is an excused absence. If a student receives an In-School Suspension or Out-of-School Suspension, the student will not be allowed to participate in any extracurriculars they are registered for on those days of suspension, including weekends if the suspension spans the weekend.

**Vacations**

Vacations by students during a season are discouraged. In the event an absence due to vacation is unavoidable, the student must discuss their participation status with the coach/advisor. Vacations are considered unexcused absences.

**Closed Practices and Meetings**

Practices and meetings are considered valuable time. Attendance is generally limited to group/team members, coaches/advisors, and a school administrator. Guests are expected to refrain from disrupting practice sessions in any way, including conversing with coaches/advisors or students. Coaches/Advisors may ask spectators to leave if they are disturbing practice.

## **Weather-Related School Days, Saturdays, and Holidays**

On school days, Saturdays, and school holidays when severe weather conditions may preclude practices, games and/or tournaments, the assistant director will determine whether or not practices, games and/or tournaments will take place or be cancelled. Cancellations may be communicated through email, calendar, and website updates, social media updates, and teacher announcements (as appropriate).

# Care of Uniforms, Equipment, and Personal Property

Uniforms, equipment, costumes, or props are loaned to team members and signed out. These items are to be worn or used only during practice sessions, games, or otherwise specified by the assistant director or coaches/advisors. Students are required to return uniforms and equipment to their coach/advisor after the completion of the season. Theft, loss, or damage to any equipment or uniforms is the student's (and family's) financial obligation. The fee for damaged or lost uniforms is the cost of the item or \$50 per piece, whichever is greater. At no time is MSA equipment for personal use.

The athletic program, extracurricular program, and the school are NOT responsible for any missing valuables, money, or personal belongings. Individually owned equipment is the sole responsibility of the student; MSA will not be responsible for any loss or damage that occurs to student-owned equipment.

## Mood-Altering Chemicals

A student participating in extracurriculars must at all times be in compliance with MSA and MSHSL policy prohibiting the use or possession of tobacco, alcohol, and controlled substances. Violations and penalties apply continuously from the first time an athlete signs the MSHSL Athletic Eligibility Brochure and Statement.

### Prescription Drugs

A student in possession of a drug prescribed by a physician for his or her use is not in violation. Students must inform coaches/advisors of any prescription drugs he/she uses.

## Harassment, Violence, or Hazing/Bullying

A student must at all times be in compliance with MSA and MSHSL policy prohibiting sexual, racial or religious harassment, violence, or hazing/bullying. Reporting procedures, reprisal and penalties are specified in the Eligibility Brochure.

MSA policies governing harassment, violence, or hazing/bullying apply to all extracurricular activities, whether they are under the domain of the MSHSL or not.

## **Violation and Penalty Guidelines**

Violations of eligibility rules are subject to minimum penalty guidelines specified by MSA and MSHSL. In all situations, MSA reserves the right to impose stiffer penalties, including dismissal from a team/program and further disciplinary actions, as deemed necessary by a school administrator.

Penalties are progressive in severity and cumulative beginning with the student's first participation in an activity and continuing throughout the athlete's high school career. Penalties vary depending on the severity and frequency of the violation. Parents and athletes are advised to discuss questions about violations and penalties with the assistant director.

Once an athlete signs their initial Athletic Eligibility Statement, all MSHSL eligibility rules apply:

Twelve months of the year, including when school is not in session;  
Whether the athlete is participating or not;  
Continuously through the completion of the athlete's high school eligibility.

In general, an athlete found in violation of League rules loses:  
Eligibility for a determined number of games or weeks, whichever is greater;  
The right to captain on a team;  
All rights and privileges, including any awards or postseason recognition.

### **Example of a First Violation**

Upon confirmation of a first violation, the student may not participate in the next two consecutive games/activities or two weeks of the season, whichever is greater. The student may not serve as a captain for the remainder of the season, and will not receive any awards or postseason recognition for the sport.

### **Satisfying a League Penalty**

In order for a penalty to be considered satisfied, the student must complete the entire season of the activity in which he/she participates and serves the violation penalty. If a student fails to participate for the entire season, his or her penalty will not be considered served and must be served in its entirety in any subsequent League- or MSA- sponsored activity in which the student participates.

### **Appeals**

Any violations of League policy may be appealed through the League. Parents wishing to appeal a violation must first contact the assistant director.

# **Personal Appearance**

All students are expected to follow team dress/uniform guidelines at all times. Students must be well-groomed and dressed appropriately at all activities and practices. Jewelry and other decorative accessories are not allowed for athletes during a practice or game.

## **Injuries and Medical Release**

All injuries must be reported to the coach/advisor. If an athlete is injured during a season and requires medical attention, they must submit a doctor's medical release to the coach before resuming participation. If a student is injured at any time, the assistant director must be notified immediately in order to create proper accommodations for that student to participate.

## **Communication**

### **Activities Calendar**

MSA uses rSchool as its activity calendar. This calendar can be found on the school web page or at this address: <https://emaconference.org/public/genie/404/school/185/>

### **Issues or Concerns**

Parents should encourage their children to discuss issues with their coach/advisor first. No parent should approach coaches/advisors before, during, or immediately after a game/performance to discuss an issue. If the issue is not resolved between the coach/advisor, parents, and students, the assistant director will intervene.

Appropriate concerns to discuss with coaches/advisors:

Treatment of your child, mentally and physically

Ways to help your child improve

Concerns about your child's behavior

Issues not appropriate to discuss with coaches/advisors:

Playing time

Team strategy  
Play calling  
Other students or athletes

## **Adult Supervision**

Adequate adult supervision will be provided to students every time they arrive, practice, participate in any manner, and wait for their rides. It is expected that one of the supervisors will be the coach/advisor. It is also expected that parents and legal guardians will show their respect by bringing their children to events and picking them up at the recommended window of time.

## **Fundraising**

Any school fundraising must be approved by the school. An event/fundraising form must be completed and turned into the High School Assistant Director at least 2 weeks before the event.

# **Athletics Program**

## **About the Program**

MSA's athletic program functions under the guidelines of the MSHSL and competes in the Eastern Minnesota Athletic Conference(EMAC).

The athletic program is fully supported by the administration of MSA and its success is ensured by the cooperation and dedication of its athletes, coaches, teachers, and parents. Athletes are expected to be committed to their sport, academic excellence, and accept the responsibility of representing MSA.

The organized, competitive, varsity-level sports at MSA provide students the opportunity to participate and develop valuable skills necessary for personal growth and success in life. The program is under the leadership of the High School Assistant Director.

# School Profile

Mascot: Dragon

Colors: Black, Burgundy, White, Grey

Conference: Eastern Minnesota Athletic Conference (EMAC)

Section: Minnesota State High School League (MSHSL)

Section: 4A or 4AA typically depending on activity (Nordic is Section 3A)

## Athletic Offerings

MSA offers the following varsity-level sports for students. Registration fees apply. Participation in these sports is open to students in grades 7 through 12. Girls are allowed to participate on boys' teams if an all-girls team is not offered for a specific sport.

### **Fall**

Boys' Soccer (Coop TCA)

Girls' Soccer (Coop TCA)

Girls' Volleyball

Boys' Cross Country

Girls' Cross Country

Football (Coop SCPA+)

Fall Trap

### **Winter**

Boys' Basketball

Girls' Basketball

Boys' Nordic Ski

Girls' Nordic Ski

### **Spring**

Boys' Baseball (Coop Liberty)

Boys' Track

Girls' Track

Spring Trap

## EMAC Schools

The schools participating in the Eastern Minnesota Athletic Conference (EMAC), listed below, represent a diverse group of private and charter schools. These schools share similar size, athletic competitiveness and philosophy, and abide by the rules and regulations of the MSHSL. Not all schools offer the same sports.

Agriculture and Food Sciences Academy

Avail Academy  
Community of Peace Academy  
Twin Cities Academy/Great River School (Charter Stars)  
Hmong Academy  
United Christian Academy  
Liberty Classical Academy  
Groves Academy  
Hiawatha Collegiate High School  
Math and Science Academy

## About League Eligibility

This section provides an overview of the general rules and requirements governing MSHSL eligibility as they pertain to the sports offered at MSA. This section does not cover all rules, circumstances, or penalties. Athletes participating or wishing to participate on an MSA team must satisfy all League rules and understand the responsibilities, consequences, and risks inherent in sports. Athletes must also agree to abide by an ethical and respectful code of conduct. The Official Handbook of the MSHSL is available through the Assistant Director, or the League website at [www.mshsl.org](http://www.mshsl.org) and select Handbook.

## The Eligibility Checklist

### **For Prospective and Current Athletes**

MSA believes that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The following list of rules and requirements is intended to assist prospective and current athletes in determining their athletic eligibility.

### **Annual Pledge and Authorization**

All current and prospective athletes and their parents must understand and pledge to abide by the rules governing high school athletics. In order to authorize participation in any sport, athletes and parents must read and sign the following League documents:

Athletic Eligibility Brochure;  
Athletic Eligibility Statement.

### **Age**

An athlete must be under 20 years old at the start of a sport's season;  
An athlete who turns 20 during a sport season is permitted to complete that season.

### **Grade Level**

Athletes in grades 7 or 8 may participate on a varsity-level team;  
Athletes in grades 7 or 8 must satisfy all eligibility requirements;

No athlete in grades K-6 may participate in varsity or junior varsity play.

### **Enrollment, Attendance and Credits**

An athlete must be fully enrolled at MSA;

An athlete must be properly registered;

An athlete must be attending school and classes regularly;

### **Seasons of Participation**

No athlete may compete in more than four seasons in any sport while enrolled in grades 9–12;

Athletic participation during grades 7 or 8 does not apply to the 4-season maximum.

### **Semesters in High School**

No athlete may participate in an interscholastic contest after his or her eighth semester;

All eight semesters are consecutive, beginning in grade 9;

Attendance of 15 days or more in one semester or participation in a practice or game counts as a semester.

### **Physical Exam and Health Questionnaire**

An athlete must have on file in the school a record of a physical examination within the previous three years. MSA recommends using the Sports Qualifying Physical Examination Form (SQPE).

Due to COVID-19 MSHSL is extending the physical qualification for one year longer.

Every year, athletes and parents must complete the MSHSL Annual Health Questionnaire and submit it to the Assistant Director.

## **Transfers**

In general, an athlete transferring to another school is eligible to participate in the athletic program of the new school providing he or she meets certain withdrawal and enrollment provisions as determined by the League. The athlete may be considered ineligible for one calendar year beginning with the first day of attendance in the new school if provisions are not met. Parents and athletes should discuss their eligibility status with the Assistant Director before pursuing a transfer.

## **Non-School Competition**

During a season, an athlete may not participate in a non-school sponsored game in the same sport in which the athlete competes for a school team. A season runs from the first practice until the final game, including postseason competition.

# Game Ejections

In the event an athlete displays unsportsmanlike conduct during a game and is ejected from the game, s/he may not participate in the next regularly scheduled game. All subsequent ejections will result in ineligibility for the next four regularly scheduled games.

# Spectator Conduct

A ticket represents a privilege to observe a game and positively support high school athletics. Spectators are called on to:

Model positive behavior in all forms of communication including cheers and signs;

Recognize outstanding performances on either side of the playing field or court;

Refrain from booing, foot stomping or making negative comments about officials, players or coaches;

Pay any admission fee

The admission fee is typically \$5.00 for adults and \$1.00 for students.

# Locker Room Conduct

Athletes are expected to take good care of locker/changing rooms and to respect their own and other athlete's property. Horseplay is not allowed in the locker room. No glass containers are permitted in the locker room. The use of cameras or camera phones is strictly prohibited in locker rooms.

# Team Selection

Coaches are encouraged to keep as many athletes on a team as possible without compromising the integrity of their sport. Athletes must always remember that participating on a team is a privilege, not a right. Depending on sport registration, MSA offers C-Team, junior varsity and varsity level teams. Choosing the members of teams is solely the responsibility of the coaches.

# Playing Time

Playing time is determined by the coach and is an earned reward. Factors such as hard work, dedication, talent, opponent's strengths, teamwork, spirit, and sportsmanship are all taken into

consideration. Coaches strive for maximum participation by all team members without compromising the competitive integrity of the team.

## **Game-Day Logistics**

The Head Coach or Assistant Director will communicate all game-day information, transportation needs, or schedule changes to participating families through email. The online Athletic Calendar, rSchool, on the MSA website reflects the most current game and practice information.

## **Transportation**

MSA will use a combination of buses and own/personal transportation to and from practices, meetings, and games. If an away game is a considerable distance from MSA, the school may provide bus transportation, upon determination of the Assistant Director and coaches. Athletes are expected to ride with the team to and from the game when the school provides transportation.

If parents wish to drive their children home from an away game when the school has provided transportation, parents must provide a written note or email to the coach. Athletes must be picked up from practices or games on time.

Students involved in travel shall:

Be on time for all trips;

Be on their best behavior in restaurants and hotels;

Care for any equipment assigned to the student and return it to the proper storage location upon return to the school;

Be on their best behavior while on the bus or other vehicle;

Promptly obey all instructions given by either the advisor or any adult chaperone.

### **EXTRACURRICULAR TRANSPORTATION POLICY**

#### **I. PURPOSE**

The purpose of this policy is to make clear to students, parents, and staff Math and Science Academy's (MSA) policy regarding transportation for extracurricular activities.

#### **II. GENERAL STATEMENT OF POLICY**

Transportation to and from all extracurricular activities is the full responsibility of the MSA student and their family. MSA will not be held liable for incidents that occur while a student is being transported to an event, if that student is not using MSA provided transportation. Annually, all MSA families must fill out a Student Extracurricular Transportation Waiver Form for each student enrolled at MSA.

The determination as to whether to provide school transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by MSA's administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by MSA's administration as to the transportation arrangements made, if any.

Rules of conduct, discipline, and all other MSA policies applicable to students and employees apply to students and employees while engaged in extracurricular activities, as well as all state and federal laws.

### III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

MSA employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by an MSA Director or Assistant Director. All transportation arrangements made by a MSA employee must be approved by an MSA Director.

If MSA makes no arrangements for extracurricular transportation, the families of MSA students who wish to participate in extracurricular activities are responsible for arranging for or providing their own transportation.

### IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An MSA employee must not use a personal vehicle to transport one or more students except as provided herein. Employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance but are not required to do so (See Section VI).

In a nonemergency situation, an employee must get prior, written approval from an MSA Director or Assistant Director before transporting a student in a personal vehicle. An MSA Director or Assistant Director has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

All vehicles used to transport students shall be properly registered and insured.

## V. TRANSPORTATION BY STUDENT DRIVERS

Students driving to extracurricular activities should be discouraged. MSA will not be held liable for incidents that occur while driving if a student drives to an activity or event.

## VI. EMERGENCY SITUATIONS

In the event of an emergency situation during an extracurricular activity, an MSA employee or activity leader will do the following:

- A. Call 911, if necessary. The student's parent/guardian is responsible for any expenses incurred (i.e. ambulance, hospital, doctor, etc.)
- B. Contact the student's parent/guardian if they are not present at the phone number on file for the student.
  - 1. The parent/guardian is responsible for providing transportation if the student must leave the activity early due to the emergency incident.
  - 2. If the parent/guardian is unavailable to provide transportation themselves, the parent/guardian must make any necessary arrangements to secure transportation for their student.
  - 3. MSA is not required to make any transportation arrangements for the student.
- C. If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the MSA Activities Director as soon thereafter as practicable.

## VII. FEES

In its discretion, MSA may charge fees for transportation of students to and from extracurricular activities conducted at locations other than MSA, where attendance is optional.

### **Early Release**

In the event that a game conflicts with class time, the Assistant Director will arrange for athletes to be dismissed early from school. Athletes must make sure they have all necessary assignments for classes they may miss due to early release. An athlete may not use a game as an excuse for not completing assignments, doing poor-quality work, or being unprepared for class.

### **Late Finish**

Athletes are expected in school the next morning for the first period regardless of a late finish.

# Awards and Banquets

Letter awards are presented in each varsity sport. Lettering criteria are unique to each sport.

Athletes may purchase letter jackets at the sole expense of the family. Athletic awards ceremonies are held at the end of each season and run by the parents of the team.

# Volunteer Opportunities

Parental involvement is critical to the success of the athletic program. The Assistant Director requests help throughout the season for duties such as:

Running the scoreboard and game clock at Jr. Varsity Games

Keeping the scorebook and stats

Helping to set up for games

Selling concessions and tickets

Helping with athletic banquets and post-season parties

Training is provided for any parent interested in running the scoreboard/game clock or keeping the scorebook or stats. Please contact the team coach.

Volunteers need to have a current background check on file with Math and Science Academy. Background checks need to be completed every 3 years.

# Extracurriculars

## School Activities

Extracurricular activities may occur both during, before and after the school day.

Extracurricular activities are to be scheduled, whenever feasible, at some time other than the student academic school day.

## Starting a New Club (or reviewing current clubs) at MSA

1. A willing advisor is needed

2. At least 5 students need to be interested
3. A meeting with the High School Assistant Director
4. A Mission Statement for the club/activity

## Current Clubs

### Middle School Clubs:

Math League	Academic	Triathlon	Lego League	GSA
Choir	Jazz Band	Show Choir	Orchestra	Art
Computer	Social Justice	Africa	Spanish	
Chess	Battle of Books	Earth	Asia	

### High School Clubs:

GSA	Biology	Order of Phoenix	Jazz Band	Orchestra
Computer	Africa	Asia	Knitting	Art
Chess	Link Crew	Science Club	Tri-M Music Honor Society	

## Advisor Background

The Assistant Director will approve faculty/parent/ community members to oversee extracurricular programs. They should be at least 21 years of age and must have a background check on file.

## Field Trips/Transportation

Students who have the opportunity to travel in connection with the MSA extracurricular activity/organization are representatives of the school and must exhibit exemplary behavior at all times. Students who dress or act inappropriately while traveling to or from a MSA activity may be suspended or removed from the activity/organization, depending upon the nature of the misconduct.

# Dances

Dances are considered part of the school day, and students must act in accordance with all school rules. A student ID may be required to attend MSA dances. Only one guest per student may be requested of Administration, and not all requests will be honored. Please fill out the Dance Guest Form and return it to the Assistant Director no later than 48 hours prior to the event to apply. Guests who are accepted will need to have a school/personal ID to attend.