

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.

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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

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^ -

*** 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.

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.

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.

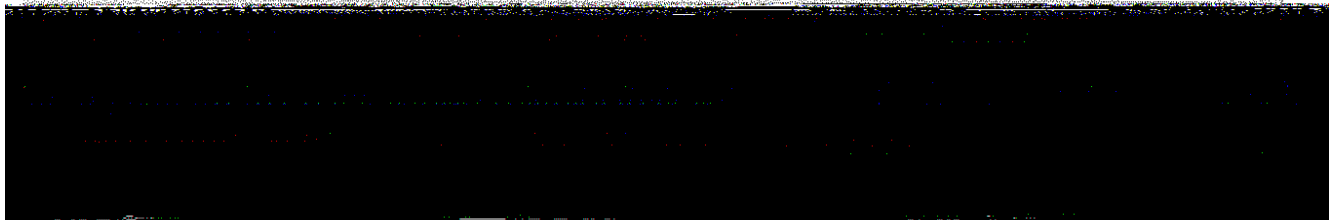
Appendix A

Appendix B

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

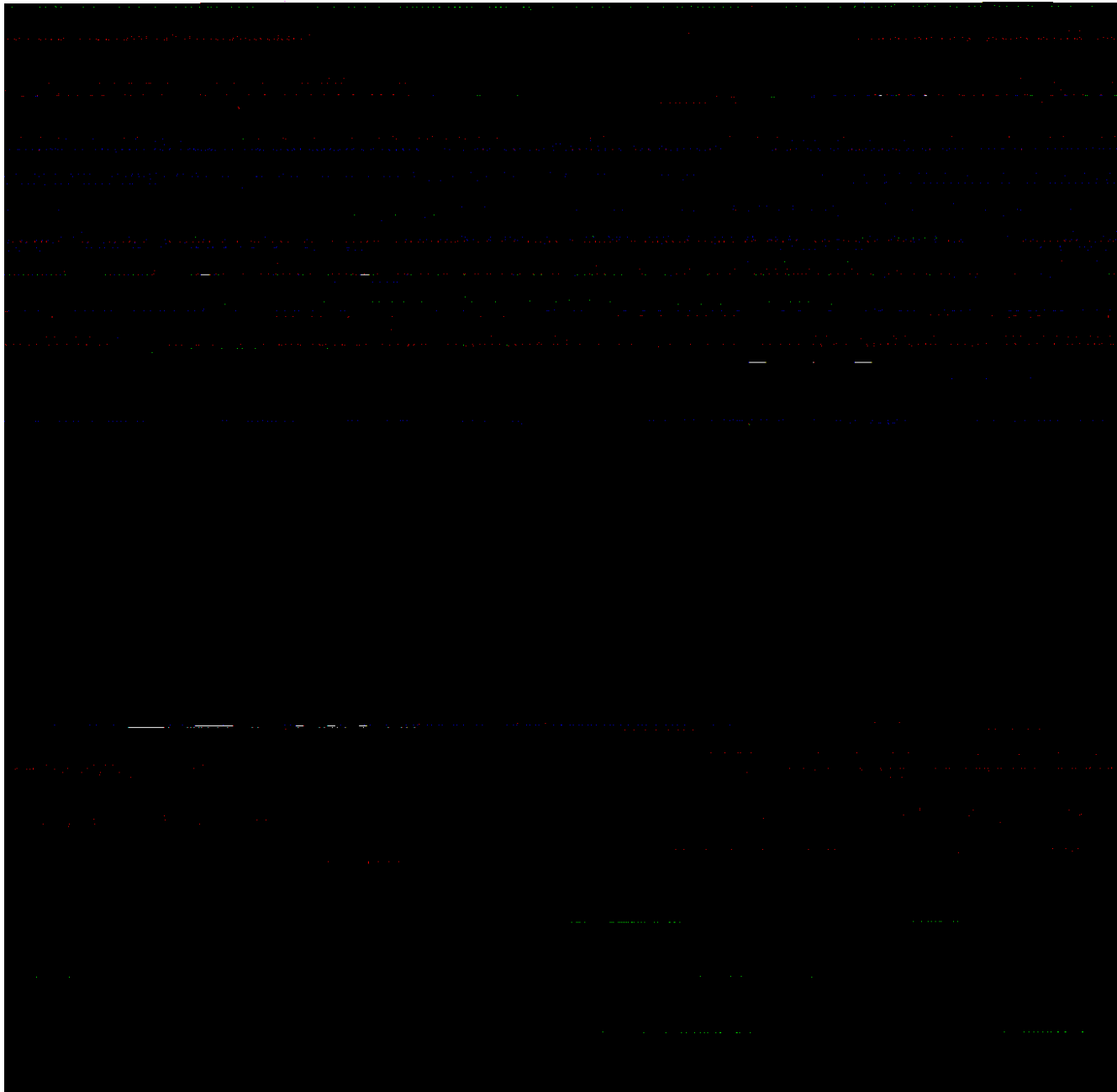
E. Right of Appeal

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.



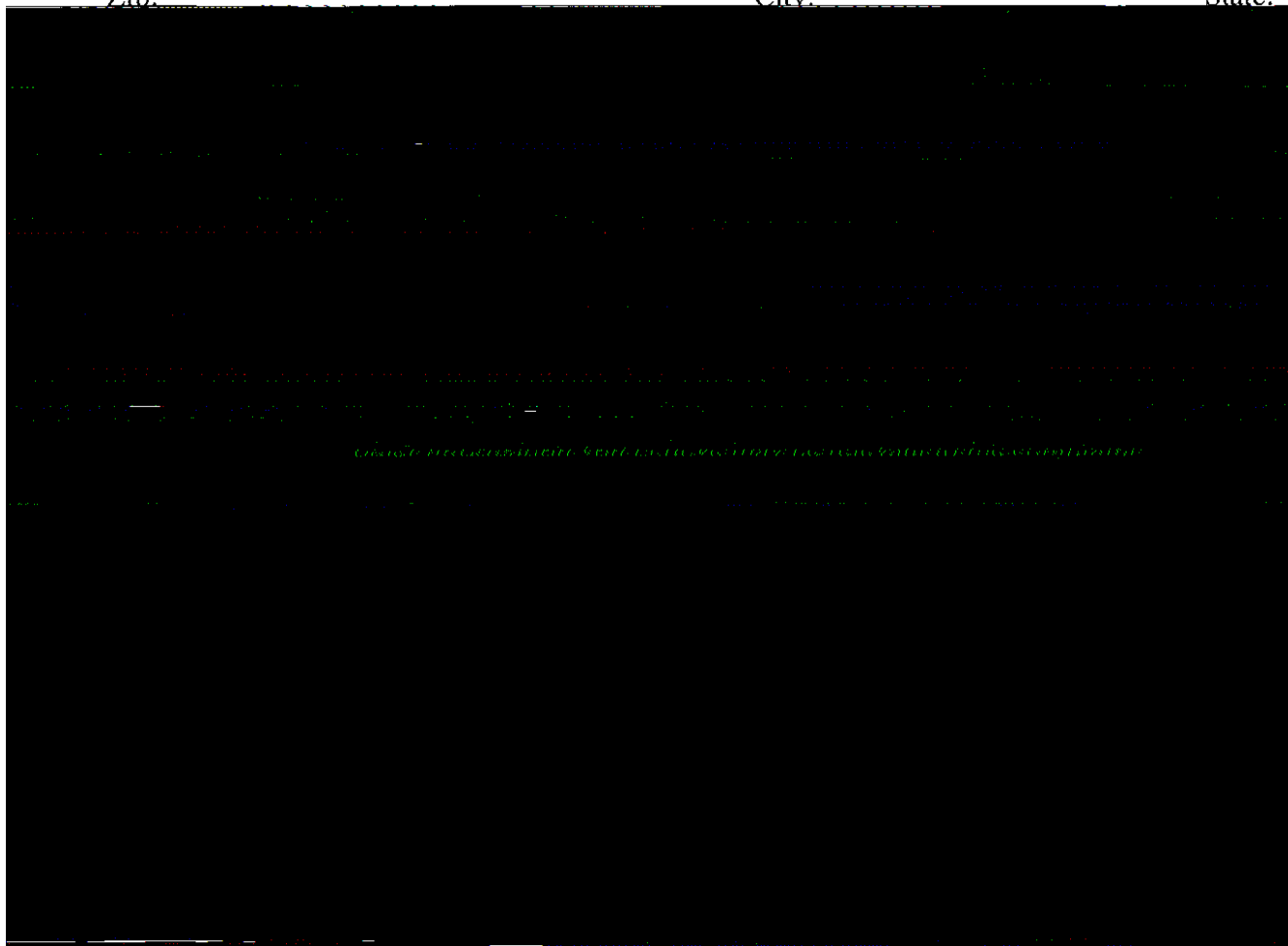
ALLEGATION

d, complete and accurate information Please provide as much information as possible. Detailed
credit to your supervisor at your own responsibility. This officer's name and identifying number be re-



Name: _____
Last First Middle

Address: _____
City: _____ State: _____
Zip: _____



CONTACT INFORMATION OF THE CANDIDATE

Please provide your contact information

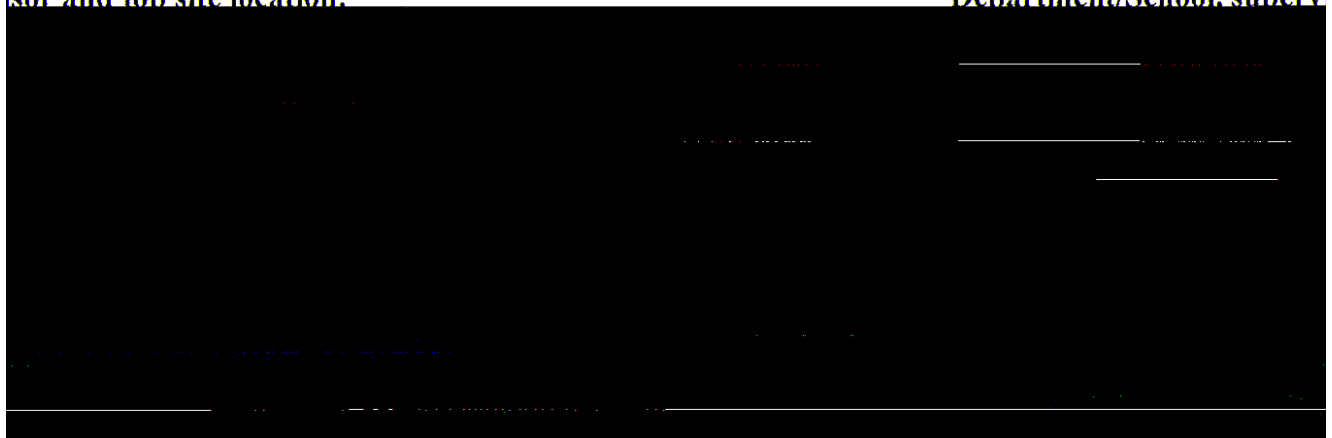
NAME: _____
 ADDRESS: _____
 CITY: _____
 STATE: _____
 ZIP: _____

PHONE: _____
 E-mail Address: _____
 Home Address: _____

Tel: _____
 FAX: _____

~~If employed by the Richmond County Board of Education, please provide supervisor and job site location:~~

~~If employed by Department/School, superv~~



Superintendent of Schools
 86d Broad Street

Augusta, GA 30901-1215

Appendix D