



# Career Technical Handbook

Marengo County School District

### **Statement of Non-Discrimination**

THE MARENGO COUNTY SCHOOL BOARD DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, OR AGE IN ITS PROGRAMS AND ACTIVITIES AND PROVIDES EQUAL ACCESS TO THE BOY SCOUTS AND OTHER DESIGNATED YOUTH GROUPS. THE FOLLOWING PERSON(S) HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NON-DISCRIMINATION POLICIES

Marengo County School District: Ms. Stephanie Pope, Title VI and Title IX Coordinator , Mrs. Kathy Pritchett, 504 Coordinator, 334-295-4123

### **Grievance Procedure**

Grievances, complaints, extraordinary questions, and controversies which require administrative decision shall be considered first by the administrator who has the delegated authority to make a decision under the policies of the board of education.

An appeal of an administrative decision shall begin with the employee's immediate superior and proceed successively through the administrative levels until the question is presented to the superintendent of schools. An appeal from the decision of the superintendent of schools may be made to the Marengo County Board of Education upon written request filed with the secretary of the board. Individuals making such appeals must follow established policies for being placed on the agenda.

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## Purpose of This Handbook

The Marengo County Career Technical Education Programs operate at all three school sites within the Marengo County School District. The Career Tech Program operates in a direct partnership with Amelia Love Johnson High School, Marengo High School, and Sweet Water High School. Teachers within each school are under the dual supervision of the Career Technical Director and the Principal of their respective schools. In any matter not specifically identified by the Career Tech Director, career tech teachers are to follow the same policies, guidelines, and procedures as all other teachers at their home school. As such, this handbook is not intended to replace the school's teacher handbook, but as a supplemental guide for items directly relating to Career Technical Education.

### Objectives of the Marengo County Technical Programs

1. Prepare students for employment in high-skill, high-wage, and high-demand jobs.
2. Prepare students to enter post-secondary education.
3. Provide technical education as a foundation for entry in the military.
4. Provide exploratory opportunities to assist students in exploring the world of work and training opportunities.
5. Provide appropriate guidance to assist students in making decisions in the areas of academics, career choice, career preparation, social development, and personal adjustment.
6. Provide job placement services to completers.
7. Provide a follow up system for completers.
8. Provide opportunities for cooperative education for appropriate eleventh and twelfth graders.
9. Project a positive image to the community via a strong public relations program.
10. Keep all programs current with appropriate involvement of advisory and program committees and other contacts with the business and industry community.
11. Utilize interest in career technical programs to encourage emphasis on higher academic and career expectations.
12. Provide emphasis on academic skills in career technical classes.
13. Work to establish strong working relationships and close ties with academic and other career technical teachers.
14. Provide opportunities for leadership training through student youth organizations in the high school program.
15. Provide students with experiences and information to help them prepare for a fast changing, competitive world economy.
16. Teach through example and planned lessons appropriate to work ethic.
17. Provide appropriate professional development activities to assist instructors in keeping updated.

## I. General Policies and Procedures

### A. Shop and Lab Safety

1. Leave your shop/lab in good condition each day.
2. Do not allow students to use the shops, labs, or classrooms without direct adult supervision. No equipment should be operated without the instructor present.
3. The instructor is responsible for establishing safety precautions, instruction and enforcing safety regulation.
4. Stop immediately any procedure that appears unsafe.
5. Safety goggles and any other necessary personal protective equipment are to be provided in each shop every day. Insist that all personal protective equipment be used when appropriate.
6. Instructors should give a written safety test on each machine to be operated by the students as well as general safety precautions. Every student must pass this test at 100% proficiency before being allowed to work in the shop or lab.

7. Use signs, slogans, painted marked off areas on the floor and other highly visible means to communicate safety hazards and the importance of work place safety.
8. If a serious accident occurs, notify the office immediately. An accident report form must be filled out and submitted to the office.
9. Because of the personal liability of instructors during the instructional period, you must stay in your own shop during class period unless an emergency arises. If you must leave, call the office and we will arrange to supervise students in your absence.
10. Do not leave students unattended to bring items to the office during the instructional period. Send students with appropriate corridor pass and/or use the intercom or phone to relay messages.
11. All manufacturer's safety devices will be utilized by all students and instructors at all times.

## **B. Materials and Equipment Management**

1. Each instructor will be held responsible for care of materials and equipment used in their shop or lab. Abuse or misuse of school materials and equipment by students or teachers will not be tolerated.
2. Items located from shop to shop must be kept up with by the instructors involved. Any loans outside the school should be cleared with the Career Tech Director. This also applies to loans within the school district. Loan of tools for personal use are not legally allowed by the board of education.
3. A clear inventory system must be maintained by each instructor. Each instructor should have a definite procedure for check out of tools and equipment and supplies to be used in the shop.
  - a) No tools or equipment are to be checked out to students for home use.
  - b) We are trying to achieve "Zero Loss." When loss is discovered, it should be reported immediately in writing the director.  
**Reminder:** Tool rooms should be locked when unattended by a tool clerk.
  - c) Close all doors securely at the end of the day or when the instructor will be away from the area.
  - d) Do not allow visitors to enter areas where they will interact with students without checking in through the office.

## **C. Procedures for Maintenance and Care of Student Records**

1. Student information must be secured in a locked filing cabinet.
2. Student social security numbers should not be written on any documents.
3. Updated safety pledges should be maintained.
4. Insurance documents must be reviewed annually.
5. Interest inventory information and course planning will be moving to the computerized Kuder software. The Career Tech Counselor has access to these and can assist instructors with accessing them.

**F. Program Committee**

1. A Program Advisory Committee will be maintained for each program. Each program instructor will be responsible for organizing the committee for his/her course. In the case of multiple teacher courses, the responsibility will be a joint effort. Joint committees are permissible if approved by the administration.
2. A committee membership roster of not less than 5 names will be submitted to the director and should include contact information and general qualifications of members.
3. Members who do not attend should not be recommended for reappointment.
4. A minimum of two meetings should be held each year. All program Advisory Committees meet on the same night. If a committee does not meet when scheduled, the instructor should arrange a meeting individually or jointly with the members within 2 weeks and notify the director of the date and time of the makeup meeting.
5. The instructor should provide copies of minutes and recommendations from each meeting within a week after the meeting.

**G. Policy for Determining Program to be Offered**

The following policy is designed to assist the Marengo County School District in determining program needs for Career Technical Education. The opening or closing of programs will be based on these considerations.

1. Local and regional work force development data will be reviewed as part of an ongoing evaluation of the validity of programs being offered and in an effort to identify programs which could be offered.
2. The annual program application will be submitted to the State Department of Education.
3. Programs must show evidence of successfully training students in high wage, high demand, and high skill occupations. Some evidences of success will be:
  - a) Positive placement
  - b) The number and quality of business industry recognized credentials
  - c) Sufficient student enrollment to justify the cost and resources of the program
  - d) Business Industry Advisory committee input regarding the type, scope, and quality of training

**II. Financial Accounting****A. Purchasing Procedures**

1. Program instructors should maintain a record of the availability of funds in each of their accounts and allocations.
2. ALL purchases must be pre-approved by the director. This goes for class accounts, club accounts, Basic Grant, State Maintaining, or Vocational Maintenance money.
3. The process should always start with a PO request form submitted to the director. At no time should instructors go directly to the bookkeeper for a PO without having a completed and signed PO request form.
4. All teachers sharing a budget need to sign each PO request before it is submitted to the Director.
5. PO request forms should be filled in with as much detail as you can provide. Include item descriptions, quantities, and costs. Incomplete forms will be returned to the instructor.
6. New vendors will have to have a completed W-9 form on file before we can generate a purchase order. Work with the career tech secretary to secure the information needed to complete this process.
7. Open PO's violate the directive that all purchases must have prior approval and therefore they will not be allowed. They are essentially a blank check without specific limitations on items, time of purchase, or amount.

8. No PO should remain open for more than one month or go above the dollar amount specified. If either of these looks like it may occur let the director know so we can see what needs to be done.
9. Class and club account PO's can usually be done with a 24-48 hour turnaround time, because they are funds maintained locally. State or Federal money PO's may take a little longer to get back, because they have to go to the central office to be created. If a PO is not back within 5 business days of the time the request is submitted, contact the director for follow up.
10. Invoices are not paid until orders are completely received. The instructor must provide the completed invoice to the career tech secretary or local school bookkeeper. Instructors should not submit any invoice for payment until they have verified that all items are received and correct.

## **B. Budgets**

The Career Tech Director will provide each program an allocation sheet indicating the amount and type of funds available to their program. The instructor(s) will develop a budget from these allocations. Planning should include making end of the school year purchases to have materials on hand to start the next year. It must include a detailed description of the plan for expending allocated funds. At a minimum, it must include the following categories:

1. Professional Development- Include expected travel, lodging, and registration costs.
2. CTSO activities- CTSO's are expected to be self supporting in their activities, but some travel support may be available from allocation by the Director. If programs plan to request travel support, it should be included here and its purpose must be specifically identified.
3. Equipment- Equipment purchase decisions should be based on documented program needs and advisory committee input.
4. Materials and supplies- Consumable items may be purchased for use by the students in the classroom as long as they are directly related to the instruction of the course. The type of supply will determine the most appropriate allocation or account to use.

## **C. Funding Sources**

Each source has specific required and allowable expenditure types. Some guidelines are given below. These are not all inclusive and if you have any questions about an expenditure you should bring it to the attention of the director before funds are encumbered.

- Basic Grant (Perkins Funds)- The expenditure of these funds should be primarily for program improvements. Typically, this will mean using these funds for equipment and professional development. At the close of the school year any of these funds not spent will be pooled and used for Summer program upgrades.
- State Maintaining- These funds should be used primarily for program maintenance and supplies. Some equipment may also be bought from this account. At the close of the school year any of these funds not spent will be pooled and used to purchase supplies to get the next school year started.
- Vocational Maintenance- These funds are provided by the district as an allocation per student and teacher unit. They are intended to be spent on this school year's students. This money must be fully expended by the last business day in January.

Class accounts and CTSO club accounts should be kept separately documented on the budget sheet and from each other. A single receipt book may be used for these accounts, but the receipt should indicate where the money needs to be deposited when turned in to the local school bookkeeper. The local school bookkeeper maintains the records for these accounts, but expenditures must still be approved by the career tech director before PO requests are submitted.

- **Class Accounts-** The money in this account should be fees collected from students or money raised by live work projects completed by the class. It should be spent on materials and supplies for this year's students similar to the Vocational Maintenance money.
- **CTSO Club Accounts-** The money in this account should be dues, fees, and fundraisers collected explicitly in the name of the club or organization. Live work may also be done by the members of a CTSO specifically as a fundraiser. This money should be spent to support the activities of the CTSO.

#### **D. Career Technical Student Organizations (CTSOs)**

Career Tech Student Organization (CTSO Local Career Technical club chapters are essential parts of the career technical program. Each instructor at grades 8-12 will sponsor a career technical education CTSO. The groups' activities will be an integral part of your instructional program plans.

1. **Membership-** Student membership in CTSOs is voluntary. Teachers should encourage membership by active recruitment and by providing members with a variety of interesting, fun, and educational experiences that will generate a desire to be a part of the organization.
2. **Costs to Students-** CTSOs should be fundraising in advance for all planned activities. Students may be required to pay fees for competitions or other events, but these costs should be kept to a minimum to avoid creating barriers to student participation. All fundraising plans and expenses to students must be approved by the Career Tech Director before being given out to students.
3. **Leadership-** Instructors should organize the club in such a way that all students have access to become leaders. A clear plan for nominations and election of club officers should be put forward to the membership. It is recommended that officers for the next school year be elected at the end of the current year, so that the club can start the year with a leadership team in place.
4. **Activities-** CTSOs should have a plan of work that describes their activities for the year. These activities should include service projects, competitions, and field trips. The more active the club, the more the membership will grow.
  - i. **Field Trips-** Educational field trips should be planned as a function of all CTSOs. School field trip request procedures should be followed.
  - ii. **Competitions-** Students should be encouraged to participate in CTSO sponsored skill competitions. Sponsors should prepare the students to successfully compete in a manner that represents their program.
  - iii. **Community Service-** CTSOs should play an active role in teaching students about good citizenship by participating in organized community service projects.
  - iv. **Soft Skills-** CTSO activities should be used to enhance student's soft skills, such as public speaking, interviewing, and community relations.

#### **E. Insurance**

All career technical education students (excluding Business Education and Education & Training) will be required to purchase insurance or obtain parental certification that family medical insurance will be used in lieu of school accident insurance. Verification must be in the student's file maintained by the instructor. It is



the responsibility of the teacher to obtain this verification before allowing a student to begin work in the shop or lab.

#### **F. Fees**

Course fees are held to absolute minimums in order to avoid discouraging any student from taking a course. A course fee is only allowed in classes where the student will utilize a significant amount of consumable material which is purchased by the school, but which will ultimately become the property of the student. These fees are set by the Career Technical Director and approved by the School Board.

### **III. Career Technical Teacher Employment Considerations**

#### **A. Professional Growth and Development**

1. It is the responsibility of the instructor to maintain technical update hours and professional development related to their content area.
2. Membership and active participation in the professional organizations (AACTE) is strongly urged.
3. Attendance at state sponsored professional development activities may be required depending upon availability of travel funds and at the discretion of the director.
4. Annual plans for obtaining necessary update hours must be provided to the director upon request.
5. Documentation of completed training should be submitted as soon as the training is complete and instructors should follow school procedures for logging the training in STIPD.

#### **B. Procedures for Planning for Extended Contracts**

1. All individuals on 9 ½, 10, or 12 month contracts are to submit to the appropriate plan of work to the Career Tech Director.
2. Programs of work for extended contract days will be submitted before the end of the current school term and should cover the activities to be accomplished in the days after the regular teacher contract and the days before the regular teacher contract.

#### **C. Career Technical Teachers Outside School Employment (Moonlighting)**

1. The school facilities, phones, equipment, etc. cannot be used to carry on teacher's private business enterprises, either during or after school hours. Private customers may not call upon teachers at the center at any time.
2. Private employment carried on by Career Tech teachers must never generate conflicts of interest between school responsibilities and teacher's activities for personal gain.
3. Career Technical Teachers are required to attend some meetings and events outside regular work hours and may be required to travel for training or meetings. Outside employment should not impinge upon a teacher's ability to participate in these required activities.

### **IV. Additional Policies Related to Career Technical Education**

#### **A. Policy to Provide Affirmative Procedures for Increasing Non-traditional Enrollment in Career/Technical Education**

It is the practice of the Marengo County Board of Education to encourage all students to participate in courses based upon their interest, aptitude, and abilities in line with their future plans. Each student is encouraged

to consider all options available without regard to sex. The following activities represent our procedure for increasing non-traditional enrollment.

1. The counselors, in providing student orientation, will make statements that are conducive to making students comfortable with non-traditional roles.
2. Career Technical instructors in the exploratory and introductory courses will be encouraged to utilize resource persons who fill non-traditional occupational roles.
3. Career Technical instructors at the high school will make prospective students aware that non-traditional roles are appropriate for our society in their course.
4. All teachers are encouraged to carefully incorporate into their bulletin boards, lessons, speech, etc., an attitude of non-sex bias.
5. Active recruitment of non-traditional students will be done by the instructors at the time of course registration.

**B. Procedure for Follow-up**

1. In spring of the year prior to graduation, teachers should collect any and all available contact information they may be able to use to locate students after they have graduated.
2. When informed by the Career Tech Director to do so, teachers should locate the graduated students and determine their status for “positive placement” to be reported to the ALSDE through the web portal.
3. Funding is directly tied to the positive placement rate and it is a core indicator for career tech programs. Because of the importance of this count, teachers should place the absolute highest priority on locating the students and entering their correct information.

**C. Policy on Articulation**

1. State wide articulation agreements are in place.
2. Students will be encouraged to use their Document of Evidence in transferring credit from Secondary to Post Secondary.
3. Counselors will assist students with documenting credit available for articulation.
4. All articulation agreements will be publicized to students and parents.