

Vidor High
School
Activities &
Fundraising

2014-2015 VHS ELIGIBILITY CALENDAR

GRADING PERIOD (GP)	ELIGIBILITY	DATE
1 st GP - 3 Weeks Evaluation	Not Applicable	September 12
Progress Reports Mailed/Issued		September 16
1 st GP - End		October 3 at 3:30 PM
Report Cards Issued on 10/10/14	Gain or Lose at 3:30PM	October 10
2 nd GP – 3 Weeks Evaluation		October 24
Progress Reports Mailed/Issued		October 28
	GAIN	October 31 at 3:30 PM
2 nd GP - End		November 7
Report Cards Issued on 11/14/14	Gain or Lose at 3:30PM	November 14
3 rd GP - 3 Weeks Evaluation		December 5
Progress Reports Mailed/Issued		December 9
	GAIN	December 12 at 3:30 PM
3 rd GP - End		December 19
Report Cards Issued on 1/9/15	Gain or Lose at 3:30PM	January 14
4 th GP - 3 Weeks Evaluation		January 26
Progress Reports Mailed/Issued		January 27
	GAIN	February 2 at 3:30 PM
4 th GP - End		February 20
Report Cards Issued on 2/27/15	Gain or Lose at 3:30PM	February 27
5 th GP - 3 Weeks Evaluation		March 13
Progress Reports Mailed/Issued		March 24
	GAIN	March 27 at 3:30 PM
5 th GP - End		April 17
Report Cards Issued 4/24/15	Gain or Lose at 3:30PM	April 24
6 th GP - 3 Weeks Evaluation		May 8
Progress Reports Mailed/Issued		May 12
	GAIN	May 15 at 3:30 PM
6 th GP - End		May 29
Report Cards Issued/Mailed		June 6

IMPORTANT!!!! ALL STUDENTS ARE ACADEMICALLY ELIGIBLE DURING HOLIDAY PERIODS OF ONE WEEK OR MORE: THANKSGIVING (unless 11/25 &/or 11/26 weather day(s) is used), CHRISTMAS, & SPRING BREAK.

QUICK SHEET

All requests must have prior approval. All forms should be filled out and submitted through Eduphoria.

Fundraiser Requests

– Submitted 15 days in advance

Fieldtrip Requests

Day trips– Submitted 15 days in advance

Overnight trips – Submitted 30 days in advance

Out-of-State trips – Submitted 45 days in advance

Transportation Requests

– Submitted 6 days in advance

Homecoming flowers

\$45 for sweetheart \$15 for beau

Must have a P.O. number prior to purchasing

Once activity/fieldtrip is approved, **submit Activity Sheet roster 5 days prior to event and upon returning from event.**

It is the sponsor's responsibility to verify eligibility of participation, (grades, drug-testing consent, and available activity days).

Students are allowed 15 extracurricular days per school year. Additional days may be granted through an appeal with the Activities Director.

EDUPHORIA → FORM SPACE → SUBMIT NEW FORM...

EXTRACURRICULAR ACTIVITIES

VIDOR HIGH SCHOOL ACTIVITIES

Mrs. Brandy Antill, Activity Coordinator, is responsible for coordinating the schedule of student activities at Vidor High School. Most activities can be scheduled far enough in advance to avoid conflicts. Student activities are approved by the administration before being placed on the calendar. All request and activities must be submitted through Eduphoria. The forms should be filled out completely with all information. Fundraisers and fieldtrips require prior approval from the department head/director.

EXTRACURRICULAR ACTIVITIES- STAFF ABSENCES

Staff members are required to submit their future absence through the Aesop Substitute Management Program. Please select the option denoting that it is an ACTIVITY related absence.

EXTRACURRICULAR ACTIVITIES- STUDENT ABSENCES

The State Board of Education by rule shall limit participation in and practice for extracurricular activities during the school day and the school week. The rules shall, to the extent possible, preserve the school day for academic activities without interruption for extracurricular activities.

The school district shall not schedule nor permit students to participate in any school related or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than fifteen times during the school year (full-year course).

EXRTRACURRICULAR ACTIVITES

An extracurricular activity is an activity sponsored by the University Interscholastic League (UIL), the school district board of trustees, or an organization sanctioned by resolution of the board of trustees. The activity is not necessarily directly related to instruction of the essential the curriculum. Extracurricular activities include, but are not limited to, public performances, contests, demonstrations, displays, and club activities.

• In addition, an activity shall be subject to the provisions for an extracurricular activity if any one of the following criteria applies:

- Is competitive
- Is held in conjunction with another activity that is considered to be extracurricular
- Is held off campus, except in a case in which adequate facilities do not exist on campus
- The general public is invited
- An admission is charged

Extra-curricular activities are viewed as an extension of the school day. All rules governing regular school day activities apply to all extracurricular activities held on any campus within the school district; violations of these rules will be handled accordingly. All club activities, such as Student Council, are considered extracurricular.

DRUG TEST POLICY

All students who participate in extracurricular activities (athletics, music, academics competitions, clubs & organizations) or park on campus must have completed a drug consent form. Students may not practice, participate, or park on campus without a consent on file. These students are subject to random drug testing throughout the year. See Mrs. Tibbits or Mrs. Antill for the drug consent list.

ELIGIBILITY LIST AND 15-DAY RULE

Eligibility information is available in the counselor's computer office and fifteen-day rule information is available in the attendance office. **It is the teacher's or sponsor's responsibility to check to determine if a student is eligible for an extracurricular or co-curricular event.**

The law also provides that sponsors of extracurricular activities be made aware of any students whose grade in any class is lower than 70 or whose grade is deemed borderline. This information is available from progress reports.

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

- During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation
- Beginning of 9th grade year – must have been promoted from the eighth grade to the ninth
- Beginning of 10th grade year – must have earned 5 state credits toward graduation
- Beginning of 11th grade year – must have earned 10 state credits toward graduation
- Beginning of 12th grade year – must have earned 15 state credits toward graduation

A student participating in University Interscholastic League (UIL) will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class (other than an identified honors or advanced class). This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student's grades in all classes are equal to or greater than the equivalent of 70.

A student is allowed up to 15 activity-related absences from a class during a full year course in order to participate in all school-related or school-sanctioned activities on or off campus. All 15 absences cannot occur in one semester. A student who misses class because of participation in an activity sponsored by an unapproved organization will receive an unexcused absence. ***Students may apply for a waiver with the Activities Director if they are in danger of or will go over the allowed 15 days.***

Co-curricular absences, those tied to an academic class and not involving competition, will count toward the 15-day rule when another class is missed, and will have activity sheets so those students will not be counted absent.

FIELD TRIPS / CO-CURRICULAR ACTIVITIES

School-related field trips provide the student with many educational opportunities he/she might not experience. It is important to note any trip, especially those involving students, should be of educational value and students should be involved in some presentation, competition, etc. Trips merely for the sake of traveling will not be approved. Approval will also depend on how many teachers will be off campus. It is strongly suggested that field trips are not scheduled during the school day if at all possible.

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made if the student's parent or guardian personally requests the student be allowed to ride with an adult designated by the parent. The district shall not be liable for any injuries, which occur to students riding in vehicles, which are not provided, by the school.

The procedures to follow when planning a field trip is as follows:

- Request approval for the field trip by filling out a **Field Trip Request Form**.
 - Field trip request must be submitted at a minimum of 15 days in advance if it is not an overnight trip. The request for approval needs to be submitted through Eduphoria.
 - Overnight field trips require the superintendent's approval and the forms must be submitted 30 days in advance of the trip. All overnight requests must state the purpose of the trip, destination, place of lodging, number of students, names of chaperons, and type transportation.
 - Failure to comply with requests within the required timeframe may result in the trip not being approved.
- Make necessary transportation arrangements. The activity coordinator will assist you with scheduling school vans or a school bus, if necessary. To speed up the process, you can call Transportation (951-8760) to check if a van is available. There is an 8-person limit on all vans; this includes the driver. **Transportation requests** must be made through Eduphoria six days in advance. A budget number is required to request transportation; see Mrs. Loar for assistance. The activity coordinator, Mrs. Antill, will assist you in requesting transportation.
- Request a substitute through the **Aesop Substitute Management Program**.
- Obtain a **Permission Form for Trips** which contains a waiver of liability, medical treatment permit, and student behavior agreement from the front office to be completed for each student on the trip. The parent or guardian must sign this form, and a copy of each form should be turned in to the appropriate sponsor before the trip. The sponsor or teacher needs to take the original forms on the trip in case of an emergency. **The sponsor must notify the nurse to make arrangements for those students on medicine.**
- Fill out an **Activity Request** form through Eduphoria. It is the teacher's or sponsor's responsibility to provide a list of students, their student numbers, and their grade levels due to participate in any extracurricular or co-curricular event at least five days in advance to the activity coordinator so that the days can be approved.
- After the trip has taken place, it is the teachers' or sponsor's responsibility to submit a **Follow-Up Activity Sheet**. This form is to be completed regardless of whether all students attended as planned. This prevents students from having an extracurricular day charged against them if they do not attend activity.

FUNDRAISING & ACTIVITY ACCOUNTS

FUNDRAISING ACTIVITY

All fund-raising activities are subject to approval of the activity director, principal, and superintendent prior to the event. ***Do not obligate your organization to any activity before you receive approval.*** All fund-raising requests should be submitted through Eduphoria at least 15 days prior to the start of the fund-raising activity. The fifteen -day prior approvals will be strictly enforced. ***Do not begin your fundraiser until everyone on the Eduphoria workflow has approved your request.***

All sales persons engaged in fund-raising activities must have prior approval from the front office. A sales person should not be calling on teachers or handling fund-raising business during class time.

Food sales may not be during any cafeteria meal times, (breakfast, lunches, &/or afterschool snack).

FUND RAISING ACTIVITY PROCEDURES

- Complete a FUNDRAISER REQUEST FORM through Eduphoria.
- Wait for approval before beginning fundraiser. **Do not begin your fundraiser until everyone on the Eduphoria workflow has approved your request.**
- After the fund-raising activity is over, complete the FUND-RAISING ACCOUNTING SHEET (Green Sheet) immediately and turn it in to Mrs. Loar promptly. Please exercise care in filling this form out accurately. If an organization has not completed the necessary paper work, no other fundraising activities may be started.
- If the fundraiser lasts longer than 1 week, a weekly report needs to be submitted to the bookkeeper, Mrs. Loar.

IMPORTANT RULES TO REMEMBER!

- A receipt must be written for all moneys collected regardless of source. A receipt is defined as a numbered receipt from the student activity accounting system. An alternative method is not acceptable.
- Teachers should make deposits of funds daily before 2:00 p.m. with Mrs. Loar in the front office. Deposits are to be counted and submitted on deposit slips. Mrs. Loar will not accept any money without the appropriate receipt.
- **No moneys are to be kept in the class overnight for any reason.** At the completion of the fundraiser, teachers or sponsors are to complete a fund-raising accounting sheet (green sheet) and turn it in.
- Fund raising accounting sheets must be submitted promptly, and all documentation must be attached.
- Yearlong activities will submit a weekly report to Mrs. Loar. This report will be an income statement that shows beginning balance, sales, expenditures and ending balance. A form will be provided for this process.

All organizations will have receipt books and balances checked at the end of each semester. Books are subject to being audited or checked at any time.

Failure to comply with the rules will result in the sponsor/teacher being given a written reprimand, which will be placed, in his/her file.

STUDENT ACTIVITY ACCOUNTS

A receipt from the three-part carbon-less receipt book must be written for all money received regardless of source. The deposit is written on deposit slip. The receipt numbers should be written on your journal sheet. A copy of the receipts must be turned in with the deposit. **This is the only acceptable method of depositing money!** If an error is made in writing a receipt, void the receipt and draw a line through that line on the brown deposit slip. Write an explanation for this on the journal sheet. When a student gives you a check, write the amount in the appropriate column. If you need to give change, write that amount in the cash column and circle it. When you total the deposit, subtract the amount circled in your cash column. Before turning money into the office, please put the name of the club or organization at the top of the deposit slip, total both columns, and get a grand total. Also, please remember to date the deposit slip. Post deposits and check requests on your ledger sheet immediately. Keep the ledger sheet up to date. Check your balance on the receipt from the office with the balance on your ledger sheet. If there is a difference, check with the bookkeeper in the front office. Total each page when completed.

Money collected should be turned in daily to Mrs. Loar. Do not leave money in the building. It should be turned in to the office before 2:00 p.m. each day. VISD will not be held responsible for loss or theft.

MERCHADISE TO BE BOUGHT AND SOLD

Department Heads are responsible for ordering supplies for each department. Turn in a list to your department head with instructions as to where to purchase. If it is to be paid for out of student activity see the bookkeeper. Your activity account must have the funds to purchase the items. All purchase must be approved by the principal.

Items must not be ordered without a purchase order number! Moneymaking projects, club t- shirts, and homecoming corsages are included in this rule. Do not order flowers, candy, candles or **anything** without a purchase order number. You must get the number **before** you make the order. All bills are to be paid by check request to the business office. **Do not pay cash or allow students to order merchandise!**

TRAVEL

When the sponsor of a club has a check made to him/her for a trip, all receipts and meal tickets should be turned in immediately upon return with an itemized list. It is imperative to plan ahead. A check request should be in the business office five days before the check is needed.

FLOWERS FOR CLUB SWEETHEARTS AND BEAUS

Expenditures for these flowers for the homecoming parade should be limited to a total of \$45 for bouquets and \$15 for boutonnieres. Remember that we do not pay sales tax, and a P.O. number is necessary prior to purchase.

UIL - UNIVERSITY INTERSCOLASTIC LEAGUE

Sponsors of UIL events are reminded that the extracurricular rules apply to UIL academic students also.

It is also important any fees that are to be paid above the district level need check requests from the sponsor with advancing students. It is the sponsor's responsibility to have a check request made for the fees and to see that are mailed to the proper location. Mrs. Loar can provide sponsors with assistance in this area.

UIL MATERIALS

Mrs. Tibbits will assist you with ordering initial supplies as listed on the UIL order form. They will also order the latest edition of the Constitution and Contest rules for each UIL sponsor. If you have any questions, please see the activity coordinator.

UIL AWARDS

Any students, excluding those in drama, debate, journalism, music and athletics, advancing in competition past the district level to regional, etc., are eligible for either a letter jacket or a patch. If the student has not had a jacket (\$50 value) purchased for him or her by the school during their high school time, he or she is eligible for a jacket. If the student already has a letter jacket, the student is eligible for a patch (\$8 value). Drama, debate, journalism, music and athletics have their own rules for awarding jackets and patches.