Staff Handbook

Career & Technical Education

moving education forward
spring ISD

2015-2016

It is the policy of Spring ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its Career & Technical Education 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.

Revised 9/30/15

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Mission Statement

Career & Technical Education Mission Statement:

All graduates will exhibit the academic foundation and 21st Century Skills necessary to compete in a global economy.

moving education forward
spring isd

Nondiscrimination Statement

Spring Independent School District Public Notification of Nondiscrimination in Career & Technical Education Programs

Spring ISD offers a variety of Career and Technical Education programs.

It is the policy of Spring 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.

Spring 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 information about your rights or grievance procedures, contact the Title IX Coordinator, Vermeille Jones at 16717 Ella Blvd., Houston, TX 77090, 281-891-6073 and/or the Section
504 Coordinator, Ty Bailey at 16717 Ella Blvd., Houston, TX 77090, 281-891-6278.

CTE Overview

The Spring 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. Spring'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 grades K-12. Our district's program offers coherent sequences in 43 career pathways, representing all 16 of the federally-defined career clusters.

CTE focuses on enhanced learning experiences for all students. The chart below outlines CTE enhancements.

Elementary School
Career Awareness

Campus Support:
CTE & College Counselors

- "When I Grow Up?" Career Curriculum/Workforce Solutions
- Annual Career Awareness Month Activities (February)
- Junior Achievement Days
- CTE/GT Spark Summer Camp

Middle School
Career Exploration

Campus Support:
CTE & College Counselors
CTE Teachers

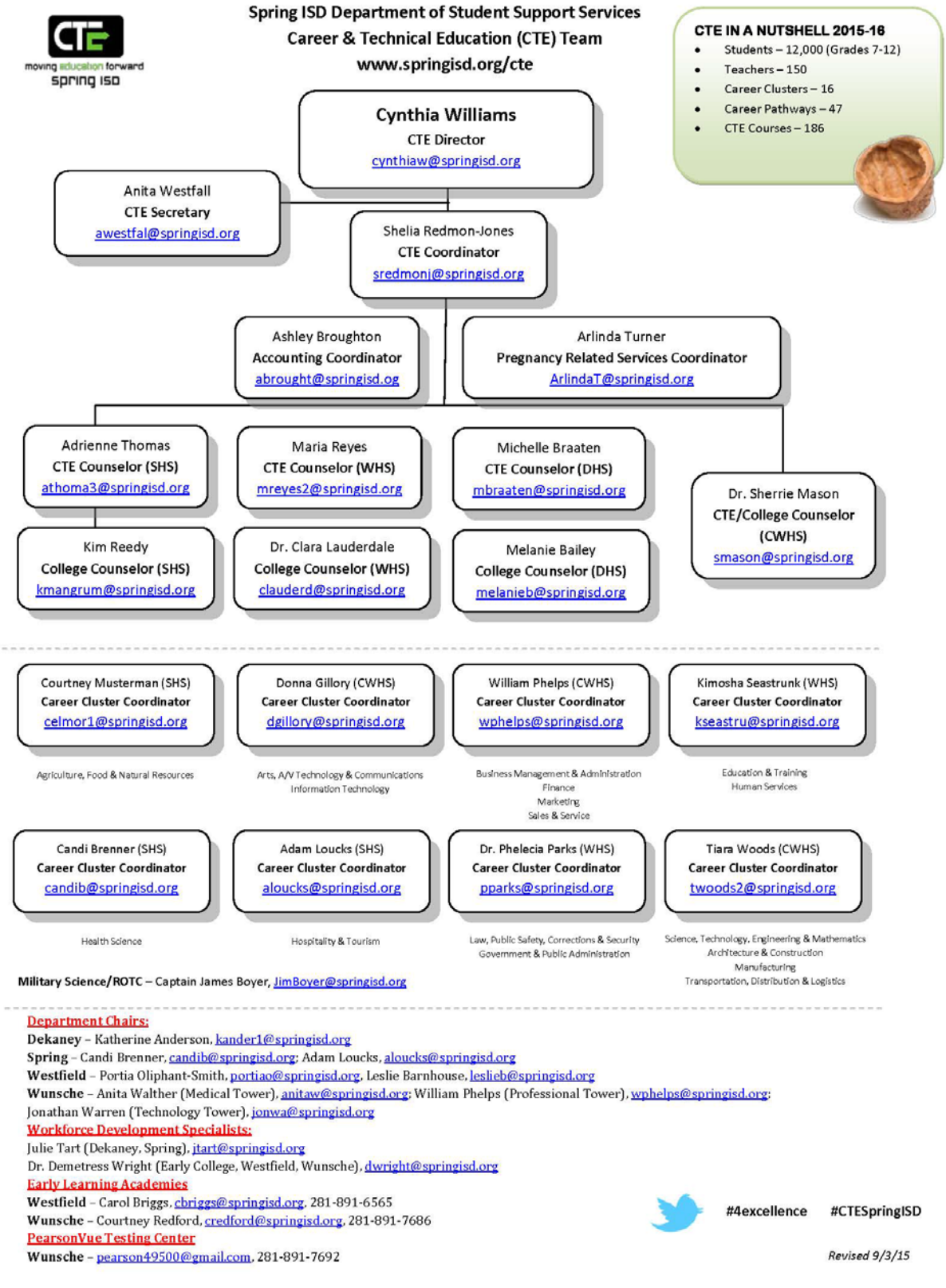
- "When I Grow Up?" Career Curriculum/Workforce Solutions
- Select CTE Classes
- **8th Grade Career Interest Inventory** and **initial Career Pathway selection** through Exploring Careers & Professional Communications class
- Select Field Experiences
- Junior Achievement Finance Park
- NAVIGATE: Exploring College & Careers
- Career Quest Summer Camp

High School
Career Experiences

Campus Support:
CTE & College Counselors, CTE Department Chairs, Career Cluster Coordinators, CTE Teachers

- 47 Career Pathways (Coherent Sequence)
- Work-Based Learning/Internships
- Industry-Specific Field Experiences
- Job Shadowing
- 10th Grade Career Assessments
- Industry Certifications
- Career & Technical Education Student Organizations (CTSO's)
- CTE Articulated Credit Courses
- CTE Dual Credit Courses
- District-Wide College Nights/Fairs
- District-Wide Financial Aid Completion Events
- College Quest Summer Camp

CTE Department Contacts



Plan Your Future
Pathways and Endorsements Offered at High Schools

	Pathway and Endorsement Options	DEKANEY	EARLY COLLEGE	SPRING	WESTFIELD	WUNSCHE
STEM	Electronics	*				
	Engineering – PLTW	*		*	*	
	Systems Engineering					*
	Computer Science	*	*	*	*	*
	Interdisciplinary	*	*	*	*	*
	Mathematics	*	*	*	*	*
	Science	*	*	*	*	*
BUSINESS & INDUSTRY	Agricultural Science & Agribusiness	*		*	*	
	Animation	*				
	Architecture & Construction				*	
	Auto Technology	*				
	Banking/Finance and Accounting	*		*	*	
	Business Management	*		*	*	
	Computer Technology					*
	Construction Management					*
	Culinary Arts	*		*	*	
	Culinary & Pastry Arts					*
	Environmental & Aquatic Science			*		
	Fashion Design				*	
	Graphic Design & Illustration	*				
	Hospital Administration					*
	Hotel Management/Travel & Tourism	*				
	Logistics, Planning and Management Systems				*	
	Manufacturing Technology			*	*	
	Marketing				*	
	Media Technology				*	
	Oil and Gas Production					*
	Piping and Plumbing					*
	Veterinary Studies					*
	Web Design & Development	*		*	*	
	Welding					*
	English Language Arts Electives	*	*	*	*	*
	Technology Apps	*	*	*	*	*
ARTS & HUMANITIES	Dance	*		*	*	
	Instrumental Performance	*		*	*	
	Theatre	*		*	*	
	Visual Arts	*		*	*	
	Vocal Performance	*		*	*	
	Social Studies	*	*	*	*	*
	Single Foreign Language	*	*	*	*	*
	Double Foreign Language	*	*	*	*	*
	English Language Arts	*	*	*	*	*
PUBLIC SERVICE	Criminal Justice					*
	Dentistry					*
	Education	*		*	*	
	Emergency Medical Technician					*
	Firefighter Science			*		
	Law Enforcement/Homeland Security	*		*	*	
	Nursing					*
	Occupational/Physical Therapy			*		
	Paralegal					*
	Personal Trainer			*		
	Pharmacy & Pharmacy Technician	*			*	
	Pre-Law					*
	Pre-Medical Studies	*		*	*	
	Psychology & Counseling			*	*	
	Sports Medicine			*		
	MULTIDISCIPLINARY STUDIES					
	AP/Dual Credit	*	*	*	*	*
	JROTC	*		*	*	*
	Spring ISD 4x4	*	*	*	*	*

Revised 7/29/15

CTE Course List 2015-16

The following is a list of the high school courses for Career & Technical Education. For more information on these courses and how they appear on CTE Career Pathways, please reference the Spring ISD Programs of Study.

Revised 7/21/15

2015-2016 CTE Courses by Career Cluster

Agriculture, Food & Natural Resources	Architecture & Construction	Arts, A/V Technology & Communications	Business Management & Administration	Education & Training	Finance	Government & Public Administration	Health Science
Advanced Animal Science (13000700)	Advanced Architectural Design (13004700)	Advanced Animation (13008400)	Business English (13011600)	Human Growth and Development (13014300)	Accounting I (13016600)	Political Science I (13018300)	Anatomy and Physiology (13020600)
Advanced Environmental Technology (13001200)	Advanced Interior Design (13004400)	Advanced Audio Video Production (13008600)	Business Information Management I (13011400)	Instructional Practices in Education and Training (13014400)	Accounting II (13016700)		Anatomy and Physiology of Human Systems I AB Dual Credit (13020600)
Advanced Plant and Soil Science (13002100)	Advanced Piping and Plumbing Technology (13006100)	Advanced Fashion Design (13009400)	Business Information Management I Dual Credit (13011400)	Practicum in Education and Training (13014500)	Banking and Financial Services (13016300)		Anatomy and Physiology of Human Systems II AB Dual Credit (13020600)
Agri Mechanics and Metal Technology (13002200)	Architectural Design (13004600)	Advanced Graphic Design and Illustration (13008900)	Business Information Management II (13011500)	Practicum in Education and Training II (13014510)	Financial Analysis (13016800)		Dosage Calculations (N13020096)
Energy and Natural Resources Technology (13001100)	Heating, Ventilation, and Air Conditioning and Refrigeration Technology - Dual Credit (13005800)	Animation (13008300)	Business Law (13011700)	Principles of Education and Training (13014200)	Money Matters (13016200)		Health Science (13020400)
Equine Science (10005500)	Audio Video Production (13008500)	Business Management (13012100)			Statistics and Risk Management (13016900)		Medical Biotechnology (N13020091)
Food Technology and Safety (13001300)	Interior Design (13004300)	Commercial Photography (13009100)	Global Business (13011800)				Medical Microbiology (13020700)
Horticulture Science (13002000)	Piping and Plumbing Technology (13006000)	Fashion Design (13009300)	Human Resources Management (13011900)				Medical Terminology (13020300)
Landscape Design and Turf Management (13001900)	Practicum in Architectural Design (13004800)	Graphic Design and Illustration (13008800)	Practicum in Business Management (13012200)				Pathophysiology (13020800)
Livestock Production(13000300)	Practicum in Construction Management (13006200)	Practicum in Audio Video Production (13008700)	Principles of Business, Marketing and Finance (13011200)				Practicum in Health Science (13020500)
Mathematical Applications in Agriculture, Food, and Natural Resources (13001000)	Practicum in Construction Management II (13006210)	Practicum in Fashion Design (13009500)	Problems and Solutions: Business Ethics (12701500)				Practicum in Health Science-Dentistry (13020500)
Organic & Sustainable Food Production (N13002252)	Principles of Architecture and Construction (13004200)	Practicum in Graphic Design and Illustration (13009000)	Touch System Data Entry (13011300)				Practicum in Health Science – Emergency Care Assistant (13020500)
Practicum in Agriculture, Food, & Natural Resources (13002500)		Principles of Arts, A/VV Technology and Communications (13009200)	Virtual Business (13012000)				Practicum in Health Science – Nursing (13020500)
Practicum in Agri, Food, & Nat Resources – Environmental (13002500)			**Career Development**				Practicum in Health Science – Personal Trainer (13020500)
Practicum in Agri, Food, & Nat Resources – Veterinary Medical Assistant (13002500)		Printing and Imaging Technology (13009600)	**High School** Career Preparation I (12701300)				Practicum in Health Science – Sports Medicine (13020500)
Practicum in Agri, Food, & Nat Resources – Veterinary Studies (13002510)		Problems and Solutions: Advanced Apparel (12701510)	Career Preparation II (12701400) **Middle School** Exploring Careers (12700300) **Career Portals:** (Middle School) 1st Time Taken: 12700400 2nd Time Taken: 12700410 3rd Time Taken: 12700420 4th Time Taken: 12700430 Career Portals – Architecture & Construction Career Portals – Arts, A/V Technology & Communications Career Portals – Business, Management & Administration Career Portals – Finance Career Portals – Health Science Career Portals – Information Technology Career Portals – Law, Public Safety, Corrections & Security Career Portals – Manufacturing Career Portals – Marketing Career Portals – Non-Charter Specific Career Portals – Science, Technology, Engineering & Mathematics (STEM)			Practicum in Health Science II – Dentistry (13020510)
Principles & Elements of Floral Design (13001800)		Problems and Solutions: Fashion Through The Years (12701500)					Practicum in Health Science II – Emergency Medical Technician (13020510)
Principles of Agriculture, Food and Natural Resources (13000200)		Professional Communications (13009500)					Practicum in Health Science II – Medical Billing and Coding (13020510)
Principles of Oil & Gas Production (N13002253)		Video Game Design I (N13009993)					Practicum in Health Science II – Nursing (13020510)
Professional Standards in Agribusiness (13000800)							Practicum in Health Science II – Pharmacy Technician (13020510)
Small Animal Management (13000400)							Practicum in Health Science II – Pre-Medical Studies (13020510)
Veterinary Medical Applications (13000600)							Principles of Health Science (13020200)
Wildlife, Fisheries and Ecology Management (13001500)							Problems and Solutions: Medical Law and Ethics (12701500)
							World Health Research (13020900)

Hospitality & Tourism	Human Services	Information Technology	Law, Public Safety, Corrections & Security	Manufacturing	Marketing	Science, Technology, Engineering & Mathematics (STEM)	Transportation, Distribution & Logistics
Baking and Pastry Arts (N1302266) Baking and Pastry Arts Lab (N1302267) Culinary Arts (13022600) Food Science (13023000) Practicum in Culinary Arts (13022700) Practicum in Culinary Arts II (13022710) Practicum in Hospitality Services (13022900) Principles of Hospitality and Tourism (13022200) Restaurant Management (13022400) Travel and Tourism Management (13022500)	Child Development (13024700) Counseling and Mental Health (13024600) Dollars and Sense (13024300) Family and Community Services (13024900) Interpersonal Studies (13024400) Lifetime Nutrition and Wellness (13024500) Principles of Human Services (13024200)	Computer Maintenance (13027300) Computer Programming (13027600) Computer Technician (13027500) Database Fundamentals – Oracle (N1302801) Database Programming – Oracle (N1302802) Digital and Interactive Media (13027800) Geographic Information Systems (N1302805) Principles of Information Technology (13027200) Research in Information Technology Solutions (13028000) Telecommunications and Networking (13027400) Web Technologies (13027900)	Correctional Services (13029700) Court Systems and Practices (13029600) Disaster Response (N1303011) Firefighter I (13029900) Firefighter II (13030000) Forensic Psychology (N1303012) Forensic Science (13029500) Introduction to American Law (N1303013) Law Enforcement I (13029300) Law Enforcement II (13029400) Legal Research & Writing (N1303014) Practicum in Law, Public Safety Corrections and Security (13030100) Principles of Law, Public Safety Corrections and Security (13029200) Security Services (13029800)	Advanced Welding (13032400) Advanced Welding - Dual Credit (13032400) Principles of Manufacturing (13032200) Welding (13032200)	Advertising and Sales Promotion (13034200) Entrepreneurship (13034400) Marketing Dynamics (13034700) Retailing and E-tailing (13034500) Sports and Entertainment Marketing (13034600)	Advanced Biotechnology (13036400) Advanced Electronics (13036900) Advanced Engineering Design and Presentation (13036600) Biotechnology (13036300) Concepts of Engineering and Technology (13036200) Digital Electronics (13037600) Electronics (13036800) Engineering Design and Development (N1303749) Engineering Design and Presentation (13036500) Engineering Design and Problem Solving (13037300) Engineering Mathematics (13036700) Intro to Engineering Design (N1303742) Practicum in Science, Technology, Engineering, and Mathematics (13037400) Principles of Engineering Project Lead The Way (13037500) Principles of Technology (13037100) Robotics and Automation (13037000) Scientific Research and Design (13037200)	Advanced Automotive Technology (13039700) Automotive Technology (13039600) Energy, Power and Transportation Systems (13039300) Logistics, Planning, and Management Systems (13040300) Practicum in Transportation, Distribution & Logistics (13040400) Principles of Transportation, Distribution and Logistics (13039200)

CTE Curriculum & Resources

The How

- Identifying the depth and complexity of the TEKS for your course(s)
- Planning assessments prior to instruction
- Integrating Career & Technical Student Organizations (CTSO's) and Industry Certifications into CTE curriculum
- Actively seeking field and/or career experiences for students related to your Career Cluster

Non-Negotiables

- Teaching 100% of the TEKS using SISD curriculum documents on ELearn and other resources
- Fifty professional development hours annually
- Differentiating Instruction according to the needs of a diverse student population
- Providing opportunities for students to develop and practice the technical and academic skills needed for a career
- Recruiting for your Career Pathway and building business partnerships via the CTE Advisory Board
- Working with the appropriate CTE Advisory Board committee to review your program annually

Instructional Strategies /Differentiated Instruction

- SISD Special Education Support Manual - https://sites.google.com/a/springisd.org/spring-isd-sped-curriculum-manual-team/
- Gifted & Talented Resources: http://www.springisd.org/default.aspx?name=ci.gt
- Texas A&M Career & Technical Special Populations Online Training: http://ctsp.tamu.edu/
- University of North Texas CTE Accommodations/Modifications Manual: http://cte.unt.edu/special-pops
- The Teacher Toolkit - http://www.theteachertoolkit.com/
- HISD Instructional Frames Online Training - http://houstonisdpsd.org/

Resources

- ELearn (SISD Curriculum Documents) - http://elearn.springisd.org/
- University of North Texas (Over 1700 Lessons) - http://cte.unt.edu/
- CTE Online (Free account – lesson plans, projects, resources) - https://www.cteonline.org/
- Instructional Resources for Hospitality & Tourism/Human Services: http://cte.sfasu.edu/
- Agriculture, Food & Natural Resources/Transportation, Distribution & Logistics/STEM: http://www.txeducationalexcellence.com/
- "When I Grow Up" Workforce Solutions: http://www.wrksolutions.com/for-individuals/career-planning/career-exploration/when-i-grow-up
- Educator.com (Math, Science, Test Prep lectures/lessons)/(Must create free account to access. District passcode: SISD) : https://www.educator.com/learn/
- Learning for Life Career & Character Education Curriculum (contact CTE Counselor): http://learningforlife.org/
- LC2 (The Learning Commons at the Leadership Center): http://training.springisd.org/
- Texas Education Agency/CTE TEKS - http://www.tea.state.tx.us/index2.aspx?id=4881
- Achieve Texas College & Career Initiative: http://www.achievetexas.org/
- CTE Advocacy and resources for public awareness campaigns - http://www.careertech.org/
- Association for Career & Technical Education (ACTE) - https://www.acteonline.org/

Professional Development Requirements

Student achievement is a focus for all Spring ISD employees. Professional learning equips our educators with the tools to support our diverse student population. **While guidelines are provided at the district level, please note that individual professional learning plans are a collaborative effort between the teacher and a campus administrator based on need.**

Professional Learning Requirements:

- 50 hours annually (April 1 – March 31)
- Hours may be earned through the following methods: One-to-one, online through PD 360/Simple K12, workshops, professional learning communities/extended professional learning time/Morning STAAR, conferences, training of trainers and college coursework
- Out-of-district training should be pre-approved by the appropriate campus administrator
- Eduphoria is the tracking system for professional development in Spring ISD

Professional Learning Recommendations for CTE Teachers:

Hours	Training Categories Trainings may fall under multiple categories, but may not count more than once. Professional Learning Communities and organized planning may count toward staff development hours.
6	**Content Knowledge and Industry Trends & Standards (Specific to Career Cluster)** Trainings in this category are designed to improve the teacher's knowledge of the discipline they teach. These trainings should be centered on the teachers' career cluster to help teachers stay abreast of
3	**Instructional Technology** Trainings in this category focus on the use of technology by students and teachers to improve learning. Teachers will receive instruction in the use of technology so that the Technology Application TEKS can be mastered by the student. (Examples: Moodle, Google)
6	**Curriculum/Curriculum Resources** Trainings in this category focus on providing instruction in how to use or teach from the Spring ISD curriculum documents and the use of specific required curriculum resources. (Examples: Adaptive Curriculum, Discovery Education, springboard, e-learn)
6	**Instructional Engagement** Trainings in this category focus on strategies for developing classrooms and lessons where students are highly engaged and successful. (Examples: PEAK, Kagan)
12	**Specialized—SPED/ELL** Training in this category focus on CTE teachers serving Special Populations (Examples: Accommodations and Modifications, ELPS, Sheltered Instruction, and Texas A&M AgriLife Extension Service online training http://ctsp.tamu.edu)
Hours	**Training Categories**

3-6	**Safety** Based on Career Cluster Area and Industry Standards
3	**Ethics** Trainings in this category address the professional expectations of all teachers as outlined in the district policy and educator code of conduct.
2	**Learning Environment** Trainings in this category are designed to provide a framework for developing a culture of mutual respect and to help teachers develop relationships with their students in order to improve learning. (Example: Ruby Payne Framework for Understanding Poverty)
3	**Assessment** Trainings in this category focus on providing updates for quality assessments. (Examples: Industry Skills, College Readiness, TEKS updates, STARR/EOC, Expository Writing, Kilgo)
3	**Classroom Management** Trainings in this category are designed to provide the teacher with strategies for successful classroom management. (Example: CHAMPS)
	Leadership

Success Academy
2015-16 CTE Recommendations by Cluster

	Middle School				High School				
CLUSTER	**Math 6-8**	**Reading 6-8**	**Science 8**	**US History 8**	**English I**	**English II**	**Algebra I**	**Biology**	**US History**
Agriculture, Food & Natural Resources		x	x				x	x	
Architecture & Construction	x						x		
Arts/AV Technology & Communications	x	x			x	x	x		
Business, Management & Administration	x	x			x	x			
Education & Training			x		x	x		x	x
Finance							x		
Government & Public Administration					x	x			x
Health Science	x	x	x				x	x	
Hospitality & Tourism					x	x	x		
Human Services		x	x		x	x		x	
Information Technology	x						x		
Law, Public Safety, Corrections & Security			x	x	x	x		x	x
Manufacturing							x		
Marketing, Sales & Service					x	x	x		
Science, Technology, Engineering & Mathematics	x		x				x	x	
Transportation, Distribution & Logistics							x		

TEACHER PRESENTING AT AN OUT-OF-DISTRICT PROFESSIONAL CONFERENCE REQUEST TO HAVE ATTENDANCE FUNDED BY SPRING ISD

Please complete the following information, attach a copy of your program proposal, and submit the information to your principal.

This information should be submitted to your principal prior to the time you submit your proposal to the conference at which you plan to make the presentation.

As soon as you receive notice from the conference that your proposal has been accepted or denied you should again contact your principal.

Name _____

School _____

Date _____

Date and location of the conference at which you would like to present:

_____

_____

Title/topic of your presentation:

_____

At what other conferences have you made this presentation?

_____

_____

List the out-of-district conferences you have attended in the past two years.

_____

_____

Principal's Approval/Disapproval: _____

Date received from teacher: _____

Please check the appropriate blank, sign and date for forward to the Associate Superintendent for Curriculum and Instructional Services.

I recommend that this conference attendance (check one):

☐ Be funded ☐ Not be funded

If the recommendation is not to fund, please indicate a reason:

_____

_____

_____
Program Director's Signature

_____
Date

Director's Approval/Disapproval: _____

Date received from principal: _____

I recommend that this conference attendance (check one):

☐ Be funded ☐ Not be funded

If the recommendation is not to fund, please indicate a reason:

_____

_____

_____
Director's Signature

_____
Date

Funds are ☐ Available ☐ Not available for this request

To Teacher:

☐ Your request has not been approved. Please check with your principal or pro-gram director if you have questions.

☐ Your request has been approved. When the conference for which you have submitted this request contacts you concerning acceptance of your proposal, please retain a copy of this notification. Attach the notification and a copy of this approval form to the Application for Authorization for Professional Trip that you will submit to your principal prior to attending the conference.

_____
Associate Superintendent for Curriculum and Instruction

_____
Date

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
- Satisfies legal requirements regarding community participation for school districts receiving state and federal funds

The board has established committees to allow volunteers to focus their talents in specific areas. The committees are aligned with the federally-aligned Career Clusters, which Spring's CTE program has implemented to align its curriculum and resources (see www.careerclusters.org and www.achievetexas.org). The standing committees are:

- Agriculture, Food & Natural Resources
- Arts, A/V Technology & Communications/Information Technology
- Business Management & Administration/Finance/Marketing, Sales & Service
- Education & Training/Human Services
- Health Science
- Hospitality & Tourism
- 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 Dinner – October
- Spring CTE Advisory Board Committee Dinner – February
- Submission and presentation of program reviews – March
- CTE Advisory Board Scholarship Luncheon & Fundraiser – May

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.springisd.org/default.aspx?name=cte.board.

Career Cluster Coordinator Coordinators

Career Cluster Coordinator Guidelines

As a result of the CTE Advisory Board Program review, Career Cluster Leadership for the secondary schools has been approved for the 2015-2016 school year. Those coordinators selected will be expected to perform the following duties:

- Meet with cluster teachers during the month of September 2015 to establish a calendar of collaborative meetings for the year and to plan Career Cluster Recruitment activities.
    - Minimum of six meetings (3 per semester)
- Submit evidence of all meetings (sign-in sheet, agenda, **and** meeting notes)
    - Documents should be submitted as events occur
- Communicate cluster area needs with CTE Director as part of the Action Team (meets every other month throughout school year; attendance is mandatory)
- Help monitor vertical alignment of the curriculum between middle and high school as well as horizontal alignment between campuses across the district
    - Visit middle school campuses if needed to assist with curriculum alignment where necessary (CTE will cover a sub)
- Work with the CTE Advisory Board Chairs as the career cluster teacher representative
    - Use program reviews to coordinate recommendations
- Recruit new members for the CTE Advisory Board
- Participate in **College & Career Activities and Events**
- Attend Career and Technology Education Advisory Board Dinners (one in the Fall and one in the Spring—dates to be determined)
- Research and promote Industry Certification opportunities for your cluster with staff and students.
- Train and certify students in Industry Certifications for your cluster area.

Current Career Cluster Coordinators

Agriculture, Food & Natural Resources - **Courtney Musterman (SHS)**

Arts, A/V Technology & Communications/Information Technology - **Donna Gillory (CWHS)**

Business Management & Administration/Finance/Marketing/Sales & Service – **William Phelps (CWHS)**

Education & Training/Human Services – **Kimosha Seastrunk (WHS)**

Health Science - **Candi Brenner (SHS)**

Hospitality & Tourism – **Adam Loucks (SHS)**

Law, Public Safety, Corrections & Security/Government & Public Administration - **Dr. Phelecia Parks (WHS)**

STEM/Architecture &Construction/Manufacturing /Transportation, Distribution & Logistics - **Tiara Woods (CWHS)**

Spring Independent School District
Career and Technical Education Department

EVERYchild2020

CAREER CLUSTER COORDINATOR CHECKLIST

Thank you for serving as the 2015-2016 Career Cluster Coordinator. Please complete this checklist so that we may evaluate the effectiveness of the position and discover ways to improve the position. You may attach your responses to this document if necessary. (Due to CTE office by **May 20, 2016**)

Expectations:

- Facilitate collaborative cluster meetings with teachers and Advisory Board Dinner meetings:

  Meeting 1 date _____ Meeting 4 date _____

  Meeting 2 date _____ Fall Dinner _____

  Meeting 3 date _____ Spring Dinner _____

  Please list any middle school visits:

- Communicate cluster area needs with CTE Director as part of the Action Team
  Please list dates of any and all such meetings along with a brief synopsis of the needs assessment:

- Monitor vertical alignment of the curriculum between middle and high school
  Please provide a brief synopsis of how this expectation was fulfilled:

- Monitor horizontal alignment of the curriculum between campuses across the district
  Please provide a brief synopsis of how this expectation was fulfilled:

- CTSO Club Sponsored:

- Number of students certified and reported to CTE office:

Compensation for serving as the Career Cluster Coordinator will be based on completion of each of the expectations. The maximum compensation if all expectations are met will be **$1000**.

Are you interested in serving as Career Cluster Coordinator next year? _____

I certify that, to the best of my knowledge, the above documentation and request for compensation is accurate and complete.

_____ _____

Signature of Principal Signature of Career Cluster Coordinator/ Cluster

_____ _____

Approved by CTE Director Approved Compensation Amount

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SPRING INDEPENDENT SCHOOL DISTRICT

CAREER AND TECHNICAL EDUCATION DEPARTMENT

Career Cluster Meeting

SUMMARY OF MEETING

CLUSTER: _____

DATE: _____ **TIME:** _____

PLACE/ROOM: _____

ANNOUNCEMENTS/GENERAL INFORMATION

DISCUSSION ITEMS

KEY DECISIONS MADE

OTHER

Career & Technical Student Organizations (CTSO)

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. Members of the 11 organizations that have been designated as CTSOs (see list below) that operate as part of a co-curricular CTE program are eligible for federal funding under the Carl D. Perkins Vocational and Technical Education Act of 2006.

Business Professionals of America (BPA)
www.texasbpa.com
BPA prepares students for a productive future in business management, office administration, and other career fields. Members hone their leadership, citizenship, academic and technical skills through professional activities and competitive events. Skills include areas as varied as legal and medical office administration, international administration and business law.

DECA, Texas Association
www.texasdeca.org
DECA provides students with education and leadership development experiences in the fields of marketing, management, and entrepreneurship. Members develop a "career success kit" to carry into their business and personal lives after graduation. Students can attend local, state, and national conferences to build, share, and showcase their skills.

Family, Career and Community Leaders of America (FCCLA)
www.texasfccla.org
FCCLA offers students the opportunity to expand their leadership potential and develop skills for balancing work and family life, such as planning, goal setting, problem solving, decision making, and interpersonal communication. Chapter projects focus on a variety of youth concerns, such as parenting, family relationships, substance abuse, peer pressure, environmental issues, nutrition and fitness, intergenerational communication, and career education.

Future Business Leaders of America (FBLA)

www.txfbla.org

FBLA prepares today's students for success in business leadership. Participation in FBLA activities promotes civic and personal responsibility, helps students develop business leadership skill and establish career goals; and prepares students for useful citizenship and productive careers. Chapters forge partnerships with local business and industry leaders, and members have the opportunity to participate in numerous leadership events.

Health Occupations Students of America (HOSA)

www.texashosa.org

HOSA's mission is to enhance the delivery of compassionate, high-quality health care by providing students with opportunities for knowledge, skills, and leadership development. Members attend leadership conferences featuring competition in over 50 healthcare events.

SkillsUSA

www.skillsusatx.org

The mission of SkillsUSA is to develop leadership skills and workplace competencies needed in a constantly changing global workplace. SkillsUSA emphasizes respect for the dignity of work, high standards in trade ethics, superior workmanship, quality, and safety. Members compete in more than 70 leadership events offered at the regional and state levels, culminating in Skills USA Championships.

Texas Association of Future Educators (TAFE)

www.tafeonline.org

TAFE 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.

Texas FFA Association

www.texasffa.org

Texas FFA works with business, industry, community organizations, and individuals to raise funds to recognize student achievements and support activities. Members develop their potential for leadership, personal growth and career success.

Texas Technology Students Association (TSA)

www.texastsa.org

TSA prepares students to meet the challenges of a dynamic world by promoting technological literacy, leadership, and problem-solving skills. Members have the chance to develop and showcase their skills through individual and team competitions.

Spring Independent School District
Career and Technical Education Department

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Career & Technical Student Organization (CTSO)
Sponsor Requirements for 2015-2016

Bronze Level (Basic Sponsorship)

- **Roster of members (not necessarily state/national affiliates).**
- **Hold one meeting per month.**
- **Student members participate in the district Leadership Conference.**

Silver Level ($310)

- **Roster and dues sent to the state/national organization.**
- **One meeting per month, to be held before or after school.**
- **Participate in and compete at the first level of competition.**
- **One community service project successfully completed per semester.**
- **Actively participate in the district sponsored officer leadership seminar.**

Gold Level ($450) (*Must complete all of Silver Level and <u>one</u> of the following*)

- **Host a district/area/regional contest or leadership conference.**
- **Sponsor an area/regional/district/state/or national officer.**
- **Attend and compete at the state leadership conference.**

Platinum Level ($525) (*Must complete all items in Silver Level, <u>one</u> item in Gold Level, and <u>one</u> of the following*)

- **Attend and participate in the national youth leadership conference. Sponsor will be actively involved in preparing students(s) who will be involved in the national competition.**
- **All FFA active sponsors start on Platinum Level (This is due to the numerous local, district, and regional responsibilities and requirements that are involved in the supervision of student projects.)**

Teacher: _____ **Campus:** _____

CTSO: _____ **1st Meeting Date:** _____

DEADLINE!

THURSDAY
SEPTEMBER 17, 2015

Complete and submit forms to the contacts below by the due date.

Adrienne Thomas	Maria Reyes	Michelle Braaten	Phylicia Hill
athoma3@springisd.org	mreyes2@springisd.org	mbraaten@springisd.org	phill@springisd.org
<u>SPRING HS</u>	**<u>WESTFIELD HS</u>**	**<u>DEKANEY HS</u>**	**<u>WUNSCHE HS</u>**
DUEITT MS	CLAUGHTON MS	BAILEY MS	
TWIN CREEKS MS	WELLS MS	BAMMEL MS	

Early College and Roberson, please send forms to the CTE Office.

Spring Independent School District
Career and Technical Education Department

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Career & Technical Education (CTE)
PRE-APPROVAL TO COMPETE

Sponsor: _____ **School Year:** _____

Campus: _____ **CTSO:** _____

Please plan your needs related to competitions by the end of the Fall Semester. It is the goal of the CTE Office to support and encourage opportunities for our students. Please refer to the CTE Handbook for more detailed information on procedures and allowable expenses related to travel and student competitions. Your cooperation will aid your organization, campus and the CTE Office in planning support for our students.

DEADLINE! **Completed form must be submitted to CTE Office by Thursday, January 21, in order to be considered for funding.**

COMPETITION NAME	EVENTS	# OF MALE STUDENTS COMPETING	# OF FEMALE STUDENTS COMPETING	LOCATION	ESTIMATED COST

_____ _____

CTSO Sponsor's Signature Date Campus Principal's Signature Date

---

_____

CTE Program Director's Signature Date

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Spring Independent School District
Career and Technical Education Department

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CAREER & TECHNICAL STUDENT ORGANIZATION (CTSO)

2015-16 Request for Compensation

Teacher: _____ **ID #:**_____

Campus: _____

CTSO Sponsored: _____

I have been an active club sponsor and wish to apply for compensation at:

☐ **Silver Level ($310)**
- **Roster and dues sent to the state/national organization**
- **One meeting per month, to be held before or after school**
- **Participate in and compete at the first level of competition**
- **One community service project successfully completed per semester**
- **Actively participate in the district sponsored officer leadership seminar**

☐ **Gold Level ($450)** (***Must complete all of Silver Level and one of the following***)
- **Host a district/area/regional contest or leadership conference.**
- **Sponsor an area/regional/district/state/or national officer.**
- **Attend and compete at the state leadership conference.**

☐ **Platinum Level ($525)** (***Must complete all items in Silver Level, one item in Gold Level, and one on the following***)
- **Attend and participate in the national youth leadership conference. Sponsor will be actively involved in preparing students(s) who will be involved in the national competition.**
- **All FFA active sponsors start on Platinum Level (This is due to the numerous local, district, and regional responsibilities and requirements that are involved in the supervision of student projects.)**

I certify that to the best of my knowledge, the above documentation and request for compensation is accurate and complete.

_____ _____

Sponsor Signature *Date* *Department Chair Signature* *Date*

Form must be completed and returned to the CTE Counselor for your campus by:
THURSDAY, MAY 12, 2016

Adrienne Thomas	Maria Reyes	Michelle Braaten	Phylicia Hill
athoma3@springisd.org	mreyes2@springisd.org	mbraaten@springisd.org	phill@springisd.org
SPRING HS	WESTFIELD HS	DEKANEY HS	WUNSCHE HS
DUEITT MS	CLAUGHTON MS	BAILEY MS	
TWIN CREEKS MS	WELLS MS	BAMMEL MS	

Early College and Roberson, please send forms to the CTE Office.

THIS SECTION TO BE COMPLETED BY CTE OFFICE ONLY:
SISD PERSONNEL DEPATMENT – AUTHORIZATION TO PROCESS

_____ _____ $_____

CTE PROGRAM DIRECTOR SIGNATURE DATE moving education forward spring isd AMOUNT

Procedure: Certification Reporting

2015-2016 Process

All certifications are turned in to the Department Chairs (DC)

- All certification results for each class/teacher must be on the Certification Results Form and the form must be completed in its entirety with the correct industry certification. If there are any discrepancies on the form, the form must be returned to the teacher to make necessary adjustments.
- Once the DC receives the completed form, the DC will then enter all information on the shared Google doc for each campus.
- Once information is entered into the shared google doc the DC will send the forms via email or inter-office mail to the CTE Office.

CTE Office

- All information will be reviewed on the form and google doc. If there are any discrepancies it will be sent back to the DC to handle accordingly.

Note: We will use the information from the google doc to print certificates and state reporting.

Certification Results Form 2015-2016

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Teachers, please complete this Certification Results Form as thoroughly as possible.
Remember: we can count a student from five years back, but we can only count the student one time.

Teacher: _____ **Campus:** _____ **Course:** _____

Certification Test: _____

List the names **and** ID numbers of all students who **PASSED**:

	NAME	ID NUMBER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

List the names **and** ID numbers of all students who **FAILED**:

	NAME	ID NUMBER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Please enter your totals on the second page of this form.

TOTALS

Total students who tested: _____

_____ Total students who passed

_____ Total students who failed

Gender Breakdown: (Count a student only once in the gender category)
_____ Female
_____ Male

Ethnic Breakdown: (Count a student only once in the ethnicity category)
_____ American Indian or Alaska Native
_____ Asian or Pacific Islander
_____ Black (not Hispanic)
_____ Hispanic
_____ White

Subpopulation: (Students may be counted in more than one subpopulation)

_____ Individuals with Disabilities (ADA)
_____ Disability Status (ESEA/IDEA)
_____ Economically Disadvantaged
_____ Single Parents
_____ Displaced Homemakers
_____ Limited English Proficient
_____ Migrant Status
_____ Nontraditional Enrollees

Revised 08/2015

Procedures: Safety Requirements

CTE teachers of students who participate in lab activities and work-based learning experiences are required to complete safety training annually *(see professional development guidelines)*. 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 tht 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 instruction commensurate with the standards of the applicable industry and no greater than the number of classroom or laboratory work stations.
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 either to each student, or assigned to each student and properly sterilized after each use. If glasses are provided to each student; one pair is provided, and if lost or broken by the student, must be replaced by the student.
3. If a student receives an eye injury, the principal and school nurse must be notified immediately. The principal is responsible for filing a TEA report for eye injury.

Sample Test 1

General Safety Test

DO NOT WRITE ON THIS TEST! Write your answers on the scantron. Choose the best answer.

1. How many fire extinguishers are there in the production lab?
   A. One
   B. Two
   C. Three
   D. None

2. Where are flammable liquids stored?
A. In my office
B. In cage one
C. In the store room
D. In the approved metal container

3. What piece of personal protective equipment will you be using the production lab?
A. Fire Blanket
B. Fire Extinguisher
C. Safety Glasses
D. Eyewash

4. When you are working with a saw, where should you keep your HANDS?
A. In your pocket
B. Away from the blade
C. Behind your back
D. In front of the blade

5. When should you wear safety glasses?
A. You see the hazard line
B. You feel like being cool
C. You are near an operating machine
D. The teacher isn't looking

6. What should you do if your hair or clothes become tangled in a machine?
A. Pull back against the machine
B. Have someone nearby pull with you
C. Turn the machine off and call for help
D. Push the hair or clothes through until they are untangled

7. When is horseplay allowed?
A. During free time
B. In the hall
C. When the teacher isn't looking
D. Never

8. Who should give you permission to use a tool?
A. Another student
B. The teacher
C. The principal
D. The office

9. Who should you tell if there is an injury?
A. No one
B. The office
C. The teacher
D. The principal

10. When in the production lab, what should be done with a piece of paper?
A. It should be balled up and thrown across the room
B. It should be made into a plane and flown
C. It should be folded into a paper animal and set free
D. It should be written on and taken care of properly

11. What should be done with tools when not in use?
A. Cleaned and stored properly
B. Left out for others to use
C. Put on the floor
D. Placed in the corner

12. Which of the following is a PPE?
A. Fire Blanket
B. Apron
C. Fire Extinguisher
D. Eyewash

13. Which of the following is **NOT TRUE** of trash and waste materials in your work area?
A. They look sloppy
B. They provide a safe workspace
C. They can cause accidents
D. They create a trip hazard

14. While working in the production lab on a project, what should have your full attention?
A. Your friends
B. The sound of the air compressor
C. The machine you are using
D. What's going on in the hall

15. At what time should adjustments and measurements be made?
A. When the machine is stopped
B. When the machine is on, but not moving quickly
C. When the switch is on
D. When the switch is off, but the blade is still moving

16. When should you operate a machine?
A. You think you are ready
B. Someone dares you
C. Your measurements are incomplete
D. After getting permission and instruction

17. Which of the following is not a form of horseplay?
A. Slap boxing
B. Kicking
C. Running
D. Measuring

18. Which of the following does **NOT** need to be done when you leave the production lab?
A. Machines, tables, and floors are clean
B. Tools are clean and put away
C. Trash and projects are taken care of
D. Trash and projects are left out

19. When is it appropriate to use the red safety shut-off switch?
A. During a power outage
B. In an emergency
C. When you want to see how it works
D. When someone has a paper cut

20. What is the eyewash to be used for?
A. Washing your hands
B. Washing your face
C. Satisfying your thirst
D. Washing your eyes

21. After you have CALMED yourself from hearing the fire alarm, what is the next thing you should do?
A. Line up
B. Find the nearest exit
C. Exit the building
D. Be quiet

22. Which tool is not correctly matched to its job?
A. Hammer a nail into a board
B. Ruler to scrape paint
C. Saw to cut wood
D. Scissors to cut paper

This chart contains steps to using the eyewash.

*	Remove Caps
$	Replace Caps
%	Turn off Water
#	Turn on Water
@	Wash Eyes

23. Using the chart above, what is the correct sequence for using the eyewash?

A. @, #, $, %, *
B. *, @, %, #, $
C. #, @, *, $, %
D. *, #, @, %, $

24. Which of the following is **NOT** a true statement?
A. Blade guards and safety glasses should remain in place while working with a saw
B. You should follow all instructions
C. Accidents can never happen
D. You can prevent creating trip hazards by pushing in your stool

25. Which of the following is not needed when working at a machine or with a tool?
A. Teacher's approval
B. Safety Instruction
C. Safety Glasses
D. Distractions

Sample Test 2

Name: _____ Class: _____ Date: _____ ID: A

Safety Exam

True/False
Indicate whether the statement is true or false.

____ 1. Always fill cups with hot beverages, such as coffee or tea, to the rim.

____ 2. CPR removes food or other obstacles from the airway of a choking person.

____ 3. PASS stands for: Pull the pin, Aim at the base of the fire, Squeeze the trigger, and Sweep from side to side.

____ 4. Store heavy loads out of the way on top shelves.

____ 5. Closed-system deep-fryers allow the worker to never touch the hot grease.

Multiple Choice
Identify the choice that best completes the statement or answers the question.

____ 6. The legal responsibility that one person has to another is referred to as
a. liability.
b. insurance.
c. legal concern.
d. reasonable care.

____ 7. The federal agency that creates and enforces safety-related standards and regulations in the workplace is called
a. FDA.
b. MSDS.
c. OSHA.
d. HAZCOM.

____ 8. Which OSHA document summarizes occupational injuries and illnesses at an operation throughout the year?
a. Form 300
b. Form 300A
c. Poster 2203
d. Poster 3165

____ 9. Which safety standard requires that all employers notify their employees about chemical hazards present on the job and train employees to use these materials safely?
a. Material Safety Data Sheet (MSDS)
b. OSHA Poster 300
c. Health Hazard Standard
d. Hazard Communication Standard (HCS)

____ 10. What document describes the hazards of chemicals in a restaurant or foodservice operation?
a. OSHA Poster 300
b. Health Hazard Standard
c. Material Safety Data Sheet (MSDS)
d. Hazard Communication Standard (HCS)

Name: _____ ID: A

____ 11. Which area on a general safety audit covers such items as fire extinguishers and alarms?
a. Facilities
b. Equipment
c. Employee practices
d. Management practices

____ 12. What is used to put out a small grease fire?
a. Water
b. Cornmeal
c. Baking soda
d. Class A extinguisher

____ 13. Restaurant and foodservice employees should NOT wear shoes that are
a. open-toed.
b. heat-resistant.
c. skid-resistant.
d. sturdy heeled.

____ 14. An unplanned, undesirable event that can cause property damage, injuries or fatalities, time lost from work, or disruption of work is a(n)
a. near miss.
b. accident.
c. evacuation.
d. investigation.

____ 15. A Class A fire extinguisher is used for what type of flammable material(s)?
a. Carbon dioxide
b. Liquids and grease
c. Electrical outlets and equipment
d. Wood, paper, cloth, and cardboard

____ 16. A fire involving a cord or outlet would be classified as a Class _____ fire.
a. A
b. B
c. C
d. D

____ 17. Which type of extinguisher should be used on a fire in a trashcan?
a. A
b. B
c. C
d. D

____ 18. All aisles in serving and dining areas should be at least _____ feet wide.
a. 2
b. 4
c. 6
d. 8

____ 19. Foam extinguishers are used for which classes of fire?
a. A and B
b. B and C
c. C and D
d. D and E

____ 20. Water-based extinguishers are used for which class of fire?
a. A
b. B
c. C
d. D

____ 21. Only B/C extinguishers containing the dry chemicals sodium bicarbonate or potassium bicarbonate should be used on what type of fire?
a. Wood
b. Deep-fat fryer
c. Garbage container
d. Electrical cord

____ 22. A(n) _____ detector uses infrared and ultraviolet sensors that respond to the movement of flame, or to its radiant energy.
a. flame
b. ionization
c. thermostat
d. photoelectric

____ 23. The detector that uses a small electric current to detect combustion particles from smoke, heat, or flames is a(n) _____ detector.
a. flame
b. ionization
c. rate of rise
d. photoelectric

____ 24. The least serious degree of burn is
a. first-degree.
b. second-degree.
c. third-degree.
d. fourth-degree.

____ 25. Which degree of burn is painless because damage to the nerves means the burned area does not have feeling?
a. First-degree
b. Second-degree
c. Third-degree
d. Fourth-degree

____ 26. When carrying hot food, foodhandlers should
a. warn others that they are coming through.
b. move quickly because the food will cool off.
c. move extremely slow because the food is so hot.
d. always have the right-of-way and move at their own pace.

____ 27. OSHA requires restaurant and foodservice operations to report any accident resulting in death or the hospitalization of three or more employees within _____ hours of the occurrence.
a. 4
b. 8
c. 12
d. 24

____ 28. Which area has the highest numbers of slips, trips, and falls?
a. Ramps
b. Carpeted hallways
c. Steps, floors, and pavement
d. Straight, step, and stool ladders

____ 29. When should floors be cleaned?
a. Once a day
b. Every 2 days
c. Once a week
d. Every 2 weeks.

____ 30. What should restaurant and foodservice operations do if liquid is spilled while customers are in the area of the spill?
a. Wait until closing time to clean up the spill.
b. Wait until the area is clear of customers to clean the spill.
c. Block the area, put up a sign warning customers, and clean it up.
d. Quickly clean the area while trying not to be noticed by customers.

____ 31. Where should you NEVER stand on a straight ladder?
a. Top half
b. Middle rungs
c. Top two rungs
d. Bottom two rungs

____ 32. When lifting a load, bend from the
a. waist and lift with the back.
b. knees and lift with the legs.
c. waist and lift to the shoulders.
d. waist and lift with the strongest arm.

____ 33. When carrying loads, remember to
a. twist at the waist when turning.
b. keep hands close together on the load.
c. move as quickly as possible to your destination.
d. keep stomach muscles firm and tuck in the lower back.

____ 34. When a glass is broken, what should be done with nearby food?
a. Cover it..
b. Throw it out.
c. Store it until the glass is cleaned up..
d. Inspect it for glass shards before serving it.

____ 35. What is the proper way to pass a knife to another person?
a. Hand it to the person by the handle.
b. Hand it to the person by loosely holding on to the blade.
c. Put the knife in its carrying case, and hand it to the person.
d. Place the knife on a sanitized surface, and let the person pick the knife up by the handle.

____ 36. In the Heimlich maneuver, where is the fist placed?
a. High on the victim's chest
b. Just above the victim's navel
c. Just below the victim's throat
d. At the midpoint of the victim's chest

____ 37. To allow for quick escapes, doors should open
a. with keys only.
b. with coded locks only.
c. from the inside without keys.
d. from the outside without keys.

____ 38. The malicious and deliberate burning of property is called
a. arson.
b. an incident.
c. a fire hazard.
d. non-spontaneous combustion.

____ 39. Straight ladders should reach at least how many feet above the spot where the ladder will rest?
a. 1
b. 2
c. 3
d. 4

____ 40. An event in which property damage or injury is narrowly avoided is a(n)
a. hazard.
b. accident.
c. near miss.
d. safety violation.

____ 41. If a chemical is carcinogenic, it
a. is poisonous.
b. causes cancer.
c. is irritating to the skin.
d. causes material to dissolve.

____ 42. Plastic wrap and aluminum foil containers can cause which type of injury?
a. Cut
b. Burn
c. Bone break
d. Repetitive motion injury

____ 43. The first step in administering CPR is to
a. check for breathing.
b. perform chest compressions.
c. roll the victim over to the side.
d. give mouth-to-mouth resuscitation.

____ 44. How often should hoods and ducts be cleaned by a professional contractor?
a. Once a month
b. Every other month
c. Every 6 months
d. Once a year

____ 45. What can a manager do to determine the level of safety in his or her operation?
a. Develop a HACCP program.
b. Conduct a general safety audit.
c. Ask chemical suppliers to provide MSDSs.
d. Document the operation's safety program.

Short Answer

46. A(n) _____ is conducted to judge the level of safety in the operation.

47. The _____ removes food or other obstacles from the airway of a choking person.

48. A(n) _____ plan is designed to protect workers, guests, and property in the case of an emergency or disaster.

49. Medical treatment given to an injured person either for light injuries or until more complete treatment can be provided by emergency service or other health care providers is called _____.

50. _____ contain a metal strip or disk that closes against an electric contact and starts the alarm when a preset temperature is reached.

Essay

51. Using a chemical in your class, design an MSDS (Material Safety Data Sheet) with all the information you can find. Resources might include the manufacturer's Web site, or a chemical Web site.

52. Compare and contrast what should be done in each of these circumstances, using a chart or spreadsheet to show different actions
a. A fire in the kitchen, in a pot containing grease on the stove

b. A fire with extremely thick smoke

c. A fire that is too hot for you to get close to

d. A fire in a garbage container caused by throwing Sterno into it.

e. A fire three feet or greater across.

Procedure: Field Experiences

Submitting Field Trip Requests:

1. If you have never entered a field trip request before, you will need to call Rosiland Goudeau at Ext. 6490 to become a requester.
2. All field trip requisitions must ***be entered at www.myschoolbuilding.com*, at least 10 business days** prior to the date of the event. Last minute trips must be entered by your campus administrator. We cannot guarantee the availability of a driver for trips received after the 10 day window.
3. All requisitions must have the appropriate ***approvals through www.myschoolbuilding.com*,** and **budget code** before they can be scheduled.
4. Field Trips should not be scheduled on the days **STAAR t**ests are being administered or on the last day of school.
5. **Non-UIL trips** that occur after school hours Monday through Friday should be scheduled to depart no earlier than ***4:45 p.m.*** Please arrange for a coach to drop the trip if you must leave earlier than ***4:45 p.m.*** We can arrange for a driver to pick up the trip later in the evening if needed.
6. Trips requested that are not scheduled between these times MUST be approved by your campus as well as Transportation IN ADVANCE. Approval will be dependent upon availability of buses and drivers. It may be necessary to adjust trip times to accommodate your request.
7. Special Needs Requests should include the number of wheelchairs required. School staff may have to assist the driver with the student needs.

Important Information for CTE Teachers:

CTE counselors are a resource for CTE teachers in planning field experiences. The CTE counselors are:

Michelle Braaten
mbraaten@springisd.org

Adrienne Thomas
athoma3@springisd.org

Maria Reyes
mreyes2@springisd.org

- **Password, Account and Organization information for www.myschoolbuilding.com:**
  - Service Account Number: 312914877
  - Password: TRIPS
  - Budget Code for CTE: 000-00-0000-00-000-00-00 CTE
    - An Educational Objective must be completed to use this code
  - Organization Codes:
    - CTE Career Exploration
    - CTE Internship
    - CTE Job Shadowing
    - CTE Supplemental (Do not use for Internships or Job Shadowing)
    - CTE College Center (College Visits)

- **Educational Objective Field:**
  - An educational objective must be listed on this field
  - The itinerary must also be listed in the educational objective field
    - Pick-up
    - 1st stop
    - 2nd stop
    - 3rd stop
    - Return

Field Trip Bus Availability:

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.** **Buses must be back at their campus no later than 2 p.m.** Regular bus routes must be our first priority.

The Transportation Department will make UIL & CTE buses available between the hours of ***7:00 a.m***. and ***9:30 a.m.*** and between **2:00 p.m. and 5:00 p.m**.

- **Please schedule buses for only the actual time needed for the activity.**
- **Please do not assume a bus & driver will be available to take you to lunch or dinner unless it has been confirmed by the Field Trip Coordinator in advance.**
  - We will attempt to provide buses for lunch/dinner, etc
  - We can only guarantee the activity itself
- **We will do our best to get you there on time, but it may be necessary to drop off the field trip and then return after regular routes have been completed.**
- **Please be sure to enter the itinerary in the education objective field.**

Field Trip Confirmation, Changes and Cancellations:

Field Trips **must be confirmed 48 hours prior** to the date of the event, either by phone or e-mail to the Field Trip Coordinator.

Field trip *changes and cancellations* must be in writing. These must be e-mailed to the transportation Field Trip Coordinator - Rgoudeau@springisd.org at least **24 business hours** prior to the date of the trip (Copy Terri Pratt, terrip@springisd.org, Routing Coordinator). A charge of $30.00 per bus for school days and $45.00 per bus for Saturday's will be charged to the requisitioning campus for all trips that are not cancelled before the bus/buses arrive(s) at the campus.

Bus Trip Costs:

1. All extracurricular trips are currently charged at a rate of $5.48 per mile. This rate is reviewed and subject to change annually.
2. All mileage is calculated from Transportation to destination and back to Transportation.
3. Field Trip buses are now equipped with EZ Tags. ***If an EZ tag is used, these charges will be added to your field trip billing.***

Sponsored Trips:

1. **<u>At least one sponsor/coach/teacher must be on each bus</u>**. 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; post trip. When possible, sponsors should be seated in the front and rear of the bus**.** ***<u>A seating chart must be prepared in advance and given to the driver at the time of boarding.</u>***
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, athletic equipment, 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. **<u>School age children</u>** of sponsors are allowed to ride on the bus with the permission of a School Administrator, on a space available basis. They must follow all safety rules and are the sole responsibility of the parent.
10. ***Drivers are responsible for destination directions and information. Sponsors, coaches and teachers should discuss any particular concerns with transportation at least 48 hours in advance of the trip.***
11. Buses should be returned clean - swept, trash emptied, with windows raised.
12. If the bus has unpreventable cleaning issues such as a muddy floor due to a wet and rainy track meet, etc., and cannot be cleaned upon return, the coach/ driver/sponsor should report this to the shop foreman immediately upon return. A **$25.00 cleaning fee** will be added to the trip charges for failure to comply.

Coach Driven Trips:

All rules listed above apply with the exception/addition of the items listed below.

1. At no time should students disembarking the bus be allowed to exit or jump out of, the back emergency exit doors. If equipment must be loaded or unloaded through the emergency back door exit, one student should remain inside and one should exit through the passenger door and assist from the outside.
2. Any non-emergency mechanical issues noted during the trip should be reported immediately upon return to the transportation center.
3. Any mechanical issue needing immediate attention should be reported to the persons/numbers listed on the trip requisition.

4. Trip buses are also used on routes and should be returned clean - trash emptied, floors swept, windows raised, and in a manner ready for use the next morning/route. **A cleaning fee of $25.00 may be deducted from the trip pay for failure to comply.** If the bus assigned to you is not clean upon arrival, please report this to the transportation department.
5. ***Pre-trip and post-trip inspections are required. This form is included in your field trip packet and should be completed & returned with the field trip ticket.***
6. ***State Law requires you have a seating chart and present evacuation procedures to your group before proceeding on your field trip. A seating chart and Evacuation Script is included in your packet.***

Mileage must be recorded on the field trip ticket. Mileage should begin and end at Transportation.

7. ***If an EZ tag is used, Toll Roads charges will be added to your field trip billing. All toll charges must be noted on your field trip ticket under "In-Trip Costs".***
8. ***Failure to complete paperwork may result in delayed pay.***
9. **Any accident or incident should be reported to proper authorities, including Transportation, immediately upon occurring.**

Final Reminders:

Please ensure that all sponsors understand and abide by the following reminders:

- The driver is responsible for the safety and well being of the students being transported and all instructions should be adhered to.
- The driver is a fellow professional and should be treated with respect and dignity at all times.
- Students should observe and obey all safety rules posted.
- Students should enter, ride and exit in a safe, orderly manner. The bus driver may refuse to transport any students until all students are safely seated, noise is at an appropriate level for the driver to drive safely and order has been maintained.
- Do not allow eating or drinking on the bus unless pre-approved through the Transportation department. Please plan for proper clean up during and after the trip.
- Do not allow students to change clothing during the trip, be up and moving about, or to spray substances such as hair spray or cologne during the trip. All students and sponsors should be properly seated during the trip.
- Please do not allow students to sing or play musical instruments unless pre-approved by the driver.
- Please plan trips with travel and traffic time in mind so as to arrive promptly and return in time for routes. The maximum speed our buses can travel is 50 m.p.h.
- Please do not request a certain driver. Trips are assigned on a rotation basis.
- Please report any driver/bus concerns to the Director of Transportation.

For further information, questions, concerns, or problems please call:

Rosalind Goudeau
Field Trip Coordinator
281-891-6490
281-891-513099

Terri Pratt
Routing Coordinator
281-891-6490

Renee Davis
Supervisor
281-891-6490
281-891-6495

Kathy Barny
Assistant Director
281-891-6490
281-891-6496

Keith Kaup
Director
281-891-6490

TBA
Shop Foreman
281-891-6500

Weekend Technician Cell Phone
832-244-5240

(Insert School Name)

FIELD EXPERIENCE PERMISSION FORM

A field experience or school-sponsored activity has been scheduled by your child's teacher/sponsor and principal as follows:

Destination	Date(s)	Approximate Time of Departure	Return

Transportation for this trip will be made in a (district vehicle) (rental van) or (student must arrange their own transportation). A teacher or adult sponsor will accompany the group and a reasonable effort will be made to ensure a safe trip and to accomplish the educational objectives for which this activity has been planned. If you wish your child to participate in this event, please sign the permission slip below and return it to the teacher or sponsor.

If necessary, additional information concerning the trip is attached or may be obtained by contacting:

Organization

Teacher/Sponsor Phone # Assistant Principal Date

The undersigned, being the parent or legally appointed and qualified guardian of:

Student Name ID Number Grade

Does hereby consent to said student's participation in the field trip or school-sponsored activity.

I herewith authorize the teacher/sponsor to secure medical services for said student if necessary. I agree to pay, either directly or through my own personal health and accident insurance policy, all medical or hospital costs. I further agree to hold the Spring Independent School District, its Board of Trustees, administration, and/or faculty, harmless from all liability for any injuries which said student may receive while participating in or while traveling to and from such event.

I have listed below any pertinent medical information applicable to allergies, nervous disorders, heart trouble, diabetes, epilepsy, etc. Special information: _____

Signature Date

Emergency Phone Number

FIELD TRIP SEATING CHART (60 ES, 48 MS & 45 HS)

Campus: _____ Route / Bus #: _____ Date: _____

1.	Window:		2.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
3.	Window:		4.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
5.	Window:		6.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
7.	Window:		8.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
9.	Window:		10.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
11.	Window:		12.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
13.	Window:		14.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
15.	Window:		16.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
17.	Window:		18.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
19.	Window:		20.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
21.	Window:		22.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	
23.	Window:		24.	Window:	
	Middle:			Middle:	
	Aisle:			Aisle:	

Driver Signature	Driver Name (Print)

Procedures: Purchasing

2015-16 Purchasing Guidelines for CTE Teachers

Each year, eligible CTE teachers will be provided with a budget for allowable supplies and materials. It is essential that accurate records of these expenditures are kept and that the correct purchasing procedures are followed. Failure to follow these procedures will result in the teacher having to pay for materials/supplies purchased. Please plan ahead and keep a record of what has been spent. The CTE office provides eligible teachers with a budget tracking sheet at the beginning of the school year. **Overages are not accepted.**

Purchasing Procedures

- ☐ Teacher discusses need with campus CTE Department Chair and completes a ***purchase requisition*** form.
  - Remember that you must provide the **vendor number** (see the SISD contract reporter).* *For special circumstances where approved vendors can't provide a specialized product, please contact the CTE Accounting Coordinator.*
  - All **TEXTBOOK** orders should ***"Ship To: SCS Distribution Center, 15330 Kuykendahl, Houston 77090."*** The building code for the SCS Distribution Center is "***10907."*** Include the ***course name***, along with other pertinent details about the book in the description. The SCS will label the books and ship to the campus.
  - Under **"Special Instructions,"** list the campus and person to whom the order should be delivered.

- ☐ The Department Chair:
  - Verifies purchase requisition form is filled out completely
  - Makes sure supporting documents, quotes, shopping carts, descriptions, etc. are attached
  - Checks to make sure the Vendor Number from the contract reporter is listed*
  - Verifies all TEXTBOOK orders deliver to the SCS Distribution center and contains the needed information
  - Signs and dates the purchase requisition for approval

- ☐ Approved, signed purchase requisitions are submitted to the CTE Accounting Coordinator and a budget code is assigned. (*If information listed above is missing, the form will be sent back to the teacher/department chair for corrections).*

- ☐ The purchase requisition is then submitted to the CTE Director & the Office of Curriculum & Instruction for approval and authorization to enter into the SISD Purchasing Department's eFinance system.

- ☐ Once the purchase requisition goes through the approval process in the SISD Purchasing Department's eFinance system, an electronic ***Purchase Order (PO)*** is generated and a PO number is assigned.

- ☐ The CTE Accounting Coordinator will forward the PO to the CTE teacher so that the merchandise or equipment can be ordered (*PO's for textbooks will be emailed to the teacher and Gaylynn Pruitt, Instructional Materials Coordinator, gaylynn@springisd.org, and Karen Simmons, Instructional Clerk, ksimmo2@springisd.org*). **The CTE teacher places the order with vendor using the assigned PO Number.**

- ☐ **Teachers must email the CTE Accounting Coordinator 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 Department Chair so he/she can track budget expenditures.

Purchasing Deadline

Please note that the supply budget deadline is March 1.
This date allows for all items purchased to be delivered before teachers are off contract.

***LINK TO SISD CONTRACT REPORTER (VENDOR I.D.):**https://web.springisd.org/purchasing/*

SPRING INDEPENDENT SCHOOL DISTRICT

PURCHASE REQUISITION

THIS IS NOT A PURCHASE ORDER

REQUISITION NUMBER

VENDOR ID

PURCHASE ORDER NUMBER

VENDOR NAME AND ADDRESS

ATTENTION:

ACCOUNT NO.:

SPECIAL INSTRUCTIONS:

BID NO.:

SHIP TO:

SHIPPING:

DISCOUNT:

REQUISITION CODES:
(*PRINTS ON P.O.)

DATE REQUIRED:

REQUESTED BY:

REQUESTED DATE:

APPROVED BY:

APPROVAL DATE:

- ☐ MAIL P.O. - MP
- ☐ CONFIRMING P.O./MAIL* - CM
- ☐ CONFIRMING P.O./DO NOT MAIL* - CD
- ☐ DIRECT PAY* - DP
- ☐ PRE-PAY* - PP
- ☐ SEE ATTACHMENT* - SA
- ☐ RETURN TO ORIGINATOR* - RO

FUND	FN.	OBJECT	OBJ.	ORG.	INST.	PROJ.

QUANTITY	UNIT PRICE	UNIT OF MEAS.	CATALOG NUMBER	DESCRIPTION	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

TOTAL ORDER ➧

THIS DOCUMENT IS NOT A PURCHASE ORDER.
ALL REGULAR PURCHASE ORDERS CARRY THE DISTRICT SEAL.

26.1204 (REV.) 10/01

INFORMAL BIDS (QUOTES) TABULATION FORM

INSTRUCTIONS FOR COMPLETION:

1) Per Board Policy, purchases between $3,000 and $49,999.99 require at least three (3) vendor quotes.
2) Vendor quotes must be in writing (i.e. Vendor Quotation form; Vendor email; Internet Quote, etc.).
3) All awards should be made to the vendor whose proposal offers the "best value" to Spring ISD.
4) Awards based on "best value" may consider various factors, including but not limited to:
   (a) Price / Total Cost of Ownership, (b) Product/Service Quality, (c) Availability, (d) Vendor/Product Reputation, (e) Vendor's Ability to Meet District Needs, (f) Client References, (g) Past Experience with Spring ISD, and/or (h) any other relevant factor that ensures best value to the District.
5) Upon consideration of all factors, if all bids meet the District's needs, the award should be made to the lowest bidder.

Corresponding Purchase Req. No: _____

Informal Bids Tabulation Summary				VENDOR#1		VENDOR#2		VENDOR#3		VENDOR#4		VENDOR#5	
			Vendor Name:										
			Quoted By (Name):										
			Enter "X" for selected vendor										
PRODUCT/SERVICE DESCRIPTION	ITEM	QTY	UNIT	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
	1	1	ea		$0.00		$0.00		$0.00		$0.00		$0.00
	2		ea		$0.00		$0.00		$0.00		$0.00		$0.00
	3	1	ea		$0.00		$0.00		$0.00		$0.00		$0.00
	4	1	ea		$0.00		$0.00		$0.00		$0.00		$0.00
	5		ea		$0.00		$0.00		$0.00		$0.00		$0.00
	6		ea		$0.00		$0.00		$0.00		$0.00		$0.00
	7		ea		$0.00		$0.00		$0.00		$0.00		$0.00
	8		ea		$0.00		$0.00		$0.00		$0.00		$0.00
	9		ea		$0.00		$0.00		$0.00		$0.00		$0.00
	10		ea		$0.00		$0.00		$0.00		$0.00		$0.00
	11		ea		$0.00		$0.00		$0.00		$0.00		$0.00
	12		ea		$0.00		$0.00		$0.00		$0.00		$0.00
			SUBTOTAL		$0.00		$0.00		$0.00		$0.00		$0.00
			SHIPPING COST										
			TOTALS		$0.00		$0.00		$0.00		$0.00		$0.00
			PAYMENT TERMS										
			F.O.B. SHIPPING TERMS										
			DELIVERY DATE										

* DISCLOSURE NOTICE: By signing below, I hereby certify that all quotes recorded include all the firms that have been contacted for bids and their replies are reflected accurately on this form.

All awards should be made based on "Best Value" to the District. Please write a short summary below of why the vendor chosen is the best value if it is not the lowest bid.

* Name of Person Completing this Form: _____ * Signature: _____

NOTE: THE COMPLETED & SIGNED TABULATION FORM AND COPIES OF ALL QUOTES MUST BE ATTACHED TO THE PURCHASE REQUISITION.

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 department chair 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 SISD maintenance department. They will determine if the equipment can be fixed in-house. Maintenance requests can be submitted online at: www.myschoolbuilding.com

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 Accounting 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 director. If the principal and director agree that the equipment should be disposed of, the teacher will be instructed to complete the appropriate paperwork to send the equipment to auction or to the Fixed Assets Department. Documentation that the equipment has been removed should be maintained in the teacher's records. A copy of the disposition form should be sent the CTE office for inclusion in District records.

Procedures: Admission, Review and Dismissal (ARD) Participation

§75.1023 of the Texas Administrative Code includes provisions for individuals who are members of special populations. **Anytime initial or continued enrollment in CTE courses is considered, a representative of career and technical education must be included as a member of the student's ARD committee.** This representative should be the teacher of the course being considered. If the teacher is not able to participate in the ARD meeting, this representative must be someone who has full understanding of the course content, prerequisite skills, equipment and safety rules, certification and licensure requirements, related fees, and participation in related organizations.

At the ARD meeting, the teacher should:

- Reference career pathway charts and course descriptions from the District Course Catalog
- Describe course content, standards (TEKS), skills and expectations
- Ask questions. Some questions to ask:
    - What is the qualifying disability?
    - Is the student considered mild, moderate, severe or profoundly affected?
    - How does this affect the student's:
        - Academic Performance (Reading, Writing, Calculations)
        - Behavioral Performance (Defiance, Respect of Others, Compliance/Noncompliance)
        - Functional Performance (Following Directions, Communication)
- Discuss goals and appropriate accommodations and modifications
- Share any concerns
- Clarify the goals/objectives to be fulfilled by the course
- Sign and check "Agree" or "Disagree" on the ARD paperwork

Resources for Servicing Special Populations:

- SISD Special Education Support Manual - https://sites.google.com/a/springisd.org/spring-isd-sped-curriculum-manual-team/
- Texas A&M Career & Technical Special Populations Online Training: http://ctsp.tamu.edu/
- University of North Texas CTE Accommodations/Modifications Manual: http://cte.unt.edu/special-pops

Procedures: Travel (Teacher/Staff)

*******Excerpts from Spring ISD Finance Department Travel Procedures Guide (Revised June 2015)***

GENERAL INFORMATION

Employees authorized to travel for business and educational purposes on behalf of the District shall be reimbursed for all usual and customary travel-related expenses made on behalf and in connection with District business according to District rates and state law. The processes established herein have been developed on the premise that employees will use good judgment and prudence in the expenditure of District funds when traveling. Travelers are expected to select the most economical and practical accommodations, arrangements and services in accordance with the needs of the trip. All travelers, as well as supervisors approving travel, are responsible for compliance with the provisions of the District's travel policies. Requests for exceptions to these regulations must be made in writing prior to taking a trip and signed by the Superintendent of Schools or designee.

OUT OF STATE TRAVEL

All out-of-state travel charges coded to object code 6411, 6412, or 6419 **must** include the Sub-Object code "**TO**" to identify it as out-of-state for district tracking purposes.

Travel Guidelines

Employees authorized to travel for business and educational purposes on behalf of the District shall be reimbursed for all usual and customary travel-related expenses made on behalf and in connection with District business according to District rates and state law. The processes established herein have been developed on the premise that employees will use good judgment and prudence in the expenditure of District funds when traveling. Travelers are expected to select the most economical and practical accommodations, arrangements and services in accordance with the needs of the trip. All travelers, as well as supervisors approving travel, are responsible for compliance with the provisions of the District's travel policies. Requests for exceptions to these regulations must be made in writing prior to taking a trip and signed by the Superintendent of Schools or his designee.

Travel Regulations for In-District and Out-of-District Travel

Definitions: Local Travel: all travel within the greater Houston metropolitan area.

Out-of-District Travel: all travel outside the greater Houston metropolitan area.

Out of State Travel

All out-of-state travel charges coded to object code 6411, 6412, or 6419 **must** include the Sub-Object code "**TO**" to identify it as out-of-state for district tracking purposes.

We are not considered tax exempt outside of the state of Texas, so a Hotel Tax Exemption Certificate is not needed.

Pre-Trip Procedures

- If airline tickets/rental car are needed, please complete a **Request For SISD Travel Reservations Form** at least three to four weeks prior to the date of travel. Send the **Request for SISD Travel Reservations Form** and a copy of the approved **Professional Trip Authorization and Expense Report Form** to the District Travel Coordinator in the Supply Chain Services Department via fax or e-mail. There is usually a significant discount for tickets purchased 60 or more days in advance, so please send the **Request For SISD Travel Reservations Form** as early as possible.

- Registration, hotel reservations, and cash advance requests must be arranged at the campus/department level.

- If a cash advance is needed, initiate a purchase order including an additional line item with a value of $0.01. Submit the approved **Professional Trip Authorization and Expense Report Form** with required approval signatures to the Finance Department at least two weeks prior to departure date.

An example of the Professional Trip Authorization and Expense Report Form

PROFESSIONAL TRIP AUTHORIZATION AND EXPENSE REPORT

STAFF MEMBER_____ VENDOR #_____ PO#_____

SCHOOL/DEPARTMENT_____ POSITION HELD_____

TYPE OF CONFERENCE (INFO ATTACHED) _____ CITY/STATE_____ DEPARTURE DATE_____

NAMES OF OTHER STAFF MEMBERS ATTENDING_____ RETURN DATE_____

SUBSTITUTE TEACHER REQUIRED FOR _____DAYS TRIP REQUESTED BY_____

BUDGET UNIT	ACCOUNT	AMOUNT

READ REGULATIONS ON REVERSE SIDE

TRIP/ADVANCE AUTHORIZATION

ADVANCE REQUESTED				
LODGING	$_____	x_____	Day(s)	$_____
FOOD	$_____	x_____	Day(s)	$_____
MILEAGE	$_____	x_____	Miles	$_____
BAGGAGE FEE**	$_____	x_____	Bag(s)	$_____
OTHER* (Be Specific)	_____			$_____
TOTAL	_____			$_____

SIGNATURES

STAFF MEMBER _____

SUPERVISOR_____

BUDGER MANAGER_____

FINANCE OFFICE USE ONLY

CHECK/EFT NO _____

AMOUNT $_____

DATE _____

ADVANCE WILL BE ISSUED NO EARLIER THAN TWO WEEKS PRIOR TO TRIP

FINAL EXPENSE REPORT

	ALLOWABLE EXPENSE	ACTUAL EXPENSE
LODGING*	$_____	$_____
FOOD*	$_____	$_____
MILEAGE	$_____	$_____
BAGGAGE FEE**	$_____	$_____
OTHER* (Be Specific)	$_____	$_____
TOTAL	$_____	$_____

OTHER _____

_____

SIGNATURES

STAFF MEMBER _____

SUPERVISOR_____

BUDGET MANAGER_____

FINANCE OFFICE USE ONLY

TOTAL EXPENSE $_____

ADVANCE $_____

DUE TO STAFF MEMBER $_____

DUE FROM STAFF MEMBER $_____

RECEIVED _____ CHECK # _____

INITIALS _____ DATE _____

*ATTACH BILLS, RECEIPTS, ITEMIZED LIST, ETC. COMPLETE ONLY IF PAID BY THE STAFF MEMBER

**COMPLETE ONLY IF FLIGHT TRAVEL REQUIRED

26.1102 (11/2012)

Meals

Travel reimbursement for meal expenses when overnight lodging is not required is considered taxable income according to the IRS; therefore, according to SISD guidelines, meals will not be reimbursed unless overnight lodging is required. **Reimbursements for meal expenses incurred within the greater Houston metropolitan area are not reimbursed (unless traveling with students)**; however, if meals are included in the registration fee, the full registration fee will still be paid. Meals for meetings within the District will not be reimbursed.

Lodging

Each campus or department will arrange hotel accommodations when overnight lodging is required. Hotel rates vary, and every effort should be made to obtain the lowest rate available. The government rate may be available and will require District identification. Always check to make sure that the government rate is actually lower than other special or discount rates that are being offered.

Reimbursements for lodging expenses within the greater Houston metropolitan area are not allowed. The District will not reimburse for overnight lodging within this area unless there are extenuating circumstances. Prior approval must be received from the Superintendent or Associate/Area Superintendent.

In Texas (only), a **Hotel Tax Exemption Certificate** must accompany payment to the hotel to avoid paying Texas State sales tax. The sales tax in states other than Texas will be reimbursed. These certificates can be obtained from the Finance Department, or school/department secretary/bookkeeper. When checking into the hotel, provide the desk clerk with the **Hotel Tax Exemption Certificate**. Some hotels require proof of employment such as a pay stub or an identification badge. Upon check out, review the billing to ensure that State sales tax was not charged. **The District will not provide reimbursement for Texas sales tax.** County and municipal hotel occupancy taxes will be reimbursed. **In order to receive reimbursement for the hotel stay, an itemized bill showing payment must be submitted. If an itemized receipt is not provided to you, you must request one.**

To avoid cancellation fees, the employee is responsible for notifying the hotel prior to the cancellation deadline. If the hotel is not notified by the required deadline, the employee may be required to pay any fees assessed by the hotel.

The District will **not** reimburse hotel charges for internet connection fees unless the employee receives prior approval from the supervisor or budget manager. **Expense for movies and other personal charges will not be reimbursed.**

Personal Vehicle

Employees will be reimbursed at the annually approved IRS mileage rate for business use of their personal vehicle. In no case should this expense exceed the cost of air coach travel. If more than one person is attending the same meeting, they should carpool in one vehicle whenever possible. This will include approved trips that exceed 150 miles.

As required by HB 1924, when computing distance for reimbursement, mileage must be based upon the shortest route between points whether that is from your home or from your campus/department location. Your signature on the **Professional Trip Authorization And Expense Report Form** indicates that you have complied with this law. For in District travel, please refer to the District mileage chart.

Air Travel

Advance planning is crucial when requisitioning air travel. An approved **Request for SISD Travel Reservations Form** is required before air travel requests will be processed.

The contact person for air travel arrangements is the Travel Coordinator (ext. 6472) in the Supply Chain Services Department.

All staff traveling over 150 miles one way will use air travel whenever possible to reduce travel time. All trips within 150 miles of GMA Leadership Center will be driven and reimbursed at the approved mileage rate. Only the Superintendent or Associate/Area Superintendent can approve a different mode of travel.

All tickets for air travel must be requisitioned and submitted on a **Request For SISD Travel Reservations Form**. Upon receipt, the District Travel Coordinator will send a tentative itinerary to the employee. If a better rate than the one quoted by the District Travel Coordinator is found, forward flight numbers, times, and prices to the District travel coordinator. The Travel Coordinator will, in turn contact the District agent and attempt to purchase tickets at the lower rate. **An employee should not call their own agent or book flights over the internet**.

All employees must have valid photo identification when traveling. The name on the plane ticket must match the name on the driver's license or valid identification card. Tickets are electronic and non-transferable, so please notify the Travel Coordinator prior to the date of travel if a trip is cancelled. An increase in a fare, due to an employee changing travel plans without supervisor approval, could result in the employee absorbing any additional fees charged to the District.

All employees must use the lowest fare available. Whenever possible, business travel should be planned to take advantage of advance purchase discounts and group fares. The lowest fare routing must be used when available—not more than one stop each way and layover time not to exceed two hours. Each month, airline travel expenses will be charged to appropriate organization budgets by the Supply Chain Services Department. Please make sure the appropriate travel account (6411 or 6412) to be charged has sufficient funds at the time tickets are requested. Tickets are charged to a District credit card; so depending on the billing cycle, budget accounts will be charged within one to five weeks from the date of purchase.

Tickets will not be purchased until the employee has approved a tentative itinerary. Once the flight is actually ticketed, any changes to the travel itinerary will require. This expense will be charged to the employee unless approved by a supervisor or budget manager.

Car Rental

Automobile rental of a midsize or lower rate is available through travel services when approved in advance by the Superintendent or appropriate Associate/Area Superintendent. Vans may be requested for groups exceeding four persons.

District insurance will be provided by the Supply Chain Services Department. **DO NOT SIGN FOR ADDITIONAL INSURANCE.**

To avoid higher gas rates charged by the rental companies, the employee should fill the gas tank **before** returning the rental car. Also, be sure to examine the invoice for accuracy before leaving the rental office. Reimbursement for rental car expenses will occur when expenses are submitted with an itemized receipt on the **Professional Trip Authorization and Expense Report Form**.

Cash Advance

An employee may request a cash advance, when necessary, for Out-of-District travel expenses; i.e., hotel, mileage, meals, parking, etc. A **Professional Trip Authorization and Expense Report Form** should be sent to the Finance Department after all required signatures are obtained.

Upon return, this advance should be reported on the original **Professional Trip Authorization and Expense Report Form** and deducted from the amount of total expenses. If the cash advance exceeds the amount of reimbursable expenses, submit a

check made payable to the District along with the **Professional Trip Authorization and Expense Report Form** with approved signatures to the Finance Department.

Future advance checks will be held until all receipts and documentation from prior trips have been received by the Finance Office.

Student Travel

Procedures for travel arrangements for student travel are the same as for SISD employees, with the exception that a signed **Medical Release Form** for each student is required instead of a **Professional Trip Authorization And Expense Report Form**. Please note that the travel form for employees traveling with students is the same as that of those traveling without students. To make travel arrangements the following information is required: 1) student name(s) (as it appears on student ID, driver's license, or passport), 2) chaperone/sponsor name(s), 3) budget code to be used for expenses, 4) **Medical Release Forms**, and 5) approved **Request For SISD Travel Reservations Form** (if trip requires air travel).

The reimbursement rate for student meals is $25/day—breakfast ($5), lunch ($8) and dinner ($12).

Employees requesting an advance for student meals must submit a form with the student's signature stating the amount given to each student. This should be submitted with the final expense report.

Miscellaneous

1. In cases in which the spouse (who is not an SISD employee on official school business) and/or children accompany the school employee, no expenses for the family member(s) shall be reimbursed.

2. Only single standard rates are to be included in the request for reimbursement and that amount should be validated on the receipt at the time of checkout. For example, if double room occupancy costs $75 and single $60, the employee will be reimbursed at the $60 rate if the room is shared with a spouse who is not an SISD employee on official school business or any non employees.

3. The District will not provide reimbursement for movies, conference shirts, entertainment, alcoholic beverages, room service etc. Parking and tolls will be reimbursed at the exact cost with receipt.

Summary of Reimbursement Amounts

The rates currently in effect for travel with **local funds** are summarized below.

Mileage	Current IRS rate
Meals	$40 max allowance per day with receipts
Luggage Fee	Two checked bags

These rates are subject to change.

All travel that requires expenditure of federal funds will require prior approval from the Curriculum & Instruction Department. After an immediate supervisor has approved a **Professional Trip Authorization And Expense Report Form**, the form must be sent to the Curriculum & Instruction Department for approval of expenditure of federal funds.

Post-Trip Procedures

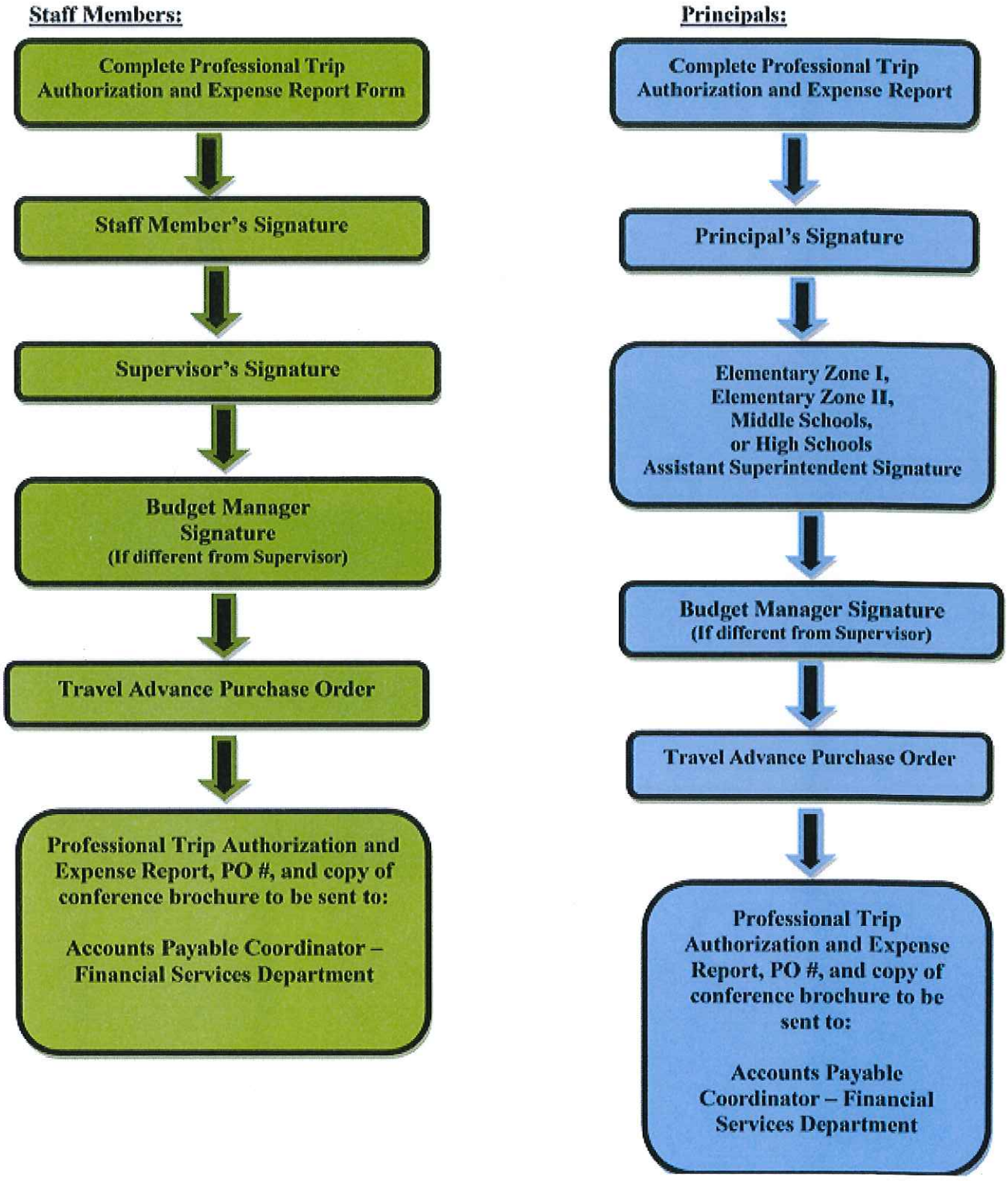
- Within ten working days after returning from a trip, prepare a **Professional Trip Authorization and Expense Report Form**. Include original **itemized** receipts for all expenses (airline tickets, hotel, car rental, meals etc.). **The final expense report section must be completed and returned to the Finance Department with appropriate documentation and approvals even if no additional reimbursement is requested.**

- If reimbursement is due to an employee, initiate a Purchase Order, obtain necessary approvals, attach a **Professional Trip Authorization and Expense Report Form**, and send to the Finance Department.

- If money is owed to the District (i.e., cash advance received), submit a completed **Professional Trip Authorization and Expense Report Form** and a check for the amount owed to the Finance Department made payable to Spring ISD.

  The **Professional Trip Authorization and Expense Report Form** must be signed by the employee, the supervising administrator and Budget Manager.

Professional Trip Authorization and Expense Report General Fund Workflow



Revised: June 2015

PROFESSIONAL TRIP AUTHORIZATION AND EXPENSE REPORT

STAFF MEMBER_____ VENDOR #_____ PO#_____

SCHOOL/DEPARTMENT_____ POSITION HELD_____

TYPE OF CONFERENCE (INFO ATTACHED) _____ CITY/STATE_____ DEPARTURE DATE_____

NAMES OF OTHER STAFF MEMBERS ATTENDING_____ RETURN DATE_____

SUBSTITUTE TEACHER REQUIRED FOR _____ DAYS TRIP REQUESTED BY_____

BUDGET UNIT	ACCOUNT	AMOUNT

READ REGULATIONS ON REVERSE SIDE

TRIP/ADVANCE AUTHORIZATION

ADVANCE REQUESTED

LODGING	$_____ x _____ Day(s)	$_____
FOOD	$_____ x _____ Day(s)	$_____
MILEAGE	$_____ x _____ Miles	$_____
BAGGAGE FEE**	$_____ x _____ Bag(s)	$_____
OTHER* (Be Specific)	_____	$_____
TOTAL	_____	$_____

SIGNATURES

STAFF MEMBER _____

SUPERVISOR_____

BUDGET MANAGER_____

FINANCE OFFICE USE ONLY

CHECK/EFT NO _____

AMOUNT $_____

DATE _____

ADVANCE WILL BE ISSUED NO EARLIER THAN TWO WEEKS PRIOR TO TRIP

FINAL EXPENSE REPORT

	ALLOWABLE EXPENSE	ACTUAL EXPENSE
LODGING*	$_____	$_____
FOOD*	$_____	$_____
MILEAGE	$_____	$_____
BAGGAGE FEE**	$_____	$_____
OTHER* (Be Specific)	$_____	$_____
TOTAL	$_____	$_____

OTHER _____

_____

SIGNATURES

STAFF MEMBER _____

SUPERVISOR_____

BUDGET MANAGER_____

FINANCE OFFICE USE ONLY

TOTAL EXPENSE $_____

ADVANCE $_____

DUE TO STAFF MEMBER $_____

DUE FROM STAFF MEMBER $_____

RECEIVED _____ CHECK # _____

INITIALS _____ DATE _____

*ATTACH BILLS, RECEIPTS, ITEMIZED LIST, ETC.
COMPLETE ONLY IF PAID BY THE STAFF MEMBER
**COMPLETE ONLY IF FLIGHT TRAVEL REQUIRED

PROFESSIONAL TRIP REGULATIONS

All staff members planning to take a professional trip out of the Houston area and who are requesting an advance and/or reimbursement of expenses must submit a PROFESSIONAL TRIP AUTHORIZATION AND EXPENSE REPORT at least two weeks prior to trip. All applicable signatures must be obtained. A purchase order will be created for the expenses requested. The form will be distributed as follows:

Original	Returned to staff member with the advance check to be submitted as final expense report.
*Yellow	Returned to staff member with the advance check. Must be completed and returned to the Finance Office within 10 days after completion of the trip.
Pink	Filed in Finance Office with copy of advanced check.

* THE FINAL EXPENSE REPORT SECTION **MUST BE COMPLETED AND RETURNED** TO THE FINANCE OFFICE WITH APPROPRIATE DOCUMENTATION EVEN IF NO ADDITIONAL REIMBURSEMENT IS REQUESTED.

Trip expenses will be reimbursed on the following basis:

HOTEL: Staff members attending the same event are expected to share rooms whenever appropriate. Staff members must provide the hotel with a Texas Hotel Tax Exemption form. Texas sales tax will not be reimbursed. Reimbursements will be made from an itemized hotel bill only. This is the responsibility of the staff member.

MEALS: An overnight stay is required. Meals will be reimbursed based on the actual amount expended on meals, not to exceed $40.00 per day. Schools and departments may set a lower per diem basis as budget limitations dictate.

TRANSPORTATION: Transportation to an event will be based on a 150 air miles standard. All trips within 150 miles of the GMA Leadership Center will be by automobile and all other trips above 150 miles will be by air, unless the Superintendent, Associate Superintendent, Area Superintendent or Athletic Director determines a special exception exists.

1. PERSONAL AUTOMOBILE: Personal automobile travel will be reimbursed at the annually approved IRS mileage rate. Multiple staff attending the same event is expected to travel in one automobile whenever possible. This will include approved trips exceeding 150 miles.
2. AIRFARE: All airline ticketing will be done through SISD Travel Services. Airfare is reimbursed at the coach fare when extenuating circumstances are pre-approved.
3. TAXI/SHUTTLE: Exact cost with receipt.
4. RENTAL AUTOMOBILE: Rental automobiles of a midsize or lower rate through SISD Travel Services when approved in advance by the Budget Manager.

PARKING AND TOLLS: Parking and tolls will be reimbursed at the exact cost with receipt.

NO REIMBURSEMENT: No reimbursement will be made for non-District fax, cleaning, entertainment, in-room movies, alcohol, souvenirs, or spousal/family expenses.

REGISTRATION: When possible, is to be paid directly to the conference or vendor with a Direct Pay Purchase Order. This is not normally included in a travel advance. Reimbursement to staff member will be made with proof of payment.

OFFICIAL MILEAGE LOG

_____ **Staff Member**

_____ **Purchase Order Number**

_____ **Vendor Number**

_____ **Campus/Department**

INSTRUCTIONS: Use this form for mileage and parking reimbursement only.
Trips involving other expenses are to be reimbursed on the Professional Trip Authorization form.
Complete all information requested. Address of location must be recorded if traveling outside of SISD.

IMPORTANT: Mileage cards are reimbursed within the same school year that the mileage occurred (July 1 - June 30).

Date	Starting Location	Destination	Purpose of trip	Miles

Total Miles =	0.0
Reimbursement Rate (0.575) x	0.575
Sub-Total =	0.00
Parking Fees (Attach Receipts) +	
Total Reimbursement	0.00

Budget Unit Account

_____ **Staff Member's Signature**

_____ **Budget Manager/Supervisor**

Spring Independent School District

DIRECT PAY FORM

Vendor Name: _____ PO #_____ ___of___ pages

Please attach original receipt(s) below. Please tape and secure all sides firmly.

*****NO STAPLES*****

REQUEST FOR PRIOR APPROVAL OF NON-DISTRICT SPONSORED PROFESSIONAL LEARNING HOURS

PERSONAL INFORMATION:

Name: _____ Social Security #: _____

School: _____ Subject/Grade: _____

WORKSHOP INFORMATION (needs principal approval only):

The workshop portion of this form must be completed and approved by the Principal prior to teacher participation in workshops in order for the hours to count toward the 50 hours required of teachers to be considered for a pay increase.

This form need not be completed for District-sponsored workshops or for approved school-based workshops provided the workshops you attend were designed for teachers in your content area/field.

Title of Workshop: _____

(attach description, if available)

Date(s) of Workshop: _____

Location: _____ Time(s) of Workshop: _____

Total Hours Requested: _____ Number of GT Hours Requested: _____

Sponsor: _____

Principal's Signature: _____

COLLEGE COURSEWORK: The college coursework portion of this form must be completed and approved by the Principal prior to enrolling in college courses in order for professional learning hours to be considered.

Title of Course: _____

Number of Coursework Hours: _____

Semester (Fall/Spring/Summer): _____ Year: _____

College/University: _____

Seeking Certification or Endorsement? _____ If so, specify: _____

==========

STAFF LEARNING APPROVAL: _____ Yes _____ No

_____

Signature — Principal Date

*This form is only to be used for requesting **Professional Learning hours**. The "Workshop Information" and "College Coursework" boxes (above) require principal approval.*

DATE ISSUED: 8/30/2013
LDU 2013.07
DMA(EXHIBIT)-X

RELEASED TIME FOR STAFF MEMBERS

The District may grant released time with pay to a staff member if it can be demonstrated that a valid school-related purpose will be accomplished. Requests for released time will be considered on a case-by-case basis, and responsibility for justifying the school-related purpose to be accomplished shall rest with the staff member.

Approval will be given only if the staff member is a delegate, is on the program, has some official function, or can obtain specific information that will assist the District to update some area of the school program. Permission to attend such meetings should be secured at least seven days in advance.

Procedures: Travel (Student)

The following is a list of guidelines for Career and Technical Student Organization Travel. Please read carefully before submitting paperwork to the CTE office.

Note: All paperwork for student trips should be submitted as a package—no paperwork will be processed until ALL required documentation is received. Please read all information below before submitting any requests for funding.

Student Travel:

1. Only students actively participating at their leadership conference will be funded from SISD/CTE funds. "Actively participating" refers to a student competing, not running for an office or alternates.

2. All Pre-Approval to Compete forms are due to the CTE office by the end of the first semester of school.

3. District CTE funds will be used to fund 100% of transportation for area and state competition travel for "actively participating" student competitors in state approved CTSO.

4. Modes of Transportation:
    a. Spring ISD Bus
    b. 8- Passenger Vehicle
    c. Airline
    d. Charter Bus

5. District CTE funds will be used to fund 75% of transportation for students that have earned the right to advance beyond the district or regional level of competition. ***Eligible students are those that are considered regional winners - alternates and noncompetitive students will NOT be funded.***

6. District CTE funds will be used to fund 75% of transportation and lodging for state or national officers who have the appropriate prior approval from the CTE director. Clarification: ***District CTE does NOT pay for registration or food*** for students at any level of competition (Club funds should be used to pay for registration or food). ***Lodging is paid for trips outside of the Houston area only***. Competitions/conferences held in Houston will not be funded for lodging.

7. District CTE funds can be requested for competing students traveling outside of Houston at 75% of the hotel's QUAD rate (room rate divided by four).

8. ***Lodging reimbursement for students will be at the hotel's QUAD rate; and at the double rate for teacher-sponsors***.

- Students and teachers choosing not to room at the quad/double rate will be required to fund the difference (from non- SISD/CTE funds) in the hotel rate.
- If fewer than four students of the same gender are traveling, sponsors are encouraged to contact those sponsors traveling to the same event from neighboring districts and try to share student rooms.

9. Club funds may be used to send other eligible students and should be used to pay the remaining 25 percent of travel for eligible competitors to national competition.

10. CTE funds do not pay for alternates to attend state/national competition.

11. Side trips will not be paid from CTE funds. "Side trips" are defined as trips that are scheduled in combination with the state or national competition, such as a tour that is scheduled in conjunction with a state leadership conference in Houston; a trip to the Grand Canyon while in Phoenix; optional dinner cruise; San Antonio's "Night in Ole San Antonio"; a two-day stopover in New York in route to nationals in Washington, D.C.

12. A list of students-- with room assignments-- must be submitted with the request for funding. To ensure that checks can be cut in a timely manner. All appropriate paperwork must be submitted to the *CTE Accounting Coordinator* at least four weeks in advance of departure date. Failure to follow these procedures could result in the club having to pay its own expenses.

13. Transporting Students: Only 8-passenger vehicles may be rented. If the vehicle is not returned full of gasoline, the club's activity fund may be charged for the amount indicated. (At some rental agencies, a full tank of gas may be purchased at market price when the vehicle is rented. If that service is available, it is advisable to accept the service and to return the vehicle on empty.) ***Any overcharge for mileage and/or not returning on the same date indicated on your Professional Trip Authorization will be deducted from the club's activity fund***. It is important to record the mileage and amount of gas in the vehicle when taking possession of any rented vehicle. When returning the vehicle, also record the ending mileage and gas level to avoid added charges later.

14. Because it is often difficult to find sufficient vehicles available to rent, it is important that requests be submitted to the *CTE Accounting Coordinator* at least FOUR weeks in advance of departure date.

15. Important: Only district employees may drive rented vehicles. Personal vehicles may not be used to transport students.

16. Every effort should be made by the advisor to coordinate travel with other districts when possible. An example is an occasion when Spring ISD has more students traveling to an event than can be transported in a rented vehicle. By combining numbers with a neighboring district, a bus could be chartered to accommodate participants, and thus reducing costs to both districts.

17. Submit a ***Professional Trip Authorization*** form to the CTE Accounting Coordinator at least four weeks prior to departure. ***The Professional Trip Authorization must be approved by the appropriate campus administrator BEFORE it is submitted to the CTE Office.*** An appointment may be made with CTE Accounting Coordinator to complete forms within the appropriate timeline for campus approval and submission.

18. The number of sponsors approved for state and national competition will be dependent on the total number of students attending and the number of campuses involved. Final decision will be the responsibility of the program director upon consultation with the principal. Guidelines are 1:5 (one sponsor per five students), unless extenuating circumstances exist. Extra sponsors, beyond the 1:5 ratio, will be required to fund their travel expenses.

Air Travel:

For a travel, a ***Request for SISD Travel Reservation*** form must be submitted to the CTE Accounting Coordinator, along with other documents, at least four weeks in advance. Under no circumstances should the CTE teacher purchase airline tickets directly from the airline or other travel agency. Tickets purchased in this manner will not be reimbursed.

CHECKLIST:

Submit the following for each trip that includes student competitors:

- ☐ **Pre-Approval To Compete** form (Due annually by the end of the first semester)

- ☐ **Student Travel Request** and **Professional Trip Authorization** forms, along with the following information:

    - **Mode of Transportation**
        - Spring ISD Bus (Online Bus Reservation via ***TripDirect/Schooldude***)
        - 8-Passenger Vehicle (Complete ***Purchase Requisition*** and reserve vehicle)

            EAN Holdings LLC (Enterprise Rent A Car)
            Vendor #40450
            Phone: 713-300-9139

        - Air Travel (***Request for SISD Travel Reservation*** form)
    - **Competition Information**
        - Student Competition List
        - Conference Agenda
    - **Hotel Information**
        - Chaperon List
        - Student Rooming Assignments

spring ISD

STUDENT TRAVEL AUTHORIZATION AND EXPENSE REPORT - TRAVEL ADVANCE REQUEST

Note: This request and the suppporting document(s) must be submitted to the Finance Office at least 15 days prior to the departure date.

Purchase Order: _____ Date Requested: _____

Sponsor: _____ Vendor#: _____ School: _____

Event: _____ Destination (City): _____

Departure Date: _____ Return Date: _____

Number taking trip: _____ Sponsors _____ Students _____ Bus Driver (if applicable)

Budget Unit: _____ Account: _____

Fund Function Org Program Project — Object . Sub-Object

TRIP ADVANCE FOR:

	# ATTENDING	# OF DAYS	AMOUNT PER DAY	TOTAL
STUDENT MEALS				
STUDENT ROOMS				
SPONSOR MEALS				
SPONSOR ROOM(S)				
BUS DRIVER ROOM				
MEAL AND ROOM TOTAL				

Sponsor Signature: _____ Date: __/__/__

Supervisor Signature: _____ Date: __/__/__

Budget Manager: _____ Date: __/__/__

Academic and Support Signature: _____ Date: __/__/__

OTHER ASSOCIATED TRAVEL COSTS:

	QUANTITY	AMOUNT	TOTAL
CAR RENTAL			
CAR RENTAL GAS			
TAXI SHUTTLE			
LUGGAGE			
OTHER			
OTHER			
OTHER ASSOCIATED TRAVEL COST TOTAL			

Meal and Room Total: $ _____

Other Associated Travel Cost: $ _____

Travel Advance Grand Total: $ _____

FOR FINANCE OFFICE USE ONLY

Check Number: _____

Date: _____

FINAL EXPENSE REPORT

(DUE 10 DAYS AFTER RETURN DATE)

	ACTUAL AMOUNT SPENT	ALLOWABLE AMOUNT
STUDENT MEALS		
STUDENT ROOMS		
SPONSOR MEALS		
SPONSOR ROOM(S)		
BUS DRIVER ROOM		
CAR RENTAL		
CAR RENTAL GAS		
TAXI SHUTTLE		
LUGGAGE		
OTHER		
GRAND TOTAL		

* Attach Meal Disbursement Form
* Itemized meal receipt for Employee Sponsor
* Include itemized receipts for the following lodging, car rental, gas, taxi/shuttle, luggage, and other associated cost.

Sponsor Signature: _____ Date: __/__/__

Supervisor Signature: _____ Date: __/__/__

Budget Manager: _____ Date: __/__/__

Academic and Support Signature: _____ Date: __/__/__

Final Expense Amount: $ _____

Advace Amount: $ _____

Due to Employee: $ _____

Due to SISD: $ _____

Check Number/ Cash: $ _____

Date: $ _____

EXHIBIT A

SPRING INDEPENDENT SCHOOL DISTRICT
OUT-OF-DISTRICT TRIP REQUEST FORM

Organization _____

Destination/Accommodation (Include name of hotel, physical address, etc.):

_____

_____

Date(s) of Trip: _____

Date of Last Trip Taken: _____

Purpose of Trip: _____

_____

Number of Students: _____

Number of Sponsors/Chaperones: _____

Cost per Student (all costs, to include incidentals, etc.): $_____

Type of Fund-raising Planned (full explanation of fund-raising efforts to include sponsorship of fund-raiser, e.g. booster club, etc.):

_____

_____

☐ Approved

Principal _____

Date _____

☐ Approved

Director _____

Date _____

☐ Approved

Associate Superintendent for Curriculum & Instructional Services _____

Date _____

☐ Approved

Area Superintendent _____

Date _____

(attachments if necessary)

DATE ISSUED: 3/23/2009
LDU 2009.01
FMG(EXHIBIT)-X

EXHIBIT B

SPRING INDEPENDENT SCHOOL DISTRICT
REGULAR SEASON OVERNIGHT TRIP REQUEST FORM

Name of Organization _____

Destination _____

_____

Dates of Trip _____

Purpose of Trip _____

_____

Accommodations _____

Number of Students _____

Number of Sponsors _____

Transportation _____

Total Cost of Trip $_____

Type of Fund-raising Planned _____

_____

☐ Approved

Principal Signature _____

Date _____

ACKNOWLEDGMENT OF RECEIPT/ACCOUNTABILITY

This form indicates that I have viewed the ***2015-2016 Spring ISD Career & Technical Education Handbook*** online. I agree to read the handbook and abide by the standards, policies, and procedures defined and/or referenced in the handbook.

The information in this handbook is subject to change. I understand that changes in District policies may supersede modify or eliminate the information summarized in this handbook. As the District provides updated policy information, I accept responsibility for reading the changes online and abiding by the changes.

_____

Last Name (Printed) **First Name (Printed)**

_____

Campus

I understand and consent to the responsibilities outlined in the ***2015-2016 Spring ISD Career & Technical Education handbook.***

_____

Signature **Date**

Please print, sign and date this form. Keep a copy for your personal files and submit a copy to the CTE Department Chair on your campus. The Department Chair will submit all forms collected to the CTE Office.

16717 Ella Blvd., Ste 202, Houston 77090 ☎ **Ph. 281-891-6201** **Fax: 281-891-6336**