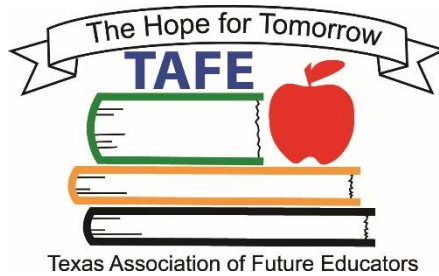


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# IV. POLICIES AND PROCEDURES

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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 Region 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 region 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 regional 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 agency 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 for TAFE CONFERENCE & COMPETITIVE EVENTS

**All students and teachers shall be neatly groomed and in business professional dress while in the conference area.**

<b>Day of Competition</b>	<b>All competitors, judges, door monitors, timekeepers, runners, and teacher leaders in dress code.</b> If you are neither competing nor working the events but you are in the conference area, you must be neatly groomed and in business professional dress.
<b>General Session &amp; Breakout Sessions</b>	<b>All students and teacher leaders must be in dress code.</b>
<b>Special Activity</b>	You may wear your conference t-shirt or other TAFE shirt and nice jeans without holes.

### Females

- Dressy/Modest Shirt/Blouse with Sleeves (button-up, collared, polo, or shallow neckline is acceptable)
- Dress slacks or skirt/ dress (with slits or length no higher than the knee) – No tight-fitting skirts
- Optional sweater or jacket
- Dress shoes (not athletic, flip flops, or sandals) (maximum 3” heel)
- NO backless, see-through, tight-fitting, spaghetti straps, midriffs, strapless, low-cut, etc. attire allowed

### Males

- Collared shirt
- Dress slacks or khakis
- Optional necktie
- Optional jacket
- Dress shoes (not athletic, flip flops, or sandals) (dressy western boots & loafers allowed)

### All

- Clean and neatly groomed (wrinkle-free/non-overly tight)
- Body piercings and tattoos covered at all times
- Conference name badge worn for competition & awards
- NO shorts are allowed

## DEVICE POLICY

Students are required to bring their own device to State for the Parliamentary Procedure and ELF tests. 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 as testing devices.

## GENDER POLICY

When staying in rooms overnight, students must stay in rooms corresponding to their physiological gender. Otherwise, they may stay in a separate room, and expenses will not be covered by the TAFE state office. No exceptions will be made.

## 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 Alice Moody, [alice@tassp.org](mailto:alice@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 credits 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 (Alice Moody) 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.

## **JUDGE POLICY FOR COMPETITIVE EVENTS**

Each chapter competing at state shall judge or provide a judge for a competitive event. Failure to either judge or provide a judge will result in a \$150 fee.

## **GENERAL CONFERENCE ETIQUETTE**

- As future teachers and current Teacher Leaders, TAFE/Educators Rising members are held to a higher standard in regard to their ethical behavior as attendees and competitors. TAFE/Educators Rising members should follow the TAFE rules and act with honor at all times.
- Behavior at all times 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 be such to reflect positively on my chapter, school, community and TAFE & Educators Rising organizations.
- All conference attendees should be neatly groomed and professional in appearance while in 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 do 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, engaged 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 at all times. Let them know you care and are interested. Be clear with members that they are expected to be engaged in official state conference activities at all times while any sessions, workshops, activities, etc. are in progress! Responsibility and liability are incumbent upon YOUR school district, NOT the region/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 must 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 conference. 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 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.