Career and Technical Education Handbook

Elgin ISD 2015-2016
ELGIN ISD OFFERS CAREER AND TECHNICAL EDUCATION PROGRAMS IN MANUFACTURING; AGRICULTURE, FOOD & NATURAL RESOURCES; BUSINESS MANAGEMENT & ADMINISTRATION; LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY; FINANCE; SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS; ART, A/V, TECHNOLOGY & COMMUNICATION; TRANSPORTATION, DISTRIBUTION & LOGISTICS; HUMAN SERVICES; INFORMATION TECHNOLOGY; AND EDUCATION & TRAINING. IT IS THE POLICY OF ELGIN ISD NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP IN ITS VOCATIONAL PROGRAMS, SERVICES, OR ACTIVITIES AS REQUIRED BY TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED; TITLE IX OF THE EDUCATION AMENDMENTS OF 1972; AND SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED. IT IS THE POLICY OF ELGIN ISD NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, HANDICAP OR AGE IN ITS EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED; TITLE IX OF THE EDUCATION AMENDMENTS OF 1972; THE AGE DISCRIMINATION ACT OF 1975, AS AMENDED; AND SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED. ELGIN ISD WILL TAKE STEPS TO ASSURE THAT LACK OF ENGLISH LANGUAGE SKILLS WILL NOT BE A BARRIER TO ADMISSION AND PARTICIPATION IN ALL EDUCATIONAL AND VOCATIONAL PROGRAMS. FOR MORE INFORMATION ABOUT YOUR RIGHTS OR GRIEVANCE PROCEDURES, CONTACT THE TITLE IX COORDINATOR, AL RODRIGUEZ AT 512-281-9816 AND/OR THE SECTION 504 COORDINATOR, EHRINKA HODGE AT 512-281-9737, LOCATED AT ELGIN ISD, 1002 NORTH AVENUE C, ELGIN, TX 78621.

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## CTE PROGRAMMING

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**ELGIN ISD VISION**

EISD changes lives.

**ELGIN ISD MISSION STATEMENT**

Elgin ISD ensures a high-quality education that guarantees a life-changing experience for all.

**ELGIN CTE MISSION STATEMENT**

We change lives by preparing students to meet the career and industry demands of the 21st century, offering programs that provide career readiness and/or college preparation, and prepare students for professional certifications to ensure students gain character and responsible citizenship traits and become productive members of the community.
CTE Overview

The Elgin ISD Career & Technical Education (CTE) program provides students with a coherent sequence of rigorous content aligned with challenging academic standards and relevant technical knowledge and skills in preparation for postsecondary education and careers. Elgin’s CTE program is aligned with the national Career Cluster Initiative (www.careerclusters.org) and the state’s implementation, Achieve Texas (www.achievetexas.org).

Career-related programming is available for grades 7-12. Our district’s program offers coherent sequences in 16 career pathways, representing 11 of the federally-defined career clusters.
## Graduation Requirements

### Foundation with Endorsement (for students entering 9th grade in 2014-15): Total 26 Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
<th>Language or Course Details</th>
</tr>
</thead>
</table>
| **English Language Arts**         | Four    | - English I  
- English II  
- English III  
- An advanced English Course |
| **Languages Other Than English**  | Two     | in the same language including computer programming |
| **Mathematics**                   | Three   | - Algebra I  
- Geometry  
- An advanced math course |
| **Fine Arts**                     | One     | |
| **Science**                       | Three   | - Biology  
- IPC or an advanced science  
- Any advanced science course |
| **Speech**                        | One half | from either of the following (local requirement)  
- Communication Applications  
- Professional Communications |
| **Social Studies**                | Three   | - World History or World Geography or combined World History/World Geography  
- U.S. History  
- U.S Government (one-half credit)  
- Economics (one-half credit) |
| **Electives**                     | Five    | A student may earn a Distinguished Level of Achievement by successfully completing the Foundation Program with Endorsement course requirements including Algebra II |
| **Physical Education**            | One     | Foundation with Endorsement  
A student may earn a Distinguished Level of Achievement by successfully completing the Foundation Program with Endorsement course requirements including Algebra II |
| **Outstanding Performance**       |         | In a dual credit course  
Bilingualism and biliteracy  
On an AP or IB exam  
On the PSAT, the ACT-Plan, the SAT, or the ACT  
For earning a nationally |

*Endorsement areas may include: STEM, Business & Industry, Arts & Humanities, Public Service, Multidisciplinary Studies*
Recommended High School Program (Prior to Students Entering High School 2014-15): Total 26 credits

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
</table>
| English Language Arts  | Four      | Languages Other Than English | Two
|                        | credits   |                        | in the same language |
|                        | English I |                        | language |
|                        | English II |
|                        | English III |
|                        | English IV |
| Mathematics            | Four      | Fine Arts              | One       |
|                        | credits   |                        | credit    |
|                        | Algebra I |
|                        | Algebra II |
|                        | Geometry  |
|                        | An additional math credit |
| Science                | Four      | Speech                 | One half-credit |
|                        | credits   |                        | from either of the following |
|                        | Biology   |                        | Communication Applications |
|                        | Chemistry |
|                        | Physics   |
|                        | An additional science credit |
| Social Studies         | Four      | Electives              | Five and one-half credits |
|                        | credits   |                        | credits    |
|                        | World History |
|                        | World Geography |
|                        | U.S. History |
|                        | U.S. Government |
|                        | Economics  |
| Physical Education     | One       |                        | credit     |

Distinguished Achievement Program (Prior to Students Entering High School 2014-15)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
</table>
| English Language Arts  | Four      | Languages Other Than English | Three
|                        | credits   |                        | in the same language |
|                        | English I |
|                        | English II |
|                        | English III |
|                        | English IV |
| Mathematics            | Four      | Fine Arts              | One       |
|                        | credits   |                        | credit    |
|                        | Algebra I |
|                        | Algebra II |
|                        | Geometry  |
|                        | An additional math credit |
| Science                | Four      | Speech                 | One half-credit |
|                        | credits   |                        | from either of the following |
|                        | Biology   |                        | Communication Applications |
|                        | Chemistry |
|                        | Physics   |
|                        | An additional science credit |
| Social Studies         | Four      | Electives              | Four and one-half credits |
|                        | credits   |                        | credits    |
|                        | World History |
|                        | World Geography |
|                        | U.S. History |
|                        | U.S. Government |
|                        | Economics  |
| Physical Education     | One       |                        | credit     |
A student may graduate under the Distinguished Achievement Plan by completing all DAP course requirements and four advanced measures.

**Career Pathways 2015-2016**

Elgin ISD’s Career & Technical Education program follows the “Achieve Texas” model, which implements the U.S. Department of Education’s 16 Career Clusters. The 16 federally-defined Career Clusters group occupations and broad industries based on commonalities. These clusters provide a way to organize and sequence coursework based on a student’s interests and career goals. Career Pathways further break down and group careers within a Career Cluster based on commonalities. Elgin ISD offers training and opportunities in 16 career pathways, spanning 11 career clusters.

<table>
<thead>
<tr>
<th>PATHWAY</th>
<th>CAREER CLUSTER</th>
<th>ENDORSEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Health</td>
<td>Agriculture, Food, and Natural Resources</td>
<td>Business &amp; Industry</td>
</tr>
<tr>
<td>Animal Production</td>
<td>Agriculture, Food, and Natural Resources</td>
<td>Business &amp; Industry</td>
</tr>
<tr>
<td>Automotive Collision &amp; Repair</td>
<td>Transportation, Distribution, and Logistics</td>
<td>Business &amp; Industry</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Transportation, Distribution, and Logistics</td>
<td>Business &amp; Industry</td>
</tr>
<tr>
<td>Business Management</td>
<td>Business, Management, and Administration</td>
<td>Business &amp; Industry</td>
</tr>
<tr>
<td>Engineering</td>
<td>STEM</td>
<td>STEM</td>
</tr>
<tr>
<td>Film &amp; Video</td>
<td>Arts, A/V Technology, and Communications</td>
<td>Arts &amp; Humanities</td>
</tr>
<tr>
<td>Finance</td>
<td>Finance</td>
<td>Business &amp; Industry</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Information Technology</td>
<td>Business &amp; Industry</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Law, Public Safety, Corrections, and Security</td>
<td>Public Service</td>
</tr>
<tr>
<td>Manufacturing Production</td>
<td>Manufacturing</td>
<td>Business &amp; Industry</td>
</tr>
<tr>
<td>Marketing</td>
<td>Marketing</td>
<td>Business &amp; Industry</td>
</tr>
</tbody>
</table>
# CTE Course List 2015-16

The following is a list of the high school courses for Career & Technical Education. This guide is available on the Elgin ISD website under the CTE page.

<table>
<thead>
<tr>
<th>PEIMS #</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12701300</td>
<td>Career Preparation I</td>
</tr>
<tr>
<td>12701400</td>
<td>Career Preparation II</td>
</tr>
<tr>
<td>13000200</td>
<td>Principles of Agriculture, Food, and Natural Resources</td>
</tr>
<tr>
<td>13000300</td>
<td>Livestock Production</td>
</tr>
<tr>
<td>13000400</td>
<td>Small Animal Management</td>
</tr>
<tr>
<td>13000500</td>
<td>Equine Science</td>
</tr>
<tr>
<td>13000700</td>
<td>Advanced Animal Science</td>
</tr>
<tr>
<td>13001300</td>
<td>Food Technology and Safety</td>
</tr>
<tr>
<td>13001500</td>
<td>Wildlife, Fisheries, and Ecology Management</td>
</tr>
<tr>
<td>13001800</td>
<td>Principles and Elements of Floral Design</td>
</tr>
<tr>
<td>13001900</td>
<td>Landscape Design and Turf Grass Management</td>
</tr>
<tr>
<td>13002000</td>
<td>Horticulture Science</td>
</tr>
<tr>
<td>13002100</td>
<td>Advanced Plant and Soil Science</td>
</tr>
<tr>
<td>13002200</td>
<td>Agricultural Mechanics and Metal Technologies</td>
</tr>
<tr>
<td>13008200</td>
<td>Principles of Arts, Audio Video Technology, and Communications</td>
</tr>
<tr>
<td>13008500</td>
<td>Audio Video Production</td>
</tr>
<tr>
<td>13008600</td>
<td>Advanced Audio Video Production</td>
</tr>
<tr>
<td>13008700</td>
<td>Practicum in Audio Video Production</td>
</tr>
<tr>
<td>13009600</td>
<td>Print and Imaging Technology</td>
</tr>
<tr>
<td>13009900</td>
<td>Professional Communications</td>
</tr>
<tr>
<td>N1300993</td>
<td>Video Game Design I</td>
</tr>
<tr>
<td>13011200</td>
<td>Principles of Business, Marketing, and Finance</td>
</tr>
<tr>
<td>13011700</td>
<td>Business Law</td>
</tr>
<tr>
<td>13012100</td>
<td>Business Management</td>
</tr>
<tr>
<td>13014200</td>
<td>Principles of Education and Training</td>
</tr>
</tbody>
</table>
### Career and Technical Student Organizations

**What are Career and Technical Student Organizations (CTSOs)?**

Career and Technical Student Organizations, commonly referred to as CTSOs, are youth organizations designed to support students in career and technical education (CTE) programs. Career and technical education helps prepare high school graduates for the next step, whether it is postsecondary education or entry into the workforce. Rigorous academic content tied to technical subject matter, as well as internships and other cooperative work experiences, are hallmarks of CTE programs. Through these co-curricular programs of study, students get a head start on their career preparation, whether their goal is to become a teacher, doctor, automotive technician, or computer programmer. CTSOs are considered an integral part of CTE; they help students develop the technical and leadership skills that will enable them to succeed in their career paths.

**FFA**

The official name of the organization is National FFA Organization. The letters “FFA” stand for Future Farmers of America. These letters are a part of our history and our heritage that will never change. But FFA is not just for students who want to be production farmers; FFA also welcomes members who aspire to careers as teachers, doctors, scientists, business owners,

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>13014400</td>
<td>Instructional Practices in Education</td>
</tr>
<tr>
<td>13014500</td>
<td>Practicum in Education and Training</td>
</tr>
<tr>
<td>13016200</td>
<td>Money Matters</td>
</tr>
<tr>
<td>13016600</td>
<td>Accounting I</td>
</tr>
<tr>
<td>13018200</td>
<td>Principles of Government and Public Administration</td>
</tr>
<tr>
<td>13023000</td>
<td>Food Science</td>
</tr>
<tr>
<td>13024700</td>
<td>Child Development</td>
</tr>
<tr>
<td>13027600</td>
<td>Computer Programming</td>
</tr>
<tr>
<td>13027700</td>
<td>Advanced Computer Programming</td>
</tr>
<tr>
<td>13027800</td>
<td>Digital Interactive Media</td>
</tr>
<tr>
<td>13029200</td>
<td>Principles of Law, Public Safety, Corrections, and Security</td>
</tr>
<tr>
<td>13029300</td>
<td>Law Enforcement I</td>
</tr>
<tr>
<td>13029400</td>
<td>Law Enforcement II</td>
</tr>
<tr>
<td>13029500</td>
<td>Forensic Science</td>
</tr>
<tr>
<td>13032300</td>
<td>Welding</td>
</tr>
<tr>
<td>13032400</td>
<td>Advanced Welding</td>
</tr>
<tr>
<td>13034200</td>
<td>Advertising and Sales Promotion</td>
</tr>
<tr>
<td>13034400</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>13034500</td>
<td>Retailing and E-tailing</td>
</tr>
<tr>
<td>13034700</td>
<td>Marketing Dynamics</td>
</tr>
<tr>
<td>13036200</td>
<td>Concepts of Engineering and Technology</td>
</tr>
<tr>
<td>13036400</td>
<td>Advanced Biotechnology</td>
</tr>
<tr>
<td>13036700</td>
<td>Engineering Math</td>
</tr>
<tr>
<td>13037000</td>
<td>Robotics and Automation</td>
</tr>
<tr>
<td>13037300</td>
<td>Engineering Design and Problem Solving</td>
</tr>
<tr>
<td>13037500</td>
<td>Engineering Design and Problem Solving</td>
</tr>
</tbody>
</table>
and more. For this reason, the name of the organization was updated in 1988 after a vote of national convention delegates to reflect the growing diversity and new opportunities in the industry of agriculture.

Today, the National FFA Organization remains committed to the individual student, providing a path to achievement in premier leadership, personal growth and career success through agricultural education.

FFA continues to help the next generation rise up to meet those challenges by helping its members to develop their own unique talents and explore their interests in a broad range of agricultural career pathways. So today, we are still the Future Farmers of America. But, we are the Future Biologists, Future Chemists, Future Veterinarians, Future Engineers and Future Entrepreneurs of America, too.

**R.E.A.L. Club**
R.E.A.L. Club [Relevant Experience in Administrative Leadership] is open to all students and specializes in creating business experiences that are relevant and interesting. Members of R.E.A.L. are able to network with actual business and civic leaders in the community. Students can participate in various board and committee meetings while serving as committee chairmen. You will gain first-hand business leadership experience not found in any classroom, and you will foster a relationship with leaders that will most-likely support you with letters of recommendations and job references. Graduates that accumulate 160 hours (40 hours annually) of community service will be awarded a R.E.A.L. Club Silver Stole to be worn at graduation.

**SkillsUSA**
SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. SkillsUSA helps each student to excel. SkillsUSA is a national organization serving teachers and high school and college students who are preparing for careers in technical, skilled and service occupations, including health occupations and for further education. SkillsUSA was formerly known as VICA (the Vocational Industrial Clubs of America).

**TAFE**
The Texas Association of Future Educators or TAFE (pronounced "taffy") is a co-curricular statewide non-profit (501 c3) student organization created to allow young men and women an opportunity to explore the teaching profession. The organization was created in 1984 to provide the best and brightest high school and middle school students in Texas with the necessary knowledge to make informed decisions about pursuing careers in education. TAFE is sponsored by the Texas Association of Secondary School Principals and is governed by a board of directors comprised of teachers, students and principals.

**CTSO Competitions**
Students are encouraged to participate in competitions and co-curricular activities offered by their CTSO. However, teachers are asked to use their best judgement when scheduling time away from school. Teams are encouraged to participate in their district/area level competition and may participate in two practice competitions. Competitions in addition to this must seek additional administrative approval.

**Student Activity Funds**
Student activity accounts are for use by student organizations with officers. Before money can be collected, fundraised or spent, students must vote upon the action and it must be recorded in the minutes of their meeting, including number of students voting in favor or opposition of the action.
This is in addition to business office requirements. Please find more information in the business office procedures guide.

**Campus Activity Funds**

Campus activity funds are to be utilized by departments for the purchase of bulk orders such as livestock show entries and seeding class projects. An AF-108 must be filled out and completely approved before any money can be collected from students to deposit. Please find more information in the business office procedures guide.

**CTE Advisory Board**

In accordance with state and federal laws related to Carl D. Perkins, schools must have a local advisory committee that is involved in decisions related to the implementation, improvement and evaluation of CTE programs. The CTE Advisory Board:

- Offers a forum for collaboration among educators, businesses, students and the community;
- Provides expertise to CTE programs by reviewing curriculum, facilities and resources;
- Ensures CTE programs address industry trends and future workforce needs;
- Builds advocacy for CTE within the school district and community; and
- Satisfies legal requirements regarding community participation for school districts receiving state and federal funds

The board plans to establish committees to allow volunteers to focus their talents in specific areas. The committees are aligned with the federally-aligned Career Clusters, which Elgin’s CTE program has implemented to align its curriculum and resources (see [www.careerclusters.org](http://www.careerclusters.org) and [www.achievetexas.org](http://www.achievetexas.org)). The standing committees will include:

- Agriculture, Food & Natural Resources
- Arts, A/V Technology & Communications/Information Technology
- Business Management & Administration/Finance/Marketing, Sales & Service
- Education & Training/Human Services
- Law, Public Safety, Corrections & Security/Government & Public Administration
- STEM/Architecture & Construction/Manufacturing/
- Transportation, Distribution & Logistics

The CTE Advisory Board annual work calendar is from June to May. Highlights from the work calendar include:

- Fall CTE Advisory Board Committee Lunch – October
- Spring CTE Advisory Board Committee Lunch – January
- Submission and presentation of program reviews – April

CTE teachers and staff assist by recruiting participants and building partnerships with the advisory board. For more information, visit the Web page at [http://www.elginisd.net/domain/772](http://www.elginisd.net/domain/772)
Procedures: Safety Requirements

CTE teachers of students who participate in lab activities and work-based learning experiences are required to complete safety training annually. Teachers responsible for conducting a lab program are required to document the following:

- Evidence that ALL students passed a written safety test with a score of 100% prior to working in the lab.
- Evidence that students successfully demonstrated, in the presence of the teacher, the proper use of all power equipment.
- Evidence that there is a well-established safety procedure for the lab, including any emergency procedures, and that students are well-informed of the procedure.

Guidelines

1. Safety posters in English and Spanish should be displayed in all labs.
2. Proper guards must be utilized on all equipment. Any equipment that does not have a guard must be rendered inoperable.
3. Danger zones should be clearly marked.
4. Non-skid substances (or surfaces) should be placed in front of each machine.
5. The maximum number of students enrolled in each CTE class will be no greater than the number who can be provided safe and effective.
6. The school nurse must be notified immediately when an accident occurs.

Protective Eye Devices in Public Schools (TEC, Chapter 38)

1. Eye protection is required by law and MUST be work at all times when equipment is in use.
2. Safety glasses are provided to each student.
3. If a student receives an eye injury, the principal and school nurse must be notified immediately.
   The principal or designee is responsible for filing a TEA report for eye injury.

Procedure: Field Experiences, Activities, and Events

All field trips, activities, and events must have an approved Student Activity Form. This is located on the CTE website and has a checklist for all necessary paperwork that will accompany the form.

Submitting Field Trip Requests:

1. All field trip request forms must be submitted to Amanda Brantley at least 15 business days prior to the date of the event. You must turn in a Travel Request form and Student Activity Request Form. Both are located on the CTE website.
2. All requisitions must have the appropriate approval before they can be scheduled.

3. Field Trips should not be scheduled on the days STAAR/EOC tests are being administered or on the last day of school.

Trips that occur during regular school hours Monday through Friday should be scheduled between the hours of **9:00 a.m. and 2:00 p.m.**

**Sponsored Trips:**

1. **At least one sponsor/coach/teacher must be on each bus.** Sponsors are to assist the driver with managing the students and are required to maintain a safe, orderly atmosphere on the bus, and supervise clean-up. When possible, sponsors should be seated in the front and rear of the bus.

2. The sponsor is in charge of the field trip. The driver is in charge of the bus. Drivers should not be asked to watch over or be responsible for items left on the bus or to sit with students. Students should remain with the group and no items should be left on the bus that may be needed during the event with the exception of lunches.

3. Students should exit and enter through the front passenger door only. The rear door exit is for emergency purposes only.

4. The driver and sponsor should agree on a departure time and location. Departure time should enable the bus/driver to be back in district by 2:00 p.m. for routes. Sponsors should not ask drivers to stay later or go anywhere not pre-approved or designated on the trip requisition.

5. All lunch destinations should be listed on the trip requisition form.

6. Lunches, lunch boxes, uniforms, etc., should never block the back door, aisle or windows of the bus. If possible, when parents escort the trip in personal vehicles, lunch items should be transported with them.

7. If the driver plans to leave for any reason, he will notify the sponsor where he/she is going and when they will return. The driver and sponsor should exchange cell phone numbers in case of emergency.

8. Sponsors, coaches, teachers, or students may not be picked up at or taken to their home. Trips start and end at the campuses.

9. Buses should be returned clean - swept, trash emptied, with windows raised.

**Procedures: Purchasing**

- Please plan ahead for purchasing. The PO process can take up to three weeks. Missing or incorrect information will delay the process. Forms are located on the CTE website.

- Teacher discusses need with campus CTE Coordinator and completes a purchase requisition form.
  
  - Remember that you must provide the vendor name and contact information, as well as determine if they are on the EISD list or another approved list.* For special circumstances where approved vendors can’t provide a specialized product, please contact the CTE Coordinator.
  
  - Requisition forms, including the justification form tab, should be filled out completely.
  
  - A quote or bid must accompany the requisition form. This may be a screen shot of an online shopping cart.
  
  - Remember to include any shipping or freight charges.
The CTE Coordinator:
- Verifies purchase requisition form is filled out completely;
- Makes sure supporting documents, quotes, shopping carts, descriptions, etc. are attached; and
- Signs and dates the purchase requisition for approval.

Approved, signed purchase requisitions are submitted to the Principal for approval.

The purchase requisition is then submitted to the business office for approval and authorization.

Once the purchase requisition goes through the approval process in the EISD Purchasing Department, a Purchase Order (PO) is generated and a PO number is assigned.

The CTE Coordinator will forward the PO to the CTE teacher so that the merchandise or equipment can be ordered. The CTE teacher places the order with vendor using the assigned PO Number.

Teachers must email the CTE Coordinator AND the campus secretary to confirm the delivery of all items that ship directly to the campus. The vendor will not be PAID until the order delivers and:
- An invoice has been received
- Delivery has been confirmed and received in the system

Once items deliver to your campus, please notify the CTE Coordinator so he/she can track budget expenditures.

Purchasing Deadline

Please note that the supply budget deadline is APRIL 15. This date allows for all items purchased to be delivered before teachers are off contract.

Procedures: Inventory

Classroom Inventory:

Inventory should be performed at least twice a year – once in August and again in May. This inventory should be turned in to the CTE Coordinator by the last day of those months. The inventory should be completed on the spreadsheet provided, and should include (but not limited to) the following:

- Computers
- Monitors
- Printers
- Scanners
- Laptops/Tablets
- Cameras
- Capital Outlay
- Equipment
Repairs:

Step 1:
Contact EISD maintenance department. They will determine if the equipment can be fixed in-house. Maintenance requests can be submitted online.

Step 2:
Contact CTE program director or coordinator to discuss feasibility of repair vs. replacement

Step 3:
Follow the purchasing procedures and submit a purchase requisition for repairs or replacement and submit to the CTE Coordinator

Care of Equipment:

1. Some method of equipment distribution and protection should be established. Tools should be color coded, etched, or otherwise clearly identified to minimize theft and vandalism. Tool and storage areas should be kept locked. This should be a part of a good classroom management system and students should be taught the value of the tools and equipment they are using.

2. **District equipment and facilities are not be used for personal projects. To do so constitutes theft or misuse of public funds and can result in termination.**

3. Periodic inventory should be done to discover any missing tools, materials, etc. All items must be accounted for. As new equipment is added, it should be added to inventory. It is the teacher’s responsibility to keep up with all equipment in his/her laboratory. Stolen or missing equipment should be reported immediately to the principal and CTE program director.

4. Under no circumstance may a teacher sell or otherwise dispose of equipment. Equipment that is no longer needed or operational should be discussed with the principal and the CTE program coordinator.