

ELDORADO HIGH SCHOOL FACULTY MANUAL

2010-2011



ROBERT GIBSON - PRINCIPAL

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ABSENCE SLIPS

Make sure any student who misses your class has an absence slip when they return. You need to sign the slip and make a note if it is an excused or unexcused absence. Follow the rules for make-up work for excused or unexcused absences (see make up work on page 12). The last period teacher should collect the absence slip and return it to the office at the end of the day.

ACCIDENTS

All accidents need to be reported to the office immediately. Please fill out the appropriate paperwork when necessary.

ANNOUNCEMENTS

Please print your announcement(s) on the announcement sheet in the office. Announcements received after 9:00 a.m. may not be announced until the next day. In order to minimize disruptions, we will try to only make announcements in the morning at the beginning of the U.I.L / Tutorial period (9:30-9:35a.m.)

ASSEMBLIES/AWARDS CEREMONIES

Periodically, we may have assemblies or awards ceremonies. All employees must attend these events. Please help monitor student behavior during this time. Staff should sit with the class they sponsor.

ATTENDANCE

Attendance will be done on the computer. Once attendance has been pulled you will not be able to make changes – changes can only be made in the office.

BOOKS

Make sure all textbooks remain covered and keep an accurate inventory of all your textbooks. Make sure all textbooks have the student's name and a book number inside the front cover. Return your textbook record form to the office by September 14th. If you are short books please let me know ASAP. Please post book prices on the board in your room (see me for prices).

CELL PHONE USE

All instructional personnel's cell phones must be turned OFF during class and passing periods.

CLASS RULES/CLASSROOM PROCEDURES

Please communicate to your students your expectations for them in your class. Class rules and procedures need to be consistently reinforced.

CLASS SPONSORS

Sponsorship is assigned and is a responsibility, which you must meet. Sponsors are expected to meet with officers at periodic times, particularly before each class meeting. Sponsors should advise the officers regarding the procedure to be followed in meetings and the items on the agenda so they may move through the agenda. These sponsors are all equally responsible for all activities of their group either on or off campus. In addition, sponsors must attend all class and club functions. NO FREE RIDES!!!!!!

COMMUNITY PUBLIC RELATIONS

The school is the center of our community. Many of our community traditions and customs are related back to our school. Promote the accomplishments of our students and the school by providing important information to the local newspaper and our web site. Support all the school's programs by attending district events after school hours.

Always put your best foot forward when dealing with the public. Do not give anyone a reason to gripe or down grade the school. If you have a concern about a particular issue at school please bring it to my attention rather than griping to other employees or community members.

COMPUTERS

Please monitor any students using your computer or computers in your classroom. Make sure the student is logged on under their user name. Do not tolerate chatting, emailing, downloading music, or viewing inappropriate material. Students violating these policies should be sent to the office.

COMPUTER LAB USAGE

If your class needs to use the computer lab in the library or assess lab you must sign up to use it in advance. Mrs. Shipman has the signup sheet in the library. Do not assume no one is using the lab on a particular day. Usage of lab will be on a first come first basis.

CONFERENCE PERIOD

Teachers are provided a **conference period during the school** day. The purpose of the conference period is to:

- Give the teacher time for planning course work,
- Secure training aids and other materials necessary for classroom work;
- Provide time to familiarize the teacher with student records;
- Provide time for conferences with principal, counselor, and other teachers;
- Provide time for parent conferences;
- Provide the teacher a break from the hourly routine.

If a teacher must leave during their conference period the campus administrator or building secretary must be notified.

CONFIDENTIALITY

Keep students' personal information confidential. When you are in public areas of the school or out in the community, please avoid having conversations about students' grades, behavior, attitudes, or family situations.

COPIERS

Report any problems with the copier to the office. Do not regularly send students to use the copier. Do not ask the office staff to run copies for you. Make every effort to get your material ready for your class during your conference period so you do not have to leave your class unattended.

DAEP/ISS STUDENTS

Teachers will be notified of students placed in ISS/DAEP. Please send work ASAP. Make sure you send plenty of work (extra assignments will be necessary). If you are assigned to relieve DAEP/ISS please make sure you get to the DAEP/ISS center ASAP.

DEPARTMENT MEETINGS

Occasionally, you may have department meetings with your colleagues. This time will be devoted to discussing classroom instruction, curriculum, and progress toward the TAKS test. The dates and times of the meetings will be determined as we go through the year.

D-HALL/ LUNCH DETENTION

Students will be assigned D-Hall for infractions of the student code of conduct. We will have After School D-Hall on Tuesday and Thursday afternoons (3:50-4:20 p.m.). Lunch Detention will be assigned for minor infractions of the student code of conduct. We

will have Lunch Detention Monday-Friday. Teachers will be allowed to issue detention notices as long as it does not get out of hand.

DISCIPLINARY REFERRALS

When is it appropriate?

1. When the behavior is illegal.
2. When the behavior is a threat to the safety and welfare of the student and/or teacher.
3. When the behavior is a **major** disruption to the teaching/learning process.
4. When the rules are **consistently and seriously broken during the same period**.

Note: In situations 2, 3, and 4 the teacher should stay involved in the process since it is likely the student will be returning to class.

When sending students to the office for discipline referrals, do not second-guess the administrator.

Don't disempower yourself. Sending students to the office for every misbehavior sends a message to the students that you are not capable of handling the problem or you are not in control.

If a student is very disruptive in class or commits a major offense of the student code of conduct, please complete a disciplinary referral form and send it to the office. Please take the time to complete this form entirely. Be as specific as possible (the more detailed the better). Please list documented strategies that you tried with the student to correct the misbehavior on the referral. I will not discipline a student until I receive your referral. You will receive a copy of the referral after I conference with the student.

Do not send students to the office for classroom management issues (forgotten pencils, not doing work, out of seat, etc.) Try to handle these classroom management issues in the classroom.

EMAIL

Please check your email frequently. Correspondence from the office or other district employees may be sent throughout the day. Keep in mind that any email generated at school is considered a public record so be careful of what you write in your emails.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities play a critical role in our educational process. It is important for our kids to stay involved in these activities. Please work with your students and make every effort to ensure that they pass your class. Be proactive when dealing with missing assignments, poor test grades, etc. Work together with parents, coaches, and sponsors to help these “at-risk” students pass. I know that not all students will pass your class, but make sure you have made every effort to ensure their success.

FACULTY MEETINGS

When we need to have a faculty meeting it will be before school (7:30 a.m.) or another designated time.

FIELD TRIPS

Plans for field trips should be formulated well in advance. All arrangements should be cleared through the principal's office. The school district's policy requires a signed permit from the parent of each child making the trip. Your request must come through your principal. Prior approval of travel students will be made by submitting a generated list of all students who will be traveling on an Out of District Field Trip form submitted to the Campus Principal and the Superintendent for final approval. This list will be distributed to teachers on that campus.

FIRE/TORNADO DRILLS

Make sure all your classes know where to go in the event of a fire or tornado. Fire/tornado drills may be announced or unannounced. Accompany your class in an orderly fashion to their designated area and account for all your students (stay with your students). When the drill is over, lead your students quietly back to your classroom.

FORMS AND PAPERWORK

Most district forms and paperwork are found on the website or in the office. Ask Abbie if you need assistance.

FOOD AND DRINKS

Water is the only drink allowed in the building. Do not allow students out of your class on a regular basis to purchase items from the machine.

FUNDRAISING

Please submit a fund raiser request form to the office. All fundraisers must be approved by the superintendent in advance. See article titled “NO GOOD DEED GOES UNPUNISHED... THE DANGER OF CHARITABLE RAFFLES” on page 24.

GRADES AND GRADESPEED

Enter grades in your computer ASAP. Do not wait to the last second to enter grades. The more grades you have the better. **You should have a minimum of two daily grades per week and a minimum of three assessments per six weeks in your grade book. IN TAKS TESTED AREAS, EACH ASSESSMENT SHOULD INCLUDE A SECTION OF TAKS BASED QUESTIONS THAT WERE COVERED DURING THE LESSONS.** Keep students updated on their progress, especially if they are struggling in your class.

A student will receive an “I” (incomplete) on his/her report card if all work for the six weeks grading period has not been completed, and will be replaced by a numerical grade upon completion.

Communicate your grading system to the students early in the year to avoid confusion at the end of the six weeks. **Teachers can develop their own grading system.** Abbie will communicate with you on all grade reporting dates and times.

Make sure you are keeping up to date on entering grades. Grades will be pulled at designated times. You will receive a proof list that needs to be signed, dated, and corrected (if necessary). Turn the proof list in to Abbie ASAP.

GRADE REPORTING

Abbie will communicate with you on all grade reporting. Make sure you are keeping up to date on entering grades. Grades will be pulled at designated times.

HALL PASSES

Any student leaving your class must take your hall pass. Only allow one student out of class at a time. Students in the hall without a hall pass will be sent back to class.

HOMEWORK

Assignment of Homework:

1. Students need to be made aware of the value and usefulness of the assignment
2. Homework should not be used as a form of punishment
3. Prior to assigning the homework, the teacher should consider how long it will take the student to complete the assignments
4. Homework assignments should be planned as carefully as classroom lessons

5. The teacher has a responsibility to see that homework is evaluated and returned to the student within a reasonable amount of time from when it is collected
6. “Busy work” assignments are counter-productive to learning.

Please keep in mind what activities your kids are involved in before you give a homework assignment.

LATE WORK

Students will be allowed a maximum of one week to turn in missing work.

LENGTH OF WORK DAY

Employees must be at school by 7:45 a.m. Employees may leave at 3:50p.m.

LESSON PLANS

All teachers should be teaching the TEKS for their subject area. **You will be required to submit lesson plans to the office throughout the year (lesson plans should be turned in by 8:00 a.m. on Monday for the upcoming week).** Lesson plans should provide enough information so I can tell what you are teaching each day. Make sure you have a detailed lesson plan ready for your substitute if you are out.

LIBRARY

The library is open daily at 7:50 a.m.; it closes at 3:50 p.m. Monday through Thursday, and at 3:00 p.m. on Fridays, following the school calendar. The library is there for your use. Please contact the librarian if you need to bring a class over for research, or to use the lab, etc.

LOYALTY AND TEAMWORK

It is essential that we have teamwork within the staff. Everyone should pull their own weight and encourage each other throughout the year. Avoid blaming others for things. Talking about someone or running someone down behind their back is never productive or conducive to teamwork. We must be extremely loyal to each other, the school, and most importantly to our students.

LUNCH TIME/MORNING DUTIES

Please make sure you report on time to your designated spot for morning/ lunch duty. If you are not on duty you may leave campus for lunch. If you are eating on campus please make sure you clean up after yourself – do not leave a mess or dishes for someone else to clean up.

DUTY ROSTER

	Morning Halls	Lunch Halls	Front	Back/Gym Parking Lot
	7:30-7:50am	12:55-1:18pm	12:55-1:18pm	12:55-1:18pm
Monday	Nicole Martinez	Karen Trent	Teresa Baker-Shirley	Danny Wilhelm
Tuesday	Bryan McCollum	Rebecca Norman	Don Richters	Paul McWhorter
Wednesday	Manual San Miguel	Marty James	Fraron Holik	Jennifer Lilly
Thursday	Jason Wilhelm	Melonie Reynolds	Teresa Vasquez	Adela Ramirez
Friday	Lindsey Parker	Angela Case	Tom Gray	Tammy Dombroski
	<i>Friday Lunch Duty:</i>	<i>12:40-1:00pm</i>	<i>12:40-1:00pm</i>	<i>12:40-1:00pm</i>

****If you are not going to be here on the day of your duty make sure you trade with someone for that week****

MAKE UP WORK

Excused Absence – A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher to include at least one day for each day of absence. Work completed and turned in within the time allotted will not receive a grade penalty.

Unexcused Absence – The grade for make-up work after an unexcused absence shall be no higher than 75. The District shall not impose a grade penalty for make-up work after an absence because of suspension.

MOVIES AND VIDEOS IN THE CLASSROOM

Do not show movies or videos that are not directly related to your curriculum. The Educational Exemption, also called the “face-to-face teaching exemption,” is a precise activity, which allows the legal use of movies in certain types of teaching. In order for a movie to be considered an “Educational Exemption,” all below criteria must be met:

- A teacher or instructor is present;
- The showing takes place in a classroom setting with only the enrolled students attending;
- The movie is used as an essential part of the core, current curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus);
- The entertainment movie being used is a legitimate copy, not copies from legitimate copies or copies from broadcasts.

****NEVER LEAVE A MOVIE WHEN YOU HAVE A SUBSTITUTE TEACHER****

MOMENT OF SILENCE AND PLEDGES

We will recite the pledges and observe a moment of silence at the beginning of the activity period.

OFFICE WORKER'S DUTIES

Abbie will do anything to help you out. She is great asset to our school, but please keep in mind she has plenty to keep her busy. Do not push your work off on her. She does not have time to fax, type documents, run copies, get supplies, etc. – that is your responsibility. Do not use the office as a mini-teacher lounge. If you need to visit or make a phone call please use the teacher workroom.

OFFICIAL SCHOOL CALENDAR

The official school calendar can be found on the district's website. All calendar events must be approved through the office. Coaches and sponsors should submit their schedules to the office for approval. After approval, make sure the event is placed on the school website.

PARENT COMMUNICATION

Nothing is more frustrating to a parent than to be notified that a teacher has been having problems with their son/daughter and they have not been notified before it becomes a major issue.

PARENT CONFERENCES

If a parent calls and asks to meet with you, Abbie will schedule a time during your conference to meet with the parent. Try to meet the parent in the office and accompany them to your room. Having the conference in your room will seem less confrontational than having it in my office. If you need me to sit in during a conference with you and a parent, please give me some background information before the conference.

PASSING PERIODS

Please stand outside your door between periods so you can monitor students in the hall as well as students in your classroom. Keep students from going in and out of the classroom during passing periods. Help monitor dress code and student behavior in the halls.

PEP RALLIES

We will have most pep rallies in the gym. Pep Rallies will start at 2:35 p.m. All employees must go to the pep rallies to help watch the students.

PERSONAL DAYS

If you wish to take a personal day, notify me at least a week in advance of the anticipated absence. Approval of personal days will depend on the availability of a substitute and the impact of the absence on campus operation.

PROBLEM/ISSUE WITH CO-WORKER

If you have a problem or issue with a co-worker it is best to try to work it out with them directly in a professional manner. If a situation becomes a major issue do not hesitate to bring it to my attention. The worst thing you can do is talk behind someone's back. Not only is this unprofessional and rude it will also not help solve the problem.

REQUISITIONS

Please turn in a requisition form completed in full to Abbie. All requests for purchases must be submitted to the principal/supervisor on a PO requisition form. When the form is approved with the appropriate signatures, items may be purchased. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization.

SEMESTER EXAMS

Exams count 1/4 (25%) of the semester grade. If a student is exempt from your exam enter an "E" for the exam grade.

SEMESTER EXAM EXEMPTIONS

Fall Exemption Policy:

Any student, freshman through senior may be exempt from semester exams as long as they have:

1. An average of **90** or above with no more than **3** absences for that class
2. An average of **80** or above with no more than **2** absence for that class
3. An average of **70** or above with no more than **1** absences for that class.

Exemptions will be denied in both fall and Spring Semesters for the following:

- Three tardies in a given class count as one absence in that class
- Exemptions will be denied for excessive tardies/excessive absences in all classes throughout semester (90% rule in effect for semester)
- Exemptions are forfeited in a given class for an unexcused absence or for having attended ISS or DAEP.
- Exemptions are forfeited for repeated unacceptable conduct upon the recommendation of the teacher and the approval of the principal.

Spring Exemption Policy:

Any student grades 9-11 (non-graduating juniors) who passes the required State Assessment tests will be exempt from the Spring Final Exam in the subject area core class corresponding to the State Assessment test passed.

Students must pass the TAKS test to exempt that class and not exceed 5 absences. All non-TAKS tested classes will use the Fall Exemption Policy.

9 th Grade	Math and Reading (ELA)
10 th Grade	Math, ELA, Science, Social Studies
11 th Grade	Math, ELA, Science, Social Studies
12 th Grade	Use Exemption Policy below

Exemptions will be denied in both fall and Spring Semesters for the following:

- Three tardies in a given class count as one absence in that class
- Exemptions will be denied for excessive tardies/excessive absences in all classes throughout semester (90% rule in effect for semester)
- Exemptions are forfeited in a given class for an unexcused absence or for having attended ISS or DAEP.
- Exemptions are forfeited for repeated unacceptable conduct upon the recommendation of the teacher and the approval of the principal.

SICKNESS

If you are sick, please call Abbie (853-3206) or me (853-3270) ASAP. The more time we have to get a sub the better. When you return make sure to sign the sub form in the office.

SPECIAL EDUCATION/ SECTION 504 STUDENTS

Make sure you are following all the modifications for your special education and 504 students. Keep documentation of these modifications.

STUDENT DRESS CODE ENFORCEMENT

Please monitor student’s dress throughout the day in your classroom and in the halls. I will try to prompt you each day during the announcements to **check the students in your classroom for dress and grooming violations.** Individual teachers in the classroom and halls can correct many minor student dress code violations. If you have a serious concern about a student’s dress or a reoccurring issue please send them to the office with a dress code violation slip.

Dress Code Policy

- 1st – Warning
- 2nd – Lunch Detention
- 3rd – 1 day of After School Detention or 1 swat
- 4th – 2 days of After School Detention or 2 swats
- 5th – 1 day of Saturday School or 3 swats and Loss of Open Campus privileges for two weeks
- 6th – 3 days of ISS or 2 swats per day for 3 days

STUDENTS OUT OF CLASS

Only allow students out of class for emergencies. Only one student should be out of class at a time. **Make sure the student takes the hall pass.** Do not regularly send students to other teacher's classrooms.

STUDENT SUPERVISION

Your responsibility and authority as a teacher extends to all school hours and extracurricular activities. Do not leave your class unattended.

Do not allow students to sit around or at your teacher desk and visit. Students should not be allowed to lie on the floor. Students should not be allowed to sit on desktops or tables, or lean back in the chairs.

STUDENT LISTS

Please keep all student lists in a folder in a secure location. It is important to know if a student is at-risk, special education, section 504, required to go to B.E.S.T., etc.

STUDENT TRAVEL

The principal must approve all events. Please turn in a transportation request as soon as you know of an event for which you will need school transportation. If students will be leaving school before the end of day please submit a travel list of students to the office. A student travel list must also be given to teachers **at least 3 days before** the scheduled activity in order for teachers to plan their lessons, tests, etc. *The student travel list must contain the activity the students will be participating in, the names of students, the date and time they will be leaving, and what periods they will miss.*

SUBSTITUTE REQUEST

If you know you are going to be out in advance, ask Abbie to get you a sub. If you prefer a particular substitute please let Abbie know.

TARDIES

Send **all** tardies to the office. Students are tardy if they are not seated and ready to work when the tardy bell rings. The student is given a clean slate every six weeks.

Tardy Policy

- 1ST Tardy – Warning (send to office on first tardy)
- 2ND Tardy – Lunch Detention
- 3RD Tardy – 1 day of After School Detention or 1 swat
- 4TH Tardy – 2 days of After School Detention or 2 swats
- 5TH Tardy – 1 day of Saturday School or 3 swats and Loss of Open Campus privileges for two weeks
- 6TH Tardy – 3 days of ISS or 2 swats per day for 3 days

TEACHER DRESS CODE

Opinions of Schleicher County ISD schools are formed many times by the appearance and dress of the students and teachers. As a teacher, you should choose carefully the clothes you wear to school. Your dress should reflect the importance you place upon learning. If you have any specific questions contact your campus administrator. **Do not allow yourself to become careless in your attire and grooming.** You are a model for your students and should set a good example for them.

NO WARM-UPS OR SHORTS (ANYTHING ABOVE THE KNEE)!

TEACHERS ARE ALLOWED TO WEAR JEANS (CASUAL DRESS) ON FRIDAY.

TEACHER APPRAISALS/WALK-THROUGHS

Professional Development and Appraisal System (PDAS) Calendar

Appraisal Calendar Sept. 8, 2009 to April 9, 2010

The dates in the Calendar in which observations **MAY NOT** occur include:

August 24– Sept. 4
November 23 –November 25
December 15 – January 4

March 2 – 5
March 12– 19

Teacher appraisal dates and times will be communicated to you throughout the year. I will be visiting your classroom regularly throughout the year. Do not stop what you are doing when I come in your room. Please have your lesson plans on your desk when I come for an appraisal or walk-through.

TEACHER SUPPLIES

Supplies are located in the supply room. You are welcome to take what you need. Do not stock up on supplies. The office will order supplies several times throughout the year, so if you have special requests tell Abbie.

TECHNOLOGY

Our school has some of the best technology around. Try to incorporate as much as possible into your classroom. Do not be afraid to try new things.

TELEPHONE USE

Please do not allow students out of class to use the telephone. All calls must be made before school or between passing periods. Calls will only be allowed for emergencies. If teachers need to use the phone, use the one in the teacher workroom during your conference period or between classes. **All instructional personnel's cell phones must be turned OFF during class and passing periods.** Do not use an office phone to make calls - this line needs to be free to handle incoming calls.

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off and out of sight during the instructional day, including during all testing.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

Cell Phones/Electronic Devices Policy (Cumulative)

- 1st - Warning
- 2nd - \$15
- 3rd - \$15 + Lunch Detention
- 4th - \$15 + 1 day of After School Detention or 1 swat
- 5th - \$15 + 2 days of After School Detention or 2 swats
- 6th - \$15 + 1 day of Saturday School or 3 swats and Loss of Open Campus privileges for two weeks
- 7th - \$15 + 3 days of ISS or 2 swats per day for 3 days (Parent must come pick up phone from office)

TRAVEL GUIDELINES

Meals:

SCISD has adopted the IRS accountable plan for employee expense reimbursements. The employee is to complete the meals section of the travel request form for approval and encumbrance of funds. This procedure is for all employee meals on overnight trips.

SCISD will pay for employee meals associated with official school business at the rate of:

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$16.00

Student Meals:

Sponsors of student groups are responsible for making prior arrangements to feed the group together to ensure all students eat the same meal at the best available price. An invoice with a list of student names that ate is to be returned to the business office for payment. Sponsors may also be included.

Lodging:

Employees will be responsible for making their own travel arrangements adhering to the policy below:

1. The "Travel Request" form must be completed and returned to Campus Principal for approval

2. Individuals must reserve rooms using their personal credit cards. (We will not issue a Master Card for individual use).
3. As a general rule, the room rate should not exceed \$85.00. Principals/Program Directors may approve a higher rate depending upon budget restraints.
4. Hotel or convention parking fees will be reimbursed at a reasonable rate. (Valet parking is usually excessive – do not use this unless there is no other reasonable option). Attach receipts to the “Request for Check” form.

Group Reservations should be coordinated as follows:

Athletic Events – by Athletic Director

Academic Events- by UIL Coordinator

One Act Play – by OAP Director

Band Events- by Band Director

All reservations should be pre-approved in Administration Office.

TRAVEL REQUESTS

- ALL transportation requests must be turned in (5) days in advance and shall go through Mr. Collins office for approval. A copy of your completed request will be put in your mailbox prior to your trip.
- Keys, cellular phones and credit cards will be picked up in the administration office and returned to the Administration office at the end of the trip. Do not leave anything in the vehicles. Please notify office personnel if you make any personal calls or roaming calls.
- Activity bus keys will be picked up at the bus barn. After your trip, please drop the keys in the key slot in the bus barn office door unless you are given different instructions.
- **DO NOT LEAVE KEYS IN THE BUSES .**
- Due to insurance, all personal vehicles must be parked outside the bus barn gates.

Please plan ahead and turn in your travel requests early.

If you have any questions, please contact Joey Jones at:
(Bus Barn) 325-853-3138 or (Cell) 325-277-7535

UIL SPONSORS

Most high school UIL meets are in the spring. We will use the activity period to work on UIL events through out the year. Sponsors will receive a stipend for working with UIL contestants.

U.I.L. / TUTORIAL PERIOD

The U.I.L. /Tutorial period will be used primarily to work on UIL events and for tutorial help. Students will stay in their 2nd period class during this time. Students may leave class after announcements to work on U.I.L. events or get tutorial help. Please keep in mind this is not free time for the students. Occasionally, we may have class meetings during this time.

WORK ORDERS

If anything in your room is not working properly please obtain and complete a work order. Work orders can be found in the office. Please submit the work order to the office for approval.

WORKROOM

Keep the workroom as neat and orderly as possible. Clean up your messes. No students are allowed in the workroom.

WORKSHOPS/INSERVICE

If you are interested in going to a workshop come by and visit with me about it. All workshops need to be approved in advance.

NO GOOD DEED GOES UNPUNISHED... THE DANGER OF CHARITABLE RAFFLES

by Laura Sanders Fowler, *Attorney at Law*

Believe it or not, charitable games such as raffles are **gambling**. Gambling is unlawful in Texas unless it fits into a few precisely defined exceptions. This is the time each year when schools and colleges, often to raise money for student trips and scholarships, attempt to raise money through their foundations to support these very worthwhile endeavors. If your most philanthropic citizen gives you a \$25,000.00 brand-new pickup truck to raffle off, and then learns the well-intentioned organizers of the activity got themselves and the Foundation charged criminally... well, that may be disastrous to your fund-raising efforts in the future!

So rather than take that risk, here is what you need to know:

Qualified Organization Restrictions:

- Your organization or institution can run a fundraising raffle **only** if it qualifies as a 501(c)(3) nonprofit or charitable organization, a religious society, a volunteer emergency medical service, or a volunteer fire department.
- Your 501(c)(3) must have been in existence for at least 3 years.

Time and Frequency Restrictions:

- You may only run two raffles in a given calendar year.
- You may not sell tickets to two separate raffles in the same time period.
- You must announce up front the date the raffle will take place.
- If you cannot award the prize on the date of the raffle, you must set a new date within 30 days or offer to refund all raffle ticket buyers.

Use of Proceeds Restriction:

- All raffle proceeds must be spent for the charitable purposes of the qualified organization.

Raffle Promotion and Sales Restrictions:

- You may advertise or promote your raffle through a "medium of mass communication" including (but not limited to) television, radio, and newspapers.
- You may not compensate, either directly or indirectly, an individual responsible for organizing or conducting the raffle, or for selling or offering to sell raffle tickets.
- Only a member of the qualified organization or an authorized individual may sell raffle tickets.

Disclosure Restrictions:

- The raffle ticket must disclose the name of the qualified organization conducting the raffle.
- The raffle ticket must disclose the address of the organization or of a named officer of the organization.
- The raffle ticket must disclose the ticket price.
- The raffle ticket must disclose a general description of any potential raffle prize valued over \$10.
- The raffle ticket must disclose the date the raffle prize(s) will be awarded.

Raffle Prize Restrictions:

- The raffle prize cannot be money.
- The value of the prize may not exceed \$50,000.
- The prize must be in the ownership or possession of the qualified organization.

Teacher/Staff Information

Name _____

Spouse and children's names _____

Birthday/Anniversary Dates _____

Address _____

Phone Number _____

Cell Phone Number _____

Email Address _____