

## TEACHER CENTER OVERVIEW

The goal of the FBISD Teacher Center is to serve as a resource center for teachers and parent volunteers to create instructional materials to be used in the classroom. All items are designed to be made from start to finish in the Teacher Center using the resources and materials provided.

**NOTE:** Children ages infancy through 12<sup>th</sup> grade are not allowed in the Teacher Center or left unattended in the Administration Annex Building.

- 1. The Teacher Center may be used by any Fort Bend ISD employee or registered volunteer (VIPS). FBISD employee badges must be worn while in the Teacher Center.
- 2. Computers are available in the Teacher Center for individual use. Printing is available in the Teacher Center and is limited to 10 pages per teacher per day.
- 3. Duplicating/Copying at the Teacher Center is limited to word walls, center activities/games, and journal covers.
- 4. Users are encouraged to use the most economical method of creating items. See Teacher Center staff for suggestions and alternatives.

- 5. Outside items brought into the Teacher Center cannot be copied or laminated. Items not available at the Teacher Center may be brought in to enhance your projects.
- 6. Representatives of campus-sponsored clubs and parent organizations have access to the Teacher Center resources by paying an itemized fee for materials.
- 7. Items forgotten or left at the Teacher Center will be placed in the Lost and Found box and disposed of periodically.
- 8. In the evenings and on Saturdays, building access to the Administration Annex is limited to the Teacher Center only.

All copies duplicated and computer software used in the Teacher Center must comply with copyright laws of the United States.

All images used in documents or posters must not be copyrighted or have a trademark.

Users must comply with the established STRICT district guidelines for computer use.

### TEACHER CENTER GUIDELINES

**NOTE:** All users working on material for more than one teacher are required to complete a green *Group Project* form.

Item:	Description of Use:	Daily Limits
Art Wax Machine	Places a thin layer of wax on the back of your item so that it will adhere to the wall or bulletin board without tape or staples.	Unlimited
Binding Machine	Front/back covers and spirals will be provided. Staff will copy a design on front cover only. You must provide the contents of the book, already copied or laminated. Journals must be completed in the Teacher Center.  NOTE: Teacher Center construction paper cannot be used for pages of a journal.	2 class sets per day
Button Machine	Used for motivational/incentive purposes. A variety of colored paper and patterns are provided for button designs. Computer programs for creating buttons are available. Buttons can be cut to size using the circle cutter machine.	2 class sets per day
Computers	<b>NOTE:</b> You must sign up for the computers at the front desk before use. Computers may be used to create masters for your classroom, limited to 10 masters (sheets) printed per day. This limit of 10 sheets (masters) per day is strictly enforced.	Banners –2 per day (no background color) Buttons – 2 class sets per day Posters – 2 per day (no background color) Masters – 10 sheets per day
Copier	Only the Teacher Center staff is allowed to operate the copier.  NOTE: Classroom sets should be copied on your campus.	
→Bond paper	Color bond paper can be used to duplicate buttons; see Button Resource Box for masters.	Buttons – 2 class sets per day
→Cardstock	Cardstock can be used to duplicate word walls, center/station activities, and journal covers.	Journal Covers – 2 class sets per day (front) Centers/Games – 6 per day-Elem 10 per day-Secondary Schools Word wall – 2 sets per day
Die-Cuts	Small, large, extra-large, tiny and double-cut die-cut designs are available for use. Construction paper is provided in a variety of colors for die-cut usage. Craft idea videos are available for previewing.	Unlimited
Laminating	Items created at the Teacher Center can be laminated only during the same visit. Construction paper can be laminated for the purpose of creating materials inside the Teacher Center.  NOTE: Outside materials cannot be brought into the Teacher Center for laminating.	Unlimited
Lettering Tape	Used for heading or sub-headings on poster paper, poster board, etc.  NOTE: Lettering tape is not for the use of file folder labels or lists of student names.	6 feet per day
Opaque/Overhead Projector	Used to create large patterns for your classroom displays and bulletin boards. Transparencies are available for your use.  NOTE: Items enlarged/reproduced must comply with U.S. Copyright Law.	10 per day
Poster Machines	Two types of poster machines are available for your use – single color and multi-color. Sign up for the multi-color poster machine at the front desk computer sign-up.  NOTE: Posters cannot be photographs or have full color backgrounds.	2 (total) per day
Supplies	Teacher Center supplies and materials include, but are not limited to, construction paper, butcher paper, poster board, markers, glue, scissors, and specialty items. All materials and other supplies are to be used while in the Teacher Center to create projects.  NOTE: Blank materials cannot be removed from the Teacher Center.	Unlimited

#### FBISD TEACHER CENTER - FEE SCHEDULE

The following fees apply for campus sponsored clubs & PTO

Name:	Date:Organization:	
	·	
School:	Cash or Check #:	(Payable to FBISD

Unit	Description	Qty.	Price	Total
Foot	Art Paper (Butcher Paper)		\$ .25	
	1			
	Banners			
Foot	Laminated		\$ .25	
	Book Binding:			
Pair	Covers - Unlaminated		\$ .50	
Pair	Covers - Laminated		\$ .75	
Each	Spiral		\$ .25	
Each	Buttons		\$ .50	
Each	Construction Paper:			
	Unlaminated		\$ .10	
	Laminated		\$ .50	
Each	Computer Printing (per sheet):			
	Black & white		\$ .25	
	Color		\$ .50	
Each	Copies: 8 ½ x11 11 x 17			
	White bond .10 .20			
	Cardstock .25 .50			
Each	Posters			
	Unlaminated		\$ 3.00	
	Laminated		\$ 4.00	
Each	Poster Board:			
	Unlaminated		\$ 1.00	
	Laminated		\$ 1.50	
Each	Transparencies		\$ .50	
·				
	Grand Total			\$

#### **Pricing Information**

This pricing information is for campus-sponsored clubs and parent organizations, and fund-raising activities. These groups have access to Teacher Center resources by paying an itemized fee for items created here. Please see Teacher Center staff with questions or for more information.

#### Limitations

Copying is limited to word walls, center activities, games, and journal covers.

Outside items cannot be brought into the Teacher Center for copying or laminating.

Please call the FBISD Print Shop at 281-634-1816 if large quantities or specialty items are required.

Staff:		
Deposit to: 199.11.6399.56.99911.287 Charge to:	Signature:	

## Teacher Center FAQ Sheet

1. Can I make copies and class sets of worksheets for my students?

Outside materials cannot be brought into the Teacher Center for duplication – those items should be copied on your home campus. Copying at the Teacher Center is limited to word walls, center activities and games, and journal covers.

2. I always create a bulletin board with student work displayed. Each paper is mounted on laminated construction paper. Can I laminate construction paper and take it back to my campus?

Laminating construction paper is for use with die cuts and other projects completed at the Teacher Center. Simply laminating construction paper for displays should be done on campus with campus resources.

3. Can I make placemats for our students for our holiday party and laminate them?

No, this does not meet the instructional guidelines. You have construction paper and a laminator at your school that should be used for that purpose. You can make die-cuts at the Teacher Center to decorate the placemats, but the placemats need to be created and laminated on your home campus.

4. Can I make die-cut basketballs for our basketball players for the school lockers?

Yes; since this is a school sport involving district students, you can make the locker decorations for the individual students.

5. Can I laminate a poster that I bought in a store or items I've created on campus?

No, because each campus in Fort Bend ISD has its own laminator. You need to laminate those items on your campus.

6. My high school child would like to help me in the Teacher Center. Is she allowed to come to the Teacher Center and help me?

Since we have so many different types of machines at the Teacher Center, safety of children is a key issue. For safety reasons, children of any age are not allowed in the Teacher Center or to be left unattended in the Administration Annex building.

7. The Teacher Center is part of Fort Bend ISD. Everything I make there is for my students. I am also a VIPS and an FBISD taxpayer. Why can't I come in and make everything the school needs?

The Teacher Center operates on a budget, just like every campus and department in the district. In order to serve as many teachers and students as possible, we have set rules for intended use and limits on some items.

8. I asked my VIPS to make copies of a workbook for me. She told me that she was not allowed to do that. Why can't she?

Some workbooks are copyright protected. The Teacher Center cannot violate U.S. copyright laws. Also note that the Teacher Center is no longer making copies of class sets, but has limited copying availability (see Question #1).

9. If I need to make a poster, do I have to create my master at the Teacher Center?

No; as long as the original does not have copyright protection attached to it, you can scan your original to make a poster, or you can save it to your H: drive or flash drive and access it at the Teacher Center.

10. I need to print in color on the computer, and our campus is not purchasing color cartridges for our campus printers. Can I print in color at the Teacher Center?

Color printing is available for banners, posters, Boardmaker, and buttons in the limits specified in the Teacher Center Guidelines. All other color printing is limited to 10 sheets (masters) per teacher per day. These limits are strictly enforced. Cardstock is available from staff for printing purposes.

Please feel free to call 281-634-2909 if you have questions about what can and cannot be made at the Teacher Center.

# DIE-CUT LIST

#### **Legend Key to Die-Cuts**

2 = 2 inch (Blue labels)

4 = 4 inch (Red labels)

7 = 7 inch (White/Red labels)

**DC** = **Double Cut/Borders** (**Red labels**)

Die-cuts are listed in alphabetical order. Geometric Shapes are separate and are listed after the person, place and things die-cuts. All the sets, and the individual die-cuts that comprise the sets, are listed after the geometric shapes.



















(Tiny)

**Africa (7)** 

**African Kinara** (2,4,7)

(2,4)

African Woman (2,4)

Airplane #1 (2,4)

Airplane #2 (4)















**Alamo** (2,2,4)

**Alaska (4)** 

Alien (4)

Alligator #1 (2,4)

Alligator #2 (4,7)

**Ambulance** (2,4)

**Anchor** (2,4)









**(7)** 

Ape

(2,4)





(Tiny)

Angel (2,4,7)









(2,4,7)



Armadillo #1 (2,4)



(2)

Arrow #1 (4,7)

(4)

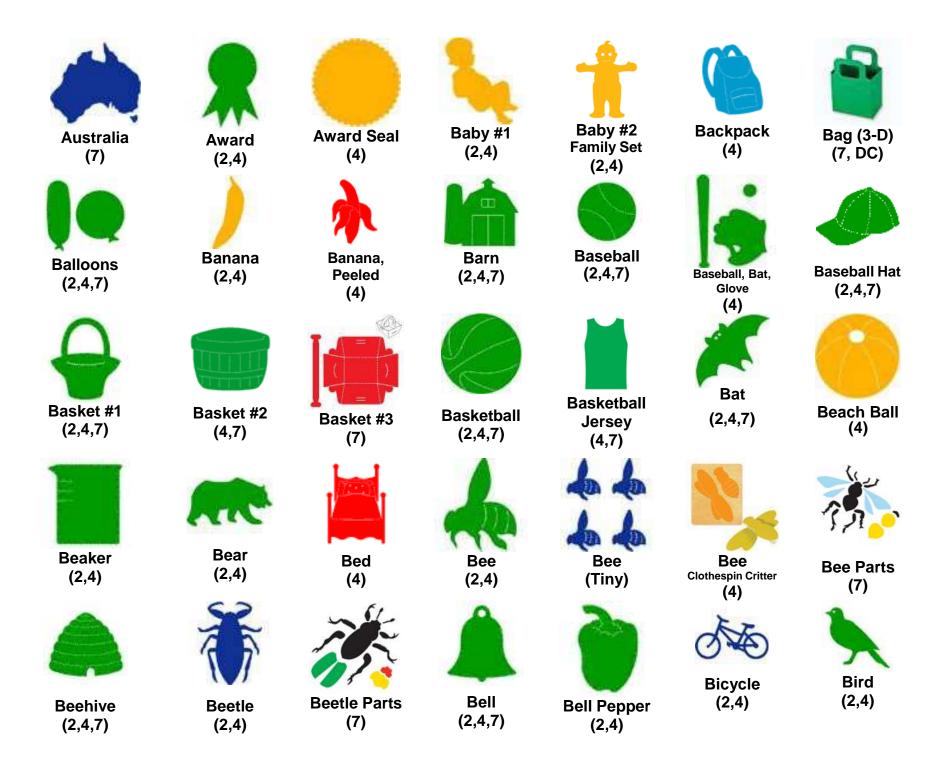
**Arrows** (Tiny)

Asia **(7)** 

**Astronaut** (2,4,7)

Armadillo #2

Arrow #2





**Walrus** 

(4)

(7, DC)

**Texas** 

(4)

Star

**(4)** 

**Teddy Bear** 

(4)

Border, **Bats Birthday** (DC) (DC)

Book, Open #1

(2,4,7)

Bookmark,

Cupcake

**(4)** 

Bookmark,

**Frog** 

**(4)** 

Bookmark,

**Shamrock** 

**(4)** 



Border, Butterflies (DC)



Border, Grass/Flames (DC)



Border, RR Track #1 (DC)



Border, Star (DC,DC)



Box #2 (3-D) (7)



Border, Children (DC)



Border, Hearts (DC)



Border, RR Track #2 (DC)



Border, Trees (DC)



Boy #1 (2,4)



Border, Crown (DC)



Border, Holly (DC)



Border, Road (DC)



Border, Turkeys (DC)



Boy #2 (2,4)



Border, Desert (DC)



Border, Indian (DC)



Border, Scallop (DC)



Bow (2,4)



Boy #3 (4)



Border, Elephants (DC)



Border, Ivy (DC)



Border, Scallop Corner (4)



Bow (Tiny)



Boy #4 (4)



Border, Fence (DC)



Border, Leaves (DC)



Border, Shamrocks (DC)



Bowl (4)



Boy #5 Family Set (2,4)



Border, Filmstrip (DC)



Border, Music (DC)



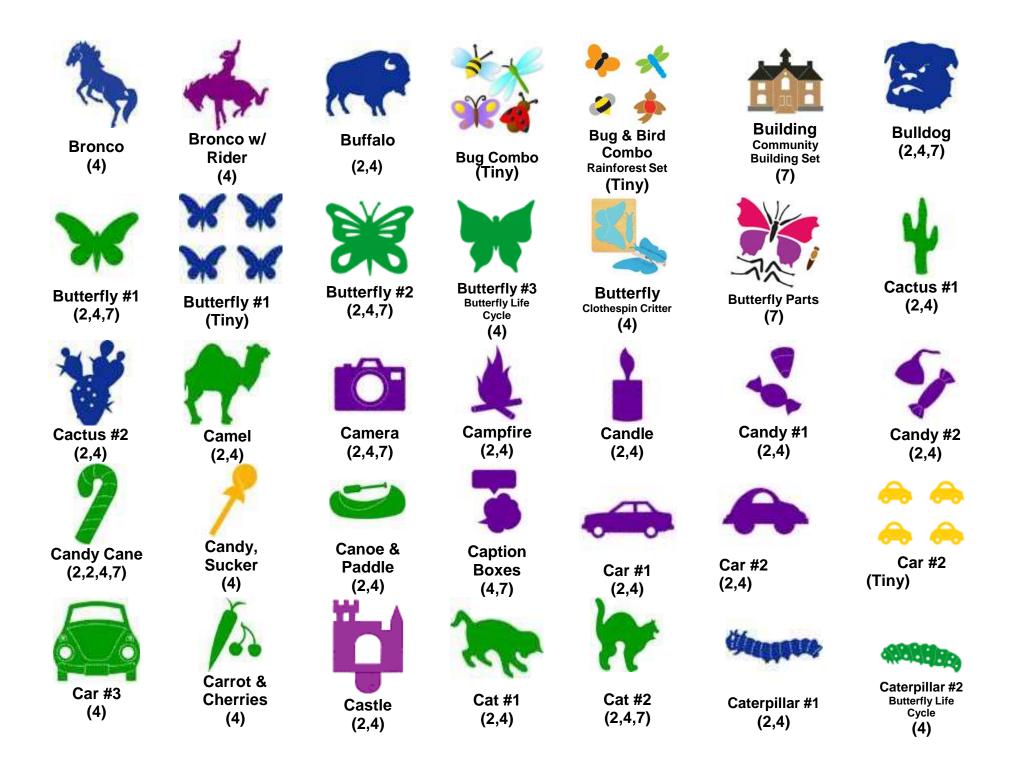
Border, Skyline (DC)



Box #1 (3-D) (7)



Bread Slice (4)





Cauldron (2,4,7)



Chameleon (4)



Christmas Ornament #1B (2,4,7)



City Hall Community Building Set (7)



Coliseum (4)



Cent Sign (2,4)



Chavez, Cesar (2,4)



Christmas Ornament #2B (2,4,7)



Clock Face (4)



Columbus, Christopher (2,4)



Cell - Animal (7)



Cheerleader (2,4)



Christmas Ornament #4 (4)



Clock Hands (4)



Community
Friends/Helper Set
Female
(4,7)



Cell - Plant (7)



Cheese (4)



Chrysalis
Butterfly Life Cycle
(4)



Clock Face w/ Hands (7)



Community
Friends/Helper Set
Male
(4,7)



Chair #1 (4)



Cherries (4)



Church #1 (2,4,7)



Clouds (2,4)



Community Friends Set Clothes – Athlete (4,7)



Chair #2 (4)



Chick (2,4)



Church #2 Community Building Set



Clown #1 (4)



Community Friends Set Clothes – Baseball (4,7)



Chair, Beach (4)



Chili Pepper (2,4)



Circus Tent (7)



Clown #2 (2,4)



Community
Friends Set
Clothes –
Cheerleader
(4,7)



Community Friends Set Clothes - Football (4,7)



Community **Helper Set** Clothes -**Police Officer** (4,7)



**Continents Australia (7)** 



Cougar (2,4)



Crab (2,4)



Community Friends Set Clothes -Super Hero (DC,7) (DC fits 4")



Community **Helper Set** Clothes - Soldier



**Continents Europe (7)** 



Covered Wagon (2,4,7)



Crayfish (2,4)



Community Helper Set Clothes - Chef (4,7)



Community Helper Set Clothes - Teacher (4,7)



**Continents North America (7)** 



Cow (2,4)



Crayon (2,4,7)



Community Helper Set Clothes - Construction Worker (4,7)



Computer (4)



**Continents South America (7)** 



Cowboy (2,4)



Crayon (Tiny)



Community Helper Set Clothes - Farmer (4,7)



**Continents Africa (7)** 

**Continents** 

U.S.A.

(4,7)

Cowboy

**Boot** 

(2,4,7)



Helper Set Clothes - Firefighter (4,7)



**Continents Antarctica (7)** 



Community

Helper Set

Clothes -

**Medical Worker** 

(4,7)

**Continents Asia (7)** 



Corn, Ear (2,4)





Cornucopia (4,7)



**Cowboy Hat** (2,4,7)





**(4)** 



Cowgirl #1 **(4)** 



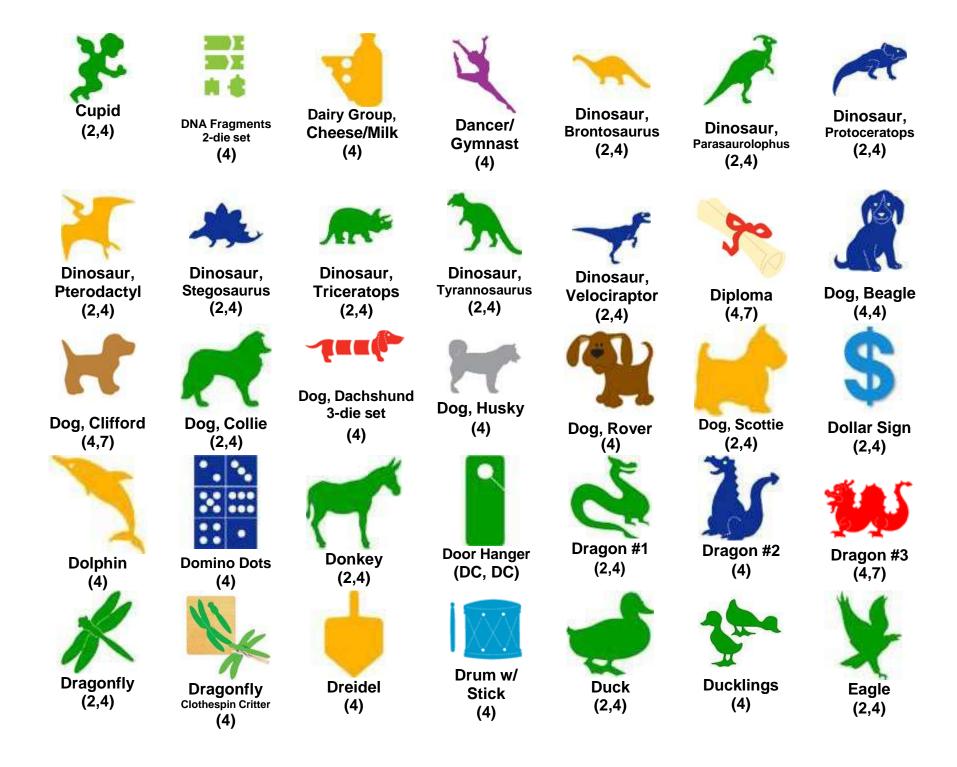
**Cupcake (4)** 

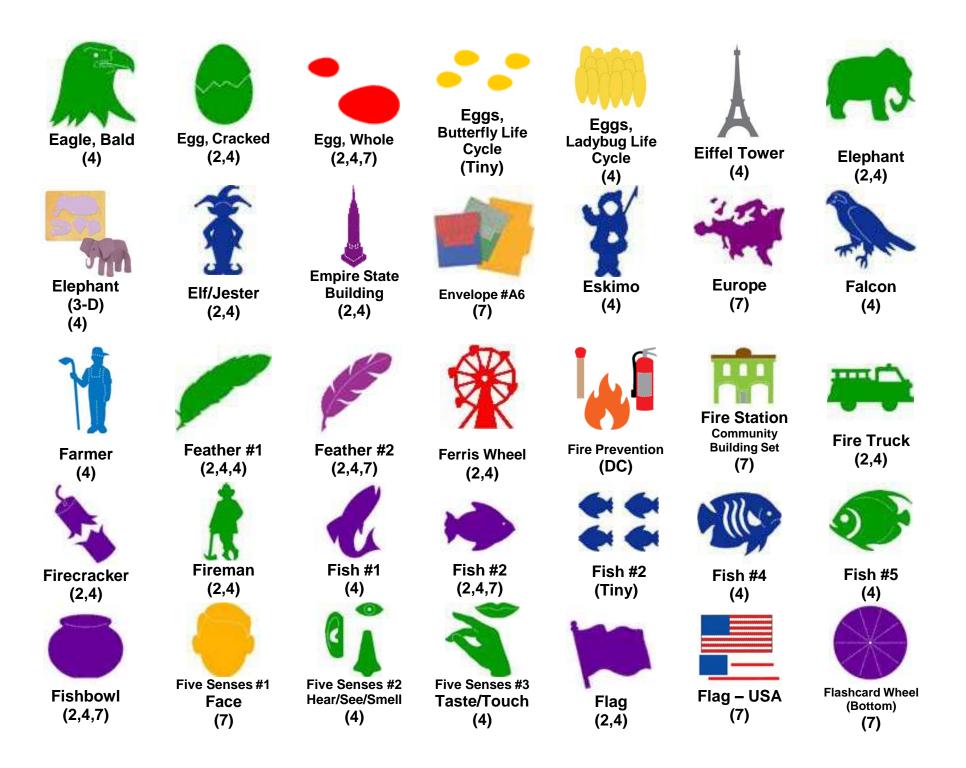


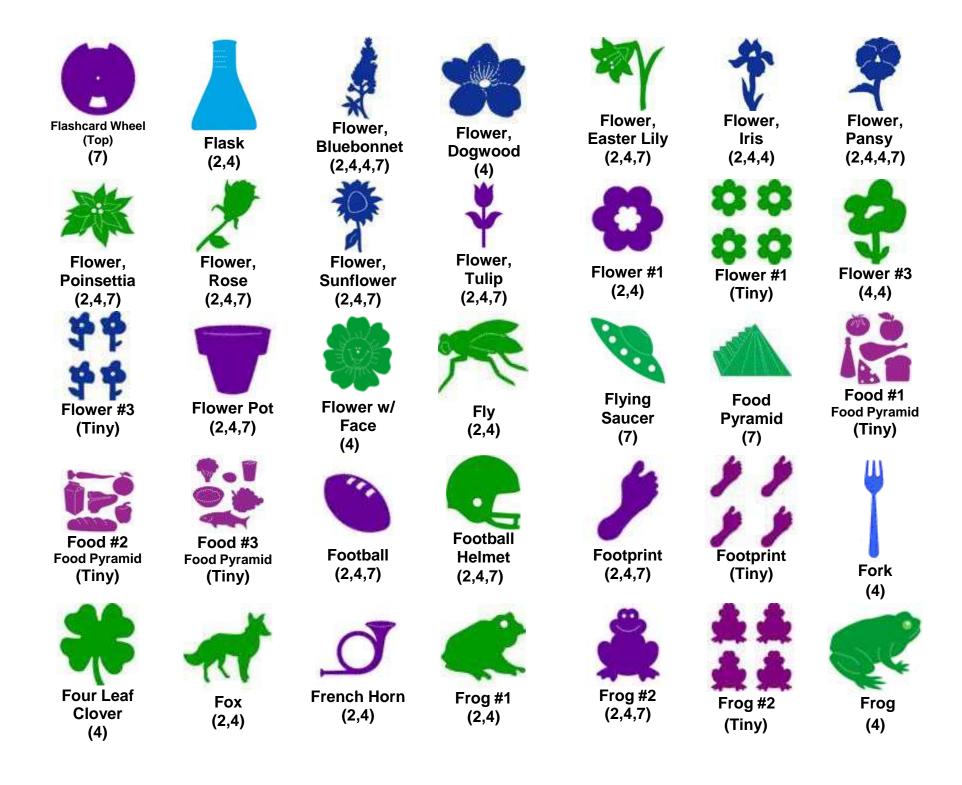
Crocodile (2,4)

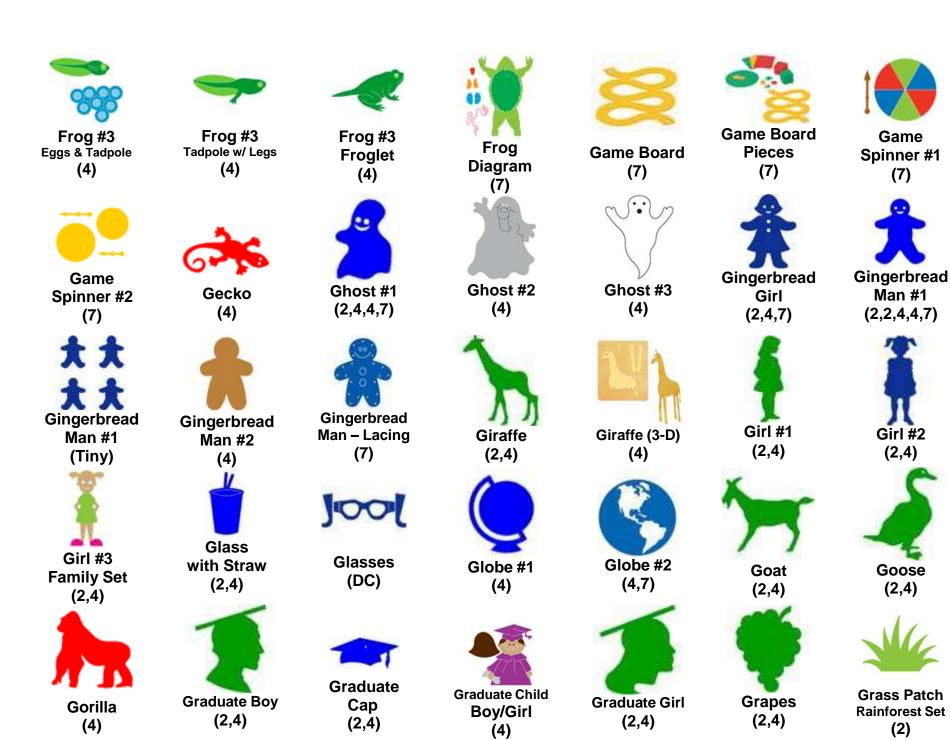


Saucer









Game

**(7)** 

Man #1

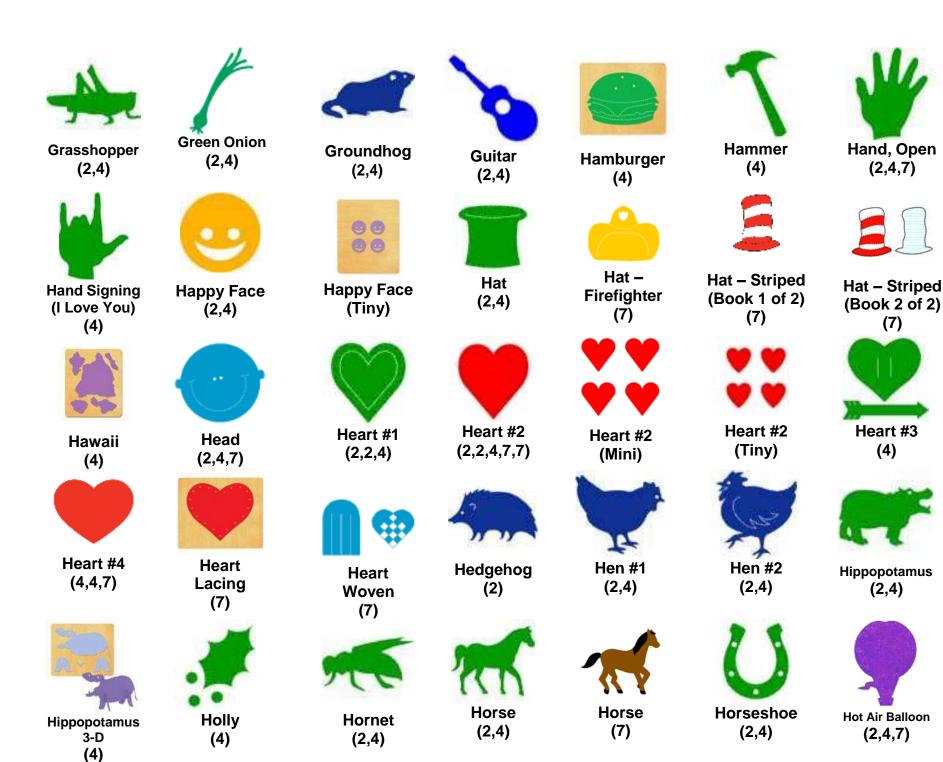
Girl #2

(2,4)

Goose

(2,4)

(2)



(2,4,7)

**(7)** 

(4)

(2,4)

(2,4,7)





Jar & Label (4)



King #2 (4,7)



House #1 (2,4,7)



House, Haunted (7)

Iguana

(2,4)

Jefferson,

**Thomas** 

**(4)** 



Hummingbird (4)

House #2

(2,4,7)



Inclined Plane Simple Machines Set



Jellyfish (2,4)



House #3 (2,4,7)



Ice Cream Cone #1 (2,4)



Indian (4)



Jingle Bell (2,4)



House #4 (4)



Ice Cream Cone #2 (2,4)



Indian Head (2,4)



Kangaroo (2,4)



House #5 (2,7)



Ice Cream Scoops (2,4)



House,

Cottage

Ice Cream Sundae (2,4)



Indian Man (4)



Key (2,4)



Indian Woman (4)



King #1 (2,4)



Koala (4)



Ladybug #1
Ladybug Life Cycle
(2,4,7)



Ladybug #2 (2,4)



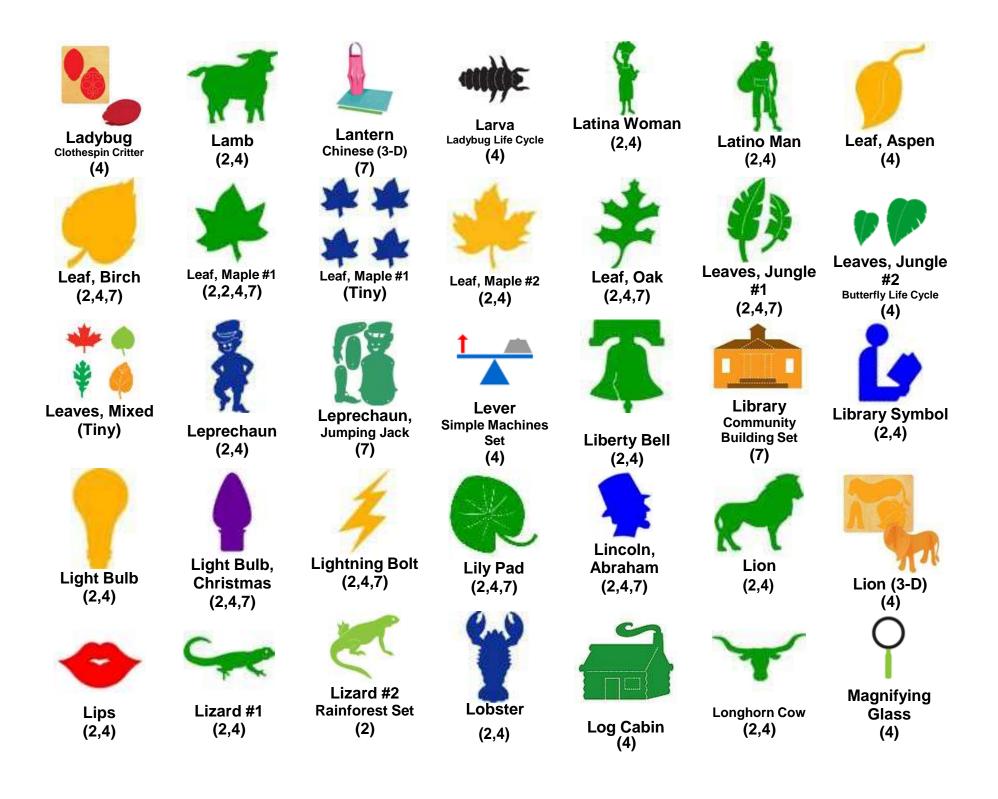
Kite (2,4,7)



Knife & Spoon (4)



Knight on Horse (4)











Mask #3

Accessories #3

Butterfly

**(7)** 





Martin L. King, Jr. (2,4.7)





Mask,

Comedy (4)



**Math Signs** (2,4)(4)

**Mayan Temple** (2,4)

Mask #3

**(7)** 





Milk Carton











Mitten

Lacing

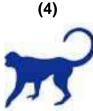
**(7)** 

**(4)** 

(2,4)

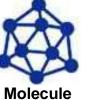
(2,4)

Microscope



Minivan (4)





Monkey #1 (2,4)

Monkey #2

(4)

Monkey #3 (2,4,7)



Mitten

(Tiny)

Moon with Moon **Face** (2,4)



**Moon Phases** (DC)



**Motorcycle** (2,4)

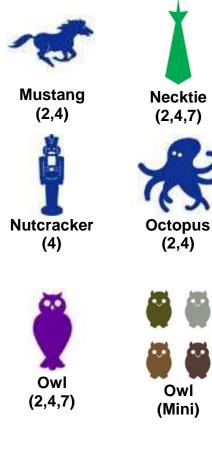


Mouse (2,4)



**Movie Clapper (7)** 







Music

**Bass Clef** 

**(4)** 

Nest

**(4)** 

Orange

(2,4)

Pail & Shovel

**(4)** 

**Multicultural Set** 

African/Japanese

Girl

**(7)** 

Music

2/16<sup>th</sup>

**(4)** 





Music

Qtr./Half/Whol

е

(4)

"No" Sign

**(7)** 

Organs #1

Heart, Kidney,

Liver

(2)

Paint Brush #1

**(4)** 





Music **Rests** (4)





**North America (7)** 



Organs #2 Stomach, Brain (2)



Paint Brush #2 **(4)** 



Music th 1/8<sup>"'</sup> & 2/16<sup>"</sup> **(4)** 



Music th 1/8 & 2/8 (4)



**Music Treble** Clef (4)



**Music Sharp/Flat** 

**(4)** 

Nurse (2,4)



**Nut & Bolt Simple Machines** Set (4)



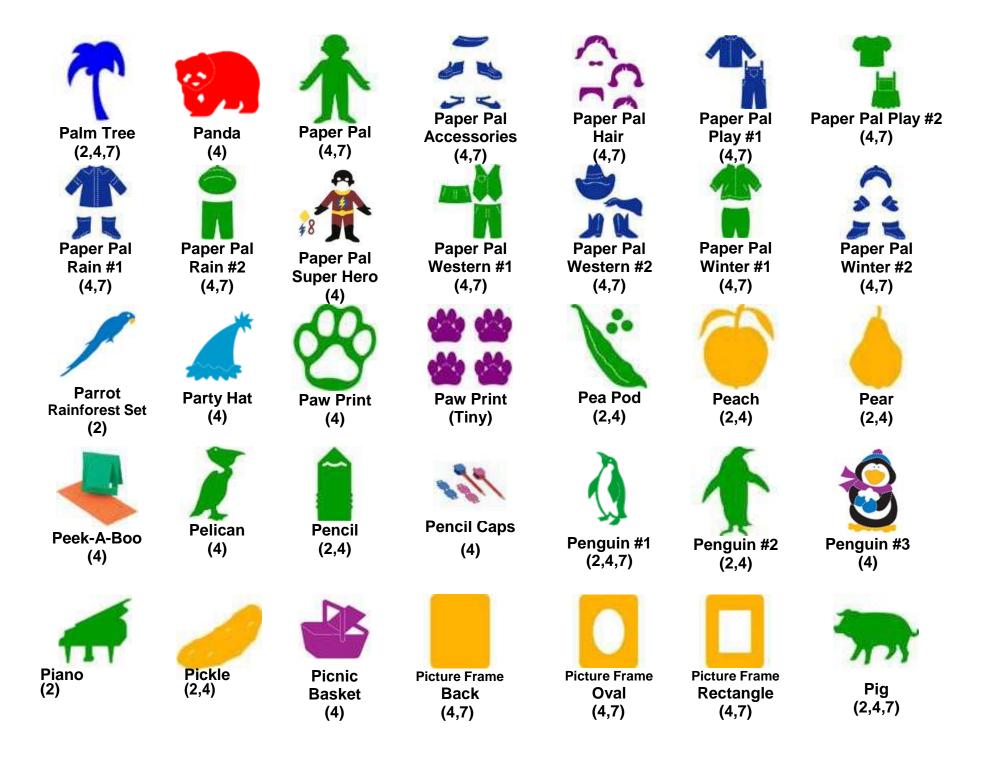
Organs #4 Organs #3 Lg./Sm. Intestines Lungs (2) (2)



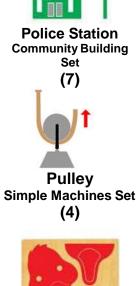
**Paint Can** (4)

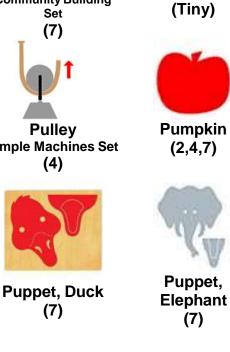


**Palette (4)** 











Pilgrim Woman #2 (4,7)



**Pinate (4)** 



**Pine Cone (4)** 



**Pine Tree** (2,4,4,7,7)



**Pineapple** (2,4)



Pilgrim Man #2

(4,7)

**Pitcher** (4,7)



Pizza Slice w/ **Toppings (7)** 



**Plant Life Cycle (7)** 



**Pliers (4)** 



**Police Car (4)** 













**Popcorn Box** (4,7)



Pop-Up #1 (DC)



(DC)



(2,4)



**Pumpkin** (2,4,7)

**Popcorn** 



Pumpkin, Jack O'Lantern (4,7)



**Pupa** Ladybug Life Cycle **(4)** 



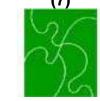
Puppet, Boy **(7)** 



**Puppet, Cow (7)** 



Puppet, Dog **(7)** 



Puzzle #1 (4)



Puzzle #2 (DC)



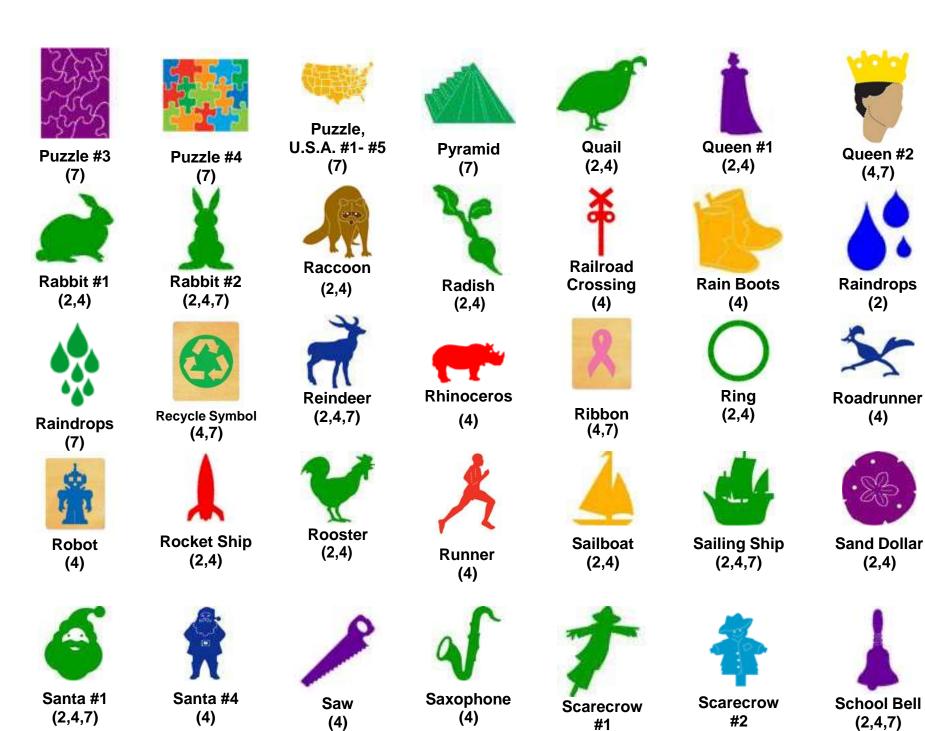
Puppet, Girl **(7)** 



Puppet, **Rabbit (7)** 



**Puzzle Piece** (4,7)



(4,7)

(2)

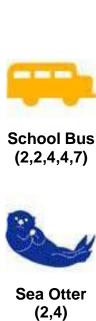
(4)

(2,4)

(2,4,7)

(4)

(2,4,7)







Seagull







Snake #2



School House #2 Community Building Set (4,7)



Seal (2,4)



Shell #2 (2,4)



Skunk (2,4)



Snowflake #1 (2,4)



**Scissors** (4)



**Shamrock** (2,4,7)



**(4)** 



Sleigh (2,4,7)



Snowflake #2 (2,4,4,7)



(4)



Scroll **(7)** 



**Sea Horse** 





Shoe Lacing **(7)** 



Slide **(7)** 





(2,4)



**Signal** (4)



**Skeleton** Parts #1 (4)



Snail #1 (2,4)



(2,4)



Snowflake #3 (2,4,7)



Snowflake #4 (2,4,7)



Shell #1

(2,4)

Skeleton

Parts #2

**(4)** 

Snake #1 (2,4)



**School** House #1 (2,4,7)





**Screwdriver** 



(2,4)

Shark #2

(2,4)

Shark #1





Snail #2



(4)









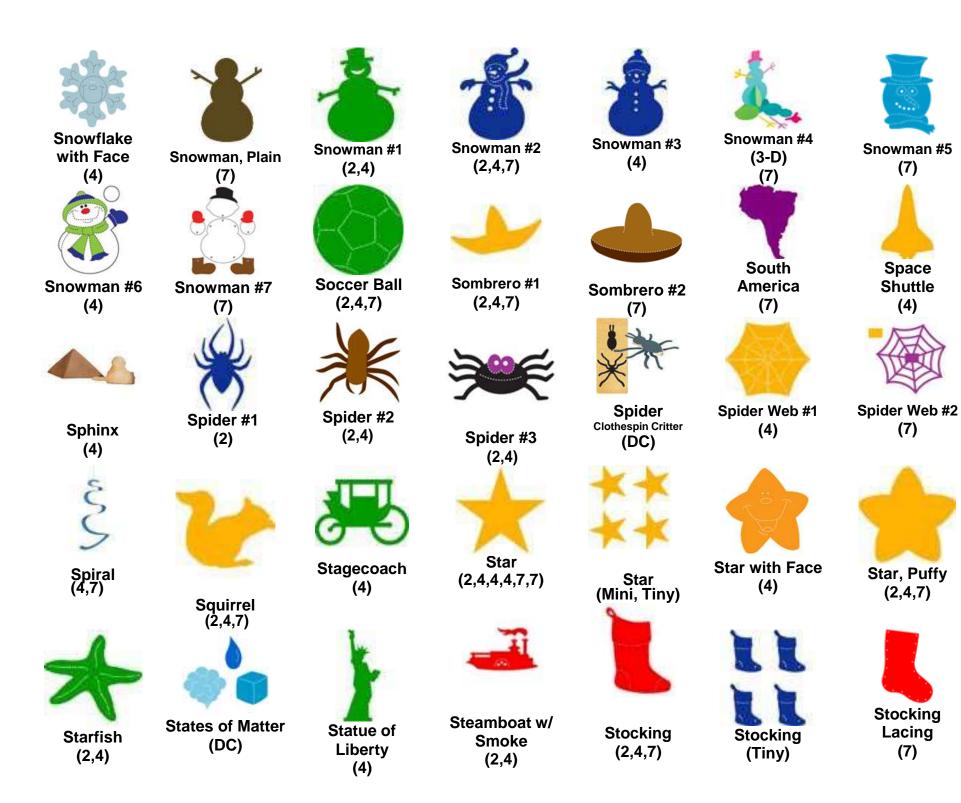
**Shamrock** (Tiny)

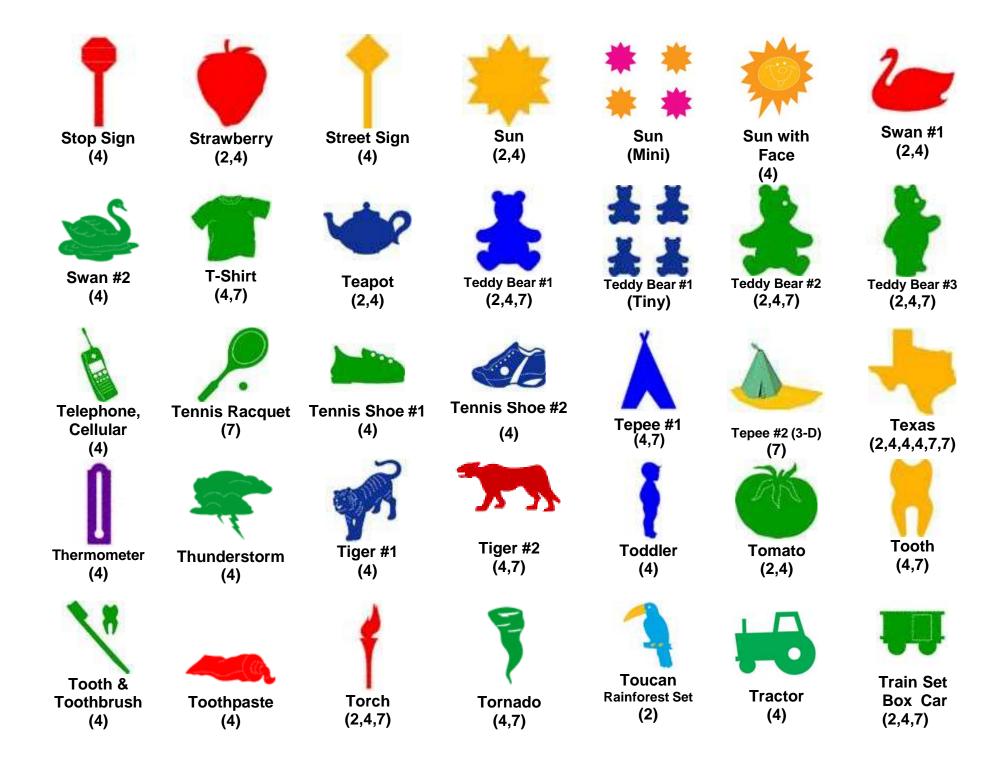


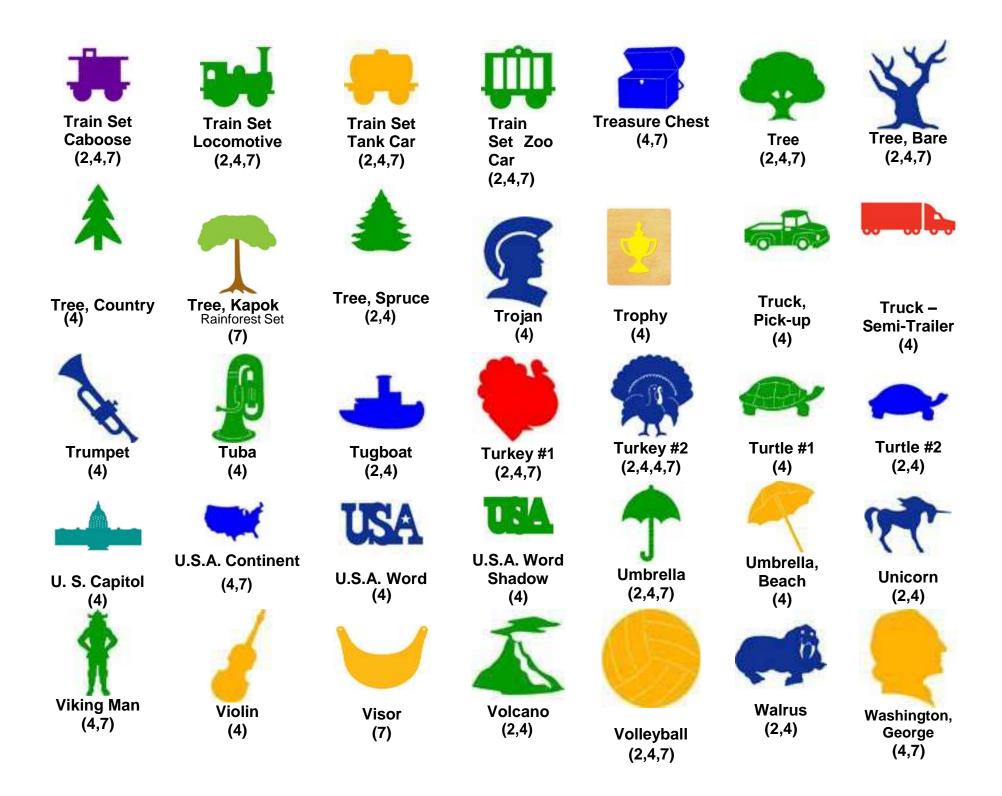


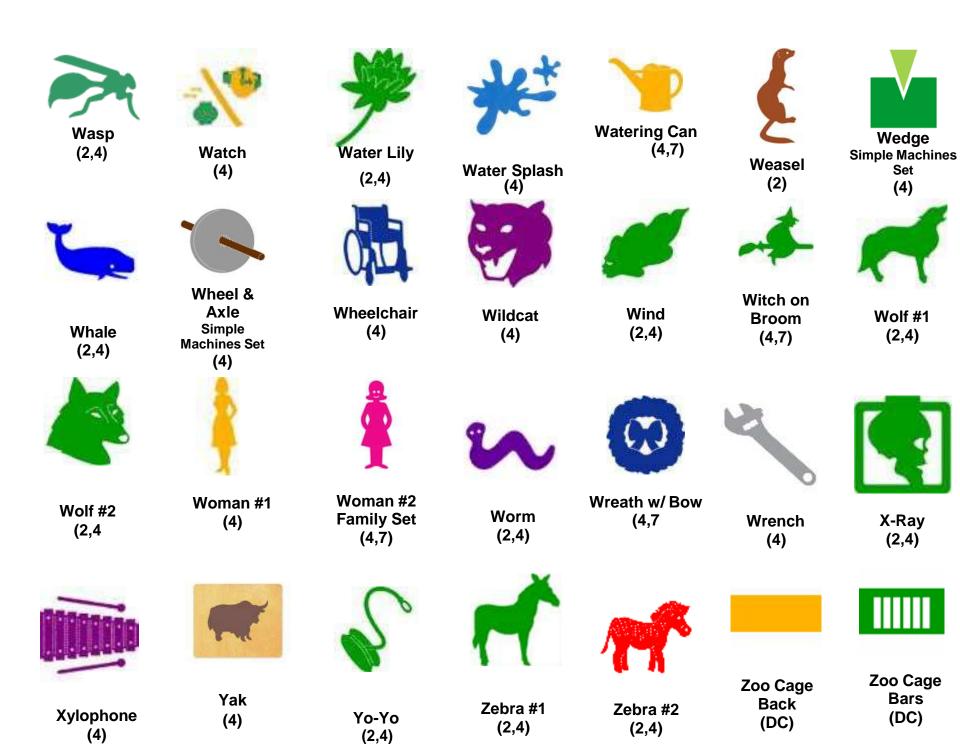


Snowflake #2 (Tiny)

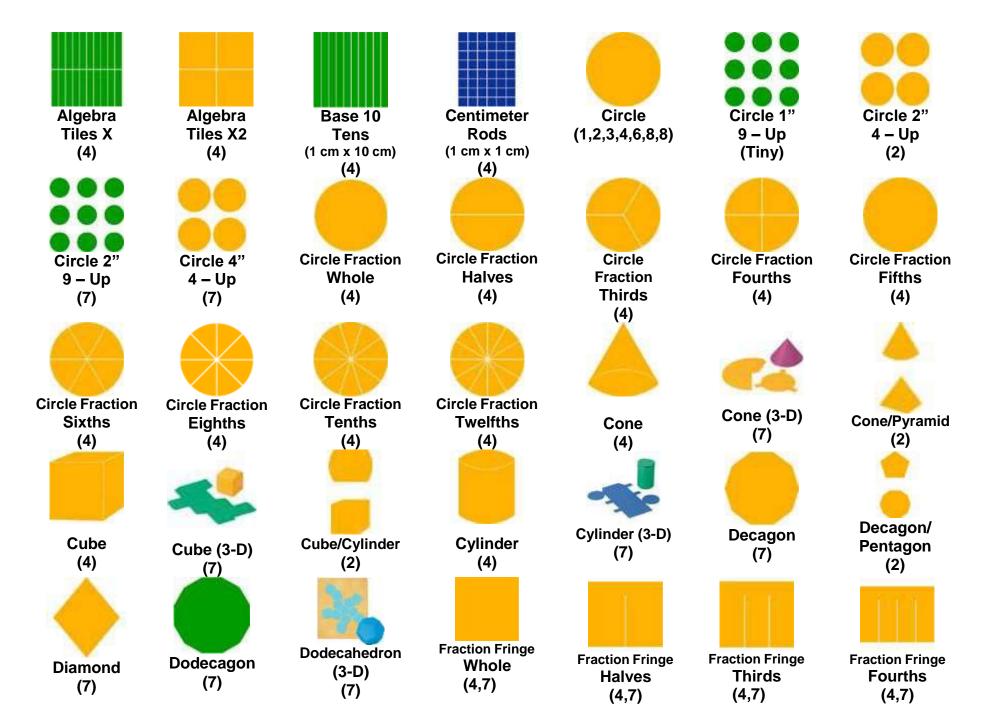


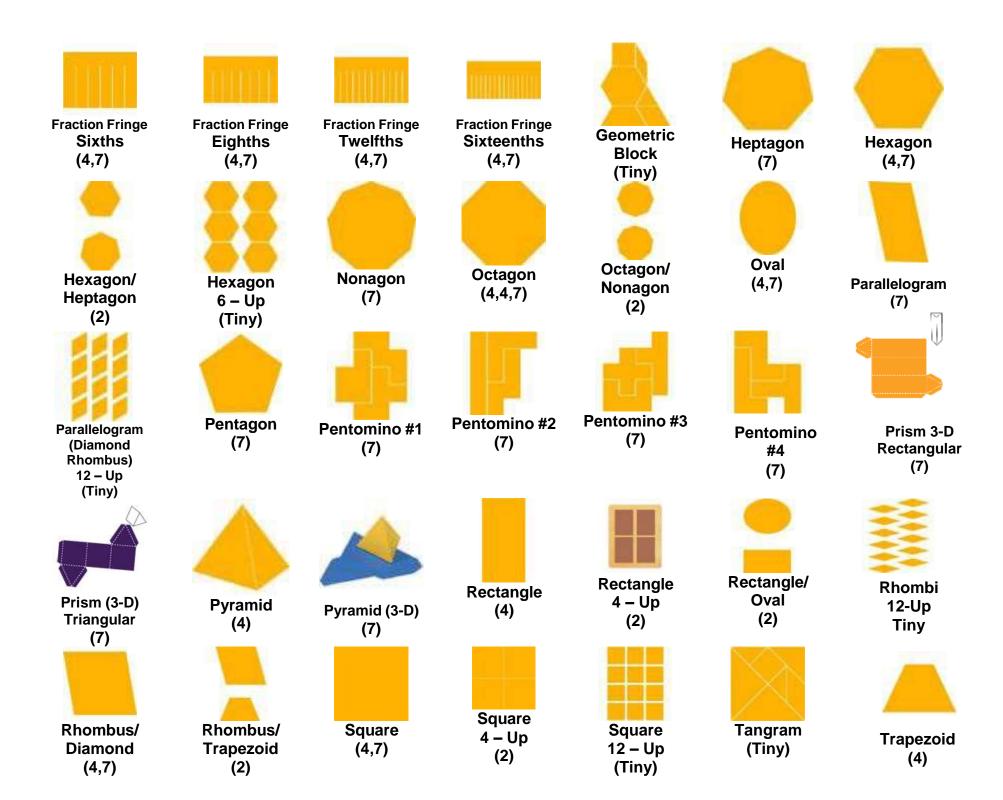






#### **GEOMETRIC SHAPES**















#### **AVAILABLE SETS**

BUTTERFLY LIFE CYCLE - Leaves, Jungle #2, Eggs, Chrysalis, Caterpillar #2, Butterfly #3

**CIRCLE FRACTION –** Whole, Halves, Thirds, Fourths, Fifths, Sixths, Eighths, Tenths, Twelfths

**CLOTHESPIN CRITTERS –** Bee, Butterfly, Dragonfly, Ladybug, Spider

**COMMUNITY BUILDINGS –** Building, Church #2, City Hall, Fire Station, Library, Police Station, School House #2

**COMMUNITY FRIENDS –** Athlete, Baseball, Cheerleader, Football, Super Hero

**COMMUNITY HELPERS –** Chef, Construction Worker, Farmer, Firefighter, Medical Worker, Police Officer, Soldier, Teacher

**CONTINENTS –** Africa, Antarctica, Asia, Australia, Europe, North America, South America, U. S. A.

**FAMILY SET –** Man #2, Woman #2, Boy #5, Girl #3, Baby #2

FRACTION FRINGE - Whole, Halves, Thirds, Fourths, Sixths, Eighths, Twelfths, Sixteenths

FROG LIFE CYCLE – Frog # 3, Eggs & Tadpole, Tadpole with Legs, Froglet

LACING -Gingerbread Man, Heart, Mitten, Puppet, Shoe, Stocking

LADYBUG LIFE CYCLE - Eggs, Larva, Pupa, Ladybug #1

**LANDMARKS –** Coliseum, Eiffel Tower, Sphinx, U. S. Capital

**MASKS** – Mardi Gras, Comedy, Tragedy, Mask #3 – Accessories #1 (Bee, Beetle, Ladybug), Accessories #2 (Bear, Cat, Dog, Flower, Mouse, Rabbit), Accessories #3 (Butterfly)

MULTICULTURAL SET - African Boy, African/Japanese Girl, Asian, Native American, South American

PAPER PALS SET - Paper Pal, Accessories, Hair, Play, Rain, Western, Winter

PUPPETS - Boy, Cow, Dog, Duck, Elephant, Girl, Lacing, Lion, Pig, Rabbit

RAINFOREST - Lizard #2, Bug & Bird Combo, Tree-Kapok, Parrot, Toucan, Monkey #4

SIMPLE MACHINES - Inclined Plane, Lever, Nut & Bolt, Pulley, Wedge, Wheel & Axle

**TRAINS** – Box Car, Caboose, Locomotive, Tank Car, Zoo Car, Zoo Cage Back, Zoo Cage Bars

#### **ALPHABET LETTERS AND NUMBERS**

**Block Letters, Numbers and Punctuation Marks:** 



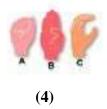
**Circus Letters, Numbers and Punctuation Marks:** 



D'Nealian Letters, Numbers and Punctuation Marks:



**Sign Language Alphabet:** 



**Lollipop Letters, Numbers and Punctuation Marks:** 



**Lollipop Shadow Letters, Numbers and Punctuation Marks:** 



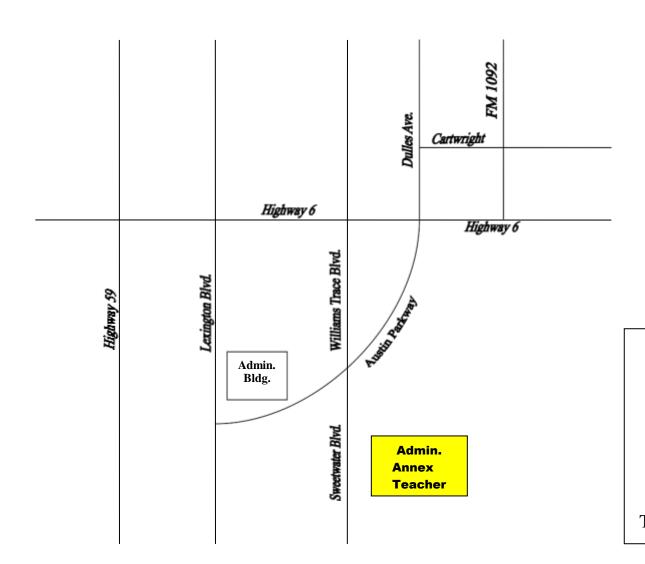
**Shout Letters, Numbers and Punctuation Marks:** 



**Vagabond Letters, Numbers and Punctuation Marks:** 



## TEACHER CENTER MAP



# Fort Bend I. S. D. Admin. Annex

#### **Teacher Center**

3119 Sweetwater Blvd. Sugar Land, Texas 77479

Telephone: (281) 634-2909