

Tirana International School
Athletics and Activities Handbook
2023-2024



Contents

INTRODUCTION	2
TIS EXTRACURRICULARS	3
ELEMENTARY SCHOOL ACTIVITIES & ATHLETICS	3
MIDDLE SCHOOL ACTIVITIES & ATHLETICS	3
SECONDARY ACTIVITIES & ATHLETICS	4
SPECIAL CLUBS	5
DISMISSAL/TRANSPORTATION	6
TIS SPORT/ACTIVITY ASSOCIATIONS	7
ACADEMIC EXPECTATIONS AND ELIGIBILITY	8
ATHLETIC/ACTIVITY CONTRACT	9
OUT OF COUNTRY TRIPS	10
CEESA SPECIFIC INFORMATION	13

INTRODUCTION

Tirana International School is committed to offering students the opportunity to foster their interests through our robust after school activities/athletics program. Our philosophy is that it is the school’s responsibility to provide these programs so that students might:

- Identify new opportunities for interest and participation.
- Foster lifelong passions in activities and sports
- Promote team building through active participation.
- Develop student voice and leadership.

Our After School Activities program is split into two categories:

- **STEM/Academic Enrichment/Arts**
- **Athletics/Movement**

Elementary, Middle School, and Secondary activities follow the CEESA calendar and are divided into three seasons: fall, winter, and spring. We believe in the teacher/coach model, in which our staff sponsor activities in their own personal areas of interest. However, at times, there are activities that require that we hire outside professionals in their own field.

At TIS, we aim to offer after-school activities designed to meet the diverse needs of our student population. The after-school activities program stretches beyond classroom age limits allowing students from different age levels to enjoy a shared passion at the end of a busy school day. In addition to our activities, TIS students of all ages engage in a variety of sports offerings that promote both an active lifestyle and good sportsmanship.

TIS believes in a program that evolves with the needs of the students. Therefore we encourage active participation by parents and community members to identify areas of growth. Each season, new activities are introduced. However, these can only remain and thrive if they are of interest to our students. Examples of activities offered in previous years include:

Elementary	Middle School	Secondary
Soccer	Soccer	Soccer
Tennis	Tennis	Tennis
Jump Rope	Yoga	Boxing
Robotics	Basketball	Basketball
Outdoor Tag	Volleyball	Volleyball
Card Games	Robotics/KNex	Yoga
Business For Good (BFG)	Math Counts	Robotics
Violin	Guitar	Guitar
Musical Choir	Choir	Drama
Animal Care	Art	Art
Art	Student Council	Student Council
Ballet	Martial Arts	Martial Arts

Tinker Technology	Tinker Technology	Pilates
Weaving/Sewing	Swimming	SAT Prep
Photography	Photography	Swimming
Minecraft Club	Minecraft Club	Model United Nations
Gardening	Knowledge Bowl	Knowledge Bowl
Arts and Crafts	Nature Adventure	Latin Dance
Science Club	Table Tennis	Yearbook and Publishing

TIS EXTRACURRICULARS

ELEMENTARY SCHOOL ACTIVITIES & ATHLETICS

Elementary activities promote student interests beyond the traditional classroom. In an effort to allow for full transparency in activities with limited space, TIS provides an online sign-up that will go live at an announced time. Check the TIS weekly newsletter for details. Families that arrive later or do not sign up in the prescribed time may join activities that are not yet full for the term by contacting the Activities Coordinator.



MIDDLE SCHOOL ACTIVITIES & ATHLETICS



Middle School activities blend high-interest clubs with early competitive athletics. Sign-ups are completed online during the times and dates announced in the newsletter. In clubs that have a travel component, families should stay in close contact with the Activities Coordinator for full details. The school makes every effort to allow students to participate in both sports and special interest clubs, but we cannot always guarantee that your child will be able to participate fully in every activity in which they are interested.

SECONDARY ACTIVITIES & ATHLETICS

The emphasis in our secondary athletics and activities program is on preparing students for more competitive situations and striving for excellence in all areas. Secondary students are expected to take on responsibility, demonstrate self-sufficiency, show positive leadership skills, and be an ambassador for the school as they participate in international and local competitions. The ASA program, CEESA, and other events seek to positively unite students, coaches, teachers, and parents from a variety of international backgrounds through common and shared experiences. Sign-ups are completed online at the times and dates announced in the newsletter. All students will be expected and encouraged to demonstrate appropriate levels of attendance, cooperation, commitment, and respect.



SPECIAL CLUBS



MUN - Model United Nations is an academic activity in which students will learn about diplomacy, international relations, and the United Nations. At the end of the MUN club, students travel to a conference where they will practice their skills with other students from around the world.

Balkan Art Festival - This activity is focused on exploring the arts (including art, music, and drama). Students will be selected by their teacher based on their art performance.

Week Without Walls - This is a program that extends students' academic skills to real-life situations through a series of academic, social, and interpersonal learning experiences outside the classroom. WWW helps students to develop a greater understanding and appreciation of cultural

diversity as well as international awareness.

Student Council - StuCo is a group of elected and volunteer students who work together with a staff advisor to collaborate with others in an effort to positively impact the school environment. Membership in StuCo promotes leadership, scholarship, human relations, school spirit, and cultural diversity.

National Honor Society - NHS is an organization established to recognize students in Secondary II - IV who demonstrate the traits of Scholarship, Leadership, Character, and Service at an exceptional level. Students are chosen for the NHS because of academic excellence and must have teacher recommendations to show their excellence in the other three areas.

Yearbook - The Yearbook Club is tasked with commemorating events and achievements of TIS students throughout the past year of school through pictures and captions. Students use their creativity to plan, organize, and design the yearbook.

Tiger News – Student produced news show that is published once a week to share current TIS news.

DISMISSAL/TRANSPORTATION

Students must have transportation arranged either from a driver or through the school bus so they are not unsupervised after school. Children up to age 10 are escorted to the pick-up area after activities, while middle school and secondary students are released to the buses and should be there in a timely manner. If students are meeting with a teacher and need to take a later bus or a parent is picking them up, then they must let the office know so that the earlier bus does not wait for them.

First Bus	15:15
Second Bus	16:00
Third Bus	17:00



TIS Sports/Activity Associations



TIS is a member of the Central Eastern European Schools Association (CEESA). Presently, there are more than 60 schools, which are full or associate members of CEESA. One of the biggest benefits of membership in CEESA is that the association sponsors activities in academics, athletics, culture, and the fine arts for middle and high school students from its member schools. Our Middle School and Secondary students have an opportunity to take part in a variety of CEESA events that may include Robotics, Knowledge Bowl, Speech and Debate, and a wide variety of athletics such as Cross Country, Basketball, Soccer, and Swimming.



TAIS

TIS is a founding member of TAIS (Tirana Association of International Schools). Created in March 2012, TAIS provides Secondary students of international schools in Tirana the opportunity to compete in events and interact socially with their peers in other international schools. TAIS activities involve after-school practices and travel to games outside the TIS campus.

Academic Expectations and Eligibility

Students are encouraged to participate in a variety of activities or athletics options throughout the school year. However, careful selection of activities is encouraged in order to maintain an appropriate balance between activities, athletics, and academics. All students are encouraged to discuss their academic workload and activities/athletics selections with their parents, guidance counselor, subject teachers, and/or activities & athletics coordinator. TIS requires that a student participating in any school extra-curricular activity must maintain good academic standing.

With regard to attending CEESA trips, students who are attending trips must be academically eligible and have received only "S" and "E" grades for Success Orientations at the time of payment. They may be required to take extra work on the trip if they are found to be academically ineligible at the time of travel.



TIS Athletic/Activity Contract

Student athletes/activity participants at Tirana International School recognize that participation in our programs is a privilege that necessitates responsible behavior at all times. Remember that on a court, a field, a bus, a classroom - --- or, anywhere you find yourself ---- you are ambassadors for our school.

Student athlete/activity participants will:

1. conduct themselves properly in the classroom. Athlete/Activity participants are students first and must be in good academic standing and have no "N" grades for Success Orientations. Student-athletes who have discipline problems in the class by being tardy, insubordinate, disruptive, etc. face disciplinary action from the coach.
 2. be on time for practice and games. Attendance at practices is vital for participation. Missing more than 2 practices (unexcused) may result in dismissal from the team. (Exceptions may be made at the coach's discretion to accommodate students who participate on club teams.)
 3. be courteous and respectful and practice good sportsmanship with teammates, opponents, coaches, and officials. Criticism of officials/referees will not be tolerated.
 4. use appropriate language on and off the playing field.
 5. be respectful of other schools' staff and facilities.
 6. fully participate in practices and demonstrate maximum effort.
 7. Students who need to attend study hall until the start of their practice agree to be in the appropriate location with school work to complete.
- 1st Violation: Coach will conference with the student to identify the violation.
 - 2nd Violation: Coach will contact the parent/guardian. Playing time will be impacted.
 - 3rd Violation: Coach/AD will contact parent/guardian. Consider removal from the team.

The main objective of the athletics/activity program is to provide wholesome opportunities for students to develop favorable habits and provide a platform to showcase the success orientations. These opportunities will contribute to the physical, mental, social, and emotional development of the students. **For each activity or sport, coaches and sponsors may have additional expectations that students must follow.**

Student name: _____

Student signature: _____

Parent name: _____

Parent signature: _____

Date: _____

ELIGIBILITY

A student must be in attendance at least half of the school day on the day of the activity, practice, or game in order to participate in practices or competitions. If the activity is scheduled for a Saturday or Sunday, the student must attend school on the Friday preceding the activity. The Director of Instruction, Athletic Director, coach, and teacher must approve exceptions in advance. A student serving an in-school or out-of-school suspension will not be allowed to participate in extracurricular activities during the suspension period.

Eligibility Appeal

A student may appeal his ineligibility status to the Director through the following procedure:

- The student will submit, in writing within 48 hours of being notified about his ineligibility status, a request for an exception to the school director. The request will state the extenuating circumstances that contributed to the problem; the request also must include a specific, detailed plan for improvement—in other words, what the student will do to become eligible again.
- The Director will meet with the student to review and discuss the request.
- The Director, within 48 hours after the meeting, will consult with others involved (e.g., teachers, coaches, sponsors, parents) and will issue a decision in writing. The Director's decision will be final.

OUT OF COUNTRY TRIPS

TIS offers several opportunities a year for our Middle School and Secondary students to travel outside of Albania to participate in special interest or athletic competitions. It is expected that students participating will uphold the highest standard of behavior and represent their families, the school, and themselves when visiting other schools. These trips are a privilege, so coaches must use selection criteria to determine who should travel. The criteria include attitude and commitment to the program, active participation during the practice season, leadership and sportsmanship, skill level, previous experience, academic standing, and previous behavior problems.

When school groups travel out of Albania, it is necessary for the safety and security of our students that certain guidelines be established and followed. A permission form with parental signatures is required, stating that the student will abide by the following:

- I shall honor all laws of the country or countries to be visited.
- I shall not obtain, consume, or transport tobacco products, alcoholic beverages, or controlled substances (drugs) of any kind.
- I shall observe all curfew hours, including those from the host school, host family, and TIS coaches. When official activities sponsored by the host school extend beyond curfew, the curfew becomes one-half hour after the activities finish.
- I shall inform the TIS faculty chaperone as soon as possible of any problem or emergency.
- I shall recognize the TIS faculty chaperone as the official representative of the school and accept his/her instructions to be those of the school.
- Students who travel abroad to represent Tirana International School are expected to abide by all rules of dress and conduct required by TIS, its faculty advisors or chaperones, and hosting schools. Violation of any rules will result in one or more of the following:

- Immediate restriction from further participation in school-hosted activities abroad.
- Suspension from school for a period to be determined by the Director.
- Immediate restriction from participation in TIS-sponsored activities.
- Other discipline or restrictions determined as necessary by an official of the Tirana International School.

● All students who travel to competitions/tournaments are required to house visiting students in return when TIS hosts an event.

INFORMATION TO FAMILIES The Athletic Director and Activities Coordinator will provide an information letter to trip participants no later than eight weeks before the scheduled trip. There are some cases where an opportunity arises for students to travel that falls outside of this period, but families will be notified of the special circumstances for that trip in the initial communication. Letters home will include dates for the trip, travel times, expected itinerary with flights, contact information for the activity coordinator, host school information, and decision/payment deadlines. Note that most flight information is time-sensitive, so TIS needs a response by the appointed deadline.

PAYMENTS FOR TRIPS AND CANCELLATION POLICY Parents with children registered to take part in a CEESA tournament or other out-of-town trip are self-funded. This means that students (parents) pay for the costs of travel fees and coaches' expenses. The estimated costs for CEESA and other trips are subject to change due to a drop in the number of participants or a sudden increase in travel expenses. All travel fees must be paid prior to the trip. If these fees are not paid on time, a student might not be allowed to travel. Families may cancel participation up until the date provided in the initial information letter. However, due to the nature of international airline tickets, a full refund will often be impossible if tickets have already been purchased.

STUDENT RESPONSIBILITIES

Students who participate in an outside-of-country trip have the following responsibilities:

- Seriously accept the responsibility and privilege of representing the school and community.
- Maintain good academic standards throughout the season. Any work missed as a result of the commitment to the after-school activities and athletics program is the responsibility of the student to collect and complete in a timely manner.
- Show a cooperative attitude and a spirit of goodwill.
- Demonstrate the love of and respect for the activity or sport.
- Be on time for all practices, rehearsals, and games.
- Treat opponents (others) with respect and as fellow competitors.
- Clear all absences in advance.
- Exercise self-control at all times, accepting the decisions of coaches and referees and abiding by them.
- Submit all forms required for each activity before deadlines.
- Be responsible for any uniforms/equipment distributed by the school and practice facilities.

NOTE: All students who travel to CEESA competitions/tournaments are required to house visiting students in return when TIS hosts an event. *Note that students will be staying in hotels during 2022-2023 school year.

Students are expected to be in attendance the day after a school trip depending on when the flight lands. If they return before 22:00, they are expected to appear in school at 7:55 when school starts the next day. Coaches and sponsors will explain to students about expectations for being in school if flights arrive after 22:00.

TEAM UNIFORMS

Students are to be in full uniform when participating in matches. The school will supply the game uniforms (jersey and shorts). School uniforms are to be worn exclusively during competitions, not during PE classes or practices. Uniforms will be distributed and collected by the coaches at a pre-scheduled time. Students are liable for the replacement cost of any lost or damaged uniforms or equipment.

ACTIVITIES COORDINATOR/COACH TRIP SCHEDULE

ALL TRAVEL ARRANGEMENTS ARE MANAGED BY THE AC (Activities Coordinator). This includes booking plane/bus tickets for the team, booking the hotel for coaches, organizing local transfers where necessary, and arranging airport transportation to and back from the trip.

7-8 Weeks Before the TRIP: An email will be sent with general information (dates, times, information about the event, etc.), approximate price (**subject to change), and **ATHLETE/ACTIVITY PARTICIPANT CODE OF CONDUCT, which must be signed and returned to the coach**. Our AC will communicate to the host school the number of participants. Once the numbers have been submitted, the AC will create a spreadsheet of all costs and the amount each student would owe. This information will be shared with the coach.

6 Weeks Before the TRIP: Information will be emailed by the AC with all costs and deadlines.

4 weeks Before the TRIP: The AC will hand out the ***CEESA Events - Regulations for Students and Parental Permission Form*** to the final group of traveling students. Signed forms are to be returned to the AC.

3-2 Weeks before the TRIP: Complete CEESA travel roster form.

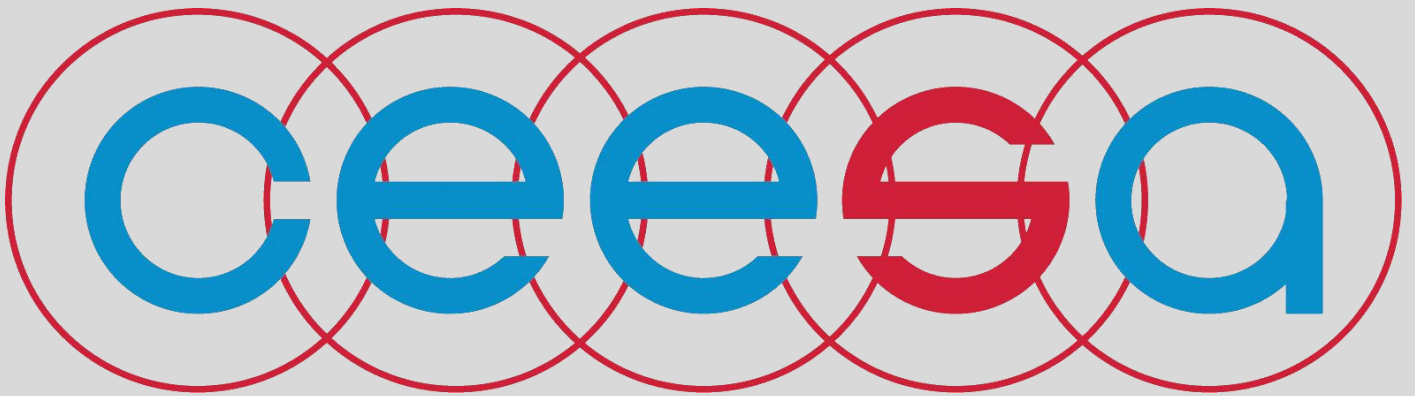
1 Week before the TRIP: There may be one last practice before travel. Students should be reminded about the CEESA regulation and CEESA code of conduct. Uniform and travel kit will be issued.

3 Days before the Trip: An email will be sent to parents regarding the final information for the trip. The coach should let the AC know if extra information should be included in the email, including housing information.

1 Day before the Trip:

- **WhatsApp group:** A WhatsApp group will be created and utilized for communication while away and communicated to all parents and coaches.
- **Travel Information Folder:** This includes contact, personal and medical information, documentation to be presented at the airport, hotel payment or reservation confirmation, and host school information, among other necessary documents.

Day of Trip: School provides transportation to/from the airport.



CEESA MISSION STATEMENT

The sports and activities of CEESA facilitate the development of each student through academic, athletic, and artistic/cultural endeavors. CEESA seeks to create, promote, and foster cooperation among its member schools by providing a forum for communication and discussion and by promoting student activities. At every activity or competition, CEESA attempts to maximize the cultural, social, and intercultural opportunities associated with the host venue.

CEESA SPECIFIC GUIDELINES

CEESA REGULATIONS FOR STUDENTS

These regulations shall be followed by students participating in all events (whether athletic, academic, cultural etc.) organized and sponsored by the Central and Eastern European Schools Association (CEESA). Any student who participates in a CEESA event agrees, by signing below, to obey all regulations.

- Students shall obey all instructions given them by their host parents and their coaches as if these instructions were given to them by their own parents. This applies to all activities irrespective of location undertaken during the period of the CEESA sponsored event.
- When in a host family's home, students should be responsible for maintaining their sleeping space and other in-house facilities in an orderly and organized condition. This applies to making their beds, organizing their clothes and toiletries, and putting away trash. No cleaning services will be available during their stay. (March 2015)
- Smoking, any other use of tobacco, the drinking of alcohol, and the use of drugs are not permitted. Students involved with CEESA activities may not go to bars or nightclubs.
- Housing arrangements made by the responsible official of the host school may not be changed.
- Student curfew for all CEESA sponsored events is 22:00. Students must be in the home of the host parent by this time. Students in grades 6, 7, and 8 are not allowed out of the host's care unless chaperoned by a host parent and/or an event sponsor. Schools and families may set earlier curfew times. **Families MAY NOT extend curfew times.**
- Neither host families nor students may negotiate changes to the CEESA regulations for students with respect to curfew, housing arrangements, the use of tobacco, alcohol or drugs, or any other rules or provisions set forth by the host school.
- These regulations apply to all students, both those from the host school and those visiting throughout the event's duration, and, for visiting students, apply also during the journey to and from the site of the event.
- Students must display appropriate respectful behavior at all times to: their peers, event officials, event sponsors, coaches, and all members of the host community.
- Violation of these regulations will be reported to the responsible CEESA Official and to the student's coach and/or advisor.

CEESA REGULATIONS FOR HOST FAMILIES

The following rules are intended for the use of all respective parents hosting for CEESA sponsored events. For the duration of the event you stand in place of the visiting student's parents. Please exercise all supervision and care that you would normally exercise with your own child, and observe all CEESA rules below.

- Attached for your information are the regulations for student behavior. The student(s) you are hosting has already agreed to observe these regulations.

- Please report immediately any violation of these regulations by the student(s) you host to the responsible official designated by your school. (Event Director, Athletic Director, Activity Coordinator, etc.)
- Neither host families nor students may negotiate changes to the CEESA regulations for students with respect to curfew, housing arrangements, the use of tobacco, alcohol or drugs, or any other rules set forth by the host school.
- Please make contact with the student(s) you are hosting at the time designated by the host school.
- Please arrange for suitable transport if necessary. Normally this is expected to be a private car to and from the event.
- Please provide the student(s) with suitable meals at whatever times may be necessary because of the scheduling of the event.
- The host school will provide lunches for students during all event days.
- CEESA requires that coaches/sponsors call their respective students' host family at curfew time on each night of an event. They are required to speak with both a parent and his/her students. If you do not receive a call by 22:30 please call the event organizer and inform him/her.

CEESA CHILD PROTECTION POLICY

Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional, and spiritual development. We as AC/ADs are committed to our schools being a safe haven for all students. As such, we support the following statements and policy directions for all our CEESA schools

- We support background screening for all community members such as employees, and volunteers who have direct contact and unmonitored supervision with students.
- We support the adoption of a clear Code of Conduct by each member school governing expectations and behavior for all personnel working with students.
- We support education programs for students and employees on personal safety and abuse prevention.
- We support the development of clear and comprehensive Child Protection Policies by each of our member schools.

All CEESA AC/AD's and Coaches must report suspected incidents of child abuse or neglect whenever the person involved has reasonable cause to believe that a child has suffered, or is at significant risk of suffering abuse or neglect. Reporting and follow up of all suspected incidents of child abuse or neglect will proceed in accordance with administrative regulations respective to this policy. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate AC/AD, Principal, Director, to the respective Embassy, to the appropriate child protection agency in the home country, and/or to local authorities.

CEESA AGE LIMITS AND TEAM SIZES

HS participation shall be limited to full-time students in grade 9 and above who are not yet 19 years of age by 1 September of the year of participation. MS participation shall be limited to full-time students in grades 6-8. The numbers of participants in CEESA activities and athletics are limited as follows:

- HS Football: Maximum 10 per team / Minimum 8 to travel
- MS/HS Basketball: Maximum 12 per team / Minimum 7 to travel
- MS/HS Volleyball: Maximum 10 per team / Minimum 8 to travel
- MS Math Counts: Maximum 8 students per school / Minimum 4 to travel
- HS Math: Maximum 8 students per school / Minimum 3 to travel
- MS Choir Festival: Maximum 10 students per school / Minimum 4 to travel
- MS Lego Robotics Competition: Maximum 10 students per school / Minimum 5 to travel
- HS Robotics: Maximum 10 students per school / Minimum 5 to travel
- Swimming: Total of 14 Secondary and 14 Middle School students
- Cross-country: Total of 6 girls & 6 boys per school/per division
- HS Speech/Debate: Maximum 10 students per school
- MS/HS Knowledge Bowl: 8 students per school