Craven County Schools Career and Technical Education
INFORMATION, PROCESSES, AND PROCEDURES

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CCS CTE REQUISITIONS (Requests for Supplies and Equipment)

Complete the "CTE Requisition Form" to request supplies and equipment.

Directions: Sign into the Craven County Schools webpage: Cravenk12.org > Academics > Career & Technical Education >CTE Informational Links > CTE Requisition Form

- **No items** may be purchased by a teacher with cash or a credit card.

- Items listed below should come from the **school's budget**, not CTE funds.
    - Teacher supplies not used by students (example: teacher desk chairs, lamps, filing cabinets, whiteboards, pencil sharpeners, pencils, tape, glue, paper, folders, and other office/school supplies, etc)
    - Workbooks and practice sets for all first-level courses
    - Materials needed for student projects that become student property after completion
    - State-Adopted textbooks. Textbooks should be purchased through state textbook allocations.
    - Candy

Budget Allotments:

Food and Nutrition	Up to $2,400 / year / teacher
Culinary	Up to $600 / year / teacher
MS College and Career Ready Lab - Supplies	Up to $300 / year / teacher
Woodworking - Supplies	Up to $1,500 / year / teacher
Agriculture - Animal Food/Support	Up to $600 / year / high school
Agriculture - Animal Food/Support	Up to $300 / year / middle school

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CCS CTE GUIDELINES FOR FCS LAB PURCHASES

The following guidelines should be adhered to in purchasing for FCS labs with your card.

- Approved vendor: Food Lion
- Each school will be issued a Food Lion purchasing card.
- Only food items may be purchased with the Food Lion purchasing card.
- You may not purchase items such as cooking utensils, pots, pans, mixers, equipment, etc.
- Process: Submit requisitions for approval, make purchase, submit receipt to CDC
- No purchases are allowed after May 16, 2025

Approved: Proceed *without* caution	• Fresh and/or frozen fruits and vegetables • Fresh herbs • Dried herbs and spices • Milk, cheese, and eggs • Dried and/or frozen legumes (peas, beans, and lentils) • Nuts, seeds, and nut butters • Oils and butter • Flour, sugar, baking soda, baking powder, salt, extracts, yeast • Whole-grain bread, pasta, tortillas • Grits, oatmeal, buckwheat, bulgur, cornmeal, brown rice, quinoa • Fresh or frozen ground beef, chicken, turkey, pork, soy products
Questionable: Proceed *with* caution. Food that is purchased in this category may require justification.	• White/refined bread, pasta, tortillas • Canned fruits, vegetables, and legumes/beans • Chocolate chips and other baking chips • Prepared popcorn, pretzels, tortilla chips, graham crackers • Granola • Jarred sauces and dips • Fresh or frozen shrimp and fish • Canned tuna and salmon • Canned condensed soup • Salad dressings • Condiments (mayonnaise, mustard, ketchup) • Pickles, olives, relishes, etc. • Fruit juices • Bisquick, cake, or pudding mix

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Restricted: *Stop* and *reconsider* this lab. To prevent issues, contact the CTE Director for permission.	• Processed breakfast cereals • Processed meal kits, packets, and packages • Brownie, cookie, pancake, and muffin mixes • Prepared cakes, brownies, cookies, muffins, and quickbread loafs • Candy • Prepared frosting • Frozen entrees, meals, desserts • Potato chips, pork rinds, sandwich crackers, cheese crackers • Soda, cola, kool-aid, and other high-sugar beverages • Canned or dried meats • Expensive seafood and steaks • Alcoholic beverages • Paper or styrofoam cups and plates

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CCS CTE-FUNDED TRIPS

All CTE trips, regardless of funding source, require approval from CTE Director and School Administrator.

Each CTE teacher is allowed a maximum of six days of travel per year, paid for by CTE or CTSO funds:

- two days of travel for field trips or professional development
- four days of CTSO travel

Exceptions may apply if the CTE Director specifically requests that you attend, travel is outside of school hours, or travel is for National Competitions for CTSO (based on state competition qualification).

Approved district initiatives (ie: Farm to Table, Souper Bowl, etc.) are exempt from this policy.

Unused days do not roll over.

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CCS CTE PRIOR APPROVAL FOR TRAVEL

Complete the "CTE Prior Approval for Travel Form" to request permission for CTE to fund the trip. This form is used for staff workshops and travel, as well as CTSO and other CTE class travel requests.

Directions: Sign into the Craven County Schools webpage: Cravenk12.org > Academics > Career & Technical Education > CTE Informational Links > CTE Prior Approval for Travel

A CTE approval only means the CTE Director has approved the field trip as a CTE-covered expense. Final approval of the field trip is at the discretion of building-level administration.

***CTE prior approval for travel requests must be submitted at least ten (10) business days prior to the planned date of travel.

PLEASE NOTE: There are additional deadlines for trips involving board approval.

- Out-of-county/local or in-state (not overnight) field trips: At least three weeks prior to the date of the trip. Field trips requiring contracts or deposits must be submitted at least three weeks prior to the date any contracts or deposits are due.
- Overnight or out-of-state field trips: At least three months prior to the date of the trip.
- Out-of-country field trips: At least nine months prior to the date of the trip.

Please refer to **Policy 3320 School Trips** for detailed information.

Additional field trip forms are required by the district for field trip approval. Sign in to the district website, then click on Staff > Forms > Field Trip Checklist – Start Here. After reviewing the checklist, complete the required forms.

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CCS CTE REQUESTS FOR REIMBURSEMENT

Staff are to submit reimbursement requests after they have completed the professional development/conference. CTE will reimburse staff for registration fees, mileage, lodging, meals, and other fees as noted on the form if the PD/conference is approved by the CTE Director in advance. *Some receipts are required (see form).

Directions: Sign into the Craven County Schools webpage: Cravenk12.org > Academics > Career & Technical Education > CTE Informational Links > Request for Reimbursement. (Please print, sign, and submit to CTE Bookkeeper).

Deadline: Reimbursement forms are due to the CTE Office immediately after expenses are incurred and no later than the 15th of the month after the expense occurs.

- Registration

  Registration will be reimbursed with a submitted receipt. If school funds are used to pay a teacher's registration, proof that the teacher has reimbursed the school will be required or the school will need to submit a separate claim form payable to the school.

- Lodging

  Lodging will be reimbursed at a rate approved by Craven County Schools. Lodging receipt must be an itemized statement with a zero balance. Each person requesting reimbursement must have his/her name on the receipt.

  Maximum reimbursement:

Lodging	$ 94.10 (In-State) $111.10 (Out-of-State)

- Meals

  Maximum reimbursement:

Breakfast	$ 10.60
Lunch	$ 14.00
Dinner	$ 24.40 (In-State) $27.70 (Out-of-State)

  Meals provided by the conference/meeting or at the lodging facility are not reimbursable. Meals may be reimbursed for partial days of travel when in overnight travel status, and the partial day is the day of departure or return. The following applies:

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Breakfast: Depart duty station prior to 6:00am and extend the workday by 2 hours

Lunch: Depart duty station prior to Noon (day of departure) or return to duty station after 2:00 pm (day of return)

Dinner: Depart duty station prior to 5:00 pm (day of departure) or return to duty station after 8:00 pm (day of return)

*The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home, whichever is less.

Allowances cannot be paid to employees for lunches if travel does not involve an overnight stay; however, employees can be eligible for allowances for the breakfast and evening meals when the following applies:

Breakfast (morning): Depart duty station prior to 6:00 am and extend the workday by 2 hours

Dinner (evening): Return to duty station after 8:00 pm and extend the workday by 3 hours

*The travel must involve a travel destination located at least 35 miles from the employees regularly assigned duty station or home, whichever is less.

VALET PARKING IS NOT REIMBURSABLE UNLESS SELF-PARKING DOES NOT EXIST.

All state travel allowances can be found on the NC Office of State Budget and Management.

- Travel

  Travel will be reimbursed at the mileage rate approved by Craven County Schools. Reimbursement is allowed to and from the CTE activity only. Carpooling is recommended. If you are a passenger, it is an illegal act to claim mileage reimbursement. If Career and Technical Education provides bus transportation, you may not claim mileage reimbursement without prior permission.

- Other

  Out-of-state travel regulations vary from NC guidelines. Please check with the CTE Director in advance of travel.

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CTE CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)

Endorsed Craven County CTSOs: FFA, SkillsUSA, FBLA, TSA, HOSA, FCCLA, DECA
NTHS is not a CTSO.

All CTSOs must be affiliated with their state and national organization.
Graduated students are ineligible for CTE funding support.

CTE Funds = Federal or State-allocated CTE Funds (Central Office)

CTSO School Funds = CTSO School Funds based at the school building level

For Regional / State CTSO Conventions: (if funds are available)

CTE Funds will only cover:

Teacher expenses: Substitute, registration, travel, lodging, and meals
Student members: School activity bus transportation

For National CTSO Conventions: (if funds are available)
$7,500 per school CTSO is allotted for national expenses. Additional funding may be available.

Students who earn 1st place at the state competition who are *eligible and plan to compete at nationals, CTE Funds will only cover:

Teacher Expenses: Substitute, registration, travel, lodging, and meals
Eligible Student Member(s) Expenses: Lodging and transportation

***Eligible students** – National CTSOs determine which students are eligible to compete at the national level.

The Career and Technical Education Office will not fund non-competing students.
Non-school system personnel expenses will not be covered with CTE funds to chaperone students.

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CCS CTE CTSO ADVISOR STIPENDS

The CTSO chapter must be active at the local, state, and national levels with evidence of a program of work that is aligned to the instructional area. Stipends are $500 per advisor per year.

The following is required to be submitted to the CTE Director:

> CTSO Advisor Stipend Application is required and due by October 1 each year.
> Documentation as evidence for the stipend is required and due by May 1 each year.

Required Documentation as Evidence:

1. The Career Technical Student Organization (CTSO) must be State recognized.

2. The CTSO must be program-specific to teaching assignment (ex. AG teachers sponsor FFA; unless your school is participating in school-wide SkillsUSA).

3. The CTSO must be nationally affiliated (Dues must be submitted to national organization).

4. Each advisor must be registered and included on the Official National Membership Roster.

5. The maximum number* of advisor stipends per CTSO at each school is based on the number of active student members:

    a. 8 – 25 student members = 1 advisor

    b. 1 additional advisor for every 25 student members

* School-wide SkillsUSA: 1 advisor for each program area of 8 or more active student members

6. The CTSO must participate in student leadership development activities (leadership conference or guest speakers or other leadership pre-planned activity).

7. The CTSO must participate in a competitive event at the regional or state level.

8. The CTSO must sponsor one or more non-competitive activities (ex: a service project, community event or CTSO member social event).

9. The advisor must facilitate CTSO meetings before or after school.

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The following are examples of documents to provide evidence of work for the stipend:

1. Official National Membership Roster which includes each advisor and all student member names.

2. Meeting agendas and sign-in sheets:

    a. Meetings before or after school (at least 6 meetings per semester)

    b. Sign-in sheet with date and time

    c. Meeting agendas

3. Documentation of participation in student leadership development.

4. Documentation of participation in competitive events at regional or state level.

5. Documentation of participation in non-competitive activities.

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CTE HONORS COURSES AND HONORS APPLICATION PROCESS

If you are interested in offering a CTE course at the honors level, please review and follow the Honors Level Course Request Process.

You will be required to submit a Craven County Schools Honors Level Course Application for consideration.

Submission Deadlines:
March 1 - for Fall semester start.
August 1 - for Spring semester start.

Approved CTE Honors Courses (Does not include inherently honors CTE courses)	
CT10	Technology Engineering and Design Honors
CT11	Technology Design Honors
CT12	Engineering Design Honors
BF10	Business Essentials Honors
ME11	Entrepreneurship I Honors
HU40	Health Science I Honors
HU42	Health Science II Honors
	CTE Internship Honors (Eff: January 2026)

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CCS CTE GRADING POLICIES REGARDING PROOFS OF LEARNING

NOTE: All students are required to have a POL result for every CTE class recorded in NCCTE Admin for state and federal reporting.

Proof of Learning and How It Counts:

CTE State Post-Assessment: Score earned by student is entered as the Exam grade in Infinite Campus.

Credential: If student earns the credential designated as the POL, a grade of 100 is entered as the Exam grade in Infinite Campus.

Performance-Based Measurement: If student is proficient on the PBM, a grade of 100 is entered as the Exam grade in Infinite Campus.

Teacher-Made Exam: The score earned by students is entered as the Exam grade in Infinite Campus

Notes:

1. If a student does not attain the POL credential or is not proficient on the PBM, a teacher-made exam must be administered and counted as the E1 grade. Note: Teacher may request another credential attempt (See Credential Testing Policy below).

There are NO EXEMPTIONS to the teacher-made exams when the exam is replacing a POL credential or the PBM proficiency. Any student who does not attain the credential as Proof of Learning and is not proficient on the PBM and does not complete a teacher-made exam will receive a zero for the exam grade.

2. For CTE classes in field-test status, the Field Test Conversion Scale in the NC CTE Proof of Learning Administration and Reporting Guide will be used to scale field test scores of students. The CDC will provide a copy of this chart to all teachers with courses in field-test status.

3. When a POL is identified as local, the PSU and teacher(s) are responsible for developing the POL. All students are required to complete the POL for CTE courses unless a medical exception request is approved for the student.

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CCS CTE CREDENTIAL PROTOCOL

The district determines which credentials will be offered to students in Craven County Schools (CCS) Career and Technical Education (CTE) courses.

Teachers are expected to hold the associated course credential(s) they administer.

For NCCTE Admin purposes, all credentials offered in Craven County Schools will be recorded as "**Met**" or "**Not Met**" for each student enrolled in the course.

"Not Offered" will only be used if the district has formally decided not to offer the credential.

"Not Attempted" is not used by this district.

Note: Teachers shall enter Tier 1 credentials and all PBM results in NCCTE Admin.

CCS CTE CREDENTIAL TESTING PROTOCOL

All students enrolled in a course where the district offers a credential are required to attempt to earn the credential. If a student does not successfully earn the credential on the first attempt and wishes to retake the assessment, a request must be submitted using the **Credential Assessment Retake Request Form**.

Upon approval, teachers will receive written notification via email from Jennifer Davis, Curriculum and Instructional Management Coordinator.

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