

Career, Technical, and Agricultural Education Department Teacher Handbook



Building a world-class school system through education, collaboration, and innovation.

Vision:

The Richmond County School System will create a world-class, globally competitive school system where all students will graduate and are college/career ready.

The purpose of this handbook is to familiarize faculty and staff members with departmental policies, established routines and procedures of operation. It is published in an effort to enhance positive relationships and to promote open lines of communication.

Table of Contents

Career Technical Student Organizations (CTSO) 5

STUDENT BENEFITS	5
TEACHER BENEFITS	5
BUSINESS BENEFITS	5
CTSO Clerical Duties/Bookkeeping	6
Dress Code and Grooming	6
Field Trip Policy	6
Field Trips: Accident/Incident Reporting	6
Overnight Field Trip with Students	6
Day Field Trips with Students	7
Financial Management of Funds	7
Fraud, Waste, and Abuse	8
Maintenance Repair Needs	8
Monthly Collaborative Meetings	8
Out of Town Travel for Professional Learning and Development	8
Before the Trip	8
Board Vehicles	9
Car-Pooling versus Driving Alone	9
During the Trip	9
Meal Allowance	9
After the Trip	9
Paperwork/Record Keeping	9
Equipment and Supplies	10
Professional Learning	10
Program of Work (POW)	10
Expectations	10
Non-negotiable	10
Improvement Plan	10
Purchasing	10

Wish-List	11
Appendix A.....	11
Appendix B	12
Appendix C	13
Appendix D.....	20

CTAE Teacher Responsibilities

All CTAE teachers are responsible for
Maintaining a POW and CTSO are not mandatory, but highly encouraged for all CTAE teachers. CTSOs and related activities are co-curricular and

Career Technical Student Organizations (CTSO)

Career and Technical Student Organizations (CTSO) are a vital part of Career, Technical and Agricultural Education (CTAE). CTSOs play an integral role in preparing students to become college and career ready members of society who hold productive leadership roles in their communities. CTSOs are committed to the growth of students in all CTAE career pathways.

These organizations provide motivation, leadership training, and career development opportunities for students enrolled in Career, Technical and Agricultural Education programs in middle and high schools and enhance their occupational, employability and leadership skills through various activities such as conferences, award programs, service projects, and competitive events. These organizations conduct activities and events at the local, state and national levels in which students can participate and compete.

When integrated into the Career, Technical and Agricultural Education curriculum, the CTSO is a powerful instructional tool which offers organized curriculum-oriented activities that help students maximize employability, gain leadership opportunities, and develop personal skills which enable them to develop into productive members of society.

CTSOs are co-curricular organizations with leadership programs and competitive events which reflect current curriculum standards and competencies for the instructional programs they serve. Teachers infuse the CTSO's activities into the instructional activities, thereby helping students see the real world value of their academic studies.

<http://www.gactso.org/>

STUDENT BENEFITS

- Develop essential skills for success such as learning, thinking, communication, technology and interpersonal skills
- Gain a positive image through competitive skill events, leadership development, and service projects
- Serve their communities and nation
- Gain a competitive edge in the workforce
- Interact with future employers
- Scholarships

TEACHER BENEFITS

- Enhance their academic and career technology education
- Increase student involvement in the curriculum
- Improve student attitudes toward learning in the classroom
- Involve local business and industry support and participation

BUSINESS BENEFITS

- Gain direct involvement in the preparation of future employees
- Ensure that the education curriculum reflects current industry practices
- Support students, schools, and the community through scholarship opportunities

<http://www.marylandpublicschools.org/>

CTSO Clerical Duties/Bookkeeping

Accurate records are a must. Teachers should abide by the district policy concerning all financial matters, i.e. CTSO dues, fundraisers, etc.

Money collected from students should never be commingled with personal funds. All money received in the school for any purpose must be processed through the school's bank accounts. Money should not be handled or delivered by students.

Request for items or money from CTSO accounts must be submitted to the school's bookkeeper.

CTSO funds are only for students. No CTSO money should be used to pay for advisor or chaperone expenses, such as hotels, registration, meals, mileage, etc.

Dress Code and Grooming

Refer to the Richmond County Board of Education [dress code policy for educators](#). Teachers should be dressed professionally each day. While on field trips, teachers wearing CTSO attire must still maintain a professional appearance.

Field Trip Policy

All field trips must follow the [RCSS Field Trip Policy](#) guidelines. Field trips must be instructional in nature and developed to implement the county/state required curriculum. They should, as nearly as possible, be interdisciplinary in scope so as to avoid usage of non-instructional time, which is limited by state standards.

CTSO Field Trips are preapproved and require Overnight Field Trip Packets.

Field Trips: Accident/Incident Reporting

All accidents involving personal injury, regardless of how minor, must be reported to the CTAE Administrator at your school and Program Area Supervisor immediately. An accident report shall be filed with the school nurse as soon as possible.

All incidents involving student misconduct must be reported to the CTAE Administrator at your school and Program Area Supervisor immediately.

All incidents involving teacher misconduct must be reported to the CTAE Director, M. Nanette Barnes immediately.

Overnight Field Trip with Students

Overnight Field trips for fall leadership conference and state leadership conferences as district-wide endeavors. **Schools are expected to ride together as assigned by the Program Area Administrator.**

Overnight Field Trip Packets should be submitted to your CTAE Administrator fifteen days prior to the departure date. Only samples of the required documents are needed. Actual documents completed by

parents must be on file at the school before departure. See Appendix (A) and RCBOE.org website for required documents.

Reminder: A face to face parent meeting must be conducted in order for a student to attend an overnight field trip. Only one such meeting is required and must be documented with an agenda and parent sign-in sheet with signatures.

Personal Vehicles with Students

Use of personal vehicles must be approved in writing by the CTAE Director, M. Nanette Barnes **only**. Approval must be sought a minimum of ten days in advance.

Day Field Trips with Students

Requests for field trips must be made on the county “Instructional Field Trip Request Form,” which is obtained from the office. The school’s CTAE Administrator must approve all CTAE-related field trips.

Instructional Field Trip Request Form (Appendix B) must be filled out completely including CCGPS objectives. If sack lunches will be needed, arrangements must be made according to policies established at individual schools.

If the Instructional Field Trip Request Form is incomplete or the field trip is not approved, the form will be returned to the teacher. No field trip can be approved for the last month of school (after May 1).

When a field trip is approved, the teacher will be given a copy of the county Permission to participate in Field Trip, Release, Covenant Not to Sue and Indemnity Form (Appendix B). The teacher is responsible for completing the form, making copies, and sending it home. Signed parent permission forms must be on file in the office, prior to the event, for each child who will participate. No student may go on a field trip unless the legal guardian has signed the county form. **Handwritten permission or verbal permission on the telephone is not sufficient.**

As money is collected, teachers are to write receipts for each student. All money is to be turned in to the bookkeeper and the bookkeeper will write any checks that are needed.

Note: Field trips are for students enrolled in the Richmond County School System and not family members of students or educators.

Financial Management of Funds

The teacher sponsor is responsible for all money even when a club or activity has a treasurer. The following procedures are to be rigidly observed.

Individual receipts should be given for any money received from students or parents

ALL FUNDS MUST BE DEPOSITED TO THE SORT BILLS, ROLL CHANGE, AND TURN IN THE EXACT AMOUNT TO THE SCHOOL’S BOOKKEEPER.

The bookkeeper will provide a receipt and deposit the money in the activity/club’s account. All money must be turned in to the bookkeeper the first day of school following a fund raising activity or after money is collected for any other reason. Bills must be submitted to the bookkeeper for payment. Itemized invoices are required. All purchases must be pre-approved by the principal.

Fraud, Waste, and Abuse

Any employee, individual, organization or agency (“complainant”) may file a complaint with the Richmond County Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal or State statute or regulation has occurred that applies to a program operated by the School System and supported by Federal or State funds. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered to be systemic or ongoing. (See Appendix C)

Maintenance Repair Needs

Maintenance repair needs should be reported to the office and school CTAE office promptly as noted. If a repair will require outside servicing, the CTAE Administrator must approved before services are requested. Requests made prior to receiving administrative approval may be the financial responsibility of the requestor.

Monthly Collaborative Meetings

Each program area is expected to work together collaboratively to assess student work, review data and plan instruction accordingly. EOPA, SLO, and PAR assessments will be discussed/modified during these sessions. All members of the team are expected to participate, share, and learn from one another in your professional learning community. Agendas and minutes from your work sessions should be available.

Monthly Collaborative Meetings will be held the 2nd Tuesday of the month.

Out of Town Travel for Professional Learning and Development

Before the Trip

The following forms are required for Travel Request:

1. Request for Board Car^ - Appendix D
2. Pre-Approval* - Appendix D
3. Proof of Conference Documentation*
4. Car Rental Cost Comparison Results^ - Appendix D (instructions)
5. Request for Advance Checks^ - Appendix D
6. Hotel Confirmation^

* Mandatory Documents

^ If applicable

CTAE Administrator’s signature is required on all CTAE travel request. CTAE funding will not be used for any travel request that does not have the approval of the CTAE Administrator. All expenses incurred will be the responsibility of the teacher.

The Pre-Approval Travel Request and Reimbursement Request form and Proof of Conference Documentation must be completed as soon as possible, and a minimum of fifteen days prior to the departure date. Please be mindful that estimates are required during the pre-approval process and may be submitted months in advance.

*** When requesting a submitting travel requiring a vehicle, the Request for Board Car form must be submitted as the first document of the travel packet. ***

Board Vehicles

Board cars are for Richmond County School System employees only.

If a board car will be used, a gas card will not be issued. The driver must submit gas receipts upon return for reimbursement.

When traveling with other employees, only one Request for Board Vehicle should be submitted.

Teachers are **NOT** to contact Mrs. Jeanette Zabala regarding the board car. Once the necessary paperwork has been submitted, please contact your school CTAE Administrator regarding board vehicles.

If a teacher requests a board car and fails to use it, no reimbursement will be given for mileage.

If a car does not work, please report it to Karen Smith at Transportation Department, 706.796.4777.

Car-Pooling versus Driving Alone

Carpooling is expected. If a board car has been obtained for travel, teachers must utilize the vehicle available.

If a teacher opts to drive their own vehicle, note this in writing with the Pre-Approval form. Full reimbursement will not be given for teachers choosing to drive alone.

During the Trip

To ensure reimbursement, keep **original, itemized receipts** in a clean and cool location. Receipts containing alcoholic beverages will not be accepted. Receipts should not be altered or adjusted in any manner.

Meal Allowance

The maximum that will be reimbursed for breakfast is \$10.00, lunch is \$12.00, and dinner is \$24.00. Overages will not be paid.

After the Trip

If a board car was used, return the keys to the Central Office as soon as possible.

Pre-Approval Travel Request and Reimbursement Request must be typed, attached to original Approval Document (displaying red stamp), along with all original itemized receipts. If a refund is due to the school system, please note on the form.

Failure to comply with the above procedures may result in delayed or no reimbursement. Also, failure to submit documents in a timely manner may result in a payroll deduction.

Paperwork/Record Keeping

The completion of paper work in a prompt manner is a job requirement. Deadlines should be strictly observed so that office personnel and others can complete their responsibilities. Failure to meet this

requirement will result in a written reminder to be placed in the staff member's school file. Repeated negligence in this area will result in written notification of unsatisfactory performance on the employees annual evaluation.

Equipment and Supplies

Teachers are responsible for documenting all equipment and maintaining an inventory of equipment. Such equipment includes, but is not limited to, teacher computer, teacher laptop, student computers, printers, and scanners. If equipment is damaged, lost, or stolen, the teacher shall report the incident as soon as possible to the school-based CTAE Administrator and noted on the teacher's inventory sheet.

Professional Learning

Each staff member will receive copies of information provided by the Richmond County professional learning department, as well as the school professional learning plan and calendar. School professional learning sessions will be scheduled as needed during the year. Dates will be listed on the monthly school calendars. **Attendance is required.**

Program of Work (POW)

CTAE teachers are not required to have a program of work. CTAE Teachers are encouraged to do so.

Expectations

In addition to requirements as outlined by the Program of Work (POW) provided by the Georgia Department of Education, the following expectations are

- Monthly reports are submitted to school CTAE administrator by the 1st work day of the month.
- Supporting documentation must be available upon request.

Non-negotiable

- Minimum of ten active members. Active members are defined as students who have paid dues to the state career, technical student organization.
- Must have an active advisory committee or actively participate in school-based advisory committee. Active participation includes conducting and/or attending meetings, meeting required member requirements, and maintaining agenda, minutes, and sign-in sheets.

Improvement Plan

Improvement plans are an opportunity for CTAE teachers to reflect on the past year's activities and determine a means for improvement. If a teacher has been required for two consecutive years to complete an improvement plan, the teacher will not be offered a program of work opportunity. **Exceptions to the two year rule will be determined by the CTAE Director.**

Purchasing

All requests for items being purchased with local CTAE funds must be submitted to CTAE Administrators. No purchases should be made without prior approval.

Items purchased with local, state, or Perkins funds are not for resale.

Wish-List

The Annual Wish-list requests are completed yearly. This is an opportunity to request major ticket items for program improvement. Wish-list items are distributed at the discretion of the CTAE Director. Item request does not guarantee item(s) will be purchased.

Appendix A

Appendix B

Appendix C

Complaint Procedures Prohibiting Fraud, Waste, Mismanagement or Misuse of Funds

A. Grounds for a Complaint

Any employee, individual, organization or agency (“complainant”) may file a complaint with the Richmond County Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal or State statute or regulation has occurred that applies to a program operated by the School System and supported by Federal or State funds. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered to be systemic or ongoing.

B. Programs for Which Complaints Can Be Filed

A Complaint may be filed regarding any alleged incident of fraud, waste, mismanagement and misuse of funds designated for any program operated by the School System, including, but not limited to, all programs operated or supported by Federal or State funds.

C. Filing a Complaint

A formal complaint must be made in writing to the Richmond County School System Superintendent or his/her designee.

The complaint must include the following:

1. A statement that the LEA has violated a requirement of a Federal or State statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal or State statute or regulation);

4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Copies of all applicable documents supporting the complainant's position; and
6. The name, address and contact information of the complainant.
7. The formal complaint shall be sent to:

Richmond County School System

Superintendent of Schools

864 Broad Street

Augusta, GA 30901-1215

D. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Superintendent or his/ her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the Superintendent's office received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Superintendent's office may investigate or address the complaint; and
4. Any other pertinent information.

If the Superintendent has sufficient information from which to make a determination, he/she shall enter a Letter of Findings with thirty (30) days from receipt of the complaint. If additional information or an investigation is necessary, the Superintendent shall have (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60- day timelines outlined above may be extended, in the sole discretion of the

Superintendent or his designee, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

E. Right of Appeal

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

COMPLAINT FORM

To Report Fraud, Waste, Mismanagement or Misuse of State or Federal Funds for Programs Operated by the School System

ALLEGATION

Please provide as much information as possible. Detailed, complete and accurate information will improve the Superintendent's ability to respond to your allegation. If you do not know the answer to a question, you can leave the space blank.

STATEMENT REGARDING ALLEGED VIOLATION

Please provide a statement regarding the alleged violation of a requirement of a federal or state statute or regulation that applies to an applicable program. Please provide details of the alleged fraud, waste, mismanagement or misuse. Examples of facts and circumstances may include items such as: (1) a description of the misconduct; (2) how you know about the allegation; (3) how and when the misconduct was discovered; (4) where the misconduct occurred; (5) the amount of money involved; (6) how long the alleged misconduct occurred; (8) attempts by the alleged violator(s) to hide the misconduct; and (9) any other information you believe may be relevant.

--

DATE ON WHICH VIOLATION OCCURRED

When did the misconduct occur? If the misconduct occurred over time or is currently ongoing, enter the actual or approximate start date.

ADDITIONAL FACTS ON WHICH THE STATEMENT IS BASED AND THE SPECIFIC INFORMATION ON THE ALLEGED FRAUD, WASTE, MISMANAGEMENT OR MISUSE OF FUNDS

How do you know the complaint involves the misuse of or fraud regarding federal or state funds?

Federal or State Agency that awarded, distributed or administered the funds in question:

Description of Grant, Contract, Loan or Program: _____

Please list any other Government entities you have notified or plan to notify about this incident (Federal, State and Local) _____

CONTACT INFORMATION OF INDIVIDUALS WHO CAN PROVIDE ADDITIONAL INFORMATION

Please identify the names and contact information of individuals who can provide additional information:

Name: _____
Last First Middle

Address : _____

City: _____ State: _____ Zip: _____

Email: _____

Company, organization, or other entity affiliation, if applicable): _____

Name: _____
Last First Middle

Address : _____

City: _____ State: _____ Zip: _____

Email: _____

Company, organization, or other entity affiliation, if applicable): _____

(If additional individuals can provide information, please attach separate page.)

SUPPORTING DOCUMENTATION

Please provide any additional information concerning this misconduct, such as (1) a list or description of any documents you or others may have that is relevant to the complaint; (2) any other information you believe may be relevant to the complaint.

CONTACT INFORMATION OF THE COMPLAINANT

Please provide your contact information.

Name: _____
E-mail Address: _____
Mailing Address: _____

Tel: _____
FAX: _____

**If employed by the Richmond County Board of Education, please provide
Department/School, supervisor and job site location:**

PLEASE SUBMIT FORM TO:

**Richmond County School System
Superintendent of Schools
864 Broad Street
Augusta, GA 30901-1215**

Appendix D