

APPRENTICESHIP

TRAINING

2017 – 2018

(8/15/17–5/25/18)



Buckeye Career Center
ADULT EDUCATION
545 University Drive NE
New Philadelphia, OH 44663

Buckeye Career Center

Adult Education

545 University Drive NE

New Philadelphia, OH 44663

330-308-5720 or 1-800-227-1665

What is Apprenticeship?

Apprenticeship training offers long-range income and advancement opportunities, job security, employment benefits and job skills that move with you.

An apprentice is someone who is learning a trade by working under the guidance of an experienced company supervisor.

Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Individuals must be at least 16 years of age enrolled in a vocational training program, or have a high school diploma or GED and be employed full-time or near full-time in the field.

Every apprentice participating in the apprenticeship program enters into an Apprenticeship Agreement with the Ohio State Apprenticeship Council. The apprenticeship program sponsor (company) and the apprentice (employee) agrees to the terms of the Apprenticeship Standards incorporated as part of the agreement.

Apprentices work full time in companies which specialize in their area of expertise. When an apprentice is indentured, he/she is registered as having a particular occupation (maintenance, mechanic, machinist, mold maker, tool and die maker, grinder, lathe operator, etc.) The employer is required to provide on-the-job training and work experiences appropriate to the particular occupation.

Every day the apprentice keeps a log of what he/she does on the job. The hours spent on the various jobs are added up each month totaling 2,000 hours per year for each of four years. The record book is signed each month by the apprentice's supervisor.

Upon entry into the apprenticeship program, apprentices are paid a progressively increasing schedule of wages. As the apprentice demonstrates satisfactory progress in both the on-the-job training and related instruction, they are advanced in accordance with the wage schedule outlined on the Apprenticeship Agreement.

For further information: Call Buckeye Career Center Adult Education, 545 University Drive NE, New Philadelphia, OH 44663, (330) 308-5720 or fpolen@BuckeyeCareerCenter.org (Frank Polen, Director)

Buckeye Career Center conforms to all federal, state, and local laws and regulations including Title IX and nondiscrimination against any student because of race, color, sex, religion, citizenship, economic status, marital status, pregnancy, handicap, disability, age, veteran status or national origin. This policy of nondiscrimination shall also apply to otherwise qualified handicapped individuals.

*Tuition can be paid in two equal semester payments. The 1st Payment is due before class begins. The remaining balance is due before January 1.

REGISTRATION FORM

(Payment or Company Purchase Order must accompany Registration)

Name: _____

SSN: _____ Date of Birth: _____
(mm/dd/yyyy)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Work Phone: _____

Course Name: _____

Course Start Date: _____

Charge Card # or Check #: _____

Charge Card Expiration Date: _____

Name as displayed on Charge Card: _____

Company Billing Name: _____

Company Supervisor: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Company Purchase Order #: _____

*If a Student misses class, Make-Up Classes cost \$30 per Hour per Student —to be scheduled at the Instructor's convenience.

Whenever a student is guilty of cheating, the teacher shall collect the student's paper and mark a zero for the test or assignment. The possibility of further disciplinary action being taken, ranging from verbal warning to suspension or expulsion from school may occur at the administration's discretion.

CODE OF CONDUCT—DISCIPLINE GUIDELINES

Good discipline is fundamental to successful education. The primary mission of our school is to provide education and training for all students. Every student has a right to this opportunity. When this educational process is interrupted or interfered with, corrective measures are necessary. These measures will generally begin with teacher or staff attempts to change behavior to minimize minor offenses. For breaking the code or repeated violations of the code, the student may be subject to suspension, loss of privileges, referral to counseling, emergency removal, or other forms of disciplinary action.

Any act that detracts from the school day, destroys order, lowers the morals of the student body, or infringes on the rights of others will be handled accordingly by the Director of Adult Workforce or other administration. Any misconduct on or off school property that is directly related to and affects the welfare and morale of the school is within the scope of authority of school officials.

This Student Conduct Code will be in effect before, during, and after school hours and at any school-sponsored activity involving Buckeye students. Any guests are also expected to abide by this code.

CODE OF STUDENT CONDUCT

In compliance of Section 3313.661 of the Ohio Revised Code, the following is a code of student conduct. Violations of the code may result in disciplinary action including (but not limited to): suspension, expulsion, referral to counseling, emergency removal or other forms of disciplinary action, such as referrals to the proper legal authorities.

Buckeye Career Center conforms to all federal, state, and local laws and regulations including Title IX and nondiscrimination against any student because of race, color, sex, religion, citizenship, economic status, marital status, pregnancy, handicap, disability, age, veteran status or national origin. This policy of nondiscrimination shall also apply to otherwise qualified handicapped individuals.

"This country's greatest asset is the skill and know-how of its people. The future strength, defense, and progress of the nation is dependent upon our commitment to preserving this asset by developing the skills and knowledge of our workforce." -

USDOL

In order to maintain and improve the standards of excellence throughout a trade, it is paramount that all of our workforce be highly trained and skilled in their respective fields. Our customers can feel secure in knowing that every worker has undergone extensive training to provide employers with the highest quality employee. With the constant influx of new technology, and the increased need for specialization, Apprenticeship training programs are designed to include innovative techniques and skills to enhance the versatility of workers.

Benefits To Your Company

- * Attract highly qualified applicants
- * Reduce absenteeism
- * Reduce turnover
- * Increase productivity
- * Reduce training costs
- * Facilitate compliance w/federal & state equal opportunity reg.
- * Improve community relations
- * Improve employee relations
- * Ensure availability of related technical instruction
- * Enhance problem-solving ability of workers
- * Ensure versatility of craft workers

Benefits To You the Individual

- * Long-range income & advancement opportunities
- * Job security
- * Job skills that move with you
- * Employment benefits

MACHINE APPRENTICESHIP *Books included in price*

Year 1 **Wednesdays 8/16/17—5/9/18** **\$1350**

08/16/17	Math for Machine Technologies - Algebra
10/26/17	Interpreting Engineering Drawings
01/17/18	CAD
02/28/18	Machine Theory & the Lathe

Year 2 **Thursdays 8/17/17—5/17/18** **\$1250**

8/17/17	Machine Theory & The Mill
10/19/17	Math for Machine Technologies - Geometry
01/11/18	Interpreting Engineering Drawings
03/15/18	Tool Design

Year 3 **Mondays 8/14/17—5/21/18** **\$1330**

08/14/17	Machine Theory & The Grinder
10/23/17	Math for Machine Technologies— Trigonometry
01/08/18	Geometric Dimensioning & Tolerancing
03/19/18	Metallurgy

Year 4 **Tuesdays 8/15/17—5/15/18** **\$1380**

08/15/17	Math for Machine Technologies - Trigonometry
10/17/17	Industrial Fluid Power
11/28/17	Properties of Materials - Metallurgy
12/12/17	CNC Programming
03/06/18	Reverse Engineering

MAINTENANCE MECHANIC APPRENTICESHIP

Year 1 **Thursdays 8/17/17—5/17/18** **\$1380**

08/17/17	Basic Shop Math
09/21/17	Industrial Blueprint Reading
11/16/17	Forklift
11/30/17	Principles of Hydraulics
2/15/18	Metrology
4/26/18	Sheet Metal Fabrication

Year 2 **Mondays 8/14/17—5/21/18** **\$1250**

08/14/17	Industrial Electricity / Motor Controls I
11/13/17	Industrial Electricity / Motor Controls II
2/26/18	Programmable Logic Controls

Year 3 **Tuesdays 8/15/17—5/8/18** **\$1300**

08/15/17	Machine Trades I
11/07/17	Machine Repair & Troubleshooting
02/13/18	Welding I

Year 4 **Wednesdays 8/16/17—5/9/18** **\$1200**

08/16/17	Basic Automotive Mechanics
09/13/17	Basic Plumbing
10/18/17	First Aide
10/25/17	CPR
11/1/17	Machine Trades II
01/24/18	Advanced Hydraulics
02/29/18	Welding II

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search students, school lockers, locker contents, and/or student automobiles and may seize illegal, unauthorized, unsafe, or contraband materials discovered in the search. Searches may occur as a result of reasonable suspicion or random search. Lockers are property loaned to students for legitimate purposes.

The term "unauthorized" means any item dangerous to the health or safety of students or school personnel; disruptive of a lawful function, mission, or process of the school; or described as unauthorized in the school rules.

Failure to permit searches and seizures will be considered insubordination and grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, tool box, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or unsafe materials.

It is the responsibility of the school administration to try to protect each student under its control; therefore:

1. If possible, police officers should contact and/or question students out of school. If this is not possible, school authorities will bring the student to a private room and the contact will be made out of sight of others.
2. The Adult Education Director must be notified before a student is questioned in school.
3. A school official should be present when an interrogation takes place.
4. The police department will be notified whenever a student is involved in any type of criminal activity.

HONESTY

Teachers can frequently see the difference between a student's usual work that is his/her own work or is not his/her own. Teachers do not like detective work, and find that discovering dishonest work is a painful experience. Protecting honest students from unfair competition requires that teachers take an active role in looking for and acting against dishonest practices.

Cheating includes, but is not limited to:

- Getting or keeping partial or whole copies of tests or quizzes before they are distributed for student use.
- Using notes, textbooks, or other information in tests and quizzes (except as allowed by teachers).
- Getting or exchanging information during tests.

RECORDS OF REQUEST FOR ACCESS & DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits—with some exceptions as listed below.

The record will include at least::

- A. The name of the person who or agency which made the request.
- B. The interest which the person or agency has in the information.
- C. The date on which the person or agency made the request
- D. Whether the request was granted; and if so, the date access was permitted or the disclosure was made.

PARKING

Please do not park on the grass or in a marked Fire Zone. Handicapped designated spaces are available in each lot for those who qualify.

STUDENT MOTOR VEHICLES

Students driving to school MUST abide by the following rules & regulations:

1. When entering the parking lot, you MUST park and go into the building immediately. No loitering in the parking lot.
2. Traffic speed on driveways is 15 mph and in parking lots 10 mph only.
3. Reckless operation, such as squealing tires, loud noise, sliding tires, etc. is prohibited in the parking lots, driveways, and to/from school.
4. Driving privileges may be suspended if the Adult Education Supervisor has reason to believe the student is using or possessing drugs or alcohol.
5. Student vehicles will not be permitted in labs, bullpens, or blacktopped areas outside the labs without permission.

MACHINING APPRENTICE CLASS SCHEDULE 2017-2018 YEAR 1 WEDNESDAY NIGHT CLASSES 6:00 - 10:00 PM

FIRST SEMESTER - 18 CLASSES

1ST QUARTER

- | | | |
|----|------------------------|--|
| 1. | <u>August 16, 2017</u> | <u>Math for Machine Technologies - Algebra (10 weeks)</u> |
| 2. | August 23, 2017 | |
| 3. | August 30, 2017 | |
| 4. | September 6, 2017 | |
| 5. | September 13, 2017 | |
| 6. | September 20, 2017 | |
| 7. | September 29, 2017 | |
| 8. | October 6, 2017 | (Grade Cards Given to Teachers) |
| 9. | October 11, 2017 | (Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers) |

2ND QUARTER

- | | | |
|-----|--------------------------|--|
| 10. | October 18, 2017 | |
| 11. | <u>October 25, 2017</u> | <u>(Interpreting Engineering Drawings 10 weeks)</u> |
| 12. | November 1, 2017 | |
| 13. | November 8, 2017 | |
| 14. | November 15, 2017 | |
| | November 22, 2017 | Thanksgiving Break - NO SCHOOL |
| 15. | November 29, 2017 | |
| 16. | December 6, 2017 | |
| 17. | December 13, 2017 | (Grade Cards Given to Teachers) |
| 18. | December 20, 2017 | (Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers) |
| | December 27, 2017 | Winter Break - NO SCHOOL |

SECOND SEMESTER—18 CLASSES

3RD QUARTER

- | | | |
|----|--------------------------|--|
| 1. | January 3, 2018 | |
| 2. | January 10, 2018 | |
| 3. | <u>January 17, 2018</u> | <u>CAD (6 Weeks)</u> |
| 4. | January 24, 2018 | |
| 5. | January 31, 2018 | |
| 6. | February 7, 2018 | |
| 7. | February 14, 2018 | (Grade Cards Given to Teachers) |
| 8. | February 21, 2018 | (Grade Cards Back to Adult Ed Office) |
| 9. | <u>February 28, 2018</u> | <u>Machine Theory & the Lathe (10 Weeks)</u>
(Grade Cards Mailed to Employers) |

4TH QUARTER

- | | | |
|-----|-----------------------|--|
| 10. | March 7, 2018 | |
| 11. | March 14, 2018 | |
| 12. | March 21, 2018 | |
| | March 28, 2018 | Spring Break—NO SCHOOL |
| 13. | April 4, 2018 | |
| 14. | April 11, 2018 | |
| 15. | April 18, 2018 | |
| 16. | April 25, 2018 | |
| 17. | May 2, 2018 | (Grade Cards Given to Teachers) |
| 18. | May 9, 2018 | (Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers) |

Indicates No Class on that Date
36 Sessions @ 4 Hours = 144 Hour Apprenticeship

MACHINING APPRENTICE CLASS SCHEDULE

2017-2018

YEAR 2

THURSDAY NIGHT CLASSES

6:00 - 10:00 PM

FIRST SEMESTER - 18 CLASSES

1ST QUARTER

1.	<u>August 17, 2017</u>	<u>Machine Theory & the Mill (9 weeks)</u>
2.	August 24, 2017	
3.	August 31, 2017	
4.	September 7, 2017	
5.	September 14, 2017	
6.	September 21, 2017	
7.	September 28, 2017	(Grade Cards Given to Teachers)
8.	October 5, 2017	(Grade Cards Back to Adult Ed Office)
9.	October 12, 2017	(Grade Cards Mailed to Employers)

2ND QUARTER

10.	<u>October 19, 2017</u>	<u>Math for Machine Technologies - Geometry (9 weeks)</u>
11.	October 26, 2017	
12.	November 2, 2017	
13.	November 9, 2017	
14.	November 16, 2017	
	November 23, 2017	Thanksgiving Break - NO SCHOOL
15.	November 30, 2017	
16.	December 7, 2017	
17.	December 14, 2017	
	December 21, 2017	Winter Break - NO SCHOOL
	December 28, 2017	Winter Break - NO SCHOOL
18.	January 4, 2018	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)

SECOND SEMESTER—18 CLASSES

3RD QUARTER

1.	<u>January 11, 2018</u>	<u>Interpreting Engineering Drawings (9 Weeks)</u>
2.	January 18, 2018	
3.	January 25, 2018	
4.	February 1, 2018	
5.	February 8, 2018	
6.	February 15, 2018	
7.	February 22, 2018	
8.	March 1, 2018	(Grade Cards Given to Teachers)
9.	March 8, 2018	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)

4TH QUARTER

10.	<u>March 15, 2018</u>	<u>Tool Design (9 Weeks)</u>
11.	March 22, 2018	
	March 29, 2018	Spring Break—NO SCHOOL
12.	April 5, 2018	
13.	April 12, 2018	
14.	April 19, 2018	
15.	April 26, 2018	
16.	May 3, 2018	
17.	May 10, 2018	(Grade Cards Given to Teachers)
18.	May 17, 2018	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)

Indicates No Class on that Date

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

The school district proposed to designate the following information contained in the student's education records as "directory information," and will disclose that information without prior written consent, except when the request is for a profit-making plan or activity:

1. Student's name
2. Student's address
3. Student's date of birth
4. Student's class designation

Adult students will have two weeks from the first day of the school year in which to advise the District of any or all items which they refuse to permit as directory information about that student.

Other than requests as described above, school officials will release information from, or permit access to, a student's education records only with the prior written consent of a student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.)

LOCATIONS OF EDUCATION RECORDS

Adult Education Office

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Adult students may inspect and review education records to which they are entitled to have access upon request. It may be mutually more convenient for the record custodian to provide copies of records.

Since a student's records may be maintained in several locations, the Adult Supervisor will offer to collect copies of records or the records themselves.

Eligible students should submit to the Adult Education Supervisor a written request which identifies the record or records which he/she wishes to inspect. The Adult Supervisor will make the needed arrangements as promptly as possible and notify the eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason (such as working hours, distance between record location sites, or health) an eligible student cannot personally inspect and review a student's education records, the district will arrange for the eligible student to obtain copies of the record.

GRADE CARDS

Grade cards will be distributed every nine weeks to the sponsoring company. Questions regarding grades or credits should be immediately brought to the attention of the instructor and/or supervisor. Report cards and grades may be withheld if the student has any unmet financial obligations.

DETERMINING THE YEAR END GRADE

Example:	1st = A = 4	1st = C = 2
	2nd = A = 4	2nd = C = 2
	3rd = A = 4	3rd = B = 3
	4th = B = 3	4th = B = 3
	Total 15	Total 10
	15/4 = 3.75 A	10/4 = 2.5 C

A yearly final grade is secured by averaging four grades (one for each quarter). A student must earn a 2.0 © to Satisfactorily Complete.

STUDENT RECORDS

Upon request, all records and files included in the student's cumulative file will be available. This request must be in writing and will be granted within seven calendar days. No records are to be removed from the school; a director, teacher, or other qualified school personnel must be present to explain any of the tests or other material. A student must give written permission for anyone other than the Director of Adult Workforce, Student Services Coordinator, Vocational Evaluator, or Instructor to view their filed.

It is the intent of the school district to limit the disclosure of information contained in the student's education records except:

- By prior written consent
- As directory information and
- Under other limited circumstances

The following rights exist:

- The right to inspect and review the student's educational records.
- The right, in accordance with administrative regulations, to seek to correct parts of the student's educational records, including the right to a hearing if the school authority decides not to alter the record according to the student's request.
- The right of any person to file a complaint with the U.S. Department of Education if the district violates relevant Federal law, specifically the Federal Educational Rights and Privacy Act.
- The right to acquire information concerning the procedure which the student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

MACHINING APPRENTICE CLASS SCHEDULE

2017-2018

YEAR 3

MONDAY NIGHT CLASSES

6:00 - 10:00 PM

FIRST SEMESTER - 18 CLASSES

1ST QUARTER

1.	<u>August 14, 2017</u>	<u>Machine Theory & the Grinder (9 weeks)</u>
2.	August 21, 2017	
3.	August 28, 2017	
	September 4, 2017	Labor Day—NO SCHOOL
4.	September 11, 2017	
5.	September 18, 2017	
6.	September 25, 2017	
7.	October 2, 2017	
8.	October 9, 2017	(Grade Cards Given to Teachers)
9.	October 16, 2017	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)

2ND QUARTER

10.	<u>October 23, 2017</u>	<u>Math for Machine Technologies - Trigonometry (9 weeks)</u>
11.	October 30, 2017	
12.	November 6, 2017	
13.	November 13, 2017	
14.	November 20, 2017	
15.	****November 27, 2017	Thanksgiving Break—NO SCHOOL ****
16.	December 4, 2017	
17.	December 11, 2017	Grade Cards Given to Teachers
18.	December 18, 2017	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)
	December 25, 2017	Winter Break - NO SCHOOL
	January 1, 2018	Winter Break - NO SCHOOL

SECOND SEMESTER—18 CLASSES

3RD QUARTER

1.	<u>January 8, 2018</u>	<u>Geometric Dimensioning & Tolerancing (9 Weeks)</u>
2.	****January 15, 2018	Martin Luther King Day—NO SCHOOL****
3.	January 22, 2018	
4.	January 29, 2018	
5.	February 5, 2018	
6.	February 12, 2018	
	February 19, 2018	Presidents Day—NO SCHOOL
7.	February 26, 2018	
8.	March 5, 2018	(Grade Cards Given to Teachers)
9.	March 12, 2018	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)

4TH QUARTER

10.	<u>March 19, 2018</u>	<u>Metallurgy (9 Weeks)</u>
	March 26, 2018	Spring Break—NO SCHOOL
11.	April 2, 2018	
12.	April 9, 2018	
13.	April 16, 2018	
14.	April 23, 2018	
15.	April 30, 2018	
16.	May 7, 2018	(Grade Cards Given to Teachers)
17.	May 14, 2018	(Grade Cards Back to Adult Ed Office)
18.	May 21, 2018	(Grade Cards Mailed to Employers)
19.		

Indicates No Class on that Date
*****Indicates No Class on that Date—however Class MUST be Rescheduled during same Quarter**
 36 Sessions @ 4 Hours = 144 Hour Apprenticeship

MACHINING APPRENTICE CLASS SCHEDULE

2017-2018

YEAR 4

TUESDAY NIGHT CLASSES

6:00 - 10:00 PM

FIRST SEMESTER - 18 CLASSES

1ST QUARTER

1. August 15, 2017 Math for Machine Technologies—Trigonometry (9 weeks)
2. August 22, 2017
3. August 29, 2017
4. September 5, 2017
5. September 12, 2017
6. September 19, 2017
7. September 26, 2017
8. October 3, 2017 (Grade Cards Given to Teachers)
9. October 10, 2017 (Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers)

2ND QUARTER

10. October 17, 2017 Industrial Fluid Power (6 Weeks)
11. October 24, 2017
12. October 31, 2017
13. November 7, 2017
14. November 14, 2017
15. November 21, 2017
16. November 28, 2017 Properties of Materials—Metallurgy (2 weeks)
17. December 5, 2017 (Grade Cards Given to Teachers)
18. December 12, 2017 CNC Programming (9 weeks)
(Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers)

SECOND SEMESTER—18 CLASSES

3RD QUARTER

1. December 19, 2017
December 26, 2017
January 2, 2018 *Winter Break - NO SCHOOL*
Winter Break - NO SCHOOL
2. January 9, 2018
3. January 16, 2018
4. January 30, 2018
5. February 6, 2018
6. February 13, 2018
7. February 20, 2018
8. February 27, 2018 (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers)
9. March 6, 2018 Reverse Engineering (10 weeks)

4TH QUARTER

10. March 13, 2018
11. March 20, 2018
March 27, 2018 *Spring Break—NO SCHOOL*
12. April 3, 2018
13. April 10, 2018
14. April 17, 2018
15. April 24, 2018
16. May 1, 2018 (Grade Cards Given to Teachers)
17. May 8, 2018 (Grade Cards Back to Adult Ed Office)
18. May 15, 2018 (Grade Cards Mailed to Employers)

Indicates No Class on that Date

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

GRADING POLICY

The Buckeye Career Center operates on a quarterly grading period. To obtain an adequate appraisal of a student's progress, the following criteria should be included in arriving at a grade:

1. Attitude, behavior, and attendance
2. Teacher-made tests
3. Homework and supervised study activities
4. Standardized test information
5. Group and individualized assignments
6. Classroom participation
7. Laboratory and related activities

THE PURPOSES FOR WHICH THE GRADE CARD SERVES ARE:

- A. To inform the pupil and his/her company of his/her own achievement.
- B. To focus attention on pertinent data about pupils (attendance, tests, etc.)

GRADE INTERPRETATIONS

For the purpose of averaging grades, the following numerical values are substituted for grades: A = 4, B = 3, C = 2, D = 1, F = 0. The points should be added and the total divided by the number of grades given. All grades will be recorded showing both a percentage and a letter grade.

Symbol	Grade Determination	Point Value	Range of Points
A	94-100	4	3.60 - 4.00
Outstanding work. The student demonstrates superior control of ideas, knowledge, and understanding of subject matter which shows continuous improvement.			
B	85-93	3	2.60 - 3.59
Highly commendable. The student demonstrates good control of ideas, knowledge, and understanding of subject matter which shows continuous improvement.			
C	74-84	2	1.60 - 2.59
Satisfactory work. The student demonstrates limited control of ideas, knowledge, and understanding of subject matter which shows limited improvement.			
D	65-73	1	.60 - 1.59
Poor work. The student demonstrates very limited control of ideas, knowledge, and understanding of subject matter and very limited improvement.			
F	64 and below	0	.00 - .00
Failure. The student demonstrates no apparent control of ideas, knowledge, and understanding of subject matter with no measurable improvement.			
W	Withdrawal	0	.00 - .00
Withdrawal. If at any time during the year the student quits attending for more than 15 consecutive days, he/she will be automatically withdrawn from the program.			
I	Incomplete	0	Temporarily Withheld
Incomplete. Incomplete work MUST be completed within 2 weeks of receiving the mark. All incompletes will become an automatic "F" unless a medical report from a doctor is acquired within one month.			

ATTENDANCE

Our purpose is to educate for the world of work. Therefore, we believe that excellent attendance is an important part of that education. **THE OHIO STATE APPRENTICESHIP COUNCIL requires 100% ATTENDANCE. NO ABSENCE IS EXCUSED. 100% ATTENDANCE IS ACQUIRED BY PHYSICALLY BEING IN ATTENDANCE EVERY EVENING OF CLASS.** All classes are 4 hours in length. No more than 1 to 1 1/2 hours of homework may be assigned in place of class work. There are some valid reasons a student may have to miss an evening of class (including death in the immediate family. However, ALL ABSENCES (excused AND unexcused) MUST BE MADE UP!

MACHINE APPRENTICESHIP: There will be two scheduled make-up days per year (one toward the end of each semester) scheduled at the convenience of the instructor. Students must use these dates to make up any absences.

MAINTENANCE MECHANIC APPRENTICESHIP: There will be one scheduled make-up day er subject area. Students must make-up a missed class during the make-up session of that same subject area. There will be no make-up classes scheduled for any subject area that is less than 5 weeks in length.

**STUDENTS MAY NOT USE HOMEWORK AS MAKEUP OF CLASSROOM TIME.
STUDENTS MAY NOT ATTEND ANOTHER APPRENTICESHIP CLASS IN ORDER TO MAKEUP CLASSROOM TIME.**

IF A STUDENT MISSES MORE HOURS THAN HE/SHE CAN MAKEUP IN THE ALLOTTED MAKEUP SESSIONS, HE/SHE MUST MAKE ARRANGEMENTS WITH THE ADULT EDUCATION OFFICE TO PAY FOR THE INSTRUCTOR'S TIME (if instructor is available) AT THE RATE OF \$30 PER HOUR. PAYMENT MUST BE MADE IN ADVANCE BEFORE THE ADDITIONAL MAKEUP SESSION WILL BE SCHEDULED.

If a student misses class and does not attempt to make-up the missed session, the student will fail the apprenticeship class and be immediately withdrawn from the program.

MAINTENANCE MECHANIC APPRENTICE CLASS SCHEDULE

2017-2018

YEAR 1

THURSDAY NIGHT CLASSES

6:00 - 10:00 PM

FIRST SEMESTER - 18 CLASSES

1ST QUARTER

1. August 17, 2017 Basic Shop Math (5 weeks)
2. August 24, 2017
3. August 31, 2017
4. September 7, 2017
5. September 14, 2017
6. September 21, 2017 Industrial Blueprint Reading (8 weeks)
7. September 28, 2017
8. October 5, 2017 (Grade Cards Given to Teachers)
9. October 12, 2017 (Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers)

2ND QUARTER

10. October 19, 2017
11. October 26, 2017
12. November 2, 2017
13. November 9, 2017
14. November 16, 2017 Forklift Operations (1 week)
15. November 30, 2017 Thanksgiving Break—NO SCHOOL
Basic Principles of Hydraulics (10 weeks)
16. December 7, 2017
17. December 14, 2017 (Grade Cards Given to Teachers)
18. December 21, 2017 Winter Break - NO SCHOOL
19. December 28, 2017 Winter Break - NO SCHOOL
20. January 4, 2018 (Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers)

SECOND SEMESTER—18 CLASSES

3RD QUARTER

1. January 11, 2018
2. January 18, 2018
3. January 25, 2018
4. February 1, 2018
5. February 8, 2018
6. February 15, 2018
7. February 22, 2018 Metrology (8 weeks)
8. March 1, 2018 (Grade Cards Given to Teachers)
9. March 8, 2018 (Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers)

4TH QUARTER

10. March 15, 2018
11. March 22, 2018
12. March 29, 2018 Spring Break—NO SCHOOL
13. April 5, 2018
14. April 12, 2018
15. April 19, 2018 Sheet Metal Basics (4 weeks)
16. April 26, 2018
17. May 3, 2018
18. May 10, 2018 (Grade Cards Given Teachers)
19. May 17, 2018 (Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers)

Indicates No Class on that Date

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

MAINTENANCE MECHANIC APPRENTICE CLASS SCHEDULE

2017-2018

YEAR 2

MONDAY NIGHT CLASSES

6:00 - 10:00 PM

(THREE QUARTER—TRIMESTER)

1ST QUARTER

1.	<u>August 14, 2017</u>	<u>Industrial Electricity I (12 weeks)</u>
2.	August 21, 2017	
3.	August 28, 2017	
	September 4, 2017	Labor Day - NO SCHOOL
4.	September 11, 2017	
5.	September 18, 2017	
6.	September 25, 2017	
7.	October 2, 2017	
8.	October 9, 2017	
9.	October 16, 2017	
10.	October 23, 2017	
11.	October 30, 2017	(Grade Cards Given to Teachers)
12.	November 6, 2017	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)

2ND QUARTER

1.	<u>November 13, 2017</u>	<u>Industrial Electricity II (12 weeks)</u>
2.	November 20, 2017	
3.	****November 27, 2017	Thanksgiving Break—NO SCHOOL ****
4.	December 4, 2017	
5.	December 11, 2017	
6.	December 18, 2017	
	December 25, 2017	Winter Break - NO SCHOOL
	January 1, 2018	Winter Break - NO SCHOOL
7.	January 8, 2018	
8.	****January 15, 2018	Martin Luther King Day — NO SCHOOL ****
9.	January 22, 2018	
10.	January 29, 2018	
11.	February 5, 2018	(Grade Cards Given to Teachers)
12.	February 12, 2018	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)
	February 19, 2018	Presidents Day — (NO SCHOOL)

3RD QUARTER

1.	<u>February 26, 2018</u>	<u>Industrial Electricity III—PLCs (12 Weeks)</u>
2.	March 5, 2018	
3.	March 12, 2018	
4.	March 19, 2018	
	March 26, 2018	Spring Break—NO SCHOOL
5.	April 2, 2018	
6.	April 9, 2018	
7.	April 16, 2018	
8.	April 23, 2018	
9.	April 30, 2018	
10.	May 7, 2018	
11.	May 14, 2018	(Grade Cards Given to Teachers)
12.	May 21, 2018	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)

Indicates No Class on that Date

****Indicates No Class on that Date—however Class MUST be Rescheduled during same Quarter

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

SHOP REGULATIONS

1. All instructors are to cover shop safety in their classroom the FIRST SESSION OF CLASS, and the LESSON PLAN for shop safety must have the SUPERVISOR'S APPROVAL.
2. All hand tools will be issued by the instructor or the person who assigned and must be returned by the adult student to the person who issued it. The adult student will be held accountable for tools assigned to him/her and not returned.
3. Clean-up all shop areas.
4. All equipment used must be left in the same or better condition than it was found.
5. Food and drinks are to be consumed in the designated area.
6. No adult student shall work in the shops without supervision of the instructor. Work will be done within scheduled class time.
7. Shop doors are to be closed at all times. Please check all shop doors to see that they are locked before leaving.

SAFETY REGULATIONS

Safety is an important part of every function at Buckeye Career Center as well as away from Buckeye Career Center. Each program has different safety requirements for the protection of everyone. Students who fail to conform to these safety regulations will be subject to normal disciplinary procedures.

- A. Horseplay (such as: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
- B. All accidents/injuries shall be reported immediately to the instructor or other qualified person.
- C. Good housekeeping rules and regulations shall be followed.
- D. Proper personal protective equipment shall be worn.
- E. Proper procedures for emergency situations such as: fire, tornado, bomb, first aid, etc., shall be followed.
- F. Safety procedures shall be followed when operating equipment.
- G. Proper safety procedures shall be followed when handling material manually or mechanically.
- H. All hazardous materials shall be properly labeled and stored.
- I. All hazardous materials taken out of the original container must be properly labeled if not used by the end of lab.
- J. Chemical substance abuse shall not be permitted.
- K. Wet, slippery, hazardous traffic areas shall be properly identified.
- L. Red-tagged equipment shall not be used.
- M. All designated aisle ways shall be kept unobstructed.
- N. Emergency equipment shall never be blocked.
- O. All traffic laws shall be observed on the school premises.

MAINTENANCE MECHANIC APPRENTICE CLASS SCHEDULE

2017-2018

YEAR 3

TUESDAY NIGHT CLASSES

6:00 - 10:00 PM

THREE QUARTER—TRIMESTER

RADIOS, RECORDERS, PAGING DEVICES, HEADSETS, AND BEEPERS

Bringing radios, tape decks, recorders, beepers, paging devices, or other sound systems to school is prohibited unless required for the vocational program. Cell phones must be turned off during class/lab hours.

EMERGENCY PROCEDURES

The Student Waiver of Accident Responsibility will be given to each student and must be completed during the first class meeting. Students will not be allowed to attend classes unless a waiver is on file.

If an accident occurs, an accident report form must be filled out, available in the Adult Education Office. All accident or emergencies of any type must be reported to the office at the time of the incident. If an emergency exists, call the Adult Education Office 1522.

SMOKING POLICY

Buckeye Career Center is designated as a "Smoke-Free" Property. This Board prohibits smoking twenty-four (24) hours a day on all district-owned property, both indoors and outdoors. No smoking is permitted anywhere on the grounds.

PERSONAL PROPERTY

Any project or items brought to Buckeye will be the responsibility of the owner. BCC will not be liable for damage to student projects or items of personal property brought from home.

CARE OF SCHOOL PROPERTY

Millions of dollars have been invested in the future of students residing in the Buckeye Joint Vocational School District. We understand that some items may be damaged or worn through normal use. However, students who are misusing, abusing, or damaging school property will be required to pay for damage along with dismissal.

CONDUCT AND BEHAVIOR

Conduct disruptive to the educational process or destruction of property will be cause for suspension of the student's privileges of attending an Adult Education Program. Theft of school property, personal property, smoking, use of drugs and evidence of consumption of alcoholic beverages will result in automatic suspension.

1ST QUARTER

1.	<u>August 15, 2017</u>	<u>Machine Trades (12 weeks)</u>
2.	August 22, 2017	
3.	August 29, 2017	
4.	September 5, 2017	
5.	September 12, 2017	
6.	September 19, 2017	
7.	September 26, 2017	
8.	October 3, 2017	
9.	October 10, 2017	
10.	October 17, 2017	
11.	October 24, 2017	(Grade Cards Given to Teachers)
12.	October 31, 2017	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)

2ND QUARTER

1.	<u>November 7, 2017</u>	<u>Machine Repair (12 weeks)</u>
2.	November 14, 2017	
3.	November 21, 2017	
4.	November 28, 2017	
5.	December 5, 2017	
6.	December 12, 2017	
7.	December 19, 2017	
	<i>December 26, 2017</i>	<i>Winter Break - NO SCHOOL</i>
	<i>January 2, 2018</i>	<i>Winter Break - NO SCHOOL</i>
8.	January 9, 2018	
9.	January 16, 2018	
10.	January 23, 2018	
11.	January 30, 2018	(Grade Cards Given to Teachers)
12.	February 6, 2018	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)

3RD QUARTER

1.	<u>February 13, 2018</u>	<u>Welding I (12 weeks)</u>
2.	February 20, 2018	
3.	February 27, 2018	
4.	March 6, 2018	
5.	March 13, 2018	
6.	March 20, 2018	
	<i>March 27, 2018</i>	<i>Spring Break—NO SCHOOL</i>
7.	April 3, 2018	
8.	April 10, 2018	
9.	April 17, 2018	
10.	April 24, 2018	
11.	May 1, 2018	(Grade Cards Given to Teachers)
12.	May 8, 2018	(Grade Cards Back to Adult Ed Office) (Grade Cards Mailed to Employers)

Indicates No Class on that Date
36 Sessions @ 4 Hours = 144 Hour Apprenticeship

MAINTENANCE MECHANIC APPRENTICE CLASS SCHEDULE

2017-2018

YEAR 4

WEDNESDAY NIGHT CLASSES

6:00 - 10:00 PM

FIRST SEMESTER - 18 CLASSES

1ST QUARTER

1. August 16, 2017 **Basic Automotive Mechanics (4 weeks)**
2. August 23, 2017
3. August 30, 2017
4. September 6, 2017
5. September 13, 2017 **Basic Plumbing (5 weeks)**
6. September 20, 2017
7. September 27, 2017
8. October 4, 2017 (Grade Cards Given to Teachers)
9. October 11, 2017 (Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers)

2ND QUARTER

10. October 18, 2017 **First Aide (1 week)**
11. October 25, 2017 **CPR (1 week)**
12. November 1, 2017 **Machine Trades II (10 weeks)**
13. November 8, 2017
14. November 15, 2017
15. **November 22, 2017** **Thanksgiving Break - NO SCHOOL**
16. November 29, 2017
17. December 6, 2017 (Grade Cards Given to Teachers)
18. December 13, 2017 (Grade Cards Back to Adult Ed Office)
- December 20, 2017 (Grade Cards Mailed to Employers)
- December 27, 2017** **Winter Break - NO SCHOOL**

SECOND SEMESTER—18 CLASSES

3RD QUARTER

1. January 3, 2018
2. January 10, 2018
3. January 17, 2018
4. January 24, 2018 **Advanced Hydraulics (5 weeks)**
5. January 31, 2018
6. February 7, 2018
7. February 14, 2018
8. February 21, 2018 (Grade Cards Given to Teachers)
9. February 29, 2018 **Welding II (10 weeks)**
(Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers)

4TH QUARTER

10. March 7, 2018)
11. March 14, 2018
12. March 21, 2018
- March 28, 2018** **Spring Break—NO SCHOOL**
13. April 4, 2018
14. April 11, 2018
15. April 18, 2018
16. April 25, 2018
17. May 2, 2018 (Grade Cards Given to Teachers)
18. May 9, 2018 (Grade Cards Back to Adult Ed Office)
(Grade Cards Mailed to Employers)

Indicates No Class on that Date

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

ELIGIBILITY

Any adult sixteen years of age or older, is eligible to enroll if their employer agrees to register with the Ohio State Apprenticeship Council if employed in the field. Qualified applicants still enrolled in high school wishing to take Adult Education Classes must have prior approval from the Director of Adult Workforce Education. Adults must have either a High School Diploma or GED to attend.

Tools, some supplies, and materials are NOT covered in the fees. Enrollees are expected to furnish their own protective clothing and safety wear. Each enrollee shall agree to abide by the rules and regulations of the Board of Education, and each enrollee is hereby informed that his/her enrollment is voluntary and neither the Board of Education nor any member of the school staff may be held responsible for injury resulting from the enrollee's action or conduct.

CLOSING SCHOOL DURING EMERGENCIES

In the event of closing for any reason, the announcement will be made by WTUZ Radio - 99.9 FM

PAYMENTS & REFUNDS

Registration may be mailed with payment/purchase order or brought in/faxed to the office with VISA, MasterCard, Discover, Cash, or purchase order. Tuition can be paid in two equal semester payments. First Payment is due before class begins. The remaining balance is due by January 1.

Full refunds will be given if the class is canceled due to insufficient enrollment. Once registered, the student/company is liable for both 1st and 2nd payments in full. If a student withdraws, they must do so no less than 3 business days before the apprenticeship program begins. There will be no refunds issued beyond the 3 business days prior. Refunds will be mailed from the Treasurer's Office. A \$10.00 registration fee will be deducted from all refund requests.

APPRENTICESHIP CERTIFICATION

An Ohio State Apprenticeship Council Journey Certificate will be issued at the successful completion of both 576 approved hours of classroom time as well as 8,000 hours of documented work experience in the field. Students can get credit by their employer for previous education. It is the student's responsibility to provide Buckeye with proof of employer approved prior education.

Shirley Sloan—330-884-7978; fax 330-884-7262; shirley.sloan@jfs.ohio.gov

2026 South Avenue, Youngstown, Ohio 44502-1198

John Loomis—419-528-4076; fax 419-528-4085; john.loomis@jfs.ohio.gov

P.O. Box 758, Mansfield, OH 44901