

Staff Schedules/Procedures

ABSENCE (INSTRUCTOR) PROCEDURES

Dianne Dickey will be taking care of all absences and sub scheduling.

The sick leave and professional leave forms are available several places:

1. On the “I” drive, you can reach them by going to the “My Computer” icon on your desktop then clicking on the “Template Disk” folder, then click on the “BCC Forms” folder.
2. On the BCC website, via the “Documents” link.

The following steps MUST be followed to obtain a substitute when absences are known ahead of time:

1. Complete leave form (either sick or professional-include estimated expenses) and take to your Supervisor for their signature.
2. The supervisor will take the signed form ASAP to Dianne. No calls should be made to her at this time.
3. When Dianne receives your signed form, she will schedule a sub, and give the form to Kathy Greenwich for signature. Kathy Greenwich will approve (or not approve) the leave and return it to Dianne for further processing.
4. Dianne will give the original to the treasurer’s office and return copies to you. (If you do not receive a copy back within 3 days of your request, please contact Dianne immediately.)

If your leave is PROF (Professional):

5. Use your returned copy to document your actual expenses. Attach receipts and return to Kathy Greenwich. She will approve and record expenses and forward to the Treasurer’s office. They will issue payment after that.

If you have an emergency leave in the morning:

1. Call Dianne at the school between 6:00 A.M. and 6:30 A.M.
2. She will schedule a substitute.
3. She will place a leave form in your mailbox for you to complete. This should be returned to her the day you return to work.
4. When your completed form is returned to Dianne, she will begin at step 4 above.

If you need coverage for a period or two:

1. Contact your supervisor immediately. They will contact Dianne. If your supervisor is not available, please see Dianne. She will arrange for these coverages and take care of the paperwork. You will need to sign and return the paperwork to your supervisor, who will then turn it in to Dianne.

Thanks so much for your careful attention to these steps. Our goal is to ensure coverage in each class so teaching can continue even though you may be gone for the day.

COACHING/TRAINING

Staff members that wish to coach/train are instructed to work with their immediate supervisor on setting up when they will be coaching/training and a schedule of when the season begins and ends. The times of arrival and departure during that season of coaching/training will be set to ensure that the 7 ¼ hour work day is completed for all affected days.

CONFLICT OF INTEREST

No employee shall act as a sales agent, either directly or indirectly, for any person, firm, or corporation whose textbooks are filed with the Superintendent of Public Instruction or for school apparatus or equipment of any kind for use in the public schools. Violation will cause a loss of the right to teach in Ohio (P.R.C. 3329.10). No teacher may sell any supplies or material to the school district (Bureau of Inspection Opinion 1960, Syllabi 100).

CONTINUING EDUCATION UNIT OPTIONS

Continuing Education Units are available, with the pre-approval form for: college, workshops, peer observation, publication of original work, teaching portfolio, national board of professional teaching standards certification, mentoring, co-operating teacher, teaching college, adult ed summer school, professional presentation, educational project, curriculum development, grant writing, professional committee, field trips, self-directed educational development, related work experience.

DRESS FOR TEACHERS

Dress of all district employees shall be professional and appropriate for their assignment. Blue jeans, t-shirts, and sweatshirts are not appropriate dress. Blue jeans are **ONLY** permitted on paydays, as long as a shirt or sweater with the Buckeye Career Center logo is also worn (T-shirts must have a collar).

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

The Buckeye LPDC consists of 3 teachers and 3 administrators and meets monthly during the school year. All LPDC forms and directions are available online, on the I: drive, or in the Front Office. Each staff member is responsible for meeting requirements needed to renew his or her license.

An Individual Professional Development Plan (IPDP) (white) must be completed at the beginning of employment or the beginning of a new license cycle. The IPDP should be written according to guidelines provided on the “How To Write IPDP Goals” form.

Pre-Approval Forms (green) need to be completed before attending or participating in activities. In-services at Buckeye do not need pre-approval.

Activity Documentation Voucher Forms (blue) must be completed after attending or participating in an activity. Copies of certificates or transcripts are to be attached to the completed Activity Documentation Voucher.

Ohio Department of Education License Applications are available in the Front Office or online at www.ode.state.oh.us.

A list of meeting dates will be distributed at the beginning of each school year. Meetings are typically held on the last Thursday of each month. All paperwork must be turned into the Front Office LPDC box by noon of the Tuesday before the meeting.

NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS

Non-school employment should be scheduled so that it does not conflict with the teacher's obligations to the Buckeye Career Center.

SCHOOL EQUIPMENT

School equipment is not to leave the school premises unless approved by the program supervisor and the proper release form filed in either the Front Office or Maintenance. Equipment may only be used for non-commercial purposes. Equipment is not to be moved from one classroom to another.

The school van, trucks, and heavy equipment owned by the Buckeye Career Center shall only be used for official school business. All equipment is to be housed on school property and should be returned to school property after use. However, if school trips, pick-ups, or deliveries are to be made in the evening, the equipment may be kept overnight with the knowledge and consent of the maintenance supervisor. Van and bus usage needs to be submitted via School Dude. An accurate record shall be maintained of the reasons for the use and the time of departure and return.

STAFF ASSIGNED DUTIES

In order to maintain a secure and safe educational environment, staff may be assigned a supervision duty. Staff members are expected to make arrangements with administration for coverage of their duty if a conflict arises that would cause them to miss their assignment. If a staff member is absent from school, he or she is expected to leave information for the sub to cover the assigned duty.

STAFF PARKING

Parking for teachers is available in the North lot and the East lot. The East parking lot is reserved for Adult Ed. students and employees. The North lot is for all other students and

employees. Limited parking is available in the South-Front lot and the West side lot. Visitors Parking is off limits to staff.

Bullpens: At various locations around the building, there are compounds or bullpens adjacent to the building. These areas are for specified purposes of storing materials which cannot be stored in the lab. Parking is off limits in the bullpens.

Trumpet Room Parking: Off limits on Wednesday, Thursday and Friday.

Child Care/Cosmetology Parking in posted areas is off limits to staff. It is reserved for patrons only.

STAFF TELEPHONE CALLS

Please ask members of your family and others to call only during your lunch period, preparation period, or before or after scheduled class. If you are in class, please instruct family members to identify to the switchboard operator that there is an emergency. A secretary will take the message to the involved person immediately. Otherwise, a message will be taken and placed in your mailbox. Staff will not be paged, unless there is an emergency. To place an outside call lift the handset and dial 9 plus the security code (if restricted phone) plus telephone number. For long distance, dial 9 plus your security code, plus the number. At the tone, dial your security code. Students may not use your phone.

SUNSHINE FUND

The Sunshine Fund serves as an opportunity for all employees to participate in the sharing in the loss of immediate family members by providing a flower arrangements or a monetary memorial gift. Flowers will also be sent to employees who are in the hospital or out on a lengthy sick leave.

Staff members wishing to participate can do so through two options. The first option is to pay \$15 per year. Staff will then receive a sticker to his or her ID which will provide that staff member the opportunity to wear jeans and a Buckeye Career Center shirt on payday Fridays. The second option is to pay \$1 on each payday. Staff members paying the \$1 will receive a dot on their ID which will also provide them the opportunity to wear jeans and a Buckeye shirt on payday Fridays. Money will be collected in the Front Office at the beginning of each school year as well as on payday Fridays. Collection and distribution of funds will be handled by BEA.

TUITION REIMBURSEMENT FOR COLLEGE COURSEWORK

Tuition reimbursement is provided under section 19.11 in the Negotiated Agreement. The following procedures need to be followed along with the policies established in the Negotiated Agreement:

1. Before attending a class, a Permission Form (pink half sheet) must be completed and turned into the Superintendent's Secretary.

2. After a class is completed, an Expense Voucher Form (pink full sheet) must be completed. An original receipt and original transcript must be attached to the Expense Voucher Form and turned into the Superintendent's Secretary.

Classroom/Lab Procedures

ADMINISTRATIVE SUPPORT SYSTEM

Each classroom will also have a posted Administrative support system that supports the teacher's classroom management plan. The administrative support system is to be posted beside the classroom management plan in a place that is easily read by all students. The administrative support system will be used when a teacher refers a student to the administration for mischievous or severe behavior that is not in compliance with their classroom management plan. The administration will follow a 5 step sequence: Any one of the options listed under each referral may be used

Mischievous Behavior

1st Referral to Supervisor

- Conference
- ½ day ISS Immediate
- Parent Contact
- Work Packet

2nd Referral to Supervisor

- Conference
- 1 day ISS Immediate
- Parent Contact
- Work Packet
- Discipline Card
- Administrative Options

3rd Referral to Supervisor

- Conference
- 3 day ISS Immediate
- Parent Contact
- Work Packet
- Discipline Card
- Administrative Options

4th Referral to Supervisor

- Conference
- 5 day ISS Immediate
- Parent Contact
- Work Packet
- Discipline Card
- Administrative Options

5th Referral to Supervisor
Refer to level 1 of Severe Category

Severe Behavior

1st Referral to Assistant Director

- Conference
- 3 Days OSS
- Parent Contact
- Discipline Card
- Behavior Replacement

2nd Referral to Assistant Director

- Conference
- 5 Days OSS
- Parent Contact
- Discipline Card
- Behavior Replacement
- Administrative Options

3rd Referral to Assistant Director

- Conference
- 10 Days OSS
- Parent Contact
- Discipline Card
- Behavior Replacement
- Administrative Options

4th Referral to Director or Superintendent

- Conference
- Parent contact
- OSS
- Recommendation for Expulsion

ATTENDANCE PROCEDURES

Refer to pages in the Student Handbook.

ATTENDANCE COMMUNICATION AND PROCEDURE TIMELINE

3 days	Letter to parent/guardian providing Buckeye Career Center's philosophy on student attendance and noting policy resources.
5 days	Attendance letter and parent/guardian contact with Career-Tech Instructor
7 days	Attendance letter
10 days	Attendance letter and parent/guardian contact with Career-Tech Supervisor
12 days	Letter with notice of future consequences of attendance policy violations and notification of possible loss of career-tech certificate.
15 days	(Exceeding) Letter with notification of loss of one-year career-tech certificate
18 days	(Exceeding excused or unexcused) Letter with notification of loss of course credit
19 days	Recommendation for expulsion (at 19 un-excused days) Meeting with superintendent and parent/ guardian for expulsion or withdrawal of student.
30 days	(Exceeding) Loss of two-year vocational certificate

ANNOUNCEMENTS

Items for the daily announcements should be turned in to the (front) career office prior to 7:55 a.m. on the day they are to be announced. Announcements will be made at the beginning of first period. Announcements will be posted on bulletin boards and on the staff e-mail account.

CARE OF SCHOOL PROPERTY

Staff members with items that are in need of service or repair should follow appropriate work order procedures.

CLASSROOM DECORATIONS

Classroom decorations must comply with all applicable state and local code. See Supervisor for Approval..

CLASSROOM MANAGEMENT PLAN

All teachers will create and display a classroom management plan for behaviors and consequences in their classrooms which consists of three components:

1. A set of expectations for classroom behavior.
2. A scale of specific consequences for not observing the expectations.
3. Positive incentives to reinforce behavior when students follow the expectations.

The classroom management plan displays the expectations for behavior in each classroom along with the consequences or praises that accompany those behaviors. This plan invites the support of parents and the community, as well as showing the classroom teacher managing the class with confidence and professionalism. The plan also ensures fairness with in the classroom as the same scale of consequences and positives incentives are used for **all** students.

Once the teacher has decided upon the general classroom rules, the consequences and positive recognition, they will write them down and submit them to the administration. After the administration has approved them, they will be returned to the classroom teacher who will display them in their room. The teacher will then share and discuss the rules, consequences and positive recognition areas with the students to give them a clear picture of what the expectations are for the year. The teacher should send a detailed letter home to the parents explaining the plan and have them return it with a signature. This form should go into the students file.

The teacher is expected to deal with any discipline problems immediately when they arise. The parents and administration are not involved prematurely. The student must have the opportunity to correct his/her behavior through the intervention strategies outlined on the classroom management plan. The teacher will compile factual documentation of a student's behavior, including all intervention strategies completed.

Anecdotal records must include:

Student's name and class.

Date, time, and place of the incident.

Description of the problem in factual, observable terms.

Actions taken by the teacher to correct the problem.

The teacher will contact the parents the second time the behavior occurs or "immediately" if the behavior is severe. The parent contact should include information about the situation, what you have done, as the teacher, the resolution, and the parent's role in fixing the behavior. The teacher should ask for administrator involvement when counseling with hostile parents.

EQUIPMENT PURCHASE

Teachers desiring a piece of equipment for their laboratory should contact their supervisor.

FIELD TRIP REQUESTS

Field trip requests need to be submitted using School Dude. Requests will not be granted with less than two weeks notice. No trips will be permitted during the last two weeks of school.

FIELD TRIPS AND EXCURSIONS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of

the Buckeye Career Center, field trips may be authorized by the Director. All students must have a parent permission form on file. An instructor must be on the bus.

INSTRUCTORS HAVING TO LEAVE THE LABORATORY

An instructor shall not leave the lab and allow students to remain working without supervision. If you must leave your lab area, for any reason, contact your supervisor to see about a temporary replacement to supervise your students in your absence.

LESSON PLANS

Lesson Plans are to be submitted through Progress Book by 12:00 noon every Monday. Your supervisor would like very much to assist you with this planning. Please cooperate on this matter and allow your supervisor to assist in improving your teaching. Lesson plans may be reviewed periodically by your supervisor. Courses of Study are required and **must be revised every five years.**

RULE OF THREE

If a student’s name appears in your Behavior Log three times inside of a three week period, drop down to the level on your hierarchy where the student has chosen not to go and keep the student there for three weeks.

Behavior Log
Teacher _____ Class _____ Week _____
of _____

Student Name	Monday	Tuesday	Wednesday	Thursday	Friday
	Warning W 2 3 4 5 Rule 1 2 3 4 5	Warning W 2 3 4 5 Rule 1 2 3 4 5	Warning W 2 3 4 5 Rule 1 2 3 4 5	Warning W 2 3 4 5 Rule 1 2 3 4 5	Warning W 2 3 4 5 Rule 1 2 3 4 5
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Teacher: When a student breaks a classroom rule, write the student’s name on this Behavior Log and circle the appropriate rule number and the consequence number.

Classroom Rules #1 _____ #2 _____ #2 _____ #3 _____ #3 _____ #4 _____ #4 _____ #5 _____ #5 _____	Consequences: warning
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Rule of Three Example

S	M	T	W	T	F	S
		1	2	3	4 * W	5
6	7	8 * W	9	10	11 * W	12
13	14	15	16	17	18 * #2	19
20	21	22 * #2	23	24 * #2	25	26
27	28	29	30	31 * #3		

Three infractions within a three week period, calls for a warning each time. The fourth infraction, within that same three week period, you move to the next consequence level. As each week passes another shall be added to always equal a three week period. See example above.

SUCCESS CENTER (Rooms 150 & 151)

This area has been converted into a Success Center. The area will have an area to study, an area to meet with a tutor, a technical-assistant room, and a proficiency room where students may work on OGT resources. An intervention coordinator and teacher will be in this area to assist students. A student **MUST** have a pass from his/her teacher, along with assignment, to use the room. **The SUCCESS CENTER is for individual student assignments, not for classroom projects or for the majority of a class.**

SUPPLIES

During the school year, you may have need for various types of materials and supplies which would be consumed in your laboratory. Following is a set of procedures which must be followed to receive supplies:

A. From Buckeye Career Center Warehouse

All materials taken from the warehouse must be accounted for on a requisition form. A warehouse requisition must be completed and signed by your supervisor, indicating on the form whether the item is to be used as a student supply, or whether the item is to be sold as a part of customer service program or to a student.

WAREHOUSE SCHEDULE

The warehouse will be open the following hours:

8:00 A.M. - 10:45 A.M. 11:30 A.M. - 2:00 P.M.

OUTSIDE PURCHASES

Requisitions for supplies or equipment which will be purchased by the Board of Education are originated by the instructor. Requisition forms may be secured from the front office or computer generated. If the computer generated form is used, the instructor needs to sign the requisitions.

Certain standard classroom supplies (Chalk, markers, etc.) are available through the warehouse.

Requisitions are initiated by the instructor. Complete a requisition form for each supplier. Make sure to include the quantity, description, price, total, and 10% for handling and shipping. Indicate whether it will be for resale, customer service, supplies, etc. All copies are submitted to the supervisor for approval. The finalized purchase order will be approved by the director, superintendent, and treasurer before mailing.

DO NOT ORDER ANY ITEM WITHOUT A SIGNED PURCHASE ORDER NUMBER.

Any invoice received by the treasurer's office without prior approval will be the financial responsibility of the person ordering the supplies.

Any service calls on equipment will require a purchase order number assigned by the Treasurer's office. Requisitions for such work must be routed in the same manner as those initiated for supplies.

All receiving is done by the maintenance department.

TEXTBOOKS

All textbooks required in a class must be assigned to students, and the condition of the book noted. This assignment must be made even if a book is shared. The purpose of this is to hold students accountable. Textbooks are not to be sold, except by permission of the Principal.

TRACTOR DRIVING AND MOTOR VEHICLES

Under no circumstances shall an instructor permit more than one person on a tractor or other motor vehicle at any time. This shall apply to any program where the vehicle has only one seat; for example, farm tractor, garden tractor, motorcycle, etc. Instructors shall not permit students to drive automobiles during the school day without permission from the supervisor's office. Students are not permitted to drive school-owned, licensed vehicles.

USE OF LABORATORY OFFICE

Each laboratory is equipped with an office for teachers to do their planning. **At no time are students permitted in the office without permission of the teacher.** Students are not permitted to make phone calls from teachers' offices.

GRADES

GRADING SYSTEM/FINAL GRADES/GRADE CARDS

Refer to the Student Handbook

GRADING POLICY

The Buckeye Career Center operates on a nine-week grading period. Teachers are required to keep parents informed of a student's progress. The easiest way to lose parents support and assistance is through failure to communicate deficiencies of students. It is imperative that parents be informed as academic problems develop. Telephone calls, conferences, and personal notes are the most effective way of notifying parents of problems.

Do not wait until a failure is inevitable. Contact parents early and frequently. To obtain an adequate appraisal of a student's progress, the following criteria should be included in arriving at a grade:

1. Standardized test information
2. Teacher-made tests
3. Homework and supervised study activities
4. Attitude, behavior and attendance
5. Group and individualized assignments
6. Classroom participation
7. Laboratory and related activities
8. **Minimum of ten grades per grading period**

Progression or advancement through grade levels should involve the realization that a pupil advances according to his/her own individual ability, so that he/she may need a flexible program. Maximum learning for each student--rather than learning for all--should be the keynote. This can be assured by challenging each group--the superior, the average, and the below average, in terms of their intellectual and achievement level.

The purposes for which the grade card serves are:

- a. To report to parents the pupil's achievement
- b. To inform the pupil of his/her own achievement
- c. To focus attention on pertinent data about pupils (attendance, tests etc.)
- d. To provide stimulus for an additional parent-teacher conference for supplemental interpretation.

INCOMPLETES

In the event all course work is not completed, the student will receive an incomplete for the nine-week period. If the course work is not completed in a reasonable amount of time (two weeks),

the incomplete will become an F for the grading period unless a medical report from the doctor is acquired within one month.

A student must successfully complete both related and laboratory classes of the first year vocational program in order to continue to the second year portion of that vocational program.

Level II Courses:

Students must successfully pass related and lab to move to Level II class.

Make Up Work

Refer to the Student Handbook

INTERVENTION ASSISTANCE TEAM (IAT)

This team includes counselors, administrators, VOSE coordinator and teachers. Staff wishing to refer a student to the IAT should contact a guidance counselor.

LOCATIONS OF EDUCATION RECORDS TYPES

LOCATION

Cumulative School Records	Guidance Office
Present and Former Students	Guidance Office
Special Education Records (IEP)	VOSE Office VOSE Coordinator
Speech Therapy Records	VOSE Office or Home School VOSE Coordinator
Health Records	Nurses Office

YOUTH ORGANIZATIONS

In each program, youth organizations are a vital part of the leadership training necessary to develop the entire student and are required as part of the State Plan.

Each teacher will be involved with the youth organizations of their particular trade area. Where two classes exist in a program, the juniors and seniors will be combined to form the club that will operate as a part of that program.

Scheduled monthly meetings are encouraged in each program area to insure that students are getting the proper training in leadership.

Youth organizations will be engaged in many and varied activities during the year.

CLUB BANQUETS

Instructors need to be in attendance for the annual club banquet.

PUBLIC RELATIONS

ADVISORY COMMITTEES

Separate advisory committees are to be established for trade, craft, or occupational area programs. There should be a rotation of membership with overlapping of terms on each committee. A minimum of two meetings per year is required. Membership shall be attained through selection of members from organized employer groups or professional societies and organized worker groups, supplemented by a representative of the lay public or a community agency and parent. The superintendent of the school or a designated representative and/or instructor shall serve as ex-officio member(s) of these committees. A member of the administrative staff needs to be present at each meeting.

Advance scheduling of advisory meetings shall be done through the supervisor. Minutes of the meeting including attendance, objectives and accomplishments shall be prepared and forwarded to the supervisor, who in turn will submit them to the principal.

FUNCTIONS OF ADVISORY COMMITTEES

1. Advice on current and projected job needs.
2. Identify basic skills in the job market.
3. Assist in establishing local proficiency standards.
4. Aid in developing and evaluating curriculum.
5. Assist in providing occupational experience.
6. Provide advice on facilities and equipment needed.
7. Aid in placing students.
8. Assist in advancing vocational education.
9. Coordinate functions with Board of Education and other citizen groups.

CASH REGISTER PROGRAM - GUIDELINES

(Cosmetology, Culinary Arts, Floriculture, Food Processing)

1. At the end of purchase or service, each sale will be entered on the cash register.
2. A tape verifying sales and deposit will be deposited daily in the treasurer's office.
3. Those programs providing a service (Cosmetology) should have a signed authorization form attached to deposit.
4. All tapes must be legible and reconciled daily. Any discrepancies must be explained.
5. Cash drawers must be secured in treasurer's office, or in another place of safe keeping, to be locked overnight.
6. Cash drawers are to be deposited at year end on a separate deposit.

CUSTOMER SERVICE

Services performed as a part of the curriculum of Buckeye Career Center will be guided by the following criteria:

- Buckeye Career Center will service agencies and individuals as determined to be in the best interest of the school and the students' educational experiences.
- Customer will be required to sign a Work Order form before work is started.
- Teacher along with the supervisor will determine the type, difficulty, and amount of work to be accomplished.
- All work will be accomplished during the regular lab period.
- Permission of your supervisor will be obtained for services performed in the community.

Customer and students will adhere to safety and prescribed methods established by teachers. All work will be inspected by the instructors. All customer service work will be scheduled through the instructor. The instructor will verify that all work is done in a professional manner; and upon completion of the work, an invoice will be completed. Monetary reimbursement will be made by customers in the treasurer's office in the form of cash or check at the completion of the service.

Records will be kept on all work done. This is an integral part of the training program. The instructors are responsible for keeping records of their uniform supply accounts for customer service, with the intent of breaking even; that is, not losing money that the school would have to absorb, but also not implementing windfall gains that would cause competition with local businesses.

Staff members may make use of the customer services. It is expected and required that all staff members follow the established procedures for any customer services in the building. Staff Members are required to make full payment at the completion of the service.

Teachers taking students off site for customer service activities must take medical cards.

DONATIONS

We are all responsible to the public for accurate records and accountability for their equipment and supplies. All donations whether equipment or supplies, large or small, must be approved by the Board of Education. Information regarding items, donor, donor's address, description, value, program, need to be given to your supervisor. Final acceptance will rest with the program supervisor.

You are responsible for an accurate inventory of your program. This includes the whereabouts of items that were traded or otherwise disposed of.

GUIDELINES FOR ACCEPTANCE

1. All donations must first be approved for acceptance by the program instructor and supervisor.

2. Instructor completes the donation form and gives to the program supervisor.
3. In case of vehicles, a title must accompany the vehicle or it cannot be accepted.
4. Contact maintenance department for pick-up if necessary.
5. Vocational supervisor submits a list of all donations to the superintendent's secretary for acceptance by the Board of Education.
6. A thank you letter is sent from the superintendent's office and/or supervisor.

GUIDELINES FOR DISPOSAL

1. Disposal of any equipment (including donations) must be approved by the program supervisor.
2. Any donated vehicles removed from the property must be accompanied by the title.
3. Transfers from one department to another must be approved by the program supervisor.
4. The program instructor makes arrangements for all removals of equipment with prior supervisor approval.

REQUESTS FOR USE OF BUILDING

Day School/Evening Operations - 7:00 a.m. to 10:00 p.m.

Requests for use of the building during school hours and up to 10:00 p.m. are to go to the Superintendent's Secretary for room assignments. This includes advisory committee meetings.

Weekend Requests

Requests for weekend use of the building by outside groups will be scheduled by the Superintendent's Secretary.

Banquet Requests

Any time there is a banquet request, the call is to go initially to the Superintendent's Secretary. The Superintendent's Secretary will work directly with the restaurant or cafeteria manager in completing the banquet request.

TREASURER'S OFFICE

The Treasurer's office hours are as follows:

7:30 a.m. - 3:30 p.m. Office Open

Student Activity Account money is **NOT** to be deposited in the treasurer's office - **ONLY** customer service.

VISITORS

Visitors are welcome at Buckeye Career Center. However, they are required by law, to make their presence known upon entering the building by identifying themselves and signing in at the main office prior to contact specific personnel. A visitor's badge will be issued. Ask all strangers to see his/her badge, and send an un-badged individual to the main office.

WORK ORDER PROGRAM - GUIDELINES

1. All work performed **MUST** have a work order. This includes in-house and no-charges
THERE WILL BE NO EXCEPTIONS!!!
2. Prior to performing a job, the customer **MUST** authorize the work to be done by signing the work order.
3. Work orders (invoices) will be pre-numbered. A log will be returned monthly by the lab instructor between the 1st and 5th of each month, detailing the previous month's work. The log sheet will be in a notebook, along with the work orders, and the log sheets, upon completion, will be returned to the warehouse.
4. Each work order will be completed detailing all items purchased by and/or donated to Buckeye utilized in the work order by cost and quality. Fill out all blanks on the form.
5. A minimum 10% maintenance charge will be charged to all customers (even those who bring in their own supplies), and sales tax will be calculated when applicable.
6. When items are purchased from outside vendors, they must be listed on the work order. The name of the vendor, that the item was purchased from, and the invoice number must be listed next to the item purchased.
7. Voided work orders must be returned to the warehouse at the end of the school year.
8. Unused work orders are to be returned to the warehouse at the end of the school year.
9. Invoices will be distributed at the time of completion: Original copy will go to the customer, two copies go to the treasurer's office, and one copy remains with the instructor. Keys are to accompany the invoice to the treasurer.
10. No invoices will be held for later payment. Customer service is to be on a cash basis or Purchase order. Work orders **MUST** be paid in full before any items that are repaired or assembled are to be released. (Notify your customers in advance regarding this rule.) Customer service items which are released from the premises, without being paid in full, will be the responsibility of the teacher.
11. Students are not permitted to charge on a customer service invoice.
12. All collected money must be deposited daily in the treasurer's office.