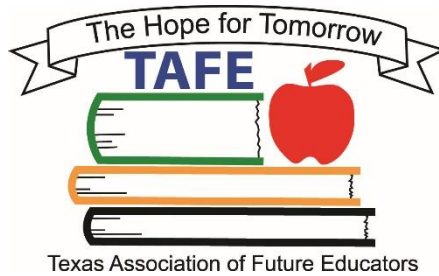


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# IV. POLICIES AND PROCEDURES

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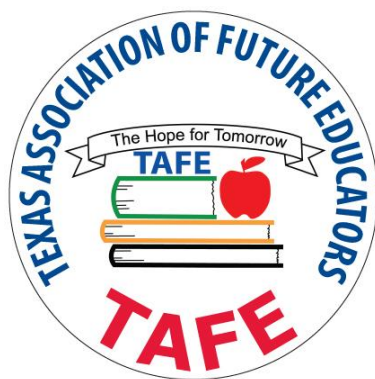


## **OPERATIONS**

1. The Principal, being responsible to the Superintendent, has veto power on any local activity of the Future Educators Chapter.
2. A Future Educators Chapter should choose projects appropriate to the stated objectives and must have the approval of the Principal.
3. Each Future Educators chapter should have the counsel of a Principal or an appointed Assistant Principal.
4. Chapter leaders should attend a TAFE Summer Leadership Workshop to receive training on conducting chapter operations and leadership skill development.
5. Any suggestions or recommendations for change of policy or procedures at the state level should be submitted in writing to the State Program Director.
6. Standards for participation in a Future Educators Chapter should be followed. Guidelines for such standards can be found in the TAFE Constitution.
7. When referral or resource material is needed by a local chapter, it can be requested by phone, fax, e-mail, or mail.
8. Literature is available to help support region president schools; and when possible, a representative of TAFE will try to arrange attendance at regional meetings.

## STATE OFFICE SERVICES AND ACTIVITIES

1. Conduct the three-day Teach Tomorrow Summit during the spring term.
2. Conduct a three-day State and Area Officers Training Workshop.
3. Conduct Summer Leadership Workshop(s) to train local chapter officers and members.
4. Provide scholarship programs for future educators.
5. Conduct a two-day Teacher Leader's Workshop each year.
6. Offer consultative help and attendance at area conventions.
7. Promote state-wide projects in which local Future Educators chapters may participate.
8. Publish an online newsletter 4 times per year.
9. Maintain a website with teacher leader resources and current information about area and state events.
10. Support recognition programs for outstanding future educators and outstanding local chapters.
11. Publish the Teacher Leader's Handbook online.
12. Provide the New Chapter Starter Guide to new chapters.
13. Encourage secondary principals to organize new chapters and promote the work of Future Educators.
14. Liaison with State and Government youth organizations.
15. Monitor state education agencies and state legislative body activities that affect future educators.
16. Develop student leadership training materials for use on individual school campuses.
17. Maintain a list of educational programs and resources.
18. Support the participation of TAFE at the National Educators Rising Conference.
19. Maintain TAFE Teach Tomorrow Summit Facebook page.
20. Communicate via TAFE Twitter and Instagram accounts.



## SELECTING TAFE TEACH TOMORROW SUMMIT THEME

**Step one:** During the summer Board of Directors meeting, the board shall develop three creative themes.

**Step two:** The three proposed themes shall be printed in the January edition of the *TAFE News*.

**Step three:** The state president and state vice president shall present the themes to the TAFE student members present at the current Teach Tomorrow Summit.

**Step four:** During balloting for the TAFE State Officer Schools, students shall also vote for the TAFE Teach Tomorrow Summit theme. A ballot shall be provided with each of the themes noted. The voting delegate shall rank the three themes in order of preference from 1 to 3 with 1 being their favorite theme. The theme most preferred shall be the theme for the coming year.

## TAFE DRESS CODE

### STUDENT MANDATORY ATTIRE FOR GENERAL SESSIONS, RECOGNITIONS SESSIONS, EXHIBITS, WORKSHOPS, BREAKOUT SESSIONS, COMPETITIONS, LUNCHEONS

- TAFE black blazer is *encouraged*
  - Area and State Officers cannot wear their royal blue blazers during competitions
- Solid black blazers, cardigans, or sweaters.
- Solid red, royal blue, black, white- polo, or professional shirts (long or short sleeves)
  - Polos and professional shirts may have school logos or TAFE logos on the upper right or left-hand breast pocket.
  - Dresses are not in this category.
- Solid black navy, or khaki bottoms (slacks, skirt, dresses)
  - Skirts and dresses must be to the knee.
- Solid red, royal blue, black or white ties, neck ties and suspenders may be worn.
- Dress shoes (black or brown preferred) (no athletic shoes including designer athletic, flip flops or sandals) (maximum 3" heel)
- Conference name badge worn for competition and awards
- \*See Costume Section in Competitive Events for dress code for competitive event exceptions

*Note: Students should be aware that when competing – points may be deducted for what the judge considers to be inappropriate or non-businesslike appearance and dress. (Examples of this may include visible tattoos, facial piercings, hair styles or colors, etc.)*

### TEACHER LEADERS/CHAPERONES/JUDGES/GUESTS

- Business professional
- Jeans, t-shirts, athletic wear are NOT acceptable

## UNACCEPTABLE ATTIRE

- Jeans
- T-Shirts
- Skin-tight clothing
- Midriff-baring clothing
- Extremely short skirts or dresses (shorter than 2 inches above the knee)
- No shorts are allowed at any TAFE Area or State Conference.
- Clothing with printing that is suggestive, obscene, or promoting alcohol illegal substances/activities
- Athletic clothing
- Swimwear, unless wearing a cover-up and only traveling to and from and at the pool
- Rubber, beach type flip-flops
- Nightwear (pajamas) should not be worn outside of your hotel room

## DEVICE POLICY

Students are required to bring their own device to Area and State conferences for competitive events. The devices must be checked prior to leaving home to make certain they can access wi-fi outside the district. All devices should be adequately charged before arriving at the testing room. No phones will be allowed in planning rooms.

## REGISTRATION PAYMENT POLICY FOR TAFE EVENTS

Registration payments for all TAFE events must be received prior to entrance to the event. If a participant arrives at an event and finds that payment has not been made in full, the participant will not be allowed to participate until payment to complete or activate registration has been made through one of the following options to reach a zero balance:

- Onsite payment in cash
- Onsite payment with district check
- Onsite payment with credit card (district or personal)
- Onsite payment with personal check to activate registration. If requested, checks will be held for 3 weeks. If payment from the school district is not received by the end of 3 weeks, the personal check will be deposited.
- No Shows who have not paid will still be billed for the full amount of the registration (see Cancellation Policy for TAFE Events)

## CANCELLATION POLICY FOR TAFE EVENTS

- If you registered online and notification of cancellation is received in writing to Jessica Castaneda, at [jessica@tassp.org](mailto:jessica@tassp.org) at the state office 31 days or more prior to the event a partial refund of 50% will be provided.
- If you registered online and do not pay and do not cancel your registration 31 days or more before an event, you will be billed and responsible for paying the full amount of the event registration.

- No refunds or credit for cancellations will be given 30 days or less prior to an event.
- No refunds will be provided for no shows.

## AWARDS SHIPPING POLICY

After a TAFE event, teacher leaders need to notify the TAFE State Office that they did not pick up their awards. Once the TAFE State Office is notified, the TAFE Administrative Assistant (Jessica Castaneda) will invoice the teacher leader for the shipping and handling fees. Awards will be shipped to the recipient chapter after full payment has been received by the TAFE State Office. This courtesy expires 60 days after the event.

## TAFE STORE ORDER POLICY

TAFE store orders must be placed by the Teacher Leader of each chapter. TAFE Store orders must be paid for with a check or credit card before items are shipped. Store orders are held for 60 days; if payment is not received within 60 days, the order will be cancelled.

## ONSITE TAFE STORE POLICY

When the TAFE Store is open at onsite events, students are allowed to directly purchase from the store. Honor items (cords, stoles) will require that the Teacher Leader is present to give permission for students to purchase these items.

## JUDGE REQUIREMENTS FOR CONFERENCES

Each chapter competing shall judge or provide a judge for a competitive event. Failure to either judge or provide a judge will result in a \$100 (1-4 competitors) \$200 (5+ competitors) fee. Chapters can earn a \$25 dollar credit for each additional judge they bring for up to \$100 dollar credit. Credit must be used by August 31.

## COMPETITIVE EVENT POLICIES

All students wishing to compete in TAFE or Educators Rising events must complete the following:

- Be an active paid member of Educators Rising for the current school year. Students need to be active members by November 1<sup>st</sup>. To join as a National Active level member, [click here](#) to create your account and then complete the online application and purchase process. Additionally - your chapter must have paid its TAFE State Dues for the current school year. TAFE State dues must be paid in full by November 1st.
- Register to attend your TAFE Area Conference or the TAFE Teach Tomorrow Summit. **Registration for the conference does not register your students for competitive events.**
- Sign up to compete in competitive events and submit all required materials by the state deadline on the TAFE [Guidelines and Rubrics](#) page located on the [TAFE Website](#).
- Teacher leaders must login to the TAFE website and register for the conference they are attending. Registration for the conference does not register your students for competitive events. Please follow the instructions provided on the [TAFE Website](#) to register for competitive events.
- **Students whose teacher leader fails to register for the conference or for each competitors' competitive events before the deadline will not be allowed to attend or compete.**

- Substitutions are allowed into team and dual events only after registration has closed.
- Substitutions for individual events are not accepted.
- The number of competitors that compete in each level of competition is what is allowed to advance to the next level of competition.
- Competitive Event entries will not be accepted after area conference registration closes.
- Competitors should observe professional dress as defined by the [TAFE Dress Code](#). Students will not be allowed to compete if they are not compliant with the dress code. By attending any TAFE sponsored event or conference, you agree to be compliant with the dress code. Scholls who are flagged for dress code violations could lose IN GOOD STANDING status with the TAFE organization.
- Teacher Leaders and Judges from the same school as the competitors are not allowed to judge the event their students are in. Students will be disqualified from the event if this happens.
  - The exception to the rule is when there are several sets of judges like in contests, where we can ensure judges don't judge students they know.
- Judges scores are final – Teacher Leaders, Chaperones, and Parents are prohibited from approaching judges to discuss scoring or feedback. If a school/district is found in violation of this, they will lose IN GOOD STANDING status with the TAFE organization. All questions or concerns should be brought to the attention of the TAFE Staff putting on the event.
- The schedule of competitors will be followed as closely as possible. Please understand that events can run behind and ahead of schedule throughout the day. Please be sure and follow all forms of TAFE communication so you do not miss the opportunity to compete.
- Only six events allow competitors to dress in character costumes and then only if the costumes were used during the original project or presentation:
  - Children's Literature K-3 Spanish, Children's Literature Pre- K Spanish, Children's Literature Pre-K, and Children's Literature K-3 competitors can dress in character costumes relevant to the book.
  - Project Visualize (TRAFLE) contestants may choose to dress in costumes worn during their project. For example, if a group did a fairytale reading night and they dressed up like characters from the fairytales they were reading, those costumes could be used in the contest presentation.
  - Professional Development Presentation Competition can dress in character pertaining to the presentation
  - Students can only be in costume if competing in the events below, but ONLY DURING THEIR PRESENTATION. Once done presenting, students must return back to TAFE Dress code.
- Professional Conduct
  - Participation of students or adults in behavior that negatively affects the management of competitions or contests or failure to display a positive image of the Texas Association of Future Educators before, during or after participating may result in disqualification of students and/or eligibility of the chapter for participation the following year. The penalty is determined by the State Director and/or Area Coordinator, and the Competitive Event Coordinator. The decisions made are final.

## GENERAL CONFERENCE ETIQUETTE

- As future teachers and current Teacher Leaders, TAFE/Educators Rising members are held to a higher standard regarding their ethical behavior as attendees and competitors. TAFE/Educators Rising members should always follow the TAFE rules and act with honor.
- Behavior always should reflect a positive, professional image of you, your school, your city, and TAFE/Educators Rising, taking pride in our organization, activities, supervised experience programs, exhibits and the occupation of teaching.
- Attitude, conduct, and appearance will reflect positively on my chapter, school, community and TAFE and Educators Rising organizations.
- All conference attendees should be neatly groomed and professional in appearance while in the conference area.
- Attend activities, sessions and meetings promptly, respecting the opinion of others in discussion and being inclusive of others' ideas.
- All conference attendees should exhibit sportsmanship at all leadership conference activities, meetings, contests and competitions, being modest in winning and generous in defeat.
- Cell Phones should be off and out of sight during all conference sessions. See Cell Phone Policy.

## TEACHER LEADER RESPONSIBILITIES

*Teacher Leaders are responsible for ensuring that:*

- **ALL STUDENTS MUST BE ACCOMPANIED ON-SITE BY AN ADULT TEACHER LEADER/CHAPERONE AT ALL TIMES.**
- Students may not purchase, possess, consume, or be under the influence of alcohol or an illegal drug, at any time. Smoking and/or vaping are also prohibited.
- No student may be in a hotel room for which they are not registered without teacher leader/chaperone supervision.
- Since members have been given release time from school to attend this conference, it is expected that your entire delegation will attend and participate in all sessions and activities. Being in hotel rooms, shopping, engaging in recreational activities, etc. are not acceptable behaviors at any time when any type of state conference activity is taking place. It is up to you, the local teacher leader, to make certain that students are productively spending their time at official state conference activities, not in other activities such as those listed above.
- THEY know where THEIR members are always. Let them know you care and are interested. Be clear with members that they are expected to always be engaged in official state conference activities while any sessions, workshops, activities, etc. are in progress! Responsibility and liability are incumbent upon YOUR school district, NOT the area/state/national organization or its staff.

- They are sharing important information with your chapter. Meeting with your entire chapter delegation each evening before bedtime is an excellent opportunity to review the day's activities and discuss the next day's activities and expectations.
- They are assisting in making this conference a success and meaningful experience for all students. Teacher leaders will be expected to assist with portions of the conference. Detailed information will be sent to you about your responsibilities.
- Attendees at the Teach Tomorrow Summit and Educators Rising Conference are considerate of venue/hotel guests and staff. Please prepare your members with respect to appropriate dress and conduct so they will create the best possible image for the entire TAFE and Educators Rising organization. Well-behaved members are the best public relations for our organization.
- Students are in their rooms at curfew and remain there throughout the night. Options could include taping the doors, periodic room checks throughout the night, bringing a security person with the group, etc.

## CELL PHONE/ELECTRONIC DEVICE POLICY

*Cell phones are one of the world's greatest inventions. As convenient as they may be, they are still new to society and proper etiquette is still being established. Here are guidelines conference attendees should follow when using their cell phone:*

- Competitors may not take cell phones into competition rooms.
- **NO CELL PHONES ARE TO BE USED AT ANY TIME WHILE WORKING A COMPETITIVE EVENT UNLESS IT IS USED FOR TIMEKEEPING OR ONLINE SCORING!!! CELL PHONES SHOULD NOT BE USED DURING CONFERENCE SESSIONS!!!**
- Respect others privacy and be cautious when taking photographs of others at conferences. Always ask before you take photos of others.
- Avoid taking calls when you are already engaged in a face-to-face conversation. You may be tempted to answer but if you **resist the urge**, the person that you are with will feel respected and appreciated. If you must take a call, ask for permission first.
- Avoid texting when you are engaged in a face-to-face conversation. Texting others makes the present company feel unappreciated and unimportant.
- **Lower your voice** when taking calls in public. Applying the 10-foot rule is a safe measure. Keep a distance of at least 10 feet from the nearest person when talking on a cell phone.
- **Avoid personal topics** when others can hear you.