

Tea Area School District

ACTIVITIES HANDBOOK



2013-2014

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Part I - INTRODUCTION

This guide is comprised of the majority of policies and procedures that will affect the extra curricular/co-curricular activities program in the Tea Area School District. It is not inclusive and it would be a unique situation if some changes were not necessary in the future.

The primary purposes of this guide are as follows:

1. To add a degree of uniformity toward the successful fulfillment of the activity program.
2. To develop an appreciation on the part of each member of the departments for the position and responsibilities of others who are associated with the departments.
3. To provide a quality activity program for students.
4. To establish uniform procedures so that coaches and advisors will use the same procedure in dealing with the public, family, students, and participants.

Part II - PHILOSOPHY

The extra curricular/co-curricular activities program in Tea Area School District provides opportunities and experiences that make a contribution to the general growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community.

Participation in sound activity programs contributes to health and happiness, physical skill, emotional maturity, social competence and moral values.

The inter-school competition affords the superior students the opportunity to work toward a high level of achievement and compete with their peers from other schools. Emphasis is placed on teaching special skills and developing desirable habits and attitudes.

School activities are a potential, educative force of great power, whose effectiveness can be greatly enhanced through proper leadership.

Part III - GOAL

The goal of the activities program is to involve as many students as possible in one or more extra curricular/co-curricular activities based on the available materials, equipment, facilities, and moneys available.

Part IV - TEACHER FIRST, COACH SECOND

The Tea Area School District hires each of you as teacher first and then as a coach. Your success as a teacher is the first step towards being a success as a coach. Reputations are earned – and – very lasting. Being respected as an educator is critical to your overall success. *Be a class act – in class—at practice – during competition – and in the community.*

Part V - ACTIVITIES

Extra Duty	Assignment	Staff Member
Art Club	Advisor	Maisie Smith
Boys Basketball	Head Varsity Coach Varsity Asst. Freshman MS	Chris Fechner David Preheim Scott Frey Adam Larson/Nick Berg
Cheerleading	Boys Basketball Girls Basketball Football	TBD TBD Lisa Ketelhut
Cross Country	Head Varsity Coach Varsity Asst.	Ryan Decker Marissa Verbovskiy
Dance Team	Coach	TBD
Debate	Coach	Jason Smalley
Drama	High School Director Middle School	Michelle McNamara Tamera Adkins
FCCLA	Advisor	Heather Herman
Football	Head Varsity Coach Varsity Asst. MS	Craig Clayberg Dave Clayberg / Brent De Boer / Kyle Wilson / Scott Frey Alan West / Brandon Ogan / Dale Daugherty
Girls Basketball	Head Varsity Coach Varsity Asst. Freshman MS	Ryan Decker TBD Laura Berg Scott Binde / John Westhoff
Golf	Girls Varsity Coach Boys Varsity Coach Girls MS Boys MS	Jason Sudenga Jason Sudenga Scott Binde TBD
Quiz Bowl	High School Middle School	Barb Hascall Tamara Adkins
Lettermen's Club	Advisor	Brent De Boer
Math Counts	Coach	TBD
Music	HS Instrumental MS/HS Vocal MS Instrumental Elementary Music Elementary Music Summer Lessons	Stephanie Wranek Janice Gilbert Ruth Erickson Leslie Fyiling Shannon Fanning Stephanie Wranek
National Honor Soc.	Advisor	Rhonda Britzman
Newspaper	Advisor	TBD
One Acts	Director	Michelle McNamara
Oral Interp	High School Middle School	Teri Alleven Teri Alleven
Soccer	Girls Varsity Boys Varsity	Mark Anderson Paul Bennett
Student Council	High School	Maureen Hybertson

	Middle School	Deb Grebin / Alissa Hugelma
Track	Head Varsity Coach Varsity Asst. MS	Tori Miles / Ryan Decker Dale Daugherty / Kent Sattler Tracie Schmidt / John Weston Jennifer Deibert / Kristina Carlson
Volleyball	Head Varsity Coach Varsity Asst. Freshman MS	Kristina Charlson TBD Jennifer Deibert TBD / Kristin Fechner
Wrestling	Head Varsity Coach Varsity Asst. MS	Dale Daugherty Brandon Ogan Nick Smith
Yearbook	Advisor	Amos Ferguson

Part VI - RESPONSIBILITIES

Responsibilities of the Activities Director:

1. Selects, assigns, supervises and evaluates all personnel.
2. Schedules and contracts all activities.
3. Administer and supervise all activities.
4. Coordinate all practice schedules and locations.
5. Schedule and coordinate all transportation needs.
6. Control and disperse all monies allocated to activities.
7. Coordinate employee, complimentary, and activity passes.
8. Administrate all SDHSAA district, regional, and state events with the District.
9. Coordinate all Athletic Department-Booster Club activities.
10. Oversee the development and care of all facilities.
11. Prepare and submit athletic/activities budget.
12. Coordinate all eligibility requirements.
13. Coordinate all awards and presentation ceremonies.
14. Maintain current SDHSAA and Dak-12 by-laws and publications.
15. Coordinate all professional development activities for the athletic/activity staff.

Responsibilities of the Coach:

The coach has the greatest burden of responsibility for sportsmanship in his or her program. The coach has the strongest influence on the attitudes and behavior of the players, student body and community. For good sportsmanship to become a reality in our school, the coach must subscribe to the values of sportsmanship and teach its principles through word and deed. It is recommended that the coach set an example through the following:

1. Set the example and tone of good sportsmanship for others to follow.
2. Instruct their players in their sportsmanship responsibilities.
3. Follow through on disciplinary action on students who display unsportsmanlike behavior. If necessary, take away the students privilege of representing the school.
4. Be a good host to opponents. They are to be respected and treated like guests.
5. Provide opportunities for social interaction among coaches and players.
6. Respect the officials' judgment and interpretation of the rules.
7. Publicly shake hands with opposing coaches and officials before and after the contest.
8. Remember margin of victory is not an educational objective. "Pouring it on" should never be a goal of a Tea Area coaching staff member.

Role Model Status:

Coaches/ activity leaders are the most visible role models in our system. The way in which you react to situations sets the standard for your entire program. When you are a positive role model – other coaches, athletes, parents and fans will mimic that behavior.

Areas that are critical teaching moments for you are: dealing with students that are not meeting your expectations during competitions, recitals, programs, etc., officials, hostile environments, winning and losing.

It's simple – always be a credit to your team, program, school and community by being the consummate professional when dealing with adversity.

Appearance – Practice and Competition:

Dress professionally at every practice session and competitive event. Practice sessions are very important. Please be dressed in a professional manner. The clothes you wore to school are not what we are looking for. Have the proper practice attire at all times. Take pride at how you look at practice, it's the beginning of setting the right example for the athletes.

Responsibility of the Players

The responsibility of good sportsmanship is second in importance to only that of the coach. Players provide a great deal of influence over the actions and behaviors of the spectators due to the fact the players are admired and respected. Because being a part of a Tea Area Titan activity is both an honor and a privilege, the following are behaviors that are expected of our participants.

1. Set good examples of sportsmanship and work ethic for your peers to follow.
2. Treat opponents with respect that is due them as our guest at home events.
3. Treat opponents and facilities at road events with the proper respect.
4. Shake hands with opponents and wish them good luck before the contest.
5. Congratulate the opponents in a sincere manner following victory or defeat.
6. Exercise self control at all times, accepting decisions and abiding by them.
7. Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.
8. No communicating with officials regarding a clarification of a ruling. This is the function of the team captain, if necessary.
9. Realize and accept the seriousness of the responsibility and privilege of representing the school, your family and community at Tea Area School District events.

Responsibility of Parents, Student Body, Community

The responsibility of the parents, community and student body for good sportsmanship is third only to the coach and the player. Parents and Adult spectators must subscribe to the values of sportsmanship and teach its principles through word and deed. It is recommended that the adults set an example through the following:

1. Set the example and tone of good sportsmanship for others to follow.
2. Support the coaching staff and the program. Negativity of either sends a poor message to the players and students as well as the communities we compete against.
3. Treat opponents with respect that is due them as our guest at home events.
4. Treat opponents and facilities at road events with the proper respect.
5. Respect the judgment of officials and their interpretation of the rules. Refrain from harassing verbal remarks and gestures indicating a dislike for a decision.
6. Exercise self control at all times, accepting decisions and abiding by them.
7. Realize and accept the seriousness of the responsibility and privilege of representing your family, school and community at Tea Area School District events.

Part VII – ELIGIBILITY RULES

Tea Area School is a member of the South Dakota High School Interscholastic Activities Association and the school abides by its regulations.

To be eligible to participate in inter-school contests, a student must pass at least four regular subjects each semester. All participating students must have a current SDHSAA physical on file with the principal before they are allowed to begin practice in any sport. A student must also be in school by 12:00 p.m. to be eligible to participate in a school activity that day, subject to administrative discretion.

The eligibility rules apply to all SDHSAA and/or Tea Area School sanctioned extra curricular/co-curricular activities. The co-curricular activity code of conduct governs all Tea Area School student eligibility.

Guard Your Athletic Eligibility—You Are Not Eligible if:

1. You have reached your 20th birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. You did not pass 20 hours of high school work per week in courses approved for graduation for the preceding semester.
4. You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.
6. You have not enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
7. You have been absent from school more than 10 consecutive school days. (Illness of student or death in the immediate family accepted.)
8. You do not have on file, in the principal's office, a signed physical examination and parent(s)/guardian(s) permit form.
9. You have ever participated in an athletic contest under an assumed name.
10. You have ever participated in athletics in any institution of learning of higher rank than a standard secondary school.
11. You have violated your amateur standing.
12. During a high school sport season, you compete on an unattached basis as an individual or as a member of a non-school team.

Consult your coach or principal for additional information.

Guard Your Fine Arts Eligibility

The following are the eligibility requirements for students participating in any contest or festival involving music, journalism, speech, and drama activities.

You Are Not Eligible if:

1. You have reached your 20th birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
4. You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.
6. You have not enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.

7. You have been absent from school more than 10 consecutive school days. (Illness of student or death in the immediate family accepted.)

Consult your principal or fine arts coach/advisor for additional information. If a student causes Tea Area School to be disciplined by the South Dakota High School Activities Association (SDHSAA) for any reason, the student will be automatically suspended from all SDHSAA sanctioned activities for a period to be determined by the SDHSAA Board of Directors and/or the Tea Area School administration.

Furthermore, students whose violations cause monetary fines from the SDHSAA will be responsible for payment of this fine in its entirety. The student in question will remain suspended by the Tea Area School administration at least until the fine has been paid in full.

Part VIII – DRUGS/ALCOHOL/TOBACCO

1. The drinking or possession of alcoholic beverages is prohibited.
2. The use or possession of tobacco is prohibited.
3. The use or possession of illegal drugs or narcotics is prohibited.

At any time year round, regardless of the quantity, a student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, tobacco products, drugs or alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state laws are violated, regardless of parental attitudes, if the student disregards these guidelines. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the student conforms to the prescription and appropriate school policies. This policy is in effect outside of school and on property owned, leased, or maintained by the school district, at all school-sanctioned activities on and off campus, in vehicles used to transport students to and from school or at other activities, and in vehicles parked on school property.

The proper law enforcement authorities and/or the school board and /or the school administration will deal with any student who violates this policy.

Violation of Drug/Alcohol/Tobacco Policy:

Illegal Drugs and Narcotics

South Dakota Codified Law 13-32-9:

Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana, as defined in chapter 22-42, is INELIGIBLE TO PARTICIPATE IN ANY EXTRA CURRICULAR/CO-CURRICULAR ACTIVITY FOR ONE YEAR at any secondary school accredited by the Department of Education and Cultural Affairs.

As used in this section, the term extra curricular/co-curricular activity means any activity sanctioned by the South Dakota High School Activities Association and/or activities sponsored by the Tea Area School District.

Alcohol and Tobacco

After confirmation by the administration:

1. **First Violation** – The student shall lose eligibility for the next two weeks or next two consecutive events in each activity, whichever is greater. The student will be required to attend a conference with the school counselor. The conference will be educational and may require more than one meeting and/or assignments to be completed. The individual would continue to practice during the suspension.
2. **Second Violation** – The student shall lose eligibility for the next six weeks or next six consecutive events in each activity, whichever is greater. The student will be required to attend an alcohol education program designed or chosen by the school counselor. The student would be required to perform 20 hours of community service. The community service will be determined and monitored by the school counselor. The individual would continue to practice during the suspension.

3. **Third Violation** – The student shall lose eligibility for all activities the remainder of the school year. In order for the student to return to activities the following year, the student shall 1) complete a drug and alcohol program chosen by the school counselor and 2) perform 40 hours of community service. The community service will be determined and monitored by the school counselor.
4. **Fourth Violation** – The student shall lose eligibility from participating in all Tea Area High School Activities for the remainder of the student’s eligibility.

Miscellaneous Considerations

- A. **The training rules will apply at all times, not just at school activities.**
- B. Violations occurring while on or at a school or state-sponsored activity will also include a three to five day school suspension. Exception: Communion during a religious ceremony is an exception and other circumstances as permitted under South Dakota law.
- C. A student of legal drinking age must still conform to the policies set forth.
- D. If a student is charged with an alcohol or drug related offense, the student will be suspended from activities in adherence with training rule violations. After adjudication, the completion of the suspension would be served if greater than previously served.
- E. **Violations will be accumulative throughout your high school career.**
- F. Guilt by association is not a violation, but if incidents are frequent, a conference with the student and their parent(s)/guardian(s) will be held.

Part IX – TRAINING RULES

Philosophy and Purpose

- A. The Tea Area School District has adopted the following policy relating to the use of mood-altering chemicals, i.e., alcohol, tobacco, drugs, and marijuana.

Tea Area School District recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The use of mood-altering chemicals for some adolescents affects extra curricular/co-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members, or other significant persons in their lives.

The close contact of advisors and coaches at Tea Area School District activities provides them with a unique opportunity to observe, confront, and assist young people. Tea Area School District supports education and awareness training in adolescent chemical use problems, including the symptomatology of chemical dependency and special issues affecting Tea Area School District activities for administrators, athletic directors, coaches, advisors, participants, and their families.

- B. Statement of Purpose
 1. To provide consistency with the Tea Area School District extra curricular/co-curricular activities program philosophy: “That provides opportunities and experience that make a contribution to the general growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community.”
 2. To emphasize the school’s concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
 3. To promote equity and sense of order and discipline among students.
 4. To conform to and support existing state laws which restrict the use of such mood-altering chemicals.
 5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
 6. To assist students who desire to resist peer pressure that directs them toward the use of mood-altering chemicals.

Attendance:

The coaches, advisors, and directors of Tea Area High School athletics and activities place a high value on school attendance. In order for a student to participate in a game or contest he/she must

1. Be to school by noon on the school day on the day of the game or contest ... for a Saturday game or contest he/she must be to school by noon on Friday.
2. Be in attendance the entire day after the game or contest.
Failure to meet these requirements will result in consequences enforced by the coach, advisor, or director of the activity. Consequences may include, but are not limited to, extra conditioning, loss of playing time, and/or suspension from a game or contest.

Excused/Unexcused Absences:

The coach, advisor, or director will set specific rules regarding absences or tardiness to a practice, game, or contest. It is expected that the Tea Area High School policy concerning excused and unexcused absences will be the guideline for athletics and activities.

Classroom Behavior:

The coaches, advisors, and directors of Tea Area High School athletics and activities place a high value on the behavior of the student athletes/participants. Tea Area athletes and participants are expected to uphold the ideals of Tea Area School inside the classroom as well as outside the classroom. The coach, advisor, or director will establish a guideline of expectations and consequences for these areas.

Hazing/Froshing

It is the policy of the Board of Education and school district that hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. Hazing is defined as:

“Doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.”

No administrator, faculty member, or other employee of the school district will encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in any hazing.

Administrators, faculty members, and all other employees of the school district will be particularly alert to possible situations, circumstances of events, which might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing activities will be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with the state law.

Sexual Harassment Policy

Policy. It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Definition. Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

Responsibility. School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws when appropriate. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill founded may constitute libel or slander. Copies of the policy will be available in the administrative offices.

Complaints. Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the school counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize the Tea Area School grievance procedure.

Lettering Requirements. Every sport is unique and having a specific set of rules that apply to each of these in the exact same way is impossible. The head coach shall determine specific requirements for each sport after consultation with the athletic director. These letter requirements must be reviewed with the parents and the athletes at the opening meeting for the season.

The activities department strongly recommends the following criteria be utilized as part of the lettering system and can be individualized to meet each sport's needs. The goal is to achieve some common ground for awarding letters. Common criteria could include:

1. Points or participation formula
2. Attendance and completion of season
3. Violation of the Activities Code reference
4. Educational performance enhancement opportunity
5. Varsity, junior varsity, sophomore, etc., reference
6. Illness or injury waiver

The activities department recommends that letters be given only to those individuals who are athletes or student managers.

Advance make-up slips:

It is required that an athlete or participant will make up all work before leaving for a game or contest that requires them to miss any scheduled classes. Students must pick up a School Activity Make-up Sheet from the office. The student will have all their class work written on the make-up sheet and signed by their respective instructors **before** they will be allowed to board the bus for the event. Failure to complete any of the work by the time set by the individual instructor will result in a zero for that assignment.

Academic Eligibility Standard:

The Tea Area School administration, coaching staff, and activity advisors place first priority on the student's education. In order to participate in Tea Area School District athletics and activities, a student **must be passing all of his/her classes**. Students' grades will be checked on a regular basis by the school administration, coaching staff, and activity directors.

All students' grades will be checked at midterm and at the end of each quarter. Any student receiving a grade of F will be ineligible for any/all co-curricular/extra curricular activities. Ineligible students will be allowed to practice but will not be allowed to dress or participate in events. As outlined below, a student's eligibility status will officially change the Monday after grades have been submitted.

At the end of week 7, students who were ineligible at midterm may become eligible again if

- 1) that student gets a teacher signature for the class causing ineligibility
- 2) that student submits the signed document (indicating the passing grade) to the activities director by 3:30 on the Friday of week 7.

NOTE : Some activities may serve a dual purpose, extracurricular plus academic status, therefore criteria for grades is determined and grades are posted based on the completion of said criteria. Participation in extracurricular activities may be part of the criteria. Each student situation will be decided on its merit and handled accordingly. Travel to out of town activities will not be permitted.

If the above conditions are met, that student may resume full participation beginning the Monday of week 8. Failure to submit said signature will cause the student to remain ineligible until grades are reported again for the next grading period, at which time a student may resume participation if he/she has no failing grades.

Students who are ineligible at the end of a quarter will be ineligible until grades are reported at midterm of the following quarter. Students may resume participation beginning the Monday after midterm grades have been submitted, provided they have no failing grades.

Rule Enforcement:

The policies set forth are for all extra curricular/co-curricular activities during the school year. The school year for activities starts the first day of golf, football, cross country, soccer and volleyball practice in the fall (whichever is earliest) and extends to the last day of the state track meet or graduation, whichever is later in the spring. The start date is for all students involved in extra curricular/co-curricular activities throughout the school year.

Note for the 2013-2014 school year: Students who failed a class the 4th quarter or 2nd semester of the 2013-2014 school year will be ineligible to dress or participate in an event until 4 weeks/ one half quarter/ approximately 21 days after practice begins in the fall. Therefore, the first week of eligibility for those students will be the week of September 4. Summer school is offered at connections academy to recover eligibility. YOU must recover the class you have failed.

Violations of Common Sense Rules:

The Activities Code covers the most serious types of misbehavior by athletes. There are other areas that coaches need to address. Head coaches and activity leaders need to communicate with their assistants and have a plan that is explained to all athletes on issues like being late for practice, disrespectful conduct, taunting, flagrant violation of the rules of the game, etc.

Inclement Weather:

The Tea Area School Board is concerned with the safety and welfare of the Tea Area School students and district personnel, thus, their attendance or scheduling of practices, open gyms, and contests when school has been dismissed or closed due to inclement weather, shall be restricted within the following conditions.

1. When the school is closed or dismissed after the school day has begun and students are dismissed to return to their residences due to inclement weather, there shall not be any practices, open gym, voluntary activities or contests after the closing for any students.
2. When a contest or performance is scheduled, the host school and visiting school shall make the decision regarding whether to continue, cancel and/or reschedule the activity. The decision will be made by the building principal and activity director after consulting with the superintendent, if available, on or before 2:30PM. If the decision is to cancel or reschedule the activity, an announcement will be made over the radio and television stations on the regular stations utilized for inclement weather notification as well as the school messenger service.
3. When school is dismissed early or closed for the school day and there is a State sponsored contest/event, it shall be the determination of the building principal, activities director and superintendent as to the appropriateness to participate in the contest/event. The officials/sponsors of the State contest/event will be contacted to determine safety prior to leaving for or returning from the activity/event.
4. When inclement weather develops during a home contest or activity, the building principal, activities director and a visiting administrator or coach/advisor that is available will make the decision to continue, postpone or cancel the activity or contest. Should inclement weather develop while the district's team/group is at the visitor's venue, the coach/advisor will attempt to contact the building principal, activities director or superintendent to determine the safety of returning to the district. Should the building principal, activities director or superintendent not be reached, the coach/advisor will make the determination to travel or not to travel. If a bus driver is present, he/she shall be consulted prior to a decision being made to travel or not to travel. In the event the coach/advisor

decides not to travel, he/she will arrange for the safety of the students and make appropriate accommodations at the visiting site.

Practices- Wednesdays & Sundays

No practices will be permitted before 6:30am or after 9:00pm. Wednesday night has been set aside as church night. Afternoon practices must end by 6:15pm. No evening activities are to be scheduled by the school district on that night. Sundays are also non-school sponsored activity days.

The School Districts recommends to the Club Sport Activities to not schedule practices and contests on Wednesday or Sundays. There will be times that due to the leagues they participate in, these days may be unavoidable. It is the district's recommendation that the parent discuss the participation of the child on these days with the coach/advisor of the club sport.

Early School Departure

In the event students must leave school early to participate in an activity, the coach/advisor shall submit to the office and the appropriate teaching staff, a list of participants a minimum of three days in advance of the event.

Tea Area High School



Parent/Coach Communication Guide

Parent/Coach Relationship

Parenting and coaching are both very difficult roles when dealing with our children. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the other. As parents, when your children become involved in the activity programs, you have the right and responsibility to understand what expectations are placed on you and your child. This begins with a clear communication from the coach of your child's program.

Communications Parents Should Expect From Coaches

1. Philosophy of the coach.
2. Expectations the coach has for your student as well as all the players on the team.
3. Location and times of all practices and contests.
4. Team requirements
5. Procedures should your student be injured during participation.

Communication Coaches Expect From Parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts with practices or contests well in advance.
3. Specific concerns in regards to a coach's philosophy and/or expectations.

How to Handle Concerns

When your student becomes involved in the Fine Art and/or Athletic programs at Tea Area High School, they will experience some of the most memorable and rewarding times of their high school days. It is important to understand that there will also be times when things do not go the way you or children would like. At these times discussion with the coach at an appropriate time is encouraged. It is very difficult to accept your student not playing as much as you may hope. Coaches are professionals and have to make judgment decisions based on what they believe to be best for **all** students involved. There are certain things that can and should be discussed with your student's coach. There are other things that need to be left to the discretion of the coach.

Concerns Appropriate to Discuss With Coaches

1. The treatment of your child mentally and physically.
2. How to help your child improve their skills.
3. Concerns you have about your child's behavior.

Concerns Inappropriate to Discuss With Coaches

1. Other student athletes
2. Other coaches and/or school personnel
3. Team Strategy
4. Play Calling
5. Playing Time

Chain of Communication

1. The first line of communication is between the athlete and the coach.
2. The second line of communication is between the coach and the parent.
3. The third line of communication is between the coach, parent and activities director.
4. The fourth line of communication is the building principal.
5. The fifth line of communication is the superintendent of schools
6. The sixth line of communication is the board of education.

Communication Pitfalls

There are some real pitfalls that when avoided tend to make your life as a coach much easier. These are some suggestions that may avoid problems:

1. **never overestimate the abilities of an athlete** – it is much better to tell them they have a talent, but it must be developed through hard work and dedication to be of use to themselves or others
2. **never promise athletes** something that they may not be able to live up to and you may have to back off from at a later date
3. **never anoint an athlete** – in other words, make everyone earn everything they get on your team
4. **never tell an athlete what you're thinking** – if you need advice or confirmation get it from the professional staff
5. **dance with the ones that brought you** – stick with the athletes who have been through the wars with you – do not look for quick remedies to tough problems in younger or new athletes
6. **new players are special** – however they are not usually saviors, make them earn everything they get – show them and your athletes what it takes to be part of your program and team
7. **be the boss** – do not let outside pressure force you to make decisions
8. **when parents inquire** about what you think the future of their athlete is in your program, be careful not to say anything that will come back to haunt you – just offer them the opportunity to be the best they can be – nothing more
9. **remember to do what's right** – not what's popular
10. **remember that you don't owe anyone anything** – except a fair chance
11. **you don't have to explain your decisions to anyone** – they need to know you are the decision maker and second guessing is out of the question

If You Have a Concern to Discuss With a Coach

There are situations that may require a conference between the coach and the parent. These are encouraged; however it is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedures are to be followed to help promote a resolution to an issue of concerns.

1. Call the school to set up an appointment with the coach. (498-2700) Please do not call them at their home. They too have private lives away from school that deserves to be respected. They need time to prepare for their more important job, teaching their classes.
2. If the coach cannot be reached, call the Activities Director. He/she will set up the meeting for you.
3. Do not attempt to confront the coaches before or after a contest or practice. These are emotional times for both the parent and coach. Meetings of this nature usually do not promote resolution.

What Can a Parent Do If The Meeting With the Coach Did Not Provide a Satisfactory Resolution

1. Call and set up an appointment with the Activities Director and Coach to discuss the situation.

There is research that indicates students involved in co-curricular activities tend to have greater success in school as well as a greater chance of success as adults. Many of the character traits required to be successful participants are the same that promote a successful life after high school. We hope the information we are providing in this handbook makes both your student's and your experience less stressful and more enjoyable.

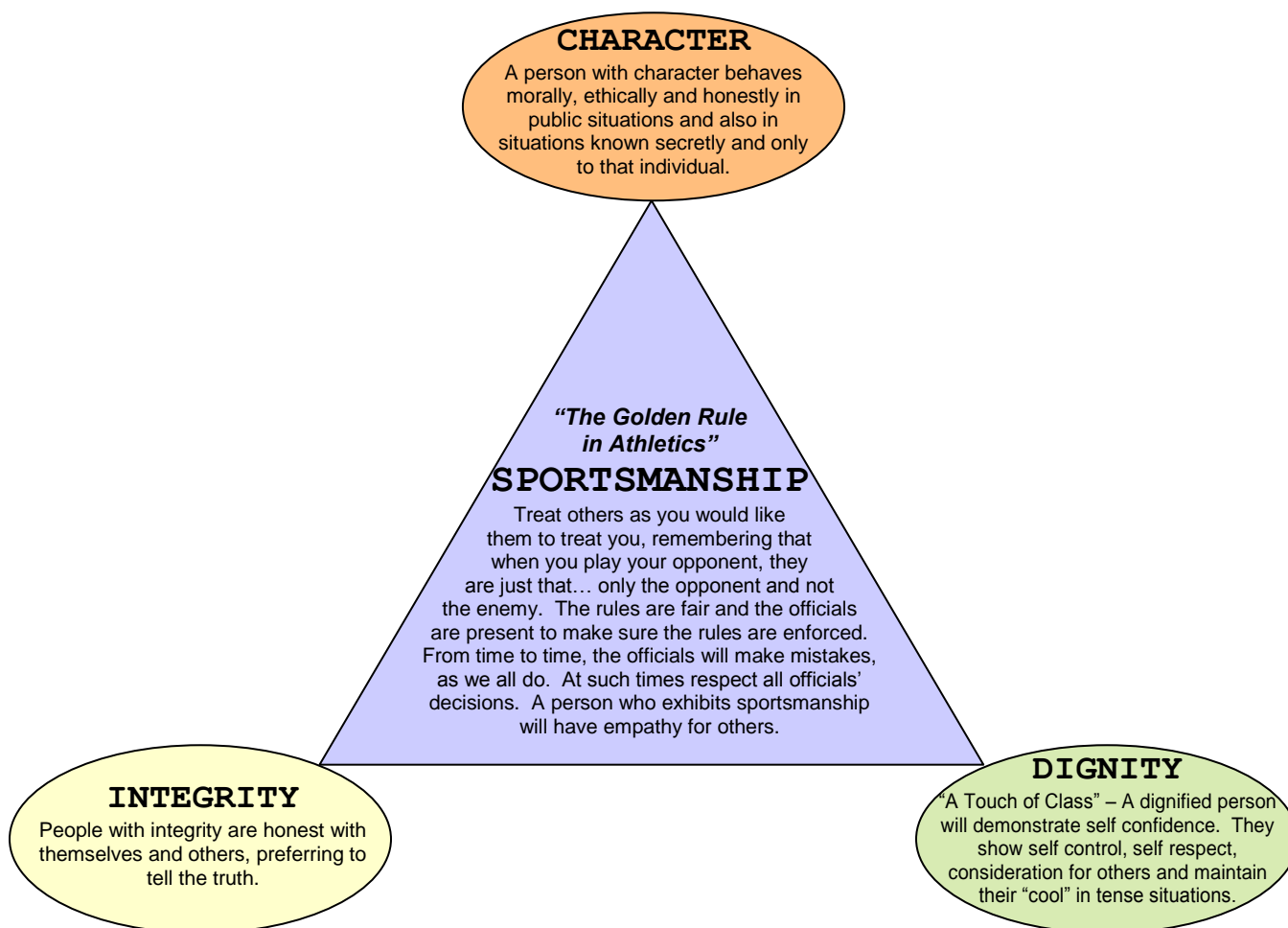
As we prepare for the upcoming sports season, it is an appropriate time to review the goals of our program as they relate to sportsmanship. As an educational institution, our school is committed to teaching our young people to set goals, strive for excellence, and to properly handle whatever adversity they encounter along the way. This aim is the same in the classroom as it is on the playing field.

The greatest challenge to good sportsmanship is adversity. When things are not going well the easy response is to shift the blame. In particular, to shift it away from ourselves to our opponents, or more often, to the officials. When this is done, the focus is away from the positive, "to play harder or better," to the negative, "how can we possibly overcome the bad calls." As teacher/coaches we feel it is essential that our athletes maintain a positive approach to handling adversity. We need the support of our parents, as role models, if we are to accomplish this.

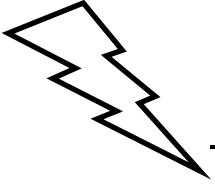
As a school we hire the game officials during the regular season. All of our officials are deemed competent by our coaching staff and athletic administration. They are not perfect, and their interpretation of the action may be different from yours. However, they are an essential part of the game, and they are doing the best they can. Let's strive to pay less attention to their performance and more to the superb skills of our young athletes.

Co-curricular activities are a very important part of your child's education. Your child will learn values such as hard work, teamwork, sportsmanship, interpersonal relationships, honest, and striving for success. These character traits help promote a successful life.

The athletic staff wants your child to have a very positive experience at Tea Area High School. With your help and your positive support of the staff at Tea Area High School, the experience that all will have will be most rewarding.



"Win With Integrity, Lose With Dignity, Do Both With Class"



BE A GOOD ROLE MODEL

When It Comes to Sportsmanship, Kids Take Their Cue From You

Setting a positive example for your kids while you sit in the stands cheering is a good way to ensure they will participate in sports for a long time. A parent who gets so caught up in the action and overreacts to every play or call, harms and embarrasses children. It focuses attention away from them and negates all the good things we hope kids learn from playing – teamwork, effort, problem solving and of course, how to have fun and how to be a positive role model. Here are some tips for acting responsibly as the proud parent of a player and how to be a positive role model.

1. Put sports into perspective.

You don't often see emotional behavior at the school play, but when your child sees you irate over a game, the message is that sports are the be-all and end-all in life. Don't emphasize the end product – a win, trophy or championship – over the process of playing and having fun. When there's no place for second place, you get parents and kids who are not satisfied with having a good game.

2. Cheer positively.

It's okay to cheer loudly for your son/daughter when they do well. But when it doesn't go well, don't forget to yell something positive like, "good effort" for example. Cheering for all the players reinforces the lessons of teamwork and promotes camaraderie among both players and parents.

3. Can the pre- and post-game lectures.

Don't offer a steady stream of advice, criticism and pep talks. The last thing a kid wants to hear on the way home, or at the dinner table, is what he could have done better during the game.

4. Let the coaches coach; You parent.

Don't shout instructions or point out mistakes from the sidelines. Your child already has their assignment from the coach and is concentrating on executing what she/he has learned in practice. Unauthorized coaching distracts your child and undermines the coach. But a positive "Let's go Titans!" or "C'mon defense!" before each play is just fine.

5. Respect those in charge.

Publicly disagreeing with an official or coach teaches kids that it's okay to challenge an adult's authority. Officials make bad calls from time to time, they're only human, but right or wrong, kids and parents must yield to them. Let your son/daughter hear you say, "I didn't think you were out of bounds either, but that's not the way the ref saw it, and he was a bit closer than I was." Don't criticize coaches in front of your child. You don't have to agree with everything the coach does, but your child must learn to respect him.

6. Limit SOS calls.

Is your child sitting on the bench a lot? Does he dream of playing a different position? Part of our responsibility as parents is to teach our children to solve problems on their own. "If daddy always comes to the rescue, what does that teach him? Encourage your child to speak to his coach on his own, but tell him how. Don't complain. Instead, he can ask the coach if he might get more playing time at a different position or what he can do to improve. If your child really has been wronged, speak with the coach but don't get confrontational.

7. Stop the trash talking

Putting down the opponent or flinging accusations of cheating gives kids mixed messages about sportsmanship. We make our kids shake hands after each game and insist sports are for fun, but seeing and hearing you act otherwise confuses them and undermines your credibility.

8. Have fun.

Let your child see you enjoying the game, rather than sitting with a tense scowl on your face and veins popping from your neck. Have a hot dog and a soda, and play the role of proud parent, no matter what occurs on the field.

