



Spirit Handbook

INTRODUCTION

All candidates who are interested in trying out for a Broken Arrow Tigette team need to understand that there are specific responsibilities and obligations which your child must assume in order to qualify and remain part of the squad. These obligations will remain for the entire school year. All Tigettes will be considered athletes and will follow guidelines under the Broken Arrow Public Schools Athletic Department. As a leader, your child will be held to a higher standard and expectation of the coaches, teachers, and school administrators. Being a member of the Broken Arrow Tigettes Program has many rewards and is a valuable experience they will remember for a lifetime. Additionally, your child will provide pride, leadership, and enthusiasm to their school, peers, and community through their dedication to the Broken Arrow Tigettes Program!

PURPOSE & MISSION

The purpose of the Broken Arrow Tigettes is to create an atmosphere that promotes school spirit, represents the school and community at all dance team appearances and competitions, and provides entertainment and support at athletic events. The mission is to provide dancers with a successful and meaningful experience in a positive and healthy environment. Team members work towards maintaining high academic achievement, increasing their dance ability, practicing positive sportsmanship, learning effective time management, and forming strong friendships. The success of this team is due to a strong commitment from the dancers, their families and the coaching staff. All Tigette representatives, including dancers, family members, booster club members and coaching staff, will always exhibit impeccable sportsmanship and positive attitudes toward team members, competitors, and their school.

GOALS

1. To represent Broken Arrow at competitions and performances at athletic and other community events.
2. To project a positive image for Broken Arrow Schools and the Athletic Department.
3. To inspire students' enjoyment and enthusiasm for dance performance.
4. To build leadership skills, mental and physical wellbeing, work ethic, and positive social skills in team members.



BAPS CODE OF CONDUCT

As part of the Broken Arrow Tigettes, team members have an obligation to conduct themselves in a manner compatible with the high school's function as an educational institution. All team members must comply with the BAHS Student Code of Conduct at all times and can be subject to high school disciplinary procedures beyond that laid out in the team discipline policy and vice versa.

TIGETTE EXPECTATIONS

Be respectful of all Coaches during practice and outside of practice. Be respectful of teammates both inside and outside of practice. Dancers are expected to treat one another with mutual respect. We do not tolerate bad attitudes, laziness, excessive crying because of not getting put in desired positions, pettiness, gossiping or cliques, which attempt to exclude or alienate certain members. Blaming, name-calling, talking behind each other's back, talking to other team members about one another in any negative way will not be tolerated. Back-talk, rolling of eyes and any other disrespect for the coach/sponsor will not be accepted. Bullying, intimidation or harassment of fellow Tigettes, students, or coaches at practice, after practice, at school, at home, or on any social media platform (Facebook, Twitter, SnapChat, Instagram, Text Messages or by Email) is 100% not tolerated by Broken Arrow Tigettes, Athletics, or Broken Arrow School Administration. Any such behavior can result in removal from the Broken Arrow Tigette Program. Dancers must, at all times, be a strong representative of Tigettes and a positive reflection of his/her teammates. This includes putting forth effort to be a student athlete. Abusive behavior, lying, and or any other form of negative behavior are grounds for removal from this team. Good sportsmanship, polite manners and a kind disposition are mandatory at all practices and competitions. We want our program to set the highest standard of behavior. Dancers are expected to give 110% at ALL times. The only way to achieve a desired goal is for everyone to try their hardest all of the time. Dancers must remain professional at all times. Your attitude and behavior is a direct representation of the team and its dancers. The notoriety of being a Tigette team member places an additional expectation on the student. Members represent their school at all times both in and out of uniform. As a result, the student can anticipate being held to a higher standard of behavior by our community. It is extremely important that members be aware of the fact and be willing to conduct themselves accordingly.

APPEARANCE

Broken Arrow Tigettes are held to a higher standard by their teachers, coaches and Administrators. Tigettes need to understand that all rules apply to them and they should be an example and leader at school. Each team member will follow the Spirit Handbook and Broken Arrow Student Athlete Social Networking contract once they make a team. Tigettes need to be in uniform with hair/jewelry etc. as designated by the coaches. Failure to wear the proper uniform/dress may result in having to sit out. No visible tattoos, ink drawings of tattoos, or unusual/unnatural hair colors shall be displayed by Broken Arrow Tigettes in uniform. The coaches have the ability to sit a Tigette out until their appearance is within our expectation guidelines. No unapproved jewelry should be worn to practice, games, or



competitions – including belly rings, nose rings, and ear jewelry. We strongly suggest that you do not get any type of new piercings during the season due to the fact that all piercings need to be removed when in practice, uniform, or while representing Broken Arrow Tigettes. Fingernail length should be minimal and color should be natural or french tip. We expect that each girl's school day attire is following the school dress code.

TEAM UNIFORMS

Team uniforms will be purchased through fundraising activities and/or athletic funds. Lost or damaged items will be replaced at the team member's expense. All team members are required to purchase personal uniform items (i.e. shoes, socks, tights, etc.). Members will wear uniforms as selected by the coach. If a member leaves the team or is removed from the team, all uniform items must be returned within one week. Uniforms need to be hand washed. All uniforms must be checked in at the end of the season. Any members who have not turned in their uniforms, will not be allowed to try out for the next season. Tigette are responsible for their own uniform – cleaning and repairs. Uniforms purchased by the school district will remain property of the school district. Uniforms should be worn only to school events and are not allowed to be loaned to anyone else. Uniforms to be worn to an activity will be decided by the Captains and/or the Coach. **Most uniforms will be checked out on an as needed basis.**

PROGRAM STRUCTURE

The Broken Arrow Tigettes is composed of Broken Arrow students. Tigette team members primarily perform sideline routines, halftime routines at football and basketball games, and compete at the state and national level. The program is structured as follows (provided an acceptable number of candidates are available; team structure is at coaches discretion):

- **MIDDLE SCHOOL TIGETTE TEAM**

The middle school team will consist of 6th, 7th and 8th graders. All team members will attend a Broken Arrow middle school or the 8th Grade Academy. Tigettes is considered a class during the school day. All practices will be held 6th hour and after school. All team members will receive an academic grade for this class. The Middle School squad will perform at football and basketball games. The team will attend any other events, community service, and competitions deemed necessary by Athletics and the coaches. This team may attend local, regional, and out-of-state competitions. The team may have after school, evening, and weekend practices as necessary to prepare for camp, pep assemblies, competition, etc. Various fundraising will be required in order to cover some of the expenses. These fundraisers may occur during the evenings and weekends.

- **JUNIOR HIGH TIGETTE TEAM**

The Junior High team will consist of 7th, 8th and 9th graders. All team members will attend one of the Broken Arrow Middle Schools or the Freshman Academy. Tigettes is considered a class during the school day. All practices will be held before school and during 1st hour. All team members will receive an academic grade for this class. The Junior High squad will perform at football and



basketball games. The team will attend any other events, community service, and competitions deemed necessary by Athletics and the coaches. This team may attend local, regional, and out-of-state competitions. The team may have after school, evening, and weekend practices as necessary to prepare for camp, pep assemblies, competition, etc. Various fundraising will be required in order to cover some of the expenses. These fundraisers may occur during the evenings and weekends.

- **JUNIOR VARSITY TIGETTE TEAM**

The Junior Varsity Tigette team will consist of Freshmen, Sophomores, Juniors and Seniors. All team members will attend the Broken Arrow Freshman Academy or High School. Your student will have Tigettes as their 1st hour throughout the school year. All team members will receive an academic grade for this class. Practices are held before school and during 1st hour. The Junior Varsity team will perform at football, wrestling, and basketball games. The team will attend any other events, community service, and competitions deemed necessary by Athletics and the coaches. This team may attend local, regional, and out-of-state competitions. The team may have after school, evening, and weekend practices as necessary to prepare for camp, pep assemblies, competition, etc. Various fundraising will be required in order to cover some of the expenses. These fundraisers may occur during the evenings and weekends.

- **VARSITY TIGETTE TEAM**

The Varsity Tigette team will consist of Freshmen, Sophomores, Juniors and Seniors. All team members will attend the Broken Arrow Freshman Academy or High School. Tigettes is considered a class during the school day throughout the school year. All team members will receive an academic grade for this class. Practices are held after school and during 6th hour. The team may have afternoon, evening, or weekend practices as essential for preparing for camp, pep assemblies, competitions, etc. The Varsity team will perform at football, wrestling, and basketball games. Participation at other sporting events may also be required. The team will attend any other events, community service, and regional/state competitions deemed necessary by Athletics and the coaches. The Varsity Tigettes will also attend a national competition**. Participation in competition is expected in order to continue the strong tradition of Broken Arrow Tigettes. All team members will be required to attend and fundraise for competitions. Frequent fundraising occurs at the varsity level. Fundraisers involve the help and support of both Tigettes and parents. The fundraisers do involve time in the evening and on the weekends. Coaches want to reiterate that being a Varsity Tigette is a time commitment and requires each dancer to be organized and utilize their time wisely in order to be a successful student-athlete.

If a Tigette would like to hold a part-time job, the coaches ask that girls present calendars to their managers beforehand and must realize that last-minute school events do arise. Conflicts with work schedules are not excused. If team members would like to participate in studio groups or additional sports, Tigettes must understand that Broken Arrow Tigettes comes first, and we ask that they communicate with coaches regarding scheduling issues.



At each practice, the teams will condition. Varsity and JV will have mandatory workouts once a week, with Broken Arrow's Strength & Conditioning Coach. If members miss their designated workout day, they have one week to make it up without consequences. They will need to get the make-up workout sheet from their coach and get it signed. Not completing this could result in benching.

ACADEMIC COMMITMENT/ELIGIBILITY RULES

1. Dance Team members are required to be Broken Arrow students.
2. Dance team members are students first. Therefore, all dancers will be required to pass all classes as stated by the Athletic Department policy. School attendance policies must be followed. Failure to meet these guidelines will result in consequences and/or dismissal.
3. OSSAA eligibility will be followed and requires that grades be checked weekly.
4. Students failing classes at semester will be ineligible the first six (6) weeks of the following semester.
5. Tigettes may be placed on an academic contract if unable to maintain 70% in their class. This is at the discretion of the coach and a meeting will be held with the Tigette and parents.
6. Tigettes may not be allowed to travel/participate with the team if they are ineligible.
7. Competition eligibility will be determined THREE weeks prior to the date of competition. Competing is a privilege and Tigettes who are on probation or ineligible will not be allowed to compete. Tigettes must have a 70% or higher in all classes to participate in competition. Participation in team competitions will be at the coach's discretion based on current academic standing.
8. Tigettes and parents must make sure each account is paid in full each month. Payments are due the 1st of the month. Accounts become past due on the 10th of each month. Members become ineligible if their account reaches past due.

If Tigettes are removed from the team due to disciplinary reasons, or eligibility that person will not be eligible to try out for Tigettes for the next year unless approved by the Spirit Coordinator and the Athletic Director.

TRANSPORTATION/TRAVEL POLICIES

1. When transportation is provided for an out-of-town (outside of BA) event by the Athletic Department, attendance is mandatory.
2. Attendance is not required at out-of-town games when the school does not provide transportation.
3. Under special circumstances, if parents notify the coach/sponsor in writing 24 hours before the event and have administrative approval, then they may ride with their parents. Tigettes will not be allowed to ride with anyone other than a guardian – even with parent consent. Emergency situations will be handled on a case by case basis.
4. Participation in “special” events will be dependent on the team’s ability to raise funds.
5. DRESS CODE: On travel days, all dancers will dress alike, whether it is uniforms, matching warm-ups, dress clothes, or matching T-shirts. This is to promote team unity and identity.



6. MEALS: Meal money will be provided when budget permits.
7. OVERNIGHT TRIPS: On overnight trips, dancers are required to abide by all curfew and other restrictions. You are not allowed to leave the group without special permission, including leaving with a parent. Friends or family of team members will not be allowed on team vehicles or spend the night in team rooms. All rooms will be taped after curfew.
8. BEHAVIOR: Remember that you are representing Broken Arrow Public Schools. Be on your best behavior at all times. Noise disruptions, violations of hotel policy, violations of school policy, and/or violations of team policies will not be tolerated. Team members can be dismissed from an event and sent home at their own expense.
9. PROMPTNESS: Be on time. The bus will not wait for you. Being tardy or absent will result in the same penalty as game and practice penalties.

ATTENDANCE POLICIES

1. Tigettes must attend practices, games and events as scheduled by the coaches. All events listed on the monthly calendars are mandatory.
2. Tigettes will always be given at least **one (1) week** notice prior to an event being scheduled. Any event scheduled with **less than** a week's notice, will not be considered a mandatory event but strongly encouraged.
3. All absences must be documented using the Tigette Absence form **and** turned in to your coach at least 24 hours in advance. Excused absences are considered family emergencies, documented illness, school functions for a grade, or extenuating circumstances as approved in advance by the Tigette Director.
4. If it becomes necessary for a member to be absent from practice or a performance for any reason, she/he must notify the director prior to the absence. Failure to do so will result in an unexcused absence.
5. In the event of illness, death in the family, or emergency, the Director must receive a written excuse from a parent the first day the student is back. Failure to do so will cause the absence to be an unexcused absence.
6. A member who is able to come to school but is unable to participate in a practice due to illness should bring a note from her/his guardian. This note will be honored for one (1) day only. Two (2) or more days will require a doctor's excuse or recommendation from the campus trainer for non- participation. The student will dress-out in the required uniform.
7. A member is considered tardy if she is not in her designated lines when roll call starts. This includes class, practices, pre-game and performances.
 - a. Four (4) tardies will equal to one (1) absence
 - b. If you have an unexcused tardy to a game you may be benched for the 1st half of the game.
8. If you are Tardy/Absent from practice or an event, an alternate may go into your



designated routine spot for a length of time determined by the Director.

9. Any member who has a job is expected to arrange their work schedule around their practice and performance schedule. Work is not an “excused” absence.
10. Doctor’s visits should be scheduled around the practice and performance schedule.
11. If a student must miss practice for academic tutorials, they must provide the Director with a signed pass from the academic teacher.
12. Failure to follow attendance rules may result in removal from the team. Team status will be evaluated after three (3) unexcused absences.
13. Broken Arrow Tigette practices, games and events come before All-Star or studio dance.
14. School approved academic activities such as National Honors Society or Student Council events may be excused provided the coach is notified of the conflict 24 hours prior to the practice, game or event.
15. Tigette team members are allowed five (5) excused absences without penalty providing the coach is notified of the conflict 24 hours prior to the practice, game or event and has approved the absence. All absences being excused or unexcused are at the discretion of the coach.
16. An absence may be excused if the coach is notified at least 24 hours prior to the missed event and if the event could not be helped. A doctor’s note must be provided if the member cannot participate due to illness/injury.
17. Absences incurred the week of an event or performance may result in the removal from that performance. Tigettes are **required** to attend **all** practices two (2) weeks prior to competition dates.
18. Any unexcused absence will result in being removed for the competition routine. If a Tigette becomes ineligible two (2) weeks prior to competition, they may be pulled from the competition routine. If injured, Tigette team members must provide a doctor’s release before they can return to practices, games or events.

Varsity & JV Tigettes who miss a team workout have one (1) week to complete the missed workout. If it is not completed in one week it becomes an unexcused absence.

Consequences for unexcused practice absences:

- 1st – Coaches discretion.
- 2nd – Benched from participating at ½ an event, but still must attend in uniform and participate or support the team from a designated place on the sidelines or bleachers.
- 3rd – Receive a strike (see ‘strikes’ definitions) and benched from participating at an entire event, but still must attend in uniform and participate or support the team from a designated place on the sidelines or bleachers.
- 4th – Conference with the Coach, Parent, and Tigette Director.

Unexcused performance or event absences will result in being benched at the next performance or event at the coach’s discretion.



Excessive absences (5+) may result in removal from the team.

INJURIES/ILLNESS

Any illness or injury shall be reported to the dance coach immediately! If an injury or illness incapacitates a team member, she shall not be permitted to practice or perform for a period of time as determined by the Broken Arrow High School trainers or a doctor. Documentation is required to receive an excused absence or sit at practice. In most situations, the dance coach may require an injured athlete to attend practices for observation/communication purposes. If a doctor recommends that a team member no longer dance due to an injury or health problem, the team member shall be removed from the team. If chronic illness or injury causes a team member to miss games or practices repeatedly, the dancer may be removed from the team.

CORRECTIVE DISCIPLINE POLICY

The following policy/strike system has been developed as a tool to promote teamwork, equity, self-discipline, and responsibility. One person's inability to perform affects the entire team so it is important that everyone adhere to the same level of commitment and dedication. The only acceptable reason for missing a practice or a game is a death or emergency and/or an illness or injury accompanied by a doctor's note. Vacations and/or other obligations requiring a dancer to miss anything **MUST** be cleared in advance by the dance coach. If a required attendance must be missed and is not an acceptable reason for missing, or has not been cleared by the dance coach, it will result in disciplinary actions.

STRIKES

Members will be placed on a Three Strikes system:

Strike 1 – Benching

Strike 2 – Benching/Meeting with Parent

Strike 3 – Dismissal from team

Reasons for receiving a strike:

- Deviant behavior during travel and/or failure to follow hotel/travel policies
- No Call/No Show at an event
- Three (3) unexcused absences
- Repeatedly having the incorrect uniform or failure to bring all parts of a uniform (i.e. straps, shoes, socks, poms, etc.)
- Improper apparel and/or improper presentation at a performance (i.e. wearing extra jewelry, wearing your hair different from the team, etc.)
- Failure to show respect to ALL coaches, advisors, and choreographers
- Excessive tardies and failure to be on the court/field ready to go at the specified time
- Use of inappropriate language at ANY time



- Inappropriate use of social media
- Uncooperative attitude or behavior
- Unsportsmanlike manner or attitude
- Public display of affection

**Additional strikes or benching will be assigned at the coach's discretion for other disciplinary problems within practice or within games.*

Actions that may result in the removal from a team:

- Five (5) or more unexcused absences
- Any act or deed that harms the reputation of the school or squad
- Violation of any school rule that results in a suspension
- Smoking, vaping, drinking, or use of any illegal substance
- Uncooperative attitude or behavior
- Profane language or obscene gestures
- Violation of Social Networking Contract
- Leaving during a game
- Cutting classes
- Failure to maintain the OSSAA regulations

DISMISSAL APPEAL

If a student is dismissed from the Tigette program for any reason, he/she may request an athletic appeal consisting of:

1. A written grievance from the student submitted to the Tigette Director within 48 hours of the dismissal.
2. A meeting between the Student, Parent, and Tigette Director.
3. If further resolution is required, the student will submit written documentation to the Athletic Director. The Dance Coach and/or Tigette Director will also provide a written assessment to the Director documenting the decision that resulted in the termination from the team.
4. The final decision regarding the status of the Dance Team member will be the sole responsibility of the Athletic Director.
5. Any member dismissed from the Tigette program will not be allowed to try out again for one (1) calendar year.

PRACTICE POLICY

1. **BE ON TIME:** Practices will begin promptly as scheduled. Members are expected to follow Tigette Time (10 minutes early). You must be dressed, cell phones and watches left in the locker room, and ready to go by the scheduled practice time.
 - *Tardiness will result in the following actions:*
 - 1st Offense: Physical Conditioning



- 2nd Offense: Physical Conditioning
 - 3rd Offense: One (1) Strike
 - 4th Offense: Team Conditioning
 - If problems persist, a meeting will be held with the member and parent.
2. **DRESS PROPERLY:** Clothing appropriate for practicing dance should be worn during practice. All dance shoes and poms must be present at all practices. Not dressing out properly or missing practice materials may result in conditioning. Multiple offenses may result in a strike.
 3. **STRETCHING/WARM-UP:** You must stretch and warm-up properly before every game as a group (led by team captain or coach).
 4. **PRACTICE SCHEDULE:** Practices will be at the same times and days every week (the only change will be for any weekend scheduled practices). It will only be changed due to a game conflict or scheduled special event that requires additional practice. You are expected to arrange your study time, work time, social life, etc. around these practices. This includes involvement in other campus organizations. Events that are for a grade in a class will NOT be counted against the Tigette as an absence. An absence form is still required.
 5. **PRACTICE LENGTH:** Practices will range from 1-3 hours in length. Practices will begin on time and end on time.
 6. **PRACTICE LOCATION:** Practices will regularly be held at Westwood and occasionally at other BA Facilities as needed.
 7. **MISSING PRACTICE:** If you have to miss practice for any reason (see excused versus unexcused), you are required to turn in an absence form (located on the website) to the dance coach as soon as possible. Failure to notify these individuals will result in an unexcused absence and a strike.
 8. **CELL PHONES:** Cell phones must be on silent during practice and left in the locker room. You will not be allowed to answer, make phone calls, or text during practice without the permission of your coach.

GAME DAY POLICY

1. **ARRIVAL TIME**

The coach will determine arrival time. Arrival is usually 30 minutes before the start of the game unless on Varsity. Arrive at all games with full hair and makeup done. All uniform apparel **MUST** be brought to every game. If a member is late to a game or doesn't show up "Game Day Ready", they may be benched for a portion of the game.
2. **STRETCHING/WARM-UP**

You must stretch and warm-up properly before every game as a group (led by team captain or coach).
3. **PRE-GAME ACTIVITIES**

Tailgating events may be held before each football game. There will also be several pre-game performances throughout the season.
4. **HALFTIME**



You may walk up into the stands during halftime. You are allowed to have a snack after the halftime performance. With two (2) minutes left in the halftime break, you must return to the court/field area and be standing in your sidelines.

5. TEAM HAIR/MAKEUP

We will always wear our hair and makeup the same, which will be determined by the dance coach. The only exception is those individuals whose hair is too short to pull up in the same manner as the rest of the team. Approval for varied hairstyles will be at the discretion of the dance coach. Members who are not properly dressed out will not be allowed to perform until they are matching the rest of the team.

6. FOOD/DRINK

Food and Drink is not allowed on the field/court (other than water). Dancers will be allowed to have a snack/drink only during halftime after a performance or as approved by coaches. Please be sure you eat and properly hydrate before every game/match.

7. JEWELRY/TATTOOS

Leave jewelry at home. No earrings, rings (including belly rings), bracelets, watches, necklaces, anklets, etc. will be allowed at games unless they are team specified jewelry. ALL tattoos must be covered at all times when representing the team.

8. SIDELINE BEHAVIOR

Eliminate excessive talking. No horseplay allowed. No profanity is allowed. Do not yell at players, coaches, or officials.

9. SIDELINE LINEUP

You will be assigned a lineup for games, which indicates where you will stand. Please be aware of your lines at all times.

10. ROUTINE CHECKS

Routine checks are held before each performance, or combination of performances, if those performances occur in a relatively short time period and the same routine is performed for each performance. Team members may perform the upcoming routine in small groups or individually, as determined by the coach(es). The coach(es) will critique each team member independently to make an assessment as to that member's ability to perform and to be a credit to the team while performing. Every effort is made to be fair and consistent. The coach(es) is responsible for making the final decision regarding all routine checks.

11. ALTERNATES

Routines can and will have alternates. Alternates will be decided not only on the dancing, but also on attitude, effort and behavior. Alternate's will be at the coaches discretion. Coaches may bring in outside help to watch routines and determine placement. Routine placement is subject to change.

GENERAL POLICIES

Members of the Tigette Dance Team understand that age appropriate behavior is required at all times.



When wearing a uniform or any Tigette clothing, a member may not:

- Hold hands
- Kiss of any kind (this applies to whether you are giving or receiving the kiss)
- Hugging from the front or back
- Any other public display of affection or inappropriate conduct

Members who engage in these activities will be punished as set forth in the Correction Discipline Policy. This policy does not apply to fathers, brothers, uncles, grandfathers or any other male relatives.

BOOSTER CLUB

In order for each Tigette team to be successful, we want to encourage involvement in the Broken Arrow Tigette Booster Club. The Tigette Booster Club is established as a means to support the Tigette Program and coaches in a positive manner. The Booster Club is NOT a means to make decisions for coaches. Please keep in mind that coaching decisions are made in the best interest of the entire team. All coaches want the best for the program and each individual Tigette. The Booster Club shall be focused on the betterment of the Program. All parents and Tigettes will follow the communication protocol as established in the Tigette Program outline. Parents must work together, support the coaches, and demonstrate appropriate behaviors for the Tigettes to model. All parents will be expected to fundraise (especially at the Varsity level). Parents must be willing to participate in events and help with various fundraisers, socials, and meals in order to have a successful year.

FUNDRAISING

All team members can participate in fundraising efforts. Each team member will be able to raise funds for credit towards their account through multiple fundraising opportunities. There will also be TEAM fundraisers that go into the general fund; dancers are expected to participate. If team members cannot fulfill all of the tuition payment amount, they will be required to finance their own Tigette expenses. Parent participation is always welcome! We have many areas where parents may volunteer and support the teams. We ask that one parent or guardian per dancer either volunteer their time, or they can be paid in account credit, for working a minimum of one shift at one of our annual home competitions. Home competitions require a lot of parent volunteers to host a major competition in our regional area.

FINANCIAL POLICY

- Families will receive a monthly invoice via email. Payments are due in full on the 1st of each month. Accounts not paid in full by the 10th of each month are considered past due, which will result in Tigette ineligibility.
- Tigette families with money in their account after leaving the program may request a refund according to the following terms:
 1. Refund requests must be submitted in writing to the Program Director and Booster Club President within two (2) weeks after leaving the program.



2. Only money paid in by the family will be considered.
3. All fundraised and sponsorship money cannot be refunded.
4. All refunds are subject to Executive Board approval; approved on a case by case basis.
5. Transfers will only be considered in situations with an apparent need. Otherwise, it will be recommended that gifts/donations/transfers are handled privately.
6. All transfers are final; loans are not allowed.
7. All fundraised money and sponsorship donations remaining in a Tigette family's account after leaving the program will be placed in the general fund.

PARENT EXPECTATIONS

We ask that parents also follow our Tigette Parent Expectations to help us set good examples for our Tigettes and for the betterment of the program. We ask that parents: encourage dancers to always treat fellow teammates, coaches, and staff with respect; ensure that their dancer understands what we expect of them as explained at the first parent meeting; defer to the coaches' discretion regarding team decisions. Withholding a dancer from practice or competition should never be used as a form of punishment. This punishes not only them but every other team member and parent. Refrain from threatening to quit or pull their dancer from the team. This is unacceptable parent behavior that will not be tolerated. Any such threats will subject the dancer to disciplinary actions, including removal from the team. Parents should not listen, participate or instigate idle, worthless gossip! While we make every effort to consider all dancers and families, the decisions that are made are done in the interest of the team as a whole. It is difficult to make all dancers and their families happy with every decision 100% of the time. All routine decisions are at the discretion of the coach/sponsor. We ask that you respect them and their decisions. Parents should **never** address any competition official or staff member. That will be handled by the coach/sponsor only. Parents should never "engage" in any sort of verbal or physical altercation with a member of another school, gym or even from our own team. If the coach determines there is a safety issue, that dancer will be removed immediately from participating until there is resolution to the satisfaction of the organization. Parents should never approach the coach/sponsor during practice, games or competitions regarding any disagreements or concerns. Issues should be handled via email, scheduled meeting, or phone call. Parents should also set an example by maintaining proper social media etiquette. Please refrain from posting anything that is tarnishing to the reputation of the program. Remember that it affects everyone who is a part of the program and social media posts are not a place for concerns that should be brought to the coach.

If there is an issue please follow our communication guidelines:

1. Tigette discusses concern with their coach.
2. If the concern cannot be resolved through this discussion, the coach will then discuss the concern with the parent either via email, phone, or scheduled meeting.
3. If the concern is still unable to be resolved, the coach will discuss the concern with the Tigette Director. If the concern is still unresolved, a meeting with the athletic director may be scheduled.



4. Please keep in mind that coaches have other responsibilities and commitments outside of Tigettes and it is asked that parents respect their personal and professional time. Please do not text, email, or talk to coaches in an inappropriate manner (or past office hours). Coaches will always maintain a high level of professionalism and parents are asked to maintain that same courtesy towards coaches.

Non Discrimination Statement

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. Broken Arrow Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment. The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues and concerns:

- For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the Associate Superintendent should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012;
- For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability), the Superintendent or her/his designee should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012;
- For all student issues related to Title IX, of the Education Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Athletic Director should be contacted at 918-259-4310 or at 1901 E. Albany, Broken Arrow, OK 74012.
- For issues related to accessibility to facilities, services and activities pursuant to the Americans with Disabilities Act, the Chief Operating Officer should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012;
- For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, Chief Administrative Officer should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012;
- Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, the United States Department of Education's Office for Civil Rights.

COMMITMENT STATEMENT

I am committed to being a member of the _____ Broken Arrow Tigette Dance Team. I have read, understand, and agree to abide by the policies, rules and obligations set forth in the Broken Arrow Tigettes Spirit Handbook. I understand that Tigettes is a commitment for the entire season. Any payments and the return of any uniforms will occur within one (1) week of my decision to not fulfill my obligations as a Broken Arrow Tigette. I agree to cooperate fully with the coaches and all persons and/or



organizations concerned to promote spirit and good sportsmanship at Broken Arrow. I agree to always conduct myself in a manner that best represents the students, faculty, staff, and community of Broken Arrow. By signing this document, I agree to abide by the Broken Arrow Tigette Dance Team Handbook and Commitment Statement.

Dancer & Parent please initial that you have read and agree to each of the following...

____ \ ____ Tigette Conduct Expectations

____ \ ____ Parent Conduct Expectations

____ \ ____ Attendance Policy

____ \ ____ Practice & Game Policies

____ \ ____ Online Posting, Social Media, and Cell Phones

____ \ ____ Financial Obligations and Policy

____ \ ____ Academic Eligibility

Team Member Name _____

Team Member Signature _____

Date _____

Parent's Name _____

Parent's Signature _____

Date _____