

CTE Guidelines

TRAVELING WITH or WITHOUT STUDENTS

- Requesting Travel: Use the “CTE Teacher Travel Request” form (single form for all travel)
- Requesting Reimbursement for Travel: Use the Accounting form titled “Local Funds Staff and Student Travel Voucher” (attach a copy of your Certificate of Completion to this form)
- Requesting a Travel Advance: You may only receive a travel advance when traveling with students. Contact the CTE Secretary for assistance in requesting a travel advance.
- Traveling with Students who are Competing:
 - Travel dates and times will not exceed the time frame required for each competition
 - Students must compete against other students (exception: Ag dept)
- Hotel Reservations:
 - Teachers must make all hotel reservations and pay all costs in advance when not traveling with students
 - Maximum allowable hotel rate is \$85 per person and \$170 for two persons per night
 - Take the “Texas Hotel Occupancy Tax Exemption Certificate” form and give to the hotel upon check-in (State taxes will not be reimbursed; you must give the hotel this form to prevent State tax charges)
 - Two teachers and four students (of the same gender) who are attending the same event are required to room together. Persons who choose to room alone are expected to pay his/her full hotel expense.

MONTHLY TRAVEL VOUCHERS FOR MILEAGE REIMBURSEMENT

- Submit the proper Accounting mileage reimbursement form to CTE office within the week after the end of each month. Accounting forms change; use the website for the most current form
- Vouchers submitted after 30 days of months end will be processed through payroll and taxes will be withheld.

WORK BASED LEARNING TEACHERS

- Required Visits: Teachers assigned to career preparation work-based learning experiences must **visit** each student training site at least six times each school year (once per six weeks)
- Documentation of Required Visits: Scan and email your “WBL Signature Report” to the CTE office every Monday. The CTE office will spot-check teacher visits and documentation will be provided to Principals.
- Training Plans:
 - Use the “Training Plan Agreement – Paid or Unpaid” (single form)
 - Due Date for Training Plans – Paid: A student in **paid** work-based instruction may be counted for contact hours on the first day of enrollment, provided a training plan for the student is on file within 15 instructional days of the student’s employment date.
 - Due Date for Training Plans – Unpaid: A student participating in unpaid work-based experiences may be counted for contact hours on the first day of enrollment; a written training plan must be completed and filed before the student begins participating in training at the work-based learning site.
 - Peims Coding: All CTE courses that include a paid or unpaid WBL experience (out-of-school training environment) must be coded with:
 - *** (teacher) Career Preparation code
 - **** (student) WBL training station code

- Ending Employment: If a student's employment ends prior to the end of the school year, contact hours may be counted without interruption provided the student's paid work-based training resumes within 15 instructional days and a written training agreement is on file within 15 instructional days of employment.

PURCHASE ORDER REQUESTS

- Instructions: Refer to the "Purchase Order Request Instructions" on the CTE website
- Purchase Order Request Forms: Use the Accounting Department's PO Request form on the Tyler ISD website
- Denied PO Requests: Teachers may request a meeting with the CTE Coordinator and Department Chair to discuss the request. All considerations for campus expenditures will be made in the presence and input of the Department Chair.

EQUIPMENT, SUPPLIES, RAW MATERIALS

- Equipment belongs to the CTE Department, not individual teachers
- Equipment will be placed where it can be shared and benefit the majority
- Annual inventory will be taken of all CTE equipment in each classroom and lab
- All CTE software, not used on a daily basis, will be stored in the CTE office
- Equipment will only be replaced when not working and repair is not feasible
- Older equipment will be passed down to CTE middle school programs (must be in working condition)
- TISD requires a police report for missing/stolen equipment (contact your Dept Chair for instructions)
- Replacement of Broken Equipment: all broken equipment must be turned in to your Dept Chair. If this is not feasible, the Dept Chair must document the existence of the broken equipment before replacements will be considered for purchase by the CTE office
- Raw Materials: Raw materials (supplies and food) that are fabricated or baked are the property of the CTE Department
- Proceeds (seed funds) Returned to Original CTE Account: The proceeds (original dollar amount) from fabricated or baked goods that are auctioned or sold will be returned to the original CTE account
- Profits from Fabricated/Baked Goods: Profits (dollar amounts that exceed original seed CTE money for fabricated/baked goods) may be maintained in campus activity accounts
- Campus Activity Accounts: The teacher may use campus activity funds to support his/her CTE students and program. Funds in campus activity accounts may never be spent for personal use.

CTE STUDENT ORGANIZATIONS (CTSO) and FUND ACCOUNTS

- CTSO's are a necessary component of CTE programs
- Leadership skills and money management are two important aspects of CTSO's
- Students will take a leadership role in overseeing their CTSO bank accounts
- All CTE programs will have a CTSO representing each cluster
- Fundraising for CTSO's: CTSO's engaging in fundraising activities (i.e. selling/auctioning baked goods, fabricated goods, etc.) will make immediate deposits with the campus bookkeeper into 865 accounts. These particular accounts require:
 - student signature
 - teacher signature
 - principal signature for withdrawals