



CAREER & TECHNICAL EDUCATION DEPARTMENT TRAVEL GUIDELINES

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Career & Technical Education Department Travel Guidelines



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Career & Technical Education Department Travel Guidelines



Purpose: The purpose of the Career and Technical Education (CTE) Department Travel Guidelines is to outline policies and procedures for all CTE student travel.

Objective: The objective of the CTE Department Travel Guidelines is to ensure the safety of our students, comply with district policy and procedures, minimize the liability of our staff, and efficiently and effectively maximize the educational value of the event.

1. Career and Technical Student Organizations (CTSOs)

a. Sponsor and Chaperone Responsibilities Prior to and After Travel

i. Documentation:

1. CTSO sponsors are required to attend all CTSO events as required of respective chapter. This includes fulfilling all obligations such as state and national competitive events.
2. CTSO sponsors will ensure that student members are in good standing with their respective organization before recommending student to compete at a CTSO conference (e.g. absences from CTSO meetings, absences from event practice and/or training, absences from community projects, etc.).
CTSO students with excessive absences, ISS referrals, or who do not meet grade eligibility, will not be approved to attend a CTSO conference.
3. CTSO sponsors will ensure that students meet UIL eligibility to participate in CTSO competitive events. BISD grading procedures will be followed at all times.
4. Online Professional Leaves: must include names of all chaperones, student roster, hotel room assignment list, travel details, etc.
5. Online Purchase Requisitions: registration, hotel, transportation, meals, etc. **Note: You must include travel specifics such as departure date, time, and location as well as the date that checks are needed. Checks will be picked up at the CTE office.**
6. It is the sponsor's responsibility to follow through with all travel documentation prior to the travel date. This includes all online requests such as Professional Leaves and Purchase Requisitions. **Note: As per BISD policy, travel may not take place without approved Professional Leave and Purchase Orders.**
7. Guests not on approved BISD professional leave will not be allowed to travel with a respective CTSO conference group; this also includes,



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whether or not “out-of-pocket” costs for travel will be covered by the sponsor; chaperone; and/or guest.

8. CTSO sponsor is responsible for submitting student roster for state and national competitions by set deadline so that the CTE office can assign hotel rooms.
9. Student members will not be approved to attend a CTSO conference if student sponsor will not be present at the conference. An exception will be considered only if the changes are requested before **10 (ten)** school days prior to the conference or event. Substitution of sponsor(s) and the transfer of sponsor responsibilities to another individual **MUST** be approved by campus administration.
10. If vehicle is needed, CTSO sponsors will be responsible for reserving a vehicle from the CTE department. Anyone requesting the use of a BISD CTE vehicle, must be cleared through the BISD personnel department prior to submitting [Vehicle Request Form](#). If school buses and/or charter buses are being utilized for CTSO travel, a CTE vehicle will not be approved.
11. The reserving department or campus must first request a PO number for gas card reimbursement by calculating mileage at **.67 cents a mile** from beginning to end (**Note:** Make out PR payable to **Wright Express V001198** and include extra mileage for incidental excursions, for example, lunch/dinner excursions). Upon request for reservation of vehicle, a PO number is mandatory on the Reservation Request Form from the department submitting the form. **No vehicle will be reserved without proof of a PO number on the vehicle reservation request form.**
12. Once PO number is assigned, sponsors will need to submit a [Vehicle Request Form](#) with a copy of the approved web travel to CTE for approval. Any [Vehicle Request Form](#) without a copy of the approved web travel and/or PO number will not be processed.
13. CTE vehicle reservations will be contingent upon availability of vehicles and vehicle conditions. A confirmation email will be sent out notifying the status of vehicle reservation. The approved requester/driver must pick up reserved vehicles at the CTE department no later than 5:00 pm on business day before travel.

Sponsor(s) will be responsible to make all arrangements for pick up and drop off of vehicle(s). Vehicle must be returned with full tank of



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gas to the CTE department; if returning vehicle after hours, a gate key will be provided in the CTE Vehicle Binder. Sponsor dropping off vehicle will be responsible for securely opening and closing gate.

14. Sponsors who have students that have advanced to the next level (state and/or nationals) are responsible for submitting student information to the CTE office within five (5) school days.
15. Sponsor is responsible for clearing all payments (POs) within five (5) school days upon return from trip. This includes submitting student meal documentation, hotel receipts, registration receipts, transportation receipts, etc.
16. Please refer to the BISD Finance department website for Employee and [Student Travel Procedures Manual](#).

b. Sponsor and Chaperone Guidelines During Travel

- i. **Supervision of students:** CTSO sponsors and chaperones maintain a *loco parentis status*. Each sponsor and chaperone is responsible for all students at all times during CTSO travel. Chaperones are not to be left alone with the responsibility of CTSO students unless sponsor is participating in conference management. Chaperones must NOT travel off site of conference hotel grounds without the respective sponsor. Exception will be only when chaperone has been given a directive to ensure students' meals.
- ii. **Group Travel:** Staff not on approved BISD professional leave will not be allowed to travel with a respective CTSO conference group; this also includes, whether or not "out-of-pocket" costs for travel will be covered by the sponsor; chaperone; and/or staff. The only exception to the rule is if the individual is a BISD employee that shall fulfill the official duties of a chaperone, and has been approved to travel with the respective CTSO conference group.
- iii. **Room assignments:** Room list assignments are set before travel dates based on information provided to the CTE office by sponsors. Room changes are not allowed unless they have been approved by the CTE office. CTSO sponsors and chaperones are responsible for ensuring that a hotel does not assign adjoining rooms for students. Staff and students are not to be housed in same rooms. Student room assignments should be same gender.
- iv. **Room checks:** CTSO sponsors and chaperones should conduct student hotel room "checks" periodically during the day and throughout the night. Sponsors and chaperones should create a schedule for room checks. They should also ensure that curfews are set and followed.



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- v. **Agenda:** Sponsors are required to meet with students and parents before CTSO events. Sponsors should have an itinerary and agenda for conference/competitive events for travel dates and should provide a copy to students and parents. If there is a change, students/parents are to be notified immediately. In addition, sponsors are required to monitor students actively during all conference/competitive events and throughout other planned activities such as dinner and outings.
- b. **Career Placement Officer (CPO) Responsibilities**
- i. CPOs will encourage teachers to establish and maintain a CTSO chapter.
 - ii. CPOs will compile a list of respective CTSOs. The information is utilized for accountability purposes.
 - iii. CPOs will assist to coordinate CTSO travel. CPOs will be in communication with the CTE office to ensure that respective campus has met all deadlines.
- c. **CTE Administrative Office Responsibilities**
- i. CTE office will ensure that sponsors submit all travel documents within a ten (10) school day grace period following the CTSO regional/area or state conference.
 - ii. CTE office will implement and enforce a five (5) day grace period for the CTSO sponsor to clear all accounts.
 - iii. CTE office will review all pertinent documents and will notify the sponsor, via e-mail, any discrepancies with any documents submitted for approval.
 - iv. CTE office will secure hotel reservations and transportation for state and national competitive events. Each respective CTSO sponsor must submit hotel planning template by set deadline to ensure hotel rooms for students and sponsors. Some state and national travel is handled by Sponsor when CTSO requires it (ex. SkillsUSA, BPA, TSA).
- d. **Student Responsibilities**
- i. Students can only join CTSOs that align with their declared program of study. Even if a student is enrolled in multiple programs, they may only participate as a competitive member in one CTSO. If a student is involved in multiple programs, they must choose which CTSO they will actively participate in as a competitive member.
 - ii. Students must be paid members within respective CTSO chapters in order to be eligible to participate in competitive events.
 - iii. Students must be registered to compete in a CTE approved Skills event listed at the sponsored CTSO conference, and not solely compete in an event that



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involves the completion of a test as the competitive event. **Note: The competitive event must require a student competitor to physically demonstrate and perform skills within the competitive event.**

- iv. Students who are not registered as competitors will not be allowed to attend the CTSO conference in question. **Note: The competitive event must require the attendance of the student (not solely the attendance of a project, binder, etc.).**
- v. Only those CTSO students who advance to a state conference in a competitive event at the regional/area level can attend the State CTSO conference.
 1. An exception will be made for those students who competed in a competitive event at the regional/area level and did not advance in the event, but were pre-qualified or qualified as an **officer** or **officer candidate** at the attending event.
- vi. CTSO students with excessive absences, ISS referrals, or who do not meet grade eligibility, will not be approved to attend a CTSO conference.
- vii. All students must travel with their respective group according to the approved travel plans made prior to departure. No student will be approved to travel to the CTSO conference, in question, alone or apart from their respective group before or after departure.
- viii. No student will be approved to travel from one event to another (i.e. award ceremony, student conference, family travel etc.) alone or apart from their respective CTSO conference group. If a student has commitments to a CTSO and/or a non-CTSO organization(s) prior to their respective CTSO conference, the student must decide whether or not he/she will be attending the CTSO conference in question; or, in the case of conflicting CTSO conferences, which CTSO conference he/she will be attending.
- ix. Students who are not CTSO members competing at a CTSO conference, or are not included in the CTSO travel plans are not allowed to travel with or meet a respective CTSO member and/or group at the CTSO conference site.
- x. Students may not travel at their own expense along with or apart from their school-sponsored group.

e. Student Substitutions/Alternates

- i. CTSO alternate(s) will not be added to a previously submitted and approved list unless alternate student(s) information is submitted within four weeks prior to the CTSO conference or event(s) in question, if approved.



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2. Field Trip Travel

- a. Field trips, for educational purposes, are an important part of the instructional program and should only be utilized as a resource to supplement and/or to reinforce classroom instruction not to supplant a curricular requirement that would otherwise serve as a non-paid Work-Based Learning activity.
- b. All approved field trips plans, to supplement and/or to reinforce classroom instruction, should be planned in advance and will be the **sole responsibility** of the classroom teacher(s) under a program of study.
- c. Staff not on approved BISD professional leave will not be allowed to travel with a respective field trip group; this also includes, whether or not “out-of-pocket” costs for travel will be covered by a teacher; chaperone; and/or staff.
- d. Field trips will be used as a definite teaching method pertinent to the content of the grade level and subject area not to serve as a non-paid Work-Based Learning activity and/or placement (e.g. mentoring, job shadowing, career preparation co-op experiences, practicum internships/externships, or capstone experiences).
- e. The approval of all “field trip” requests will be determined by the following:
 - i. Field trips shall be approved by the principal of the school, before these requests are submitted to the CTE Director for final approval.
 - ii. Field trip requests will be reviewed and evaluated by the CTE Administrator to determine if it is pertinent to the content of the grade level or subject area and the CTE Administrator will approve or deny funding for the “field trip.”
Note: “Field trips” determined to be pertinent to the content of the grade level or subject area do not guarantee approval for CTE funding.
- f. Teacher(s) submitting field trip requests must submit the following documents for approval:
 - i. Completed Instructional Field Trip Request Form (Lesson Plan).
 - ii. Professional Leave
 - iii. Transportation Request Form
 - iv. Purchase Requisitions (ex: meals, transportation, fees, hotel, etc.)
 - v. Field Trip Itinerary
 - vi. Class/Student Roster
 - vii. Copy of full information about planned field trips (e.g. Permission slips, etc.) sent to parents.
- g. Field trip requests and copies of supporting documentation must be received in the CTE’s office six weeks prior to the scheduled field trip.
- h. Field trip requests received with less than six weeks prior to the event **will not** be processed for funding. Teachers are highly encouraged to plan, accordingly.