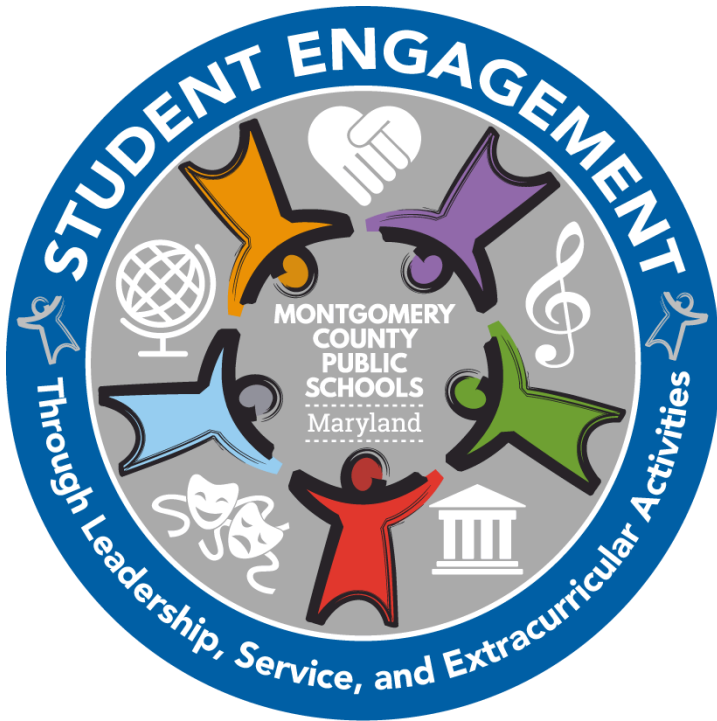


MS Intramural Programs



2022-2023 Hanbook

Office of Curriculum and Instructional Programs
Office of Teaching, Learning and Schools
Dr. Cara Grant, Supervisor, Health and Physical Education

Introduction

This handbook is a reference for middle school administrators, intramural coordinators, and intramural directors, to assist in decisions for the administration, reinforcement, and improvement of the middle school intramural program.

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MCPS Intramural Program Mission and Goals

The Montgomery County Public Schools' middle school intramural program is committed to providing a variety of movement opportunities for all students in middle school. The programs will enhance student engagement in the middle school setting and life-long physical, social, and psychological well-being.

The intramural programs align with MCPS' BeWell 365 and the 6 Essentials. Intramural activities provide an opportunity for all students in the school community to build relationships, improve their mental and emotional health, and to improve physical health and wellness through movement opportunities.

Program Goals The middle school intramural program is an extension of the regular physical education instructional program, involving physical activity conducted before and/or after school among students in the same school. All intramural activities are treated equally in terms of resources, facilities, selection of staff , and allocation of supplies and equipment.

The middle school intramural program provides opportunities for students to:

- Enjoy participation and personal success.
- Strive for personal bests, make commitments, set goals, and follow through with responsibilities.
- Participate in an intramural program in a safe environment and under the direction of knowledgeable, caring, and trained personnel.
- Participate in the planning, organization, and leadership of the intramural program by generating games, rules, and schedules
- Provide opportunities for all students; including those with disabilities, 504 plans, ESOL services, to participate in activities after the school day.

Points of Emphasis

Information, procedures, forms and guidelines are modified each year to address emerging concerns and changes to the program. The following is a list of significant items that need to be addressed:

- All intramural coordinators and directors must achieve and retain current certification in

CPR/AED. [2022-2023 CPR/AED Training](#) date calendar and registration information can be found [linked here](#) or on the MCPS Systemwide Safety [website linked here](#).

- Every school should prepare a plan for locker room coverage and procedures when students enter the locker room prior to or at the conclusion of intramural activities. Administrators should review, provide feedback, and approve this plan.
- **Intramural funds may NOT be used to purchase uniforms for any team (poms/step, track and field, etc.)**
- Several schools were given bocce equipment for use as part of a pilot program of corollary after school intramurals programs. This corollary sport offering is to enhance the intramural program and provide opportunities for students with disabilities to engage in lifelong activities. This and all opportunities offered within the MCPS middle school intramural program must adhere to the Fitness and Athletics Equity for Students with Disabilities Act (FAESDA) 2008.
- During initial sign-ups/attendance for intramural activities please collect full names and school identification number of participants. As part of the FAESDA requires the reporting of students with IEP and/or 504 plans must be collected.
 - This information should happen at end-of-program reporting.

SCHOOL ADMINISTRATORS ROLE FOR EFFECTIVE PROGRAMS

The school administration has the responsibility to oversee and monitor the intramural program within the school.

- Selecting, observing, collaborating with and evaluating the intramural coordinator and intramural directors and ensuring they are fulfilling their responsibilities.
- Find appropriate staff for the intramural coordinator, and if needed intramural director positions, according to the negotiated agreement between the MCPS Board of Education and Montgomery County Education Association (MCEA). Guidelines for hiring MCPS supporting services personnel to stipended positions can be found in the [2021-2022 MCEA/MCBOE contract](#), Article 20.
- Intramural Directors are paid \$939 and Intramural Coordinators are paid \$971 per stipend.
- Coordinate the use of physical education facilities by other groups in consultation with the physical education department chairperson/resource teacher and athletic coordinator.

POSITIVE INTERACTIONS FOR SOCIAL SKILLS FOR OUR STUDENTS

Throughout the COVID-19 pandemic students may not have had the opportunity to grow their social skills as adolescents in the same way they would have if they were in a school building. We are still recovering from the social-emotional impact on our students and staff. Our role as educators, intramural directors and coordinators is to provide social as well as physical opportunities to connect with other students. It is important to foster relationships between peers and staff during these extracurricular activities. One of the most important ways to support our students is with positive interactions.

- Follow your school wide PBIS or positive behavior incentives during intramural activities.
 - **Encourage students** to turn on video if participating virtually with incentives to encourage community building.
 - Highlight that intramural activities are not required but an extension of the school day and how important it is to be a leader during this time.
- **Remaining positive** and flexible during potential changes in schedules, health status of peers, school policies and intramural scheduling. We must work with our students and highlight **all we CAN** do during this time of uncertainty and change.
- **Flexibility needs to be greeted enthusiastically and embraced.** Infuse opportunities in planning to focus on persistence, perseverance, and positivity.
 - As coordinators and directors we need to remain committed to students and provide in-person* and virtual experiences for our students.
 - Provide a clear communication policy regarding changes to schedules and post a calendar in multiple high-visibility areas for students (canvas, announcements, and school website).
- Intramural programs are an extension of the physical education program and as such we want to **emphasize the cooperative nature of physical fitness and wellness.** As we move through phases of participation we know that appropriate social distancing, mask wearing, and appropriate hygiene is expected during activities.
 - Most activities should involve reaching a **personal best** rather than competing against peers.
 - Provide positive opportunities for students to keep track of their personal bests and goal setting and reduce competitive skills competition and “leaderboards.”
- Considering we will have limited bus scheduling it is imperative to **understand the needs of students.** Ensuring that all students who want to participate have the opportunity should be a driving force in scheduling intramurals as schools open. Remember not all students

will be in-person and programs should work to ensure inclusion of students who are waiting to return and/or will remain virtual during the remainder of the school year.

CALENDAR FOR INTRAMURAL PROGRAMMING

Engaging students and staff in safe and appropriate activities is important to the school and community. Planning for activities should match the needs of the students, staff, and community. Activities should be an extension of the physical education program and match the physical education vision.

Our vision is for all students to become physically literate and health-literate citizens who demonstrate behaviors that value lifelong physical, social, and psychological well-being.

Intramural Programming Calendar		
Fall	Winter	Spring
September - November 18 Report Due - December 2	November 28 - February 17 Report Due - March 3	February 21 - May 26 Reports Due - June 9
Reminder: All forms for conclusion of activities are due one-week after the last date. Please refer to the Appendix area of this handbook for all forms due. Forms should be uploaded to the classroom or google drive.		

MCPS Middle School Athletics		
Fall	Winter	Spring
Boys' Softball Girls' Softball Cross Country	Boys' Basketball Girls' Basketball	Boys' Soccer Girls' Soccer

INTRAMURAL REGISTRATION - EQUITY AND ACCESS

All students participating in intramural activities will require registration that should be done electronically through a google form or survey that is shared with students in multiple platforms. Students and parents/guardians who have difficulty with registration should contact the intramural coordinator at the local school.

Continue to collect information regarding IEP and 504 status to comply with the *Fitness and Athletics Equity for Students with Disabilities Act (2008)*, which requires that county boards

of education grant students with disabilities equal opportunities to participate in physical education programs and on mainstream **athletic** teams.

- [Sample Permission Form](#) for intramural activities.

Equity and access are core values of MCPS. Local schools should employ best practices and a variety of platforms to communicate registration windows and deadlines, activity timing and meeting space, and other pertinent information. Additionally, regarding eligibility:

- All students are eligible to participate in in-person* activities, regardless of their mode of school instruction.
- Students need to be present during the school day in order to participate in intramural activities.

SAFETY INFORMATION

Middle School intramural programming is offered in conjunction with the office of Student Leadership and Extracurricular Activities, within the Office of School Support and Improvement. This collaborative effort to provide quality programming to our students allows us to share core documents.

Core safety documents shared by these offices and intramural athletics are as follows:

1. [Emergency Plans for After School Activities](#) : Make a copy of this document and provide to your ECA Administrator
2. [ECA Sponsor Reminders](#) : Safety Reminders
3. [Fall 2021 Extracurricular Activities](#) : Program Updates
4. [SY22 ECA Transportation Memos](#): Read about safety and planning for transportation
5. [2022-2023 MS Intramural Rosters \(Insert School Name here\)](#) MUST make a copy : attendance form sample
6. Understanding of all safety precautions and weather guidelines as outlined on the MCPS Athletics website [linked here](#).

JOB DUTIES AND RESPONSIBILITIES

INTRAMURAL COORDINATOR

It is preferable that intramural coordinators be selected from personnel within the physical education department because of their knowledge of the physical education program, available equipment, facilities, and first aid.


Intramural coordinators shall:

- Attend mandatory intramural coordinators meetings with the supervisor of Health and Physical Education.
- Serve as a liaison between administrators, the physical education department chairperson/resource teacher, intramural directors, and athletic coaches.
- Use the *Middle School Physical Education Intramural Handbook* and the MCPS middle school curriculum as guidelines to develop a program that meets the needs and interests of students.
- Develop and submit to the principal the planned intramural program for the year and provide a copy to the content specialist for physical education.
- Include a variety of intramural activities during the year that extend from the regular physical education instructional program.
- Be involved in the selection of intramural directors.
- Provide appropriate supervision for all intramural activities, and if needed, substitute for an intramural director who may be unable to supervise a scheduled intramural activity.
- Have a working knowledge of the MCPS health and safety guidelines and the ability to handle emergency situations according to local school procedures.
- Achieve and retain current certification in CPR/AED. Verify that all intramural directors retain current certification in CPR/AED and assist in communication regarding training sessions.
- Ensure that each intramural director has general knowledge of first aid procedures and location of the first aid kit.
- Provide each intramural director with an electronic copy of the *Middle School Physical Education Intramural Handbook*.
- Develop, discuss, and provide in writing with intramural directors the procedures for student attendance, eligibility, and participation in intramurals.
- Meet with the intramural directors to discuss:
 - organization of the program
 - procedures for safety and first aid
 - collection of necessary paperwork and copy of CPR/AED certification

- emergency procedures and location of AED
- locker room supervision
- equipment and facility use
- hours necessary to complete sponsored activity
- criteria for awards
- Ensure that the intramural directors are fulfilling their responsibilities as set forth in the *Middle School Physical Education Intramural Handbook*.
- Coordinate the use of supplies, facilities and equipment with the administrative personnel, physical education resource teacher/department chairperson, and athletic coordinator to avoid conflicts in the use of facilities.
- Publicize the intramural program to students, staff, and community.
- Obtain approval from the principal for any extramural activities and/or contests.
- Evaluate the program through on-site appraisals during scheduled activities and in discussions with intramural directors and participants.
- Provide program feedback to the administrator who evaluates the intramural directors and programs.
- When necessary, schedule paid officials with the approval of the principal.
- Maintain financial records for intramural expenditures.
- Order, maintain, and inventory equipment and supplies.

REPORTS and DUE DATES

- Collect a complete, accurate electronic or paper roster of all students with appropriate demographic information at the end of each activity. Sample roster can be [found here](#).
- Updated Electronic Versions of Reports will be [UPDATED HERE](#) and communicated with intramural coordinators as they become available.
- **Due Dates are as follows: Fall - December 2, 2022; Winter - March 3, 2023; Spring - June 9, 2023.**

December 2, 2022	March 3, 2022	June 9, 2022
Full Year School IC Reports for 2022-2023		
		Survey for Intramural Expense Report (electronic reporting)  2022-2023 Intramural E... (spreadsheet)

INTRAMURAL DIRECTOR

Intramural Directors shall provide an atmosphere in which all students are treated in a fair and equitable manner. The director shall exercise appropriate leadership to ensure that the program has a positive and productive influence on the total educational experience.

- Become knowledgeable about program policies and procedures, and be familiar with emergency and safety procedures necessary to conduct events for which they are responsible.
- Have a working knowledge of MCPS health and safety guidelines and the ability to handle emergency situations according to local school procedures.
- Achieve and retain current certification in CPR/AED.
- **Keep [attendance records](#) of the attendance for each session and submit a copy of records to the intramural coordinator at the conclusion of the activity.**
- Report all accidents on MCPS [form 535-2](#), Student Accident Report, and submit to the school nurse. Notify the intramural coordinator of injuries for which a report is submitted.
- Be aware of the location of first aid supplies and possess a working knowledge of basic first aid and be able to handle emergency situations.
- Publicize activities and register participants. Collect and maintain records of family permission forms.
- Work the required number of hours to fulfill his/her responsibilities.
- Be present throughout the scheduled activity and supervise locker rooms both before and after activities.
- Develop and submit to the intramural coordinator an activity plan, rules of competition and tournament format, if used, for each activity. Train student officials, if used.
- Arrange to obtain equipment prior to the start of the activity and ensure that equipment and facilities are properly used and secured at the end of the activity.
- Obtain approval from the intramural coordinator for extramural contests.

REPORTS and DUE DATES

- Submit the Intramural **Director Activity Report** and intramural director **daily attendance forms** to the intramural coordinator within one week of the conclusion of the activity.
- Provide student evaluation forms at the conclusion of the activity and share the results with the intramural coordinator.

STIPENDS AND COMPENSATION

These guidelines on stipend payments and amounts are in alignment with the **EXTRACURRICULAR ACTIVITIES PROGRAM HANDBOOK**. The MS Intramural Coordinator and Directors are ECA 3 stipends and these stipends can only earn any portion of the stipend each semester based on **the number of hours the director worked to offer the intramural program**. The balance of these stipends can be used during a different activity or when provided hours of engagement are met.

Intramural Coordinator (EC3 - C22)	
1 yearly stipend for \$939	
Description of activity: The responsibility of the intramural coordinator described in terms of hours are the minimum number required to reasonably fulfill the requirements of the activity.	
	Hours
1. Intramural coordinators' meetings scheduled by central office staff. (meeting and document review September, December, March)	2.00
2. Hours required for program and budget coordination and planning <i>and</i> evaluating facilities or the intramural programs. Other duties include scheduling officials , securing coaches, and supporting the general technology and supervision of the intramural program.	<u>28.00</u>
Total Hours	30.00
Should a program need a coordinator this should be discussed with your <i>Extracurricular Program Coordinator</i> designated by your principal.	

Intramural Director (EC3- C12, 14, 17, 18, & 19)	
5 yearly stipends for \$971 each	
Each school can spend a maximum of \$2,325 or a total of 155 hours.	
Description of activity: The responsibility of the intramural directors described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of the activity is based upon the current school format; the stipends should be considered to be a sum of money that a school can use to facilitate student participation.	
	Hours
<u>Administration and program development</u>	
1. Pre & post-season coaches/director meeting held by school or central office staff.	2.00
2. Completion of Evidence of Activity (EOA) form.	<u>1.50</u>
Total administration	3.50
<u>Program facilitation and planning</u>	
3. Each activity may run for 1 - 1.5 hours in length per session one or two times per week.	
Activity hours Planning time	
1 hour per week 0.25 hours planning time	
2 hours per week 0.50 hours planning time	
All stipends are based on a \$15 hourly rate. Ensuring that there is a variety of extracurricular activities that provide time and space for movement and socialization is important for all students.	
<i>2 hours per week</i>	<i>1 hour per week</i>
<i>2.0 engagement hours</i>	<i>1.0 engagement hours</i>

0.50 planning hours	0.25 planning hours
0.25 bus duty* hours	0.25 bus duty* hours
2.75 hours per week	1.50 hours per week

***Bus duty hours** should be paid if the intramural director remains on site until student departure.

Planning hours should be during time that you are not interacting with students; time used to plan the activities for the intramural program.

The number of total hours to be paid as an intramural director is calculated by multiplying the **hours per week** by the **number of weeks** and **3.5 hours administrative time**.

For example:

Yoga four-week session delivered once weekly for one-hour.

1.50 hours per week x 4 weeks = 6.0 hours + 3.50 hours administrative time = 9.50 total hours

RECRUITING STAFF MEMBERS FOR INTRAMURAL DIRECTOR POSITIONS

During this current virtual environment it is very important to find staff to encourage positive social experiences for students in a virtual environment. A few suggestions for finding and recruiting staff members for these positions are reaching out to identify current staff who may:

1. be in their first year of teaching who are looking for more opportunities to build relationships with students and establish themselves as part of the school community;
2. have sponsored activities last school year;
3. have established relationships with students within the school already through clubs like boys or girls mentoring group, counseling groups, off-season coaches of athletics, or
4. be respected and admired by students, think about teachers who every student talks about, thinks is funny, or generally shows a positive impact on students' lives;
5. be involved with PBIS activities or other student incentive programs.

These are suggestions for people who may be great intramural directors. Each school community knows the popular activities within a school which engage students. Best practice is to reach out to students whenever possible to complete a student survey and look to match staff with these opportunities.

INTRAMURAL COORDINATOR ACTION ITEMS

Actions	By When
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<p>Identify staff hired to serve as coaches/sponsors for athletics and ECAs through a Google Spreadsheet: Athletic & ECA Organizational Info SY23 _<Insert School Name Here></p>	On-Going Based on Phase of Return and Staff Availability
<p>Communicate opportunities and google form registrations (see next step) with students, families via: school announcements, connect-ed messages, school web pages, and student .net email accounts</p>	
<p>S1 Registration for Athletics and ECAs Share Google Spreadsheet with Karen Kart, APE Content Specialist</p>	
<p>Intramural Directors will submit their Engagement of Activity (EOA) forms to Intramural Coordinator prior to submitting for stipend payment. Intramural Coordinator will provide forms to the Extracurricular Activity Administrator.</p>	<p>Prior to beginning activity and no later than 2-weeks following closure of activity</p>
<p>Intramural Directors will collect permission forms from students. Electronic Example: 2022-23 SAMPLE MS Intramural Permission Form</p> <p>Coordinate with Athletic Coordinator and designated staff for in-person* activities when appropriate. Limited seating and bussing as well as limited space will dictate the number of students accepted into each activity.</p> <ul style="list-style-type: none"> Ensuring equal opportunity for students with and without disabilities, 504, IEP plans and EMLs should be considered when developing rosters for after school intramural activities. 	<p>Prior to Intramural Activity</p> <p>Prior to Intramural Activity and 1-week before intramural activity</p>

COORDINATION WITH ATHLETICS – MS AND HS PROGRAMS

MCPS High School athletics may use middle school fields during their return to in-person training. Be sure to provide space to athletics as HS athletics takes priority over MS intramural programming. Please plan with your athletic coordinator and coordinate with local high schools for field use.

COLLABORATION WITH STAKEHOLDERS

We have developed these guidelines in partnership with MCPS Athletics and have worked with Ms. E. Kathy Green, assistant director of Systemwide Athletics, Ms. Shella Cherry, director of Student Leadership and Extracurricular Activities, and the *Extracurricular Activities: After School Design Team*. Many documents, collaboration and recommendations were shared.

Supporting/Reference Materials – 2021 Spring 2nd Semester Plan

The Return of the MS Intramural Program during the COVID-19 Pandemic

As a reference linked [here is the 2020-2021 MS Intramural Handbook](#). This handbook has in-depth guidance ***regarding specific return-to-school protocols that were used during Spring 2021***. This Spring 2021 second-semester plan for the Montgomery County Public Schools (MCPS) MS Intramural Program during the 2020-2021 school year, due to the COVID-19 pandemic. This guidance was developed with help of MCPS Athletics.

ADDITIONAL REFERENCES AND RESOURCES


 **Intramural Suggested Activities**


 **MS Handbook 21-22 (Final).pdf**

[Sample Intramural Permission Form](#) (sample)

[SY2022 MS Athletics and Intramural Allocation Memo](#) - (2022-23 will be updated when available)

[Intramural Coordinators Shared Drive](#)

 Extracurricular Activities HUB : Reference space for all things extra-curricular in MCPS

 2022-2023 MS Intramural Rosters (Insert School Name here) MUST make a copy - sample

 **<School Name> Full Year IC report 2022-23:** Make a copy

2022-2023 MS Intramural Coordinator Directory (to be updated)

SCHOOL NAME	INTRAMURAL COORDINATOR	PHONE NUMBER
Argyle		301-460-2400
John T. Baker	Greg Stanford	301-253-7010
Benjamin Banneker	Kevin Chicca	301-989-5747
Briggs Chaney	Alex Evangelista	301-989-6000
Cabin John	David Blumenthal	301-469-1150
Roberto W. Clemente		301-601-0344
Eastern	Andrea Broaddus	301-650-6650
William H. Farquhar		301-924-3100
Forest Oak	Johnny Ridgeway	301-670-8242
Robert Frost	Henry Niverth	301-279-3949
Gaithersburg		301-840-4554
Herbert Hoover	Lauren Zucconi	301-469-1010
Francis Scott Key	Neville Voglezon	301-431-7630
Dr. Martin Luther King	John Glodek	301-353-8080
Kingsview		301-601-4611
Lakelands Park		301-670-1400
A. Mario Loiederman	Larry Mandelbaum	301-929-2282
Montgomery Village	Nikki LaShellbernique Williams	301-840-4660
Neelsville	Tonia Harley	301-353-8064
Newport Mill	Shannon Spencer	301-924-2244
North Bethesda	Emily Valonis	301-571-3883
Parkland	Brendan Flanagan	301-460-2180
Rosa M. Parks	Christopher Swank	301-924-3180
John Poole	Kim Gerrie	301-972-7979
Thomas W. Pyle	Emily Barrett	301-320-6540
Redland		301-840-4680
Ridgeview	Pete Greenwood	240-406-1300
Rocky Hill	Melanie Brouillard	301-353-8282
Shady Grove	Mindy McLellan	301-548-7540
Odessa Shannon		301-649-8100
Silver Creek	Ryan Bingaman	240-740-2200
Silver Spring International	Terence James	301-650-6544
Sligo	Claire E. Kapoor	301-649-8121
Takoma Park	Mike Miller	301-650-6444
Tilden	Robert Polleys	301-230-5930
Hallie Wells	Michelle McMahon/Philip Finelli	301 284-4800
Julius West	Jeffrey Brink	301-279-3979
Westland		301-320-6515
White Oak	Desmin Wade	301-989-5780
Earle B. Wood	Kristy Pierse	301-460-2150

Important MCPS Contact Information

	Phone Number	Website/Email
MCPS Intramural Program homepage		www.montgomeryschoolsmd.org/curriculum/physed/intramural/
**Karen B Kart, Content Specialist, Adapted Physical Education	240-740-3983	Karen_B_Kart@mcpmd.org
Cara Grant, Supervisor, Health and Physical Education	240-740-4003	Cara_D_Grant@mcpsmd.org
Jassmire Rowe, Administrative Assistant, Health and Physical Education	240-740-4003	Jassmire_A_Rowe@mcpsmd.org
MCPS Systemwide Safety Peter Park, Team Leader	240-314-1070	www.montgomeryschoolsmd.org/departments/facilities/safety/
MCPS School Safety and Security	240-740-3066	www.montgomeryschoolsmd.org/departments/security
Animal Control	240-773-5960	www.montgomerycountymd.gov <i>click on service</i>
Poison Center	800-222-1222	www.poison.org
Montgomery County Police	301-279-8000	www.mymcpsnews.com
Air Quality Index		www.airnow.gov

**Karen Kart is your first point of contact for MS Intramural Programs