

Career & Technical Education

Career & Technical Student Organizations (CTSOs) Guidelines



The Scotland County Schools Career & Technical Education department will provide financial support to teachers in regard to Career & Technical Student Organizations (CTSOs) following these guidelines to assure fair and equitable access to this support:

Career and Technical Student Organizations (CTSOs) shall be duly established and chartered entities that meet all the following criteria as outlined in the NCDPI Career and Technical Education Fiscal and Policy Guide:

- 1) Are considered an integral part of instruction in CTE and, as such, contribute to the attainment of specified curriculum competencies within the recognized program areas of CTE;
- 2) Are supervised by qualified and licensed CTE personnel;
- 3) Are affiliated with appropriate state and/or national organizational structures;
- 4) Are organized and conducted in accordance with guidelines and policies of the State Board of Education (GCS-I-002) as specified by Career and Education; and
- 5) Serve as a teaching strategy that contributes significantly to the motivation and total development of students through activities that develop leadership abilities, citizenship skills, and social competencies leading to a wholesome attitude about living and working.

Advisors

All CTE teachers are expected to be advisors or assist with their program area's student organization. This means that each CTE teacher should assist with monthly meetings, competitions, field trips, etc. CTOS must be supervised by at least one qualified/licensed CTE teacher who must function as the advisor of record. Supervision includes being present at state and/or national events when a chapter has participants in the events. Presence at local and regional meetings also constitutes supervision.

Prior Approval

A CTE Prior approval request should be submitted to the CTE Administrative Assistant 45 days prior to the field trip to verify curriculum alignment, student participation, and funding approval by the CTE Director. Next, the field trip must be submitted on a Field Trip Request form to the Principal for initial approval. Next, the Field Trip Request form must be submitted to Central Office staff thirty days prior to a Board Meeting preceding a trip requiring Board of Education approval and ten working days prior to trip requiring the Superintendent's (designee's) and Transportation Director's approval including, bus number, bus driver, and chaperones. Copies of the approved Field Trip Request form should be kept in the Principal's office.

No field trips will be permitted after December 5th through testing for first semester. In the same manner, no field trips will be permitted after April 30th through the month of May for second semester testing.

Substitutes

While CTOS are important, the regular presence of the classroom teacher is the top priority for delivery of quality instruction for all students. When the advisor must attend events with students, Prior Approval is required requesting substitute pay. The number of events approved per advisor will be limited.

Allowable CTSO Reimbursements

- 1) Transportation Costs incurred in transporting students to and from regional and state competition.
- 2) Advisors who are CTE teachers will have all expenses paid to regional and state competitions - including a substitute teacher.
- 3) CTE Advisors who have a First place state winner or a state officer will have all expenses paid to National competition. Transportation will be paid for the student.
- 4) Non-instructional or personal CTSO items such as jackets, badges, awards, or supplies may not be purchased using CTE funds.

State Conference Expenses

Student registration, hotel and food expenses are the responsibility of the student organization or student for regional and state events. Only student transportation may be paid from CTE funds according to NCDPI CTE Fiscal and Policy.

State Conference Advisor Expenses

Advisor expenses will be reimbursed at a rate of one advisor to at least 6 no more than 10 (*Administrative Policy – field trips*) students unless there is justification and prior approval from the CTE director. Expenses include substitute, registration, hotel and meals. Advisors are expected to travel by bus with the students. Mileage for driving separately will not be reimbursed. Advisors should try to share rooms if another advisor is attending. Adherence to state reimbursement rates is expected unless pre-approved. Expenses for non-school system chaperones may not be paid from CTE funds.

Gender Expectations

Female students should be attended to by a female advisor or a female approved chaperone. Male students should be attended to by a male advisor or a male approved chaperone.

National Conferences Expenses

CTE will pay the transportation/travel expenses for students who place first in the state and will be competing at the national CTSO conference or selected as a state CTSO officer.

All other expenses (hotel, meals) are the responsibility of the school, student, organization, or other funds. Documentation showing the students' names who placed first in a state competition is required for pre-approval of National Conference trips. The supporting advisor(s) will be reimbursed using the same guidelines as for state conferences (travel, hotel, meals).

Student Organization Field Trips

Prior approval is needed for any student organization field trip that is to be financially supported by the CTE office. Substitute pay, driver pay and bus mileage may be requested from the principal and the CTE director. Approval will depend on the relevance of the field trip to the curriculum, cost and the total number of field trips requested by the teacher for the year.

Non-Discrimination

Scotland County Schools and CTE do not discriminate on the basis of race, color, national origin, sex, disability, or age in activities and programs, including employment policies and practices. Inquiries regarding policies are directed to Cory Satterfield, HR, at 322 South Main Street, Laurinburg, NC. (910) 276-1138.