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# High School/Jr. High

# Academic Meet Handbook

# 2018-2019

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***Texas Christian Academic Fellowship***

A Division of CSAF, Inc. and partner of

Texas Christian Athletic Fellowship

**Policies and Procedures**

(Adopted November 2008)

Revised October 2017

**Section 1. Purpose**

 The primary purpose of the Texas Christian Artistic Fellowship is to develop Christ-like character through quality athletic/artistic/academic programs, with attention given to developing and refining artistic skills, respect for others, preparing our best as for our Lord, and Christian fellowship.

**Section 2. Conduct**

 Participation will be conducted to emphasize the discovery and delight of academic skills and develop excellence in performance providing for the development of Christian character, self-respect, social grace, academic excellence, and personal discipline while fostering the concepts of academic appreciation as well as promoting the ideals of God and Community.

**Section 3. Objectives**

 The specific objectives of the *TCAF* are to provide an organization to (1) formulate rules and guidelines, (2) set schedules and events, and (3) attain the primary purpose of *TCAF*.

**Section 4. Participation Age**

A student is not eligible for competition if he/she has reached the age of nineteen prior to September 1st

**Section 5. Eligibility**

**Section 5.1 Contestant Eligibility**

Individual participants must be regularly attending and meeting all academic requirements of a Member School.

**Full Time** **Students** are defined as students taking at least four core classes at a Member School. NAUMS students must be taking three core classes and fulfill the credits needed in the four core classes by the end of the school year. Any student not meeting these requirements will be considered Home School Students.

**Foreign Exchange students** are eligible for one yearproviding they are enrolled at and attending amember school for the entire school year. They must be included in the member school’s registration. I-20 students are under the same guidelines as Citizen Students.

**No visible tattoos or piercing will be allowed.**

**School Suspension** - students suspended from their school may not participate in *TCAF* events during the period of suspension.

Questions concerning a student’s eligibility to participate should be brought privately to one of the officers as to protect the student from undue stress or embarrassment.

**Section 5.2 *TCAF* Eligibility**

* 1. A **participating school** is one that has been approved for participation in any *TCAF* sponsored activity.
	2. **Academic Programs:** A student shall be permitted to participate in a *TCAF* contest if the student is in good and regular standing and is passing all courses (70).
	3. **Accelerated Christian Education Schools:** All students must be progressing toward graduation on a credit basis and on a passing (70) basis with a regular checking procedure by each school to assure they are in good academic standing. If a question of eligibility arises, a school may be required to present the student’s academic records concerning eligibility to the state office.
	4. **Home-School Students:** A student who is being home-schooled (not a full time student) may participate with a member school if said student is under the academic umbrella of the member school in which the student is seeking participation. Home-school students will meet the same academic requirements as any other student and the school shall be able to provide upon request all records of the student’s academic performance. Home-school students may not participate with any other school or home-school group during the time they are involved with a school. The total number of home-schooled participants may not exceed 25% of the total number of participants in any festival, competition, or event.
	5. **Eligibility Periods:** The first eligibility period will begin six weeks after school begins.

Grades should be checked every six weeks thereafter. Any student failing the grading period will be ineligible for a period of three weeks. At that time, grades will be checked again. If student is not passing all subjects, the participant will remain ineligible for another three weeks. If said student is passing all classes, they will once again be eligible for participation. Any student or school violating this rule will be a subject to sanctions, forfeitures, or expulsion.

**Section 6 Officers**

**Personnel: TCAF President** – Cory De La Torre

 **TCAF Academic Director** – Sherry Rushing

 **TCAF Academic Coordinator** – Kaity Materne

**Section 6.02 Yearly Volunteer Positions**

**Site Hosts:**

Oversees the facilities, hospitality, concessions, and anything else related to hosting the specified event.

**Academic Coordinator**

Coordinates with Academic Director

Oversees selection of judges for Art

Communicates with those judges

Communicates and ensures the guidelines for all Academics

**Prayer Warrior**

This is not small job or a cliché. We take this position very serious. Each year we would like to find a person who can be the specific prayer warrior over our events. This will include prayer walking the locations of the events as well as contacting other leaders to pray.

**Section 7 Events**

**Section 7.01 Development** - events will be developed by the Division Director and Regional Coordinators and posted on the TCAF website.

**Section 7.02 Host School Responsibilities**

* 1. The Academic Director and the hosting school will be responsible for the establishment of event times, competition categories, and location. As a common courtesy in helping schools and students prepare for events, it is requested that this task be completed as quickly as possible.
	2. **Confirming events:** A written communication is required at least two weeks before an event by the hosting school(s). The information on the form must include event time(s), location, map, fees, and any other appropriate material.
	3. **The Host School in coordination with the Participating Schools are responsible for arranging for Judges, Proctors and Graders**. A sufficient number of Judges, Proctors and Graders are a key aspect of this competition. Proctors & Graders are a key aspect of this competition. Schools will be assigned volunteers based upon that school’s entries: Academic (1 proctor/grader for every 3 entries).

**Section 7.03** **Fees –**

1. All fees will be set and collected by CSAF, Inc.
2. All expenses are also the responsibility of CSAF, Inc. Host schools should get approval of all expenses.
3. $100 School Entry fee plus $5 per entry. **Checks payable to CSAF, Inc**. All fees are due by the deadline; late payment requires a $50 late fee.

**Section 8 Christian Character**

**Section 8.01 Christian character is defined as:**

1. **Respect for authority:** in accordance with Romans 13:1, all participants involved in an activity shall peacefully submit to the authority in charge of the activity. The person in charge of the rules and event will be the representative and the judges. The person in charge of conduct will be the fine arts director and/or artistic teacher.
2. **Speech:** as stated in Ephesians 4:29, all communication at any activity is to edify and build up the hearer. No derogatory or humiliating comments are to be made to judges, hosts, or participants by anyone.

**Section 8.02 Participants and Guests**

 Each member school is responsible for the general conduct of their participants, parents and guests. Every effort should be made to maintain the kind of relationship with the judges that would result in their wanting to be a part of the *TCAF* activities

**Section 8.03 Competitors/Participants**

Tenets of Christian interaction and courtesy, as defined above shall apply and prevail at all times.

**Section 8.04 Academic Directors and Teachers**

School Academic Directors and teachers shall be responsible for their own and their school’s adherence to the conduct as defined above.

**Section 8.05** **Judges, Proctors, Graders**

While recognizing the judges’ final authority in all decisions, Judges/Proctors/Graders shall perform in an attitude of meekness in accordance with Galatians 6:1 and the conduct statement as defined above. If any director feels the above were in violation of the Christian conduct statement, said director has the right to request that the above not be sent to subsequent events held by them. This request should be made to the person or organization which recruited the judge.

**Section 8.06 Dress**

The host school retains the right to refuse admission to any person not attired in an acceptable manner. All competitors should dress in school uniform or “Sunday dress” (ladies: modest skirt/dress pants with blouse or dresses, gentlemen: khaki or dress pants with oxford). No jeans, t-shirts, torn, wrinkled, or stained clothing. However, this should be covered by an exchange of information with the other members and participants prior to the event.

**Section 9 Protest**

(a) Protest shall be considered only when based on the violation or interpretation of a participation rule or the participant has misrepresented their level of experience. No protest shall be considered on a decision involving a judges’ judgment.

(b) The School Academic Directors only shall have the right to protest.

(c) Protest shall be made as follows:

1. The protesting director shall immediately, and before any awards are distributed, notify the League Academic Director, Regional Coordinator and/or principal of the student in question.

* 1. Following such notice, the above shall investigate and reach a decision. If there is evidence that any decision or student participation is in conflict with the rules, the TCAF Academic Director shall reverse that decision. If, however, after consultation, there is not a conflict with the rules, the awards shall proceed unhindered. Documentation of the event shall be kept on file.
	2. TCAF has discretion at any time before, during, or after the Competition to participant-provided penalize or disqualify a participant’s performance based upon Event rules, Competition requirements, or TCAF policies. TCAF will consider reasonably presented arguments regarding same; however, TCAF’s discretion in the final decision is non-appealable.

**Section 10 Registration**

**Registration Forms must be received** no later than January 20, 2019.

**Checks should be made out to:**

CSAF, Inc**.**

**Mail Registration Forms and payment to:**

Alliance Christian Academy

13105 Harmon Rd. Fort Worth, TX 76177,

Attn: Kaity Materne.

**Section 11 Event Guidelines**

1. Participants must be currently enrolled as an 7th – 12th grader to compete.
2. Each participant may compete in 1 Academic event per Round to avoid performance schedule conflicts (see Rounds Schedule at end of this Handbook).
3. Each participant may compete in up to 3 events.
4. Items used during competition: Participants must bring their own lined paper, ink pens, pencils. See event requirements regarding permitted and prohibited calculators. No cell phones/other electronics allowed in event rooms.

**The Day of the Academic Event**

**Check In and Orientation**

 Each school must check in at least 1 hour before the student’s scheduled event.

Upon Arrival the Director(s) should visit the Check-In Table.

 Turn in any changes.

 A posting board will list the schedule of events and room locations and messages for schools.

**Behavior**

 The behavior of the students is the direct responsibility of the adults assigned by each school. Students who continue to be a problem for the Contest Personnel will be asked to leave.

**Awards Based on Standards - T**he Awards Assembly for events will be held at the conclusion of the Competition (See Schedule).

**Medals are awarded** for 1st-3rd places; Ribbons are awarded for 4th-6th places.

**Tie placers** will be awarded the same place & applicable metal or ribbon; the next highest point holder will receive the immediately subsequent place & applicable metal or ribbon and so on & so forth thru 6th place.

 **TCAF will declare the school with the highest accumulative score the Competition Champion**; schools placing 1st -3rd will receive a plaque.

**Points** are assessed per category using the following point scale:

1st – 10pts

2nd – 8pts

3rd – 6pts

4th – 4pts

5th – 2pts

6th – 1pt.

**Special Notes:**

**Understanding the Day**

 It is important that all administrators, students, and families understand that the event is a full day event and requires the student to be in attendance from the start to the end. This includes staying for the Awards Ceremony.

**Awards Ceremony**

 Part of the experience is learning etiquette for the Awards Ceremony.

**Willing Participation**

 The TCAF State Fine Arts Contest should not be a place for students who are simply getting a credit. Students who do not want to be in the Contest may not participate.

*Academic Events and Descriptions*

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| **ACADEMIC CATEGORY & DESCRIPTION** | **Testing Guide** | **Time limit** |
| **CREATIVE WRITING*** Objective: Use writing skills to create an original short story
* A prompt is furnished; all participants have same prompt
* Each story is evaluated by its excellence in creativity, organization, grammatical correctness of style
* No minimum # of words; maximum length is one college-ruled notebook page; writing on front & back of page every other line
 | >Only participant-provided pen and college-rule paper allowed in testing room | Max 30 minutes |
| **CURRENT EVENTS*** Objective: Utilize knowledge of what is occurring in our world
* Material is drawn from happenings/events starting August 1st of the school year to the week before the Competition
* Material covered is national and international news
* Sources must come from internet and newspaper sources
 | >Only participant-provided pen allowed in testing room; answers marked on Answer Key>75 multiple choice questions | Max 60 minutes |
| **READY WRITING*** Objective: Use writing skills to persuade readers to agree with stated viewpoint. Participant should analyze for purpose, format, and point of view.
* The participant selects one of the four furnished topics for his/her essay;
* Preparation is not permitted
* Must write essay on every other line of paper
 | >Only participant-provided pen and college-rule paper allowed in testing room>No minimum or maximum number of words required | Max 30 minutes |
| **SCIENCE*** Objective: Utilize knowledge of basic scientific principles, equations, discoveries, and information.
* Significance of experiments is more important than obscure details
* Material is drawn from the areas of Physical Science (Physics), Biology, and Chemistry (using a high school textbook for these courses is a useful review)
* Designed to reach all levels of competitors
* Simple commercial battery-powered silent non-graphing and non- qwerty hand-held scientific calculators may be used (max of TI84 model), pencils prohibited
 | >Only participant-provided pen allowed in testing room>75 multiple choice questions>Answers marked on Answer Key | Max 60 minutes |
| **SPELLING*** Objective: Utilize knowledge of individual word power skills
* Participants need a wide-range, high-school level knowledge of spelling and vocabulary words
* Word list is given ahead of time. Words will be read orally
* Two-part test (Part 1: Oral dictation; Part 2: Tie-Breaker Words)
 | >Only participant-provided pen allowed in testing room>Pencils prohibited>75 questions | Max 45 minutes |
| **MATHEMATICS*** Objective: Utilize a basic knowledge of high school mathematics
* Testing materials area drawn from the areas of high school Algebra I and Geometry (using a high school textbook for these courses is a useful review)
* Simple commercial battery-powered silent non-graphing and non- qwerty hand-held scientific calculators may be used (max of TI84 model)
 | >Only participant-provided pencil and blank paper allowed in testing room>75 multiple choice questions>Answers marked on Answer Key | Max 60 minutes |
| **NUMBER SENSE*** Objective: Utilize his/her ability to make quick mental calculations
* Concepts used are addition, subtraction, multiplication, division, proportions, basic algebra, analysis, number theory, and mathematic notations
* Test is mental problem solving; 30 questions
* Not permitted: Calculations on paper; calculators participant-provided penalty points are given for every marked out answer
 | >Only participant-provided pen allowed in testing room>Pencils prohibited>30 questions | Max 12 minutes |

TCAF/CSAF Academic Meet School Registration Form (page 1 of 2)

**Location**: Alliance Christian Academy 13105 Harmon Rd. Fort Worth, TX 76177

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Competing Grade Levels: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contest Director Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Events Interested In: (please check which events your school will be participating in)

Number Sense \_\_\_\_\_ Ready Writing \_\_\_\_\_ Current Events \_\_\_\_\_ Mathematics \_\_\_\_\_ Spelling \_\_\_\_\_

Science \_\_\_\_\_ Creative Writing \_\_\_\_\_ Advanced Mathematics \_\_\_\_\_

**Fees**: $100 School Fee plus $ 5 per entry payable to “CSAF, Inc.” All fees are due by the deadline; late payment requires a $50 late fee. See all rules and policies in this manual and TCAF Bylaws for Eligibility Requirements.

**Entries**: Each participant may compete in up to 3 events. Each event may only have 3 students entered. Keep in mind the schedule of the day in choosing events for students making sure you are aware of the overlap.

Participation Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_ ($100 School Entrance Fee)

Entry Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_ ($5 per entry)

TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IMPORTANT! Proctors, Judges & Graders are a key aspect of this competition. Schools will be assigned positions based on school’s entries (1 volunteer position per 3 entries)

My school has expertise in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (math, writing, spelling, etc.) This is for grading/judging volunteer assignment purposes

**Return Form by January 20, 2019 to:**

Alliance Christian Academy

Attn: Kaity Materne

13105 Harmon Rd.

Fort Worth, TX 76177

Meet Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TCAF Academic Meet School Registration Form (page 2 of 2)

Event Entries \*please list first name, last name, grade level

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 | Number Sense (9th-10th Grade)1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Number Sense (11th-12th Grade)1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Current Events (7th/8th Grade)1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| Mathematics (7th/8th Grade)1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| Spelling (7th/8th Grade)1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| Science (7th/8th Grade)1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Academic Meet Schedule

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|  | **8:00** | **8:30** | **9:00** | **9:30** | **10:00** | **10:30** | **11:00** | **11:30** | **12:00** | **12:30** | **1:00** | **1:30** | **2:00** | **2:30** |
| **Number Sense** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Ready Writing** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Current Events** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Mathematics** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Creative Writing** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Spelling** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **LUNCH** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Science** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Awards** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

\*\* Students may leave Ready Writing and Creative Writing classrooms once they have finished writing their prompts.