

JONES COUNTY SCHOOL SYSTEM

Career, Technical and Agricultural Education Teacher Handbook



*Success for ALL through academic Achievement,
responsible Behavior and an Engaged Community*

2020-2021

This handbook is to be used in conjunction with the JCSS Teacher Handbook, which has detailed explanation of all policies and procedures. This handbook is intended to address those areas that impact Career, Technical and Agricultural Education specifically.

Jones County Schools CTAE Clusters/Pathways

Career Cluster/Pathway	Teacher Contact Information
<u>Agriculture, Food and Natural Resources Career Cluster:</u> Food Animal Systems Pathway Forestry and Animal Systems Pathway Forestry/Wildlife Systems Pathway Horticulture and Animal Systems Pathway Plant and Landscape Systems Pathway Horticulture and Forest Science Pathway Veterinary Science Pathway	Callie Lankford clankford@jones.k12.ga.us Justin Martin justin.martin@jones.k12.ga.us
<u>Architecture and Construction Career Cluster:</u> Carpentry Pathway (Dual Enrollment Available) Welding Pathway (Dual Enrollment Available)	Nick Dipaolo ndipaolo@jones.k12.ga.us Mark Smith msmith@jones.k12.ga.us
<u>Arts, AV/Technology, and Communications Career Cluster</u> Audio-Video Technology and Film Pathway Graphics Communications Pathway	Kip Welch kwelch@jones.k12.ga.us Adam Gillhouse adam.gillhouse@jones.k12.ga.us
<u>Business, Management and Administration Career Cluster:</u> Entrepreneurship Pathway	Cathy Ferguson cferguson@jones.k12.ga.us Debbie Briley dbriley@jones.k12.ga.us Margie Thompson mthompson@jones.k12.ga.us
<u>Education and Training Career Cluster:</u> Examining the Teaching Profession Pathway	Jolyn Aubry jaubry@jones.k12.ga.us Denise Barge dbarge@jones.k12.ga.us
<u>Government & Public Administration Career Cluster:</u> Army JROTC Pathway	Lt. Col. Mark Perry mark.perry@jones.k12.ga.us Sgt. Michael Kingston michael.kingston@jones.k12.ga.us
<u>Health Science Career Cluster:</u> Therapeutic Services/Patient Care Pathway Therapeutic Services/Pharmacy Pathway Therapeutic Services/Sports Medicine Pathway	Tyler Clifford tclifford@jones.k12.ga.us Arcacia Spencer arcacia.spencer@jones.k12.ga.us Audie Newsome audie.newsome@jones.k12.ga.us
<u>Human Services- Family and Consumer Sciences Career Cluster:</u> Nutrition and Food Science Pathway	Susan Nelson snelson@jones.k12.ga.us
<u>Information Technology Career Cluster:</u> Computer Programming Pathway	Adam Gillhouse adam.gillhouse@jones.k12.ga.us
<u>Marketing Career Cluster:</u> Marketing Communications and Promotion	Jessica Smith jesmith@jones.k12.ga.us

<u>Science, Technology, Engineering, and Mathematics Career Cluster:</u> Engineering Technology Pathway	Aileen Jackson Aileen.jackson@jones.k12.ga.us
<u>CTI Program</u>	Margie Thompson mthompson@jones.k12.ga.us
<u>Work-Based Learning/Youth Apprenticeship Program</u>	Cathy Ferguson cferguson@jones.k12.ga.us
<u>Middle School Program Offerings:</u> Agricultural Science Engineering Business	Ryan Stewart rstewart@jones.k12.ga.us William McDaniel (CRMS) william.mcdaniel@jones.12.ga.us LaMisha Clark (GSMS) lclark@jones.k12.ga.us

The Jones County CTAE Program takes great pride in preparing students for College and Careers. As a CTAE teacher, you are vital to the success of your program. The knowledge and skills gained from these programs provide a foundation for post-secondary opportunities and set the course for future successes of our students. Take pride in your program, your school, your district and your community. You are preparing the leaders and workforce of tomorrow!

Expectations:

- You are the role model in your classroom. Please model professional dress, punctuality, speech, behavior and work ethic.
- Instruction should be reflective of course standards and best practices implemented to maximize mastery. Formative and summative assessments should be used to improve and guide instruction. Standards are available at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/cluster-pathway-courses.aspx>.
- Due to numerous professional development and CTSO events, it is important that you do everything possible to be at school every day. You are the BEST teacher for your students.
- You will need to conduct an inventory check at the end of each year. An electronic inventory form may be found online in PD Express as "Inventory Management Record Form" (Appendix C). Provide your revised copy to lvarnadoe@jones.k12.ga.us
- CTAE labs should be kept clean and equipment maintained properly.
- Adequately prepare students for End of Pathway Assessments so that students may receive credentialing for their pathway.
- Instructional periods should be maximized in order to promote student engagement and learning.
- **Compliance Review Audits changed to an electronic format last year. Be sure to keep program files up-to-date with copies of budget requests (including travel) for each school year, a copy of your teaching certificate, CTSO Roster for the current year and POW, a summary of Industry Certification status for your program, Advisory Committee records (agenda and minutes for each meeting, as well as a list of members).**

Communication and Procedures:

- All CTSO and/or program events should be submitted to Mrs. Lori Varnadoe so that they may be placed on the CTAE calendar and should also be shared with Mrs. Anita Dockery to place on the school calendar online.
- As you host/facilitate events at your school outside of the regular school day and school calendar (weekends, nights, summer), submit notice in writing to both your principal and Mrs. Rackley.
- Transportation is important to the CTSO's attending competition. Make sure your transportation request are submitted 30 days in advance. Applications forms should be completed and turned in to your building principal for initial approval (copy Mrs. Varnadoe, Dr. Hintz, and Mrs. Rackley). Building principals will submit the request to transportation and Mr. Gibson for approval. Teachers are responsible for coordinating with Mrs. Vaughn (transportation) on drivers. **There are to be no trips planned in May unless special permission is granted. Students may be denied permission from attending field trips due to discipline, grades or attendance issues.**
- Safety concerns should be reported to maintenance. There is a trouble ticket available online from the school's home page.
- Showcase your program and CTSO whenever possible. Publicize and celebrate your success on the school website and in the local paper.

Professional Development

- Our system is a member of the CTAE Resource Network (www.ctaern.org). It is the mechanism through which most state-sponsored professional development courses are catalogued and through which registration usually takes place.
- Professional Leave should be submitted to your building principal at least 2 weeks in advance. If you are requesting PL that is not part of your Program of Work, prior approval must be given by Mrs. Rackley. Professional leave must also be documented in PD Express or CTAERN.
- Travel reimbursement forms (Appendix A) should be completed with receipts attached before submission. Please refer to the Quick Reference Travel Sheet (Appendix B) or the detailed "Helpful Hints for Completing a Travel Reimbursement Form" available online at PDExpress. Travel must be submitted within 30 days of return to be eligible for reimbursement. Submit 2 copies of your travel reimbursement request to Mrs. Varnadoe.
- Attendance at all state-sponsored professional development is not required; however, if courses are offered that will benefit you as an instructional leader and/or that would improve your program, attendance is recommended. If the workshop is not listed on your POW, however, you must get prior approval to attend.

Extended Day and/or Extended Year Grants

- Extended day monthly reports should be submitted to Mrs. Varnadoe by the 5th of each month for the previous month.
- The funding for state extended day is based upon grant funds provided by the state, so funds may vary from year to year. As with any grant, it may not always be available.
- Those receiving CTAE Extended Day grants should complete the annual report and program of work by the designated deadline.
- Please be mindful throughout the year that you are completing those tasks which you outlined in your POW. Failure to meet the requirements of your POW could result in not receiving grant funds in the future.

Purchase Orders

CTAE programs should submit program improvement and expenditure requests via purchase order (available in CTAE workroom boxes, or electronically upon request) with quote attached (that includes shipping and handling) by August 31st each year. Once approved, purchase orders will be placed in your box with a date/time stamp of the date they were entered for processing so that you will know they have been ordered. When the items arrive, they should be delivered to L.Varnadoe/L. Rackley so the packing slip can be collected for payment processing and auditing purposes, as well as inventory updates. If the boxes are delivered to you instead, please remove the packing slip and submit to L.Varnadoe /L.Rackley.

Fundraising/Money Collection:

Club sponsors must submit requests in writing using the appropriate form to the principal by the **Thursday before each BOE meeting**. Each request will be reviewed and discussed with the respective club sponsor prior to recommendation to the Superintendent.

When collecting funds from students (dues, registration fees, fundraiser money, etc.), follow all county procedures as outlined by Jones County High School Accounting Manual.

- All money should be receipted. If you do not have a receipt book for your CTSO, please let Mrs. Varnadoe know so that she may order one. Receipt books will henceforth be turned in at the end of each school year. With a permanent marker, write teacher name, year and CTSO on the front.
- Persons not employed by JCBOE are not permitted to take up and/or count money that is collected for any JCHS account.
- Money cannot be reimbursed. If you wish to make a purchase, complete a purchase order and a check request in advance and request that a purchase be made.
- Please turn in all money by 9:00 a.m. to assist with the bookkeeper's daily responsibilities.
- Money collected for any JCHS account should NEVER be co-mingled with your personal finances.

Equipment/Inventory

Each program area at every school is required to perform a physical inventory of all equipment at the beginning and close of the school year. A copy of the inventory is provided to the school administration and the CTAE Director. Any discrepancies should be reported immediately to the school administrator responsible for inventory and the CTAE Director.

- Property records must be maintained that include a description of the equipment, date purchased, serial number or equipment ID, vendor, cost of equipment, funding source, equipment location, and condition of equipment. Please use the form provided (Appendix C), which is located in PD Express under forms.
- If equipment is no longer operating and needs to be removed from the lab, the Equipment Disposal Form (Appendix D) should be completed and sent to the CTAE Director. Upon approval of disposal, a maintenance request should be submitted for the removal process. It will be stored by the maintenance department until it can be disposed. The inventory should have the Equipment Disposal Form attached to it during the year of disposal.
- Equipment that is transferred to another department or school should be documented using an Equipment Transfer Form (Appendix E). The inventory form, the year the equipment is transferred, should have the Equipment Transfer Form attached to it. Additionally, the transferred equipment should be added to the inventory list at the new location and removed from CTAE.

End of Pathway Assessments

End of Pathway Assessment (EOPA) process was derived in the direct response to the Perkins IV Legislation (Perkins Act of 2006), Core Indicator 2S1, which mandated states to implement a measurement mechanism that would ascertain that the technical skill attainment level of students participating in career and technical education courses. Such mechanisms were expected to be valid and reliable technical assessments aligned with industry-validated standards.

Students eligible for the EOPA should have completed all three courses in a pathway or be enrolled in the final course (preferable) and on track to complete the last designated course. Once students have completed the assessment, the students and teachers will be provided the results. The data from the assessments should be utilized to drive instructional changes to better prepare students for the credentialing in the future.

All EOPA's will be ordered and administered by Dr. Hintz or another administrator. However, you are responsible for determining which EOPA your students will take and submit a purchase order for the appropriate number of exams.

Assessment information can be obtained from the following website:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx>

College and Career Readiness Performance Index

The CTAE programs play a significant role in CCRPI in the "Readiness" component.

- Percent of students participating in dual enrollment or AP
- Percent of graduates completing a CTAE Pathway, or an advanced academic pathway or a fine arts pathway or a world language pathway within their program of study.
- Percent of CTAE Pathway Completers earning a national industry recognized credential, or a passing score of a GADOE recognized end of pathway assessment.
- Percent of students participating in WBL

Additionally, CTAE courses should work to effectively integrate academics, which adds value to the course and complements content mastery of ELA, Math, Science and Social Studies.

Nondiscrimination Statement

Federal law prohibits discrimination on the basis of race, color, or national origin, sex, or disability in educational programs or activities receiving federal financial assistance. Employees, students, and the general public are hereby notified that the Jones County School System does not discriminate in any educational programs or activities or in employment policies or practices.

The following individuals have been designated as the employees responsible for coordinating the system's efforts to implement this non-discriminatory policy.

Title Programs – Mrs. Charlotte Foskey (478) 986-3032 ext. 1240
Section 504 and ADA – Dr. Lauren Sheffield (478) 986-3032 ext. 1245
Perkins Act – Mrs. Laura Rackley (478) 986-3032 ext. 9232

Funding Source	CTAE	Jones County Board of Education EMPLOYMENT EXPENSE STATEMENT	Location	Jones County High
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Name * _____

Address * _____

Purpose of Trip * _____

Social Security Number * _____

(required field)

(required field)

(required field)

Date	Time Departed/Arrived	From/To	Odometer Reading Beginning/Ending	Number Local Use Miles	Taxi Limo Bus	Total Trans.	DETAILS OF SUBSISTENCE (Attach Lodging Receipt)				TOTAL SUB.	OTHER (specify below)
							BFast	Lunch	Dinner	Total Meals		
Departure				0		\$0.00				\$0.00	\$0.00	
				0		\$0.00				\$0.00	\$0.00	
				0		\$0.00				\$0.00	\$0.00	
				0		\$0.00				\$0.00	\$0.00	
				0		\$0.00				\$0.00	\$0.00	
				0		\$0.00				\$0.00	\$0.00	
				0		\$0.00				\$0.00	\$0.00	
Day of Return				0		\$0.00				\$0.00	\$0.00	
TOTALS										\$0.00	\$0.00	
GRAND TOTAL												

I do solemnly swear that the information furnished above is true and correct to the best of my knowledge, and I have incurred the described expenses and the local use mileage in the performance of my official duties for the school system. I UNDERSTAND THAT THIS FORM MUST BE SUBMITTED WITHIN 30 DAYS AFTER ACTIVITY COMPLETION.

Employee Signature _____

Date _____

Professional Learning Coordinator's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Supervisor's Signature _____

Date _____

OTHER EXPENSES	AMOUNT
REGISTRATION FEE	
PARKING	

Jones County High School Travel Reimbursement Checklist

Prior to trip:

- Submit PD Express or CTAERN
- Submit leave via Aesop.
- Submit all necessary field trip requests (30 days in advance) to building principal. Copy CTAE Director.
- If it is necessary to have your registration paid by your CTSO, submit a separate travel reimbursement with your CTSO name in lieu of your name for reimbursement when you return. Student funds ultimately cannot be used to pay for advisor fees. However, if you pay your registration to your CTSO in advance so that the school can issue one check, be sure to obtain a receipt to submit when you complete your travel reimbursement packet.
- Obtain a Hotel Tax Exempt and Sales Tax Exempt Form for your trip if lodging

Upon return:

- Complete travel reimbursement form. Make certain you included the following:
 - Day of departure and return on the blue lines
 - Date/times of travel
 - From/to
 - Odometer Reading (mileage must be calculated at departure from school site)
 - Rate is \$.58/mile
 - Meals being claimed
 - Breakfast \$7 (high cost area) or \$6 (all others), must leave before 6:30 a.m. to claim
 - Lunch \$9 (high cost area) or \$7 (all others)
 - Dinner \$20 (high cost area) or \$15 (all others), must return after 7:30 p.m. to claim
 - All registration, parking, and other fees should be noted in the “Other” box in the bottom right corner.
- Attach all receipts, including:
 - Lodging
 - Registration
 - Parking

Submit all completed forms to L. Varnadoe within 30 days of return, who will ensure accuracy before signed by L. Rackley and submitted to board office for processing.

JONES COUNTY SCHOOL SYSTEM EQUIPMENT INVENTORY MANAGEMENT RECORD

Career, Technical and Agricultural Education

Georgia Department of Education

[illegible]

Jones County CTAE Program Equipment Disposal Form

Date of Request		
School		
Program Area		
Room Number		
Item to Transfer	Serial Number	Date
Reason:		
Approved: _____		
Denied: _____		
Teacher Signature: _____		
CTAE Director Signature: _____		

Jones County CTAE Program Equipment Transfer Form

Date of Request		
School		
Program Area		
Room Number		
Item to Transfer	Serial Number	Date
Reason:		
Approved: _____		
Denied: _____		
Teacher Signature: _____		
CTAE Director Signature: _____		

CTSO Field-Trip Permission Form



In our continued efforts to focus on overall student achievement, teacher input is requested to determine participation in the planned CTSO (Career Tech Student Organization) field trip. Students must be in good academic standing to be eligible to attend. Grades below 70 in more than ONE course will result in the student NOT being able to attend the trip. While our CTSOs help to enhance instruction and learning that occurs in the classroom, the students' overall academic success is also our concern. If you have any questions, please email or call the CTAE Supervisor, Dr. Dean Hintz.

Student _____ is requesting to participate in a field trip

with one of the following CTSOs at Jones County High School:

DECA

FBLA

FCCLA

FFA

HOSA

Skills USA

Date of trip: _____

To: _____

Teacher _____ Class: _____

Class	Grade	Comments	Teacher Signature
English			
Math			
Science			
Social Studies			
Elective _____			
Elective _____			
Elective _____			

It is the student's responsibility to return this form back to their CTSO advisor.

CTSO Field-Trip Permission Form



Jones County Schools

Field Trip Permission Form

P.O. Box 519
Gray, Georgia 31032
(478) 986-5444

I am the parent or legal guardian of _____, and by signing this statement, I give my consent and permission for my child to go with

Name of Group	Name of Faculty Member(s)	Position
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To _____

I understand that _____ will travel by _____

Will leave from _____ on _____

Date

Time

Will return to _____ on _____

Date

Time

For the purpose of attending _____

Activity

I have reviewed and am familiar with the itinerary. I consent to my child's participation in these activities except as follows (please sign for permission at the bottom of the page).

Exceptions/Notes: _____

Emergency Information

Contact Information	Contact 1 – Parent or Guardian	Contact 2 – Parent or Guardian
First and Last Name		
Address		
Home Phone		
Cell Phone		
Work Number		
Work Address		

I understand that during the trip my child will be subject to the policies, rules and regulations of the school and the Board of Education. I have read and fully understand the contents of this form. Finally, I hereby give school staff permission to authorize medical treatment for my child in the event of illness or accident.

Parent or Guardian's Signature

Date