Career and Technical Education

Teacher Handbook
2019-2020

Notice of Non-Discrimination
The Cattaraugus-Allegany-Erie-Wyoming Board of Cooperative Educational Services does not discriminate on the basis of an individual’s actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship; status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations. Inquiries regarding the District’s non-discrimination policies should be directed to: Civil Rights Compliance Officer, Human Resources, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760, 716-376-8237. Email: CivilRightsCompliance@caboces.org
# TEACHER’S HANDBOOK
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This handbook is meant to serve as a guideline and apply directly to all faculty/staff members. It will assist each member in establishing additional rules and guidelines suitable to his/her own situation. As our school grows, changes and additions will be made and teachers/staff are expected to keep copies at hand and up-to-date. All suggestions for improvement of this handbook will be welcome.

**CLASS HOURS**

<table>
<thead>
<tr>
<th>CTE Center at Belmont</th>
<th>Morning</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>08:15 – 11:10</td>
<td>11:45 – 02:30</td>
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<table>
<thead>
<tr>
<th>CTE Center at Ellicottville</th>
<th>Morning</th>
<th>Afternoon</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>08:15 – 11:15</td>
<td>11:45 – 02:15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CTE Center at Olean</th>
<th>Morning</th>
<th>Afternoon</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>09:00 – 11:15</td>
<td>11:45 – 02:20</td>
</tr>
</tbody>
</table>

Teachers must arrive at their stations fifteen (15) minutes prior to the first class but not later than 8:15 a.m. and leave no earlier than 3:15 p.m. Students will report directly to their respective classrooms.

**SCHOOL CLOSINGS**

Classes will be in session in accordance with the center calendar, except for emergency closings. If the Career and Technical Education Centers are to be closed, announcements will be made over the following television and radio stations:

<table>
<thead>
<tr>
<th>Buffalo Television Stations</th>
<th>WKBW Channel 7</th>
<th>WIVB Channel 4 CW23 WNLO</th>
<th>WGRZ- Channel 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio Stations</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Olean</td>
<td>WHDL 1460 AM</td>
<td>WPIG 95.7 FM</td>
<td></td>
</tr>
<tr>
<td>Olean</td>
<td>WOEN 1360 AM</td>
<td>WMXO 101.5 FM</td>
<td></td>
</tr>
<tr>
<td>Salamanca</td>
<td>WGGO 1590 AM</td>
<td>WQRS 98.3 FM</td>
<td></td>
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<tr>
<td>Wellsville</td>
<td></td>
<td>WZKZ 101.9 FM</td>
<td></td>
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<tr>
<td>Wellsville</td>
<td>WLSV 790 AM</td>
<td>WJQZ 103.5 FM</td>
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</table>

**USE OF ON-SITE EXERCISE FACILITIES**

CABOCES believes in the value of healthy eating as well as exercise for all employees. In keeping with the wellness policy and to encourage good exercise habits, employee fitness equipment is available for employee use at each of the CTE Centers.

The equipment should be used either before/after normal working hours or during lunch.
TEACHER ABSENCE

ALL teachers must report ALL absences in WinCapWeb and AESOP, regardless of need for substitute coverage, and have prepared lesson plans in place.

In accordance with UBTA Contract, absences must be reported in WinCapWeb within five (5) calendar days following their return to work. Absences must be reported in AESOP prior to 7:00 a.m. on the day of the absence. If reported after 7 a.m. the staff member must also contact their Principal.

AESOP – General Information and How to Get Started

AESOP Automated Web Site (Employees and Substitutes) http://www.aesoponline.com
Local Phone Number 716-376-8439 Voice Message
Automated Phone Number – 1-800-942-3767

AESOP Tips
• To log in to AESOP, go to the website (see above) and enter your ID number and PIN - this information will be sent to you via email.
• You may pre-arrange your sub but then AESIOP will not notify the sub so make sure you talk with them first
• You must notify AESOP at least an hour prior to your start time. If calling within an hour of your start time you must contact your supervisor and AESOP by phone.

Administrator contact numbers for absences reported after 7:00 a.m.

Kathleen Brisky 716-353-1138 or 716-376-8327
Steve Dieteman 585-307-7843 or 716-376-8251
Noel Sheehy 814-688-0843 or 716-376-8344

If you have questions regarding your benefits, FMLA, or need for extended leave, refer to the Help Line Numbers for Staff found at the end of this handbook.

SUBSTITUTE TEACHER FOLDER

Each teacher is required to prepare a Substitute Teacher’s Folder within two weeks of the start of the school year. The folder will contain the following:

1) A planned absence should have a lesson plan with specific classroom activities in the folder or posted on a board in the classroom.
2) Schedule of your daily routine.
3) Bus arrival/departure schedule.
4) An up-to-date class roster.
5) Location of keys that subs will need for the day.
6) Classroom procedures/rules and behavioral expectations.
7) Special information on students such as: safety concerns, behavioral concerns, restricted activities, etc.
8) List of names & numbers of personnel to contact in case of emergencies, discipline problems, illness, etc.
9) Fire and Take Cover drill procedures.
10) Emergency lesson plan for unplanned absence - There will be an emergency lesson plan on file at all times in the Substitute Teacher’s Folder for an unplanned absence. Emergency lesson plans should be updated and reviewed regularly.

Following review by the building principal, this folder will be kept in plain sight on the teacher’s desk.

TEACHER AIDES

Except in special cases, no Career & Technical Education teacher will have a teacher’s aide assigned to him/her regularly. When an aide is assigned, it is the teacher’s responsibility to prepare his/her lesson to utilize the aide in achieving the teacher’s classroom objectives. The teacher should be specific in directing the activities and overseeing the work of the teacher aide.

The presence of an aide does not relieve the teacher of his/her classroom responsibilities. In those cases, where special projects make it necessary to leave the aide in charge of part of the class for relatively long periods of time, such delegation of responsibility will be stated in the lesson plan.

GENERAL INSTRUCTION PROCEDURES

A primary advantage of Career and Technical Education versus on-the-job training is planned instruction. It is the responsibility of the teacher to plan logical and sequential instruction, provide multiple learning experiences, using assessment to measure student outcomes. An adequate instructional program includes:

1) Safety training, safety tests, and safety check-off sheets.
2) Lesson plans with specific information including, but not limited to:
   - Topic
   - Learning Objectives/Outcomes
   - Theory
   - Practical application – lab/shop demonstrations, lab/performance tasks, special classroom projects, “live work”, etc.
   - Assessments/rubrics identified - (daily grade, tests/quizzes, performance assessments)
   - Identification of planned co-teaching times and dates.
3) Lesson plans must be turned in prior to the start of class on the first day of instruction for the week.
4) Daily shop and performance task sheets with directions and scoring rubrics.
5) Progress monitoring - Teachers should develop and maintain an up-to-date progress monitoring system that is easily accessible by the student, other teachers, and the building principal.
6) Every grade recorded in the grade book must be directly linked to a scoring criteria.
7) Teachers are responsible for maintaining and delivering up-to-date curricula which is rigorous and relevant according to industry standards.
8) In addition to CTE content, curriculum must include commencement-level Math, Science, and ELA activities.
9) Teachers are responsible for reading and implementing IEPs.
10) Projects and “live work” must be directly related to the instructional outcomes of the program. All “live work” must be pre-approved using the CABOCES release of liability form.

The teacher is expected to be in the classroom at all times when students are in attendance. If it is necessary to leave the classroom, call the Building Principal’s office and ask for a substitute. Leaving a class unattended
could pose serious problems and may result in legal claims against you in the event of an accident. You would be negligent in your duties.

The above general instruction procedures, together with available technology, equipment and supplies, should provide for a reasonably adequate program. In Career and Technical Education, learning comes as a result of hands on instruction.

**STUDENT ATTENDANCE**

Classrooms that are actively engaged in the learning process and keep the student engaged have few attendance problems.

1) Keeping accurate, class attendance records is vitally important. A procedure for reporting class absences is explained on the following page. *It is the teacher’s duty to take attendance.* Please keep in mind that attendance is a legal document and could be subpoenaed in court. It must be maintained.

2) Reporting Student Class Attendance. **Attendance is to be taken in Power School within 15 minutes of the start of class.** It is of prime importance that the component schools are notified of students attendance, especially in the event of truancy
   a) A Student who has been absent is required to fill out a re-admit slip to be admitted to class. The student needs to bring his/her excuse from home or a copy of the one taken to the component school. If the student brings it within three (3) school days the absence can be changed from unexcused to excused.
   b) No student is to be admitted to his/her class after being absent without a re-admit slip.
   c) Students who are tardy must get a late pass from the main office before going to class.
   d) Students who are leaving early need to fill out a leave early pass before going to class. The student will be issued a pass to give to their instructor. **Before leaving the building,** the student is to report to the main office and sign out.

**Attendance Policy** *(Board Policy 6110, Comprehensive Secondary Student Attendance Policy)*

**A. Statement of Overall Objectives**

The CABOCES Board will develop, review annually and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

1. To increase school completion for all students;
2. To raise student achievement and close gaps in student performance;
3. To identify attendance patterns in order to meet the needs of our students;
4. To account for every student for safety and other concerns. To identify attendance patterns in order to design attendance improvement efforts;
5. To verify that individual students are complying with education laws relating to compulsory attendance; and
6. To provide accurate attendance information to the component districts for the purpose of compliance with compulsory education laws as well as determining the districts’ average daily attendance.

**B. Description of Strategies to Meet Objectives**

CABOCES will:

1. Maintain a Comprehensive Student Attendance Policy;
2. Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student;
3. Enter attendance into a data management system;
4. Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems; and
5. Develop early intervention strategies to improve school attendance for all students.

C. Definitions
1. Pupil – Any person enrolled in any public or private school.
2. Register of Attendance – Any written or electronic record maintained for the purpose of recording attendance, absence, tardiness or early departure during the course of a school day.
3. Schedule of Instruction – Every period a pupil is scheduled to attend actual instruction or supervised study during a course of a school day during the school year.
4. Teacher – A member of the teaching or supervisory staff of the school.
5. Employee other than a teacher – A person other than a teacher employed in a position appropriate for the maintenance of pupil records.

D. Excused and Unexcused Absences, Tardiness, and Early Departures
Absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

E. Excused
1. Personal illness with written parental excuse
2. Illness or death in the family with written verification
3. Medical appointments with written verification
4. Administrative approved educational trips
5. Impassable roads due to inclement weather
6. Religious observance
7. Quarantine
8. Legal appointments with written verification
9. Administrative approved college visits
10. Administrative approved cooperative work programs or internship experience
11. Military obligations previously approved
12. Other reasons approved by the Board

F. Unexcused
1. Any reason for lack of attendance if it does not fall into the above categories
2. Examples would include, but are not limited to, truancy, “cutting a class, family vacation, hunting or fishing, babysitting, haircut, obtaining a learner’s permit, road test, oversleeping. Truancy means any student absence from CABOCES that is unexcused or unauthorized.
3. No excuse or note from parent/guardian after (3) days.

G. Attendance Records
A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of
heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commission of Education. Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student’s record in accordance with the established CABOCES/building procedures. Absences from Career and Technical Education, a.m. or p.m., will be reported to our component schools as soon as possible after the start of class. CABOCES will assist in the follow-up of students. At the beginning of the school year, the CABOCES will confer with each component school to establish procedures to ensure accurate attendance records.

H. Student Attendance/Course Credit Recommendations

For each marking period a percentage of a student’s final grade will be based on classroom participation, as well as, the student’s performance on homework, tests, papers, projects, etc. as determined by the classroom teacher. For purposes of this policy, classroom participation means a student is in class, prepared to work, and is productive during class. Students are expected to attend all scheduled classes. Unexcused student absences, tardiness, and early departures will affect a student’s grade for the marking period, including grades for classroom participation.

At the middle school/senior high school level, any student with more than 10% absences in a course (based on the Cattaraugus-Allegany-Erie-Wyoming BOCES Career and Technical Education calendar year) may not receive recommendation for credit for the course or a Certificate of Completion. Students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work shall not be counted as an absence in determining the student’s eligibility for course credit. Cattaraugus-Allegany-Erie-Wyoming BOCES procedures will specify how student tardiness and early departures will be calculated and factored into the BOCES minimum attendance standard. Tardiness and early departures are tracked on the computerized student information system. For summer school and courses meeting ½ year or ¼ year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of scheduled class meetings during their time of enrollment. Students will be considered in attendance if the student is:

1. Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
2. Working pursuant to an approved internship program; or
3. Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student’s teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent of regular attendance in class. Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the Career and Technical Education Center. A student will have five (5) calendar days to turn in assigned make-up work to their teacher.
I. Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Recommendation for Denial of Course Credit

Student performance is assessed by using 2/3 classroom participation or shop work and 1/3 theory work and written assessments. Parents/persons in parental relation and students will be informed of this BOCES policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed prior to the recommendation for denial of course credit to the student for insufficient attendance. The following guidelines shall be followed:

1. The CABOCES Comprehensive Student Attendance Policy will be mailed to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in CABOCES as part of the student Code of Conduct;
2. The Attendance Policy will also be included in parent/student handbooks;
3. At appropriate intervals, a designated staff member(s) will notify the component school district and the parent/person in parental relation of the student’s absence, tardiness, or early departure and explain the relationship of the student’s attendance to his/her ability to receive course credit for success in the program. If the parent/person in parental relation cannot be reached by telephone, a registered letter shall be sent detailing this information;
4. A designated staff member will review the CABOCES Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures prior to denial of course credit. Appropriate student support services may be implemented or referral to appropriate community agencies or the component schools prior to the recommendation for denial of course credit for insufficient attendance by the student; and
5. An attendance committee will be established by the CABOCES to review attendance cases when necessary.

J. Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse:

5 days The teacher will notify the parent/guardian, school counselor, and building principal that the student has accumulated 5 unexcused absences. The school counselor and building principal must be involved if a student accumulates 5 unexcused absences in a quarter.
10 days The student, parent/guardian, and home school will be notified in writing of attendance status and concerns. A corrective action plan will be developed with input from the student, parent/guardian, teacher, and school personnel. Intervention strategies will be developed and implemented to address patterns of absences, tardiness, and/or early departures. Each student’s situation will require strategies tailored to their needs and situation.
15 days The student, parent/guardian, and home school will be notified in writing that recommendation for credit, a certificate of completion, and participation in CABOCES graduation ceremony will be denied if the student exceeds 20 unexcused absences.
20 days The student, parent/guardian, and home school will be notified in writing the student may continue to be enrolled but will be denied recommendation for credit, a certificate of completion, and will not be eligible to participate in CABOCES graduation ceremony.
The component school district will be notified of our recommendation to deny credit for the course and/or the loss of obtaining a Certificate of Completion from CABOCES. A plan for the student will be formulated and put in place.

K. **Attendance Incentives**
   In order to encourage student attendance, the CABOCES will develop and implement grade-appropriate/building-level strategies and programs that may include but are not limited to:
   1. Granting incentives and rewards, within the classroom or school wide, for improved or outstanding attendance at school or work;
   2. Hosting special events;
   3. Providing opportunities to develop relationships between students and teachers;
   4. Encouraging community participation; and
   5. Encouraging parental involvement.

L. **Disciplinary Consequences**
   Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the CABOCES Code of Conduct.

M. **Intervention Strategy Process**
   In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated CABOCES personnel will pursue the following:
   1. Notification by designated staff member(s) by telephone to the parent/persons in parental relations or to the student’s home district if the student attends a CABOCES program for less than a full school day, of any student’s absence or tardiness. Messages will be left for the parent/person in parental relation if contact is not made. Documentation of all successful and unsuccessful contacts regarding absences will be maintained. Extended absences/tardiness will be followed up with written notice and copies sent to the home school with a conference involving all parties when necessary. Requests for early dismissal must be verified by designated staff member prior to granting approval.
   2. There will be identified milestones for attendance to determine students with attendance concerns. These milestones will be accompanied by prescribed interventions which are defined by each program (i.e., certified letter; home visit by counselor; referral to counseling/court; District involvement, etc.).
   3. Designated staff person, under the supervision of the program administrator, will monitor and be able to report regarding program procedures and implementation of these procedures.

N. **Appeal Process**
   A parent/person in parental relation may request a building level review of his/her child’s attendance record.

O. **Building Review of Attendance Records**
   The Building Principal will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.
P. **Annual Review by the Board**
   The Board shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revision to the Policy as deemed necessary to improve student attendance.

Q. **Community Awareness**
   The Board shall promote necessary community awareness of the CABOCES Comprehensive Student Attendance Policy by:
   1. Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;
   2. Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and
   3. Providing copies of the policy to any other member of the community upon request.

R. **Comprehensive Student Attendance Policy For Special Education Students Housed in Component Facilities**
   Students housed in component school facilities will be subject to the attendance policy of their home school district.

**CAREER SERVICES/SCHOOL COUNSELOR**

The role of the Career Service’s Teacher is to assist in improving instruction, attendance, marketing CTE programs and enhancing business and industry relationships.

The School Counselor is responsible for student registrations, improving attendance, college preparation, student counseling, standardized test scheduling, student class changes and special education coordination.

**WORK BASED LEARNING EXPERIENCE (CAREER EXPLORATION INTERNSHIP PROGRAM)**

In order to be eligible for a technical endorsement, all students are required to participate in a work based learning experience. It is the responsibility of the teacher to arrange internships. Further guidance on the internship process can be found on the Teacher’s Checklist for Internships.

- All work based learning experience required paperwork must be completed and submitted by May 15th of the senior year, unless special arrangements have been made with the building principal.

**FACULTY MEETINGS**

The Building Principal will schedule faculty meetings as needed. Meetings will be held for the purpose of strengthening our programs and disseminating necessary information to all faculty members. All teachers are encouraged to submit meeting topics that are timely and prove to be of mutual interest to all.

Faculty meetings are vital and offer an opportunity to build relationships among staff, focus on professional development to systemically build the instructional capacity of teachers, and solve problems and make decisions when input is needed from the entire school community.
CONFERENCES

Conference request forms must be completed for all conferences, trainings and/or professional meetings that require you to be out of the classroom. Conference requests must contain all required information. Only one conference request form should be submitted when a group is requesting to attend a conference. Please be sure to coordinate this with those requesting to attend. Conferences, conventions, workshops, and professional/cluster meetings must explicitly relate to your PLP. The Building Principal, Assistant Director for CTE programs, and the District Superintendent must approve all requests.

For all travel related expenses, the Estimated Expenses and Travel Expense Voucher form must be completed using GSA rates. Directions and further guidance can be found on CABOCES Intranet in the “Travel Expenses and Travel Compensation Procedures” document.

FIELD TRIPS

Field trips NOT REQUIRING BOE approval.
All in-country daytime field trip requests must be submitted by the teacher to the Building Principal at least three (3) weeks in advance and then forwarded to the Assistant Superintendent for approval. Only field trip requests that are directly related to specific program curriculum should be submitted for approval. Approvals are contingent upon meeting field trip guidelines, timelines, budget and transportation availability.

Field trips REQUIRING BOE approval.
Overnight or out of country trip requests must follow these guidelines:
1) All items must be submitted electronically by the teacher to the Building Principal at least 2 months in advance. Electronic submissions must include all of the following:
   a) Completed field trip request form
   b) Itinerary of events/activities
   c) Detail of all estimated expenses (including expenses not paid by CABOCES)
   d) Names of chaperones (if required)

   - Parent/guardian permission must be obtained for each individual student before he/she can be allowed to participate in a field trip or other off-premise activities.

   All field trips conducted by CABOCES must be under the direct supervisions of a staff member.

   - All field trips require only one field trip request, including those with multiple classes or centers. One teacher should be responsible for collecting all required information and submitting the form.

   - Failure to follow the above guidelines may result in the request being denied.

EXTRA DUTY/EXTRA PAY

When extra duty for extra pay is requested you must complete a request form. This form must be approved by your supervisor. Time sheets for extra duty will not be approved unless the extra duty has been approved prior to services rendered. Effective July 1, 2016 all time sheets must be submitted electronically via WinCapWeb.
REQUIRED GRADING PRACTICES

* All CTE and academic grades are to be entered on a weekly basis in PowerTeacher Grade Book. **This is essential so that parents and students have access to real-time information.**
* The minimum passing grade is 65%.
* Individual course grade books will be maintained for CTE, Math, Science and ELA assignments; as well as all college courses (example: Medical Terminology).
* Academic course grade books must have five (5) graded Math, Science, and ELA assignments quarterly.
* The CTE grade will be the category weighted average of all grades.
* Math, Science, and ELA quarterly grades will be the average of the individual grades in each course grade book calculated as total points (not category weights).
* Grades will be reported under category weights (not total points): 1/3 performance/daily, 1/3 written, 1/3 project.
  * Daily grades must be based on a rubric.
  * The daily grade should be a measurement indicative of college and career readiness.

A student will have five (5) school days to turn in assigned make-up work. All make-up work must be submitted prior to the end of the quarter it was assigned.

Final Assessment for Senior Year
The Final Assessment grade (F1) for the **Senior year** will be computed based on the following formula:

\[
\frac{1}{3} \text{Written} \times \frac{1}{3} \text{Performance} \times \frac{1}{3} \text{Career Portfolio}
\]

**For example:**
* The written grade will be calculated as 25% NOCTI written score plus 75% Program written exam score.
** The performance grade will be calculated as 25% NOCTI performance score plus 75% Program performance exam score.

Johnnie scores the following:

- NOCTI Written = 56%
- Program written = 75%
- NOCTI Performance= 63%
- Program performance= 87%
- Career portfolio = 77%

His final written grade will be calculated: \[56 \times 0.25 + 75 \times 0.75 = 70\]
His final performance grade will be calculated: \[63 \times 0.25 + 87 \times 0.75 = 81\]
His career portfolio grade: \[77\]
Total F1 grade \[(70 + 81 + 77) / 3 = 76\]
**Final Assessment for Junior Year**

The Final Assessment grade (F1) for the **Junior year** will be computed based on the following formula:

1/3 Final Written Exam
2/3 Performance Exam (This must be entered twice in your Power Teacher Pro gradebook to count for the 2/3 performance grade.)

**Final CTE Grade**

The final CTE grade (Y1) will be the average of the four (4) quarterly CTE grades and the final assessment grade (F1), each representing 20%.

For example:

<table>
<thead>
<tr>
<th>Q1</th>
<th>75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2</td>
<td>85</td>
</tr>
<tr>
<td>Q3</td>
<td>85</td>
</tr>
<tr>
<td>Q4</td>
<td>75</td>
</tr>
<tr>
<td>F1</td>
<td>80</td>
</tr>
</tbody>
</table>

Total 400

\[
\frac{\text{Total}}{5} = Y1
\]

\[
\frac{400}{5} = 80
\]

**EXCEPTIONS:**

**Semester Long Classes:** (i.e. PIG and Economics) calculation would be: 40% each Quarter and 20% of Final Assessment.

**If a student does not have 4 quarterly grades – the final grade (Y1) will have to be determined and entered in Power Teacher by using the formula below.**

1) If a student has only 2 Quarterly grades and a Final Assessment the final (Y1) grade is calculated by using 33% of each grade.
2) If a student has only 3 Quarterly grades and a Final Assessment the final (Y1) grade is calculated by using 25% of each grade

**Honor Roll** is determined by the student’s quarterly CTE grade. Students whose quarterly average is 85-91 will be recognized as **Honor Roll.** Students averaging 92-100 will be recognized as **High Honor Roll Students.**

**Do not wait until a student is failing to contact parents!** Be cognizant of your student’s grades and behavior. Contact the student’s parent/guardian, home school counselor, and send home a progress report. Get the School Counselor and the Building Principal involved, if necessary.

**STUDENT PROGRESS REPORTS**

At the end of each five-week period, or any appropriate time, the teacher will complete a progress report generated from Power School for each student. This form shall be sent to the main office, which will in turn send the report to the parent/guardian and component school.

In addition, anyone with access to parent portal can request progress reports from Power School be sent to them by email. See examples below:
Notifications How Often dropdown options – Never, Every 2 weeks, Monthly, Daily, Weekly,

Progress Report For Student name as of 04/29/2015

Summary Report of current grades and attendance

PERIOD 5 (M) 5 (Tu) 5 (W) 5 (Th) 5 (F): Name of CTE Class  
(Teachers: Smith, John)  
Current Grade: --  Absences: 2  Tardies: 0

PERIOD 7 (M) 7 (Tu) 7 (W) 7 (Th) 7 (F): CTE Composition and Comm 2  
(Teachers: Smith, John)  
Current Grade: --  Absences: 0  Tardies: 0

PERIOD 7 (M) 7 (Tu) 7 (W) 7 (Th) 7 (F): Science App for Bus and Ind 2  
(Teachers: Smith, John)  
Current Grade: --  Absences: 0  Tardies: 0

PERIOD 7 (M) 7 (Tu) 7 (W) 7 (Th) 7 (F): Math App for Bus and Ind 2  
(Teachers: Smith, John)  
Current Grade: --  Absences: 0  Tardies: 0

**This information is provided for convenience only and has not been verified for accuracy. Not intended to be an official report.**

Detail report showing assignment scores for each class.
(System generates separate reports for each class student is enrolled in.

Grading period: Q4
Student: Student Name
Course: Math App for Bus and Ind 2
Period: 7 (M) 7 (Tu) 7 (W) 7 (Th) 7 (F)
Instructor: Smith, John
Current overall grade**: 100

5/8/15 "Decimals Div 2"  Grade: 100 (20/20=100%)

^ - Score is exempt from final grade
* - Assignment is not included in final grade
** - This final grade may include assignments that are not yet published by the teachers. It may also be a result of special weighting used by the teacher.
STUDENT BEHAVIOR AND DISCIPLINE

Under normal circumstances, when students have engaging instruction with relevant learning activities, discipline should present no problem. However, there will be some cases that require special handling.

At the start of the school year, it is the responsibility of every teacher and faculty member to review the Code of Conduct and establish behavioral expectations with his or her students. Each student receives a copy of the Student Handbook and must sign the back of the student information sheet acknowledging that they understand and will abide by the Code of Conduct. A copy of the Code of Conduct containing the Comprehensive Attendance Policy is mailed to each parent/guardian prior to the beginning of the school year.

Under the New York State SAVE Legislation, a teacher may remove a student who is a serious disruption in their classroom for up to two (2) days. This process is teacher intensive. Further guidance can be found in the Code of Conduct and at the NYSED website.

Violent and Disruptive Incident Reporting is mandated by SAVE Legislation and requires documentation. All incidents of violence that occur must be reported on the VADIR form and turned into the Building Principal.

HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE

(Contact the Human Resources Offices for copy of Complaint Form)

INFORMAL PROCEDURE IF YOU AND/OR ONE OF YOUR EMPLOYEES OR ONE OF YOUR STUDENTS BELIEVE YOU ARE BEING HARASSED OR DISCRIMINATED AGAINST.

1) This individual may notify the offender that his/her behavior is unwelcome.
2) He/she may notify any one or more of the following:

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Supervisor</td>
<td>A Principal</td>
</tr>
<tr>
<td>B Principal</td>
<td>B School Counselor</td>
</tr>
<tr>
<td>C Title IX Officer (Human Resources Director) Pamela Kirkwood, Center @ Olean, 376-8237</td>
<td>C Instructor</td>
</tr>
<tr>
<td>D District Superintendent</td>
<td>D Parent</td>
</tr>
</tbody>
</table>

THIS IS AN INFORMAL PROCEDURE, HOWEVER, THE DISTRICT MAY DEEM IT NECESSARY TO TAKE FURTHER ACTION TO ADDRESS THE HARASSMENT BEYOND INFORMAL DISCUSSION.

FORMAL PROCEDURE IF YOU AND/OR ONE OF YOUR EMPLOYEES OR ONE OF YOUR STUDENTS BELIEVE YOU ARE BEING HARASSED:

An individual may file a written complaint with the Title IX Officer (Personnel Director), the Assistant Superintendent, or the District Superintendent. Such complaint should be in writing. Contact your supervisor, human resources or other administration for a copy of the complaint.

Complaint must be filed within 180 days of the most recent alleged harassment. Complaint forms should be forwarded to the Compliance officer immediately upon receipt.
Upon receipt of a written complaint, the district will promptly investigate all complaints of harassment/discrimination.

The investigation may consist of personal interview with the complainant, the alleged offender and others who may have knowledge of the circumstances leading to the complaint.

The district will notify the complainant and the alleged offender of the outcome of the investigation.

Any supervisor, agent or employee who is found to have engaged in harassment shall be subject to appropriate disciplinary action, up to and including discharge.

**SUPERVISOR’S RESPONSIBILITY: EACH SUPERVISOR HAS AN AFFIRMATIVE DUTY TO MAINTAIN HIS/HER WORKPLACE FREE FROM HARASSMENT/DISCRIMINATION.**

**EACH SUPERVISOR SHALL DISCUSS THIS POLICY WITH EMPLOYEES AND ASSURE THEM THAT THEY ARE NOT REQUIRED TO ENDURE CONDUCT SUCH AS DISCRIMINATION OR HARASSMENT THAT IS IN VIOLATION OF CABOCES BOE POLICY.**

**VISITORS TO CENTERS**

All visitors, salesmen, and other personnel must sign in at the main office.

Students wishing to have a visitor in class must secure, in advance, a pass signed by the visitor’s parent/guardian, component school Principal, CABOCES teacher and Building Principal at least one day before the visit. All visitors must comply with safety procedures, teacher directives and the Code of Conduct. In the event a visitor arrives without permission, call the main office immediately.

**ALL DAY ATTENDANCE**

To attend the CTE Center for an all-day activity, a form must be completed prior to the activity. Students cannot just show up without prior approval. Forms are available in the main office.

**SAFETY**

Safety is paramount in every shop area. Safety must be a main topic in your first orientation and be made a part of every lesson and every work plan thereafter, when appropriate. Safety procedures and precautions for the use of tools and machines should be thoroughly understood before a student uses the machine and should be constantly reinforced throughout the year.

All instructors must inform their students what protective clothing, uniforms, footwear, and/or headgear is required for their class.

Rules of safe operation and precautionary steps should be conspicuously posted on or near each machine. No student should be permitted to operate a machine until he/she has demonstrated to the instructor his/her understanding of its operation. **Safety goggles or face shields must be worn at all times as prescribed by law.** Each teacher should work out an effective safety program within each classroom area. A suggested system would be as follows: each teacher appoints a FOREMAN and ASSISTANT FOREMAN who would be responsible for shop room safety and reporting any violations to the teacher.
1) **Safety Glasses** - All shop areas require approved safety glasses to be worn at all times. This includes time spent working outdoors, clean-up time, and shop time. The only exception is during a period devoted strictly to lecturing. Failure of teachers to wear them, or to enforce the regulation with their students, will constitute a serious rules infraction.

2) **Personal Protection Equipment (PPE)** - All students must wear hard hats and safety shoes on all construction or practical work sites.

3) **Safety Rules and Regulations** - Each teacher, during the first month of instruction will teach students basic safety for their particular shop/classroom and give an assessment.

4) **Safety Instruction – Prior to using power tools.** No student will be permitted to use tools/equipment until they have received safety training, demonstrated safe operation, and passed a written assessment on the specific tool/equipment. Experience has shown that accurate records of such examinations and scores can be good evidence of safe practices if an accident occurs. A current safety check-off sheet on tools and equipment will be maintained and readily available by the teacher. Students should also be made aware of the dangers involved in the use of solvents.

5) **Demonstrating Safe Procedures** - All instructors will provide demonstrations and lessons on the safe use of tools/equipment and safe work habits. Simple safety rules will be posted in each classroom permanently. *NOTE: A copy of the safety exam given should be in your files.*

6) **First Aid Kits** - All shops have a first aid kit readily available. It should be kept well stocked and all students should know the location. The teacher is responsible for keeping kits stocked. Materials are available from the main office.

**SECURITY OF EQUIPMENT**

1) Each shop should have an up-to-date inventory and a system for readily checking tools and equipment. Systems may vary from shop to shop, but all should contain the essentials of inventory control. A definite school-wide inventory has been developed:
   a) A system designed to make students responsible for maintaining tools and equipment.
   b) Devices such as color codes and tool boards for quickly checking missing tools.
   c) A check by the instructor at the close of each instructional period.
   d) A Request for Equipment Loan Form must be completed and approved prior to all equipment leaving the premises. **Equipment will not be loaned to students.**
   e) Transfer slips filled out for equipment moved from Center to Center or to any other location/person.
   f) Record all serial numbers and mark all tools.

**EQUIPMENT LOSS OR DAMAGE**

The loss of any item, or damage to CABOCES property or equipment, (other than very minor tools) should be reported to the Building Principal immediately. Unwarranted carelessness or dishonesty, in connection with missing or damaged property equipment, should be dealt with immediately upon discovering those responsible for damaged or missing item.

Students failing to return texts are required to make restitution.

**ADVISORY COMMITTEES**

Each CTE Program will maintain an advisory committee that represents all of the CTE Centers in which that program is offered. This committee will serve to provide real time information regarding essential content, equipment recommendations, key systems and practices in the field, preparation required for entry into the
workplace, and enhancing the transition from high school to post-secondary study. Selected members will assist in the interview process when hiring CTE staff.

Each Advisory Committee’s membership will consist of local employers, post-secondary educators, and others whose expertise and experience will assist our programs in our mission of preparing students for a career and post-secondary study. The majority of the membership will be local employers who, preferably, are in decision making positions regarding hiring.

The advisory committees will meet a minimum of one time per year, and the recommendations of the committee will be used to support programmatic decisions made by teachers and administrators. Teachers are also encouraged to meet and consult their committees throughout the year.

Agendas will be prepared and shared with the members prior to the meetings, and minutes will be shared with the committee, principals, and the Assistant Superintendent for CTE Programs. Fall advisory meeting minutes are due by November 15th. An advisory committee communication log (for communication throughout the year outside of the Fall meeting) are due by May 31.

Every effort will be made to create and reinforce a positive relationship between our advisory committees and CABOCES in which members feel a sense of ownership of the CTE programs, understand the positive impact these programs provide to our businesses and the community, and ultimately, will support and promote our programs.

DONATIONS, GRANTS, CONTRACTS, AND COMMUNICATIONS

1) Donations, Grants, and Contracts must be between CABOCES and the other party – these items cannot be with an individual center or employee.
2) All contracts must be submitted to the Asst. Superintendent for CTE with the contract checklist completed. Only the District Superintendent, who solely represents CABOCES and the Board, may sign these. Labor Relations must review all such documents, prior to signature by District Superintendent. Some contract may require board approval.
3) Donations require board approval. A donation form must be completed by the principal and forwarded to the Asst. Superintendent for CTE, and finally to purchasing agent for inclusion in the board package.
4) All communications should include CABOCES Logo.
5) The “Notice of Non-Discrimination” statement must be included on all promotional materials.

ACCIDENT AND SICKNESS REPORT

1) If an accident occurs, immediately notify the Building Principal and/or main office.
2) If the accident is serious, follow the procedure below:
   a) Immediately notify the main office and / or
   b) Call 911 for an ambulance
   c) Call the parents if the main office has not already.
   d) Notify the component school if the main office has not already done so.
3) Fill out an accident report form.
4) Be sure to obtain all necessary information and signatures.

AGAIN, notify the main office when ANY SICKNESS OR ACCIDENT OCCURS. Parents/guardians must be contacted.
CLASS PROJECTS

All class projects must be pre-approved by the classroom instructor and building principal using the CABOCES approved form. Other classroom forms (work orders, estimates, and specifications/project details) may be required by the classroom instructor in addition to the CABOCES approved form.

- Class projects are performed for instructional purposes only. There is no express or implied warranty regarding the timeliness, quality of work, materials, workmanship or functionality.
- A request for Automotive Services must be completed before bringing in a vehicle for servicing.
- Projects may be terminated for any cause, by either party, at any time.
- The owner assumes all responsibility for the cost of materials, including the cost of any labor or service rendered by another business or agency in the course of completing the project. An example would be specialized machining to complete an engine overhaul.
- The owner/agency agrees to provide parts on a timely basis and to pick up property when requested to do so.
- All expenses incurred by CABOCES will be paid for before the release of the project.
- The owner assumes liability for applicable sales tax.
- Any necessary arrangements for on-site facilities, services and/or permits are the sole responsibility of the owner/agency.
- The owner/agency assumes the responsibility to meet applicable codes and regulations that may apply to the project.
- For projects accomplished off the CABOCES campus and/or rented facilities, the owner/agency must furnish proof of liability insurance.
- Class projects that occur off BOCES campuses or rented facilities must be approved by the CABOCES Board of Education regardless of length of time to completion.
- CABOCES will not participate on a competitive basis with any private contractor or vendor.
- CABOCES will not serve as a subcontractor.

The applicant assumes full responsibility, and in no case will the instructor, the pupils, the administration, the Board of Education, the custodial staff or others be held liable for damage or loss of any nature of parts, to the vehicle (project) or its contents, before, during, or after the completion of this service.
CLASS PROJECT APPROVAL/RELEASE FROM LIABILITY FORM
(APPROVAL & RELEASE)

Name of Owner/Agency: ____________________________________________________________

Address: ___________________________________________________________ Phone:________

Project Description: ________________________________________________________________

Location of Project: _________________________________________________________________

Date to Begin:_________________________ Estimated Duration: __________________________

Terms and Conditions:

• Class projects are performed for instructional purposes only. **There is no express or implied warranty regarding the timeliness, quality of work, materials, workmanship or functionality.**
• All class projects must be pre-approved by the classroom instructor and building Principal.
• Classroom forms (work orders, estimates, and specifications/project details) may be required by the classroom instructor in addition to this Approval and Release
• The Owner assumes all responsibility for the cost of materials, including the cost of any labor or service rendered by another business or agency in the course of completing the project. An example would be specialized machining to complete an engine overhaul.
• All expenses incurred during the course of the project will be paid before release of the project. Parts or products necessary to commence the project will be provided and/or paid for on a timely basis prior to commencing the project (i.e., paint must be provided or paid for prior to class project to paint a car).
• The Owner assumes liability for applicable sales tax.
• Projects may be terminated for any cause, by either party, at any time.
• The Owner agrees to pick up his/her property upon CABOCES request.
• Necessary arrangements for on-site facilities, services and/or permits are the sole responsibility of the Owner.
• The Owner assumes responsibility to meet applicable codes and regulations that may apply to the project.
• For projects that take place off CABOCES properties, the Owner must furnish proof of liability insurance. Class projects that occur off BOCES properties must be pre-approved by the Board of Education regardless of length of time to completion.
• CABOCES will not participate on a competitive basis with any private contractor or vendor.
• CABOCES will not serve as a subcontractor.
• The “Owner” assumes full responsibility, and acknowledges the project is for instructional purposes. In no case will the instructor, the student(s), the administrator(s), the CABOCES and/or its officers and agents be held liable for damage or loss to the Owner’s property, in whole or in part, before, during, or after completion of this service.

I hereby authorize CABOCES Career and Technical Education students and/or class to repair the personal property and/or perform the service as described above as part of their educational activities. I am the owner of the property and knowingly make this request. I accept this project and work is performed at my own risk and according to the terms provided herein. I agree to hold harmless CABOCES, its students, employees, officers and agents for any damage or loss incurred due to this project or while my personal property is left on CABOCES property.

________________________________________________________________________
OWNER SIGNATURE ____________________________ DATE ____________________________

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>Building Principal</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT ACTIVITY FUNDS

Student funds shall be deemed to include, but not be limited to, money collected from students for the purchase of supplies and materials, fees for organization, and social events. Such funds shall be handled in accordance with procedures set by the State Education Department of Audit and Control and the regulations set forth by the Board of Cooperative Educational Services. In all cases which involve student funds, an employee of the Board of Cooperative Educational Services must be assigned the ultimate responsibility for control of the funds and must use appropriate accounting procedures for the safeguarding of the funds against loss, misuse or misapplication.

Activities of students carried on in part or in full as part of a course curriculum during regular classroom hours are considered a CABOCES activity and do not constitute a student activity. Revenues generated as a result of these activities are to be CABOCES property and are to be given promptly to the CABOCES Treasurer.

Student fundraiser activities will be limited to SkillsUSA, NTHS, FFA only. **There will be no individual classroom fundraising allowed.**
APPROVAL FORM FOR STUDENT FUNDRAISING PROJECT

Description of Project

What is the fundraiser? __________________________________________________________

Total # of items to be sold ________ Sales price per item $ ____________________________

Total expected sales (not including tax) $ ___________ Unit cost of each item to be sold $ ________

Profit to the club per unit $ ___________ Expected total profit once the project is complete $ ________

Is Sales Tax collected? □ Yes □ No Start and End date of the project ____________ ____________

Number of members who will be involved in the project & will be responsible for projects & money ______

Where will the goods be stored? __________________________________________________

When & where will the goods be distributed? __________________________________________

Do we receive the goods on credit or must there be an advance payment? Describe specific terms:

______________________________________________________________________________

Who is responsible for the goods not sold? ______ Can unsold goods be returned for a credit? ______

Student chairman of the fundraising project __________________________ Class ________________

Information on the Cooperating Fundraising Agency

Name _______________________________ Representative’s Name __________________________

Address ___________________________ City ___________ State _____ Zip _______ Phone __________

Where did you hear about this agency? _________________________________________________

Names & telephone number of two (2) people who can vouch for this agency’s credibility:

1. ________________________________ 2. ________________________________

________________________________________________________ __________________________________
Signature of Club (class) President Signature of Club (class) Treasurer

________________________________________________________ __________________________________
Signature of Club (class) Advisor Signature of Building Principal

________________________________________________________ __________________________________
Signature of Central Treasurer Date

Page 1 of 2
Rev 7/25/16
FUNDRAISING PROFIT & LOSS STATEMENTS FORM  
(Estimated & Actual)

Fundraiser: ____________________________________________________________________

Class/Club/Organization making request: ____________________________________________________________________

The above group is requesting permission to conduct the following activity in compliance with the extra-classroom activity procedures, regulations, and policies of CABOCES. All receipts and disbursement of funds must be made in accordance with CABOCES, procedures, regulations and policies.

Indicate one:   ____ FUND RAISING EVENT      ____ SERVICES PROJECT      ____ OTHER (explain)

ACTIVITY/SALES DATES:  Begin _____________________ End _____________________

RECEIPTS (INCOME):

Provide Detail  Estimated (prior)  Actual (after)*

<table>
<thead>
<tr>
<th>Provide Detail</th>
<th>Estimated (prior)</th>
<th>Actual (after)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>$_________________</td>
<td>$_____________</td>
</tr>
<tr>
<td>Ex: 40 shirts @ $10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>$_________________</td>
<td>$_____________</td>
</tr>
<tr>
<td>25 shirts @ $20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>$_________________</td>
<td>$_____________</td>
</tr>
<tr>
<td>4.</td>
<td>$_________________</td>
<td>$_____________</td>
</tr>
<tr>
<td><strong>Total Receipts:</strong></td>
<td>$_____________</td>
<td>$_____________</td>
</tr>
</tbody>
</table>

EXPENSES (COSTS):

Provide Detail  Estimated (prior)  Actual (after)*

<table>
<thead>
<tr>
<th>Provide Detail</th>
<th>Estimated (prior)</th>
<th>Actual (after)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>$_________________</td>
<td>$_____________</td>
</tr>
<tr>
<td>2.</td>
<td>$_________________</td>
<td>$_____________</td>
</tr>
<tr>
<td>3.</td>
<td>$_________________</td>
<td>$_____________</td>
</tr>
<tr>
<td>4.</td>
<td>$_________________</td>
<td>$_____________</td>
</tr>
<tr>
<td><strong>Total Expenses:</strong></td>
<td>$_____________</td>
<td>$_____________</td>
</tr>
</tbody>
</table>

Net Profit (Income Minus Costs) =__________ =__________

The student officers of the above named Class/Club/Organization understand the above activity and assume responsibility for its fiscal conduct.

Faculty Advisor Signature ________________________________ Date: ______________

Student Activity Treasurer ________________________________ Date: ______________

Central Treasurer Signature ________________________________ Date: ______________

____ Approved      ____ Denied ________________________________ Date: ______________

Building Principal’s Signature ________________________________ Date: ______________

After this activity sale:

1. Record the actual Receipts, Expenses, and Profit
2. Attach a list of students who have not turned in money and the amounts.
3. Complete a Sales Reconciliation (Separate Form)
4. Give this form & Sales Reconciliation to the Central Treasurer

Page 2of 2
SALES RECONCILIATION FORM

Attach this completed form to the fundraiser Approval Form(s).

CLUB NAME / ADVISOR: _________________________________________________

FUNDRAISER NAME: _____________________________________________________

DATE OF RECONCILIATION: _____________________________________________

TOTAL DEPOSITS FOR FUNDRAISER $ __________________

TOTAL SALES FOR FUNDRAISER $ __________________
BOARD POLICY #4481
ALLEGATIONS OF FRAUD - Reporting and Investigations of Allegations of Fraud

All Board members and officers, CABOCES employees and third party consultants are required to abide by the BOCES' policies, administrative regulations and procedures in the conduct of their duties.

Further, all applicable federal and/or state laws and regulations must be adhered to in the course of CABOCES operations and practices. Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the School System is to disclose such information according to the reporting procedures established by the CABOCES. The reporting procedures will follow the chain of command as established within the department or school building or as enumerated in the CABOCES' Organizational Chart. In the event that the allegations of financial improprieties/fraud and/or wrongful conduct concern the investigating official, the report shall be made to the next level of supervisory authority. If the chain of supervisory command is not sufficient to ensure impartial, independent investigation, allegations of financial improprieties/fraud and/or wrongful conduct will be reported as applicable, to the Internal Auditor (if available), or the Independent (External) Auditor, or the School Attorney, or the Board. The CABOCES' prohibition of wrongful conduct, including fraud, will be publicized within the CABOCES as deemed appropriate; and written notification will be provided to all employees with fiscal accounting/oversight and/or financial duties including the handling of money. Upon receipt of an allegation of financial improprieties/fraud and/or wrongful conduct, the Board or designated employee(s) will conduct a thorough investigation of the charges. However, even in the absence of a report of suspected wrongful conduct, if the CABOCES has knowledge of, or reason to know of, any occurrence of financial improprieties/fraud and/or wrongful conduct, the CABOCES will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all reports will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis. Written records of the allegation, and resulting investigation and outcome will be maintained in accordance with law.

Based upon the results of this investigation, if the CABOCES determines that a school official has engaged in financial improprieties/fraudulent and/or wrongful actions, appropriate disciplinary measures will be applied, up to and including termination of employment, in accordance with legal guidelines, CABOCES policy and regulation, and any applicable collective bargaining agreement. Third parties who are found to have engaged in financial improprieties/fraud and/or wrongful conduct will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the CABOCES does not preclude the filing of civil and/or criminal charges as may be warranted. Rather, when school officials receive a complaint or report of alleged financial improprieties/fraud and/or wrongful conduct that may be criminal in nature, law authorities should be immediately notified.

An appeal procedure will also be provided, as applicable, to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable investigating officer(s).

Prohibition of Retaliation
The Board prohibits any retaliatory behavior directed against those individuals who, in good faith, report allegations of suspected financial improprieties/fraud and/or wrongful conduct as well as witnesses and/or any other individuals who participate in the investigation of an allegation of financial impropriety/fraud and/or wrongful conduct. Follow-up inquiries shall be made to ensure that no reprisals or retaliatory behavior
has occurred to those involved in the investigation. Any act of retaliation is prohibited and subject to appropriate disciplinary action by the CABOCES.

**Knowingly Makes False Accusations**

Any individual who *knowingly* makes false accusations against another individual as to allegations of financial improprieties/fraud may also face appropriate disciplinary action.

**PUBLIC RELATIONS**

As a vital member of the Career Technical Education Center team, you will be questioned many times regarding the aims, objectives, and results of the Center. You should have a general concept of the complete program so that the public may be better informed of our operation and, in turn, offer full support to our endeavors. PR is everyone’s job. Our annual Open House event promotes good public relations and each instructor is expected to participate.

**IN-SERVICE TRAINING**

In order to ensure all of our teachers will realize their full potential, we will work together to identify our needs as teachers. We will establish in-service training to address those needs. All teachers are encouraged to actively participate in the selection and implementation of this training.

**ROLE OF BOCES MENTORS**

CABOCES mentors will serve as a Coach and a Guide. Mentors will work closely with mentees to:

1) Review and Clarify CABOCES Procedures
   a) Model effective instructional strategies
   b) Share management strategies
   c) Share resources
   d) Assist in goal setting and professional development planning
   e) Assist with lesson planning
   f) Provide constructive feedback
   g) Act as a confidential advisor
   h) Serve as an advocate for the mentee

2) Suggested Mentoring Activities
   a) Sharing procedural information
   b) Orientation to school culture
   c) Lesson planning/curriculum development
   d) Providing input/data for CSE meeting
   e) Modeling instructional and management strategies
   f) Reciprocal observation and feedback
   g) Peer coaching
   h) Self-reflection practices
   i) Creating PDP goals
   j) Budget development
3) Time Allocation
   a) Mentors and mentees will be granted a minimum of 2 full days of release time for mentoring activities
      - Mentors and mentees may receive supervisor approval for 3-5 days of release time, based on individual needs
   b) Time allocated for mentoring activities may include:
      - All Staff Day
      - New teacher orientation day
      - Superintendent Conference days
      - Reciprocal visitations
      - Before/after school - requires prior approval
      - Saturdays/summer - requires prior approval
      - M & M training day(s)
      - Faculty meetings
      - Distance Learning / Polycom
      - Other approved activities

4) Recordkeeping Process
   a) Mentors and mentees will submit an annual summary of mentoring hours and mentoring activities to Principals.
   b) Principals will review the summary and forward copies to Mentor Coordinators and Human Resources.
   c) Human Resources will enter mentor matches and hours logged into individual employee records on WinCap.
   d) Written summary reports that include mentor and mentee certification numbers, the type of mentoring activities, and the number of clock hours logged will be kept on file by the Mentor Coordinator.

LEARNING RESOURCES

The Teaching & Learning Center offers a variety of services to us and to our component school districts. They maintain a web presence to assist you in Media, Science, Library and Distance Learning resources. To browse the available resources please go to: http://www.caboces.org/iss/resources

PURCHASING PROCEDURES

All purchases with CABOCES funds must have a Purchase Order number assigned. Any purchases made without a purchase order number having been issued PRIOR to the purchase will be the responsibility of the purchaser.

1) Teachers submit a signed written requisition to the Building Principal with appropriate rationale and required attachments.
2) Building Principal will approve/disapprove written requisitions.
3) Secretary will enter approved requisitions into WinCap – pending number generated

Requisition approved in WinCap by Principal, Asst. Superintendent for CTE, and Purchasing
   • All orders must have a purchase order number before they are called in or faxed.
   • Please refer to the guidelines on the reverse side of the requisition form.
Repair or Emergency Purchases:

Requisitions for equipment repair must include make, model and serial number of the item being repaired. Requisitions for emergencies must include a rationale.

Blanket (Open) Orders:

Blanket orders are used for emergency, unplanned small purchases. They are not the main way to do business and should be used only when necessary.

1) Must include what types of items will be purchased under the blanket order.
2) Must indicate the approximate length of time for which the order will be open.
3) Must indicate who has authorization to use the order.
4) Blanket orders are NEVER to be used for equipment purchases.
5) Blanket order purchases require the consent of the Building Principal.
6) All receipts MUST have a legible signature from the CABOCES employee who picked up the merchandise.
7) Original receipts must be turned into Accounts Payable immediately following the purchase. The receipts must include the budget code to charge, the amount charged to each code if more than one, and the purchase order number.
8) If the receipts are for a particular workshop, the name and location of the workshop, the number of attendees, and the number of CABOCES employees must be written on the slip. You should always have the vendor reference the blanket PO number on the slip. Be prepared to give it to the vendor.
9) You must keep an accurate record of the purchases made to ensure that they do not exceed the amount allowed by the blanket order. Your blanket order will close if it reaches a “0” balance. You must request an increase to the order if you do not wish it to close.

Example(s):

Option 1 - Blanket order
1) Regular PO with multiple deliveries or pickups for 5 gallons of reducer (or any other item) to be picked up as needed.
2) Description: Yearly Order for Paint Tints
   Line Description: Yearly order for paint tints for current school year.
3) Qty: 5 gallons
4) Unit cost: $150.00/gallon
5) Item Header under PO Text tab: Items to be picked up or delivered throughout the year as needed.
6) Item Footer under PO Text tab: Authorized Personnel Only: John Smith

Option 2 – Project
1) Description: 1995 Buick Project
2) Line Item: Materials and supplies to complete 1995 Buick project
3) Unit Qty: 1
4) Unit cost: $750 (not exceed to $1000)
5) Item Header under PO Text tab: Items to be picked up or delivered throughout the year as needed.
6) Item Footer under PO Text tab: Authorized Personnel Only: John Smith

* Failure to comply with guidelines may result in termination of the blanket order.
Object Code 309 – Reimbursable Account

1) **Policy** - All revenues generated from curriculum activities and learning experiences, belong to the CABOCES, and thus must be accounted for in the CABOCES General Fund.

2) **Philosophy** - To encourage an entrepreneurial spirit as appropriate to the classroom activities that generate revenue and to have the ability to expend those monies for the benefit of the class that generates the revenues.

3) **Purpose** - To account by and for each classroom the individual revenues and expenses related to their individual financial activities.

4) **Prerequisite** – CABOCES is responsible for all financial transactions that take place by and for its employees. Thus all financial transactions, both receipts and disbursements, must be processed through the CABOCES Finance Office.

5) **Procedure** - The following procedures are to be followed in the administration of the “309” reimbursable accounts:
   a) Each program (class) will have a small dollar amount (approx. $100 to $1,000, based on anticipated needs) budgeted at the beginning of each year in order to have the ability to purchase items that will be reimbursed by the consumer.
   b) Whatever amount is budgeted in “309” at the beginning of the year must be offset with revenues before the budget can be increased.
   c) All receipts of cash and/or checks must be turned in to the principal or his/her designee on the same day received, accompanied by a copy of one or more of the following - pre-numbered receipt, cash register tape, and/or service order, with an explanation as to what the monies are for. The principal’s office shall forward all cash, checks, and receipts to the Finance Office within 3 business days.
   d) As receipts (revenues) are received by the finance office, that exceeds the original budgeted amount, the budget (appropriations) will be increased, providing available dollars to be encumbered and/or spent.
   e) Monies budgeted or appropriated in the “309” object codes cannot be transferred to other codes, nor can monies from other codes be transferred into the “309” code.
   f) Surplus monies received (profit) may be used for classroom supplies & materials, small tools and/or equipment, field trips, uniforms for classroom use, equipment repairs, and other special activities related to the curriculum and to the benefit of the individual class. (No purchases for personal use or property will be allowed.)
   g) Unspent revenues (revenues in excess of expenditures) at the end of the school year cannot and will not be carried over and made available the following school year.

6) **Proceeds** - Revenues may be generated by the sale of goods, providing of services, and donations.

7) **Purchasing** - Purchases using the 309 Reimbursable Accounts should follow the same process as other purchasing and ordering of materials.
   a) A requisition is to be completed and approval secured from the principal prior to purchasing items using open orders or a regular purchase order.
   b) Invoices, register receipts, and/or packing slips for goods received must be presented to the principal or his/her designee within one business day of receipt. This documentation must match the description of the items approved on the requisition. The documentation shall be forwarded to the Finance Office within 3 business days by the principal’s office.
   c) CABOCES funds are only to be used to purchase items needed for the classroom program. Parts, supplies, or accessories for individuals for whom work is being done are to be purchased directly by the customer and brought to the CTE Center.
   d) Individual employees must not use CABOCES accounts or funds to purchase items for their personal use, even if the individual reimburses CABOCES for them.
e) No cash received is to be used to purchase or pay for any item.
f) Board approval may be required for the sale of inventoried items or items that exceed a certain amount in value.

**CABOCES FORMS**

It is preferred that you use the forms found on the CABOCES Intranet accessed through CABOCES email. You may wish to save these forms to your computer but please be sure to check for updates to the forms on a regular basis.

**CTE TEMPLATES**

Most forms specific to the CTE department can be found in the document templates in MS Office or MS Excel. The majority of the forms are designed so you can tab and enter the information requested and then print. Those labeled “printed version” may be printed and then completed.
2019-2020 BUDGET CODE DESCRIPTIONS

200 Equipment - for individual items that are less than $1000 (but greater than $500) in cost and have a useable life span greater than a year. The following are some items that are considered equipment (even if their individual cost is less than $500): Cameras, DVD recorders/players, Electronics, and other Computer Peripherals. **These items will not be included on a three-year equipment plan.**

202 Computer Equipment – Printers, monitors, desktops, laptops

302 Instructional Materials - for instructional materials and supplies. Parts for repair and maintenance to equipment, if no outside labor costs apply, are included in this code.

309 Reimbursable Accounts - to purchase those goods or services that will be resold to customers or others.

315 Software –to purchase software

324 Textbooks - for the purchase of textbooks, printed or electronic.

330 Publications and Periodicals - to purchase magazines, newspapers, trade journals or other related items

380 Food Expense – for food expenses for classroom instruction

400 Contractual Expense – to cover costs related to CPR, and/or First Aid Training done by Adult Ed, and other professional services such as veterinary services, etc.

415 Equipment Repairs - for expenses (parts + labor performed by others) related to the repair of classroom or shop equipment. If you have a maintenance contract for a piece of equipment, the cost will be applied to this code.

453 Postage – to cover cost of miscellaneous postage, i.e. return of packages, etc.

454 Mileage – for all mileage claims including mileage for conferences

455 Conference Expense - costs related to conferences

467 Field Trips – for transportation and other charges related to field trips for your class

477 Equipment Lease – for lease of equipment necessary for instruction
<table>
<thead>
<tr>
<th>CLASS NAME</th>
<th>BUDGET CODE(S)</th>
</tr>
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<tbody>
<tr>
<td>Academics (Integrated)</td>
<td>3869</td>
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<tr>
<td>Academics (Pull-outs &amp; Remedial)</td>
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</tr>
<tr>
<td>Animal Science</td>
<td>3127</td>
</tr>
<tr>
<td>Audio Visual Production (Olean)</td>
<td>3513</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>3342</td>
</tr>
<tr>
<td>Carpentry and Construction Trades (Ellicottville and Belmont)</td>
<td>3441</td>
</tr>
<tr>
<td>Collision Repair and Auto Body Technology</td>
<td>3341</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>3641</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>3763</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>3675</td>
</tr>
<tr>
<td>Early Childhood Education and Human Services</td>
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<tr>
<td>Early Entry CTE (Ellicottville and Belmont)</td>
<td>419-5878</td>
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<tr>
<td>Heavy Equipment Operations (Ellicottville)</td>
<td>3112</td>
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<tr>
<td>High School Equivalency (Ellicottville and Belmont)</td>
<td>413-5916</td>
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<tr>
<td>Media Communications Technology</td>
<td>3413</td>
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<tr>
<td>Medical Assisting (Ellicottville and Belmont)</td>
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<tr>
<td>Medical Professions (Olean)</td>
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<tr>
<td>Natural Resources (Ellicottville and Belmont)</td>
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<tr>
<td>New Vision - Health Professions (Belmont and Olean)</td>
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<td>Power Equipment Technology (Ellicottville)</td>
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<tr>
<td>Product Design and Manufacturing (Olean)</td>
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<tr>
<td>Pre-Engineering and CADD (Belmont)</td>
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</tr>
<tr>
<td>Welding and Metal Fabrication</td>
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# HELP LINES

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>(716) 376 + ext.</th>
<th>(or)</th>
<th><a href="http://www.caboces.org">www.caboces.org</a></th>
</tr>
</thead>
</table>

## Computer Problems
- Bldg. Level Support - CTE Center at Belmont: Alan Barber - ext. 7074
- Bldg. Level Support - CTE Center at Ellicottville: Jeff Cook - ext. 7044
- Bldg. Level Support - CTE Center at Olean: Matt Clark - ext. 7026
- Power School Grade Book: Contact your Building Level Support listed above
- Power School Administrator: Laurie Zimmerman – ext. 8383

## Computer, Internet Phone, Fax, etc.
- CTE Center at Belmont: Help Desk - ext. 8311 (or) helpdesk@caboces.org
- CTE Center at Ellicottville: Matt Hopkins – ext. 8328
- CTE Center at Olean: Terry Fuller – ext. 8346
- CTE Center at Ellicottville: Terry Fuller – ext. 8611

## Work Study Coordinator
- CTE Center at Belmont: Matt Hopkins – ext. 8328
- CTE Center at Ellicottville: Terry Fuller – ext. 8346
- CTE Center at Olean: Terry Fuller – ext. 8611

## Outreach Coordinator
- Tammy Graf – ext. 8225

## Human Resources
- Transfer Requests; Vacancies: Kathy Isaac - ext. 8209
- On-the-job Injuries/incidents; Workers’ Compensation; Fingerprinting; WinCap info; Change of Name and/ or Address; Substitute Service (AESOP), Retirement Information: Jennifer Bouldin - ext. 8242
- Medical & Personal Leaves of Absences (and FMLA): Colleen Jimerson - ext. 8255

## Payroll
- Payroll, Deductions, Time Sheets for all employees excluding FT Teacher Aides: Deb Windnagle - ext. 8203
- FT Teacher Aides Payroll: Ronda Turner - ext. 8257

## Benefits
- Coverage, Claims, Changes to Health Insurance or Flex Plan: Denise Bray - ext. 8232

## Teacher Certification
- CTE Center at Belmont: Jesse Babbitt – ext. 8335
- CTE Center at Ellicottville: Bob Crowley – ext. 8349
- CTE Center Olean: Dan Ramsey – ext. 8234

## Maintenance
- Emergency Procedures; HIV/HBV Training; Right-to-Know, HAZMAT, etc.: Dean McKnight, Manager - ext. 8249
- John Hanbach, Sr. Safety Engineer -ext.8317
- Holly Baker, Sr. Safety Engineer – ext. 8277

## Safety & Health
- Course Approvals; Travel & Conference Requests: contact your immediate Supervisor
- Sick Leave Bank: contact your Union Representative
- BOCES' Vehicle Requests: colleen_jimerson@caboces.org
- Employee Assistance Program: www.theEAP.com - or - 1-800-252-4555

## Misc. Other
- Belmont: Building Principal: Kathleen Brisky – ext. 8327
  - Keyboard Specialist: Cheryl Wenrich – ext. 8326 (secretary to principal)
  - Keyboard Specialist: Mary Straight – ext. 8322 (student records)
- Ellicottville: Building Principal: Noel Sheehy – ext. 8344
  - Keyboard Specialist: Jackie Paddock – ext. 8345 (secretary to principal)
  - Keyboard Specialist: Deanna Steffenhagen – ext. 8300 (student records)
- Olean: Building Principal: Steve Dieteman – ext. 8251
  - Keyboard Specialist: Kristi Blehar – ext. 8265 (secretary to principal)
  - CTE/Work Force Development Principal: Melissa Rivers – ext. 8384