



Financial Services

at Eastland Career Center

EMPLOYEE

ORIENTATION

HANDBOOK

2015-2016

WELCOME TO THE COMPANY!

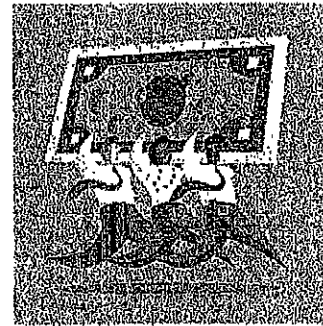
Expectations/Work Habits

The Financial Services Program at Eastland Career Center provides an educational option for students to receive business training in an office environment, similar to what our graduates find in the workplace. As an "employee" of the company, you will need to think of your various classrooms as your place of employment, your grades/credit as your salary, fellow students are co-workers, and your instructors as your Managers.



This Employee Orientation Handbook will provide you with the information to make the most of your training while here as a part of the Financial Services Program. The work habits and expectations have been developed with Employers called "Advisory Committee Members" who serve as future business contacts for you and help Managers to guide instruction.

- ✓ Each workstation should be clean and neat. The office in which you work has been equipped with expensive equipment. Obviously, food, gum, hair, make-up, etc. will damage the equipment. Gum and food items are to be eaten in the cafeteria during lunch and make-up, hair, and nail care, should be done in the restroom.
- ✓ Be prompt to the office (8: 5 a.m.) and continue working at your workstation until the training for that day has been completed. Should a trainee be tardy to lab, he or she will need to obtain a pass from the Attendance Office. This pass will need to be given to his or her supervisor, who will then place it in his or her record. Note that any student who is tardy in the morning more than 4 times during a grading permit will begin to serve lunch detentions each time he or she is tardy. No makeup time or assignments are given for unexcused tardies.
- ✓ Regular attendance is required at this company. A strong attendance record signals your supervisor that you are a conscientious worker and will continue that trait into your job placement opportunity, which your supervisor coordinates. If you need to be absent, it is your responsibility to check with the instructor for making up missed work. You have one day for each day missed to make up work. No assignments including tests will be made up for unexcused absences.
- ✓ Take care of the equipment you use in the lab and related rooms. Check the equipment daily and report any problems to your Manager. Avoid trying to fix the equipment yourself for safety reasons.



✓ During the lab training time, each trainee is permitted one, 4-minute restroom break—one person at a time. You need to complete the Hall Pass information in the back of your Student Handbook and bring it to your supervisor to initial. A trainee is not to sign his or her own pass.

✓ Lab telephones are for program business only. Employers use the telephones for job placement calls. No line will be tied up for personal telephone calls. Personal calls will need to be made on the school pay phones before school begins, during lunch, or after school.



✓ Each trainee will need to bring the appropriate materials to class daily:

1. notebook paper
2. black or blue pens
3. pencils
4. any workbooks or textbooks currently being studied.

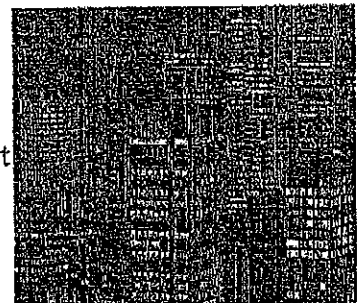
✓ Personal belongings will need to be stored in lockers. Because different trainees use our computer lab, no pictures or items of a personal nature will be allowed at workstations. Items in personal lockers are fine, but valuables should not be brought to school.

✓ Many of the labs have adjustable chairs that are provided for employees to sit upon. Desks are provided for equipment to be placed upon. Chairs are not for “transportation.”

✓ Paper is provided to trainees to use during training. The cost of these items is high--be conservative in your usage.

✓ Maintaining confidentiality is an important part of working in any office. Gossip and talking about others will not be tolerated. Each trainee needs to recognize individual differences and be considerate when others are trying to learn. Avoid saying hurtful things about others, writing personal notes or sending email messages between trainees, and discussing confidential items with others. All of the above are grounds for disciplinary action.

✓ Remember that you are now striving to be the best employee you can be. Employers ALWAYS review attendance, grades, attitude, and other behavior records prior to hiring someone. Also, the Manager will have a great deal of influence over your future job and hiring situations. Be professional in your mannerisms and behavior at all times and keep a positive attitude. A negative attitude will reflect in what opportunities you are selected to help with. You are beginning to set the course for a CAREER, not just a job.



✓ Flexibility is an important characteristic to demonstrate in any office. There will be days when what you have planned to accomplish cannot be finished because of an interruption. This is normal for any office, and how you adapt to these interruptions reflects on your maturity and attitude.

- ✓ If you have a concern about your job performance, please discuss it with your Manager. Together a solution will be found.
- ✓ Deadlines are very important in any office. Strive to meet every deadline set. Listen carefully to the policies set by your instructor regarding late work, if any.
- ✓ Make sure you complete your own work. No cheating of any kind will be tolerated. This is a serious security violation and is usually dealt with by firing employees in most companies. Discipline for cheating can be everything from an "F" on an assignment to an "F" for a grading period or semester. Parent contact and office referral will result.
- ✓ Using the computer is a privilege. No passwording of documents or directories may be done by students any time without permission of instructor. Any violations may result in losing equipment privileges. Official signed computer/Internet usage forms must be on file in the office.
- ✓ Do not use any disks and/or software from home on school computers and do not take any school software or disks home. This may result in office referral.
- ✓ Dress codes are very important in offices today. The dress code is included in this Employee Handbook. Read it very carefully and make sure you follow it daily. If an employee does not follow the dress code, he or she will be removed from the training station and will receive a zero for the day.
- ✓ For students working on the job, any student who is absent or inappropriately dressed for school will not be permitted to go to work that day.
- ✓ If an employee will be late or absent, he or she will need to telephone the Attendance Office. This needs to be done prior to the start of the school day. See your Student Handbook for proper procedures.
- ✓ SENIORS: Any student working in an approved job placement position (one which replaces the laboratory time) must be in good standing in attendance, dress, grades, and attitude in ALL classes. Any student who begins to exhibit poor standing may be removed from the job at the discretion of the Manager. Students must work a minimum of 15 hours per week to replace lab time.
- ✓ Volunteering to do extra projects demonstrates a "going above and beyond" attitude. Your willingness to help others and take on additional responsibilities are admirable qualities and will give you an opportunity to move up faster in the business field. Make sure you volunteer whenever possible.



FINANCIAL SERVICES PROGRAM

Program Guidelines for Fall 2015

- **Dress Code:** All students in the Financial Services Program follow a specific dress code Monday through Friday. See attached dress code (purchased from Cintas).
 - The purpose of the dress code is to parallel a business-type wardrobe, one that can be worn on internships or possible job placements.
 - In addition, on certain days, business professional dress will be required as students interact with business professionals on field trips or compete in Business Professionals of America student organization activities.
 - Please note that students failing to follow the dress code will be removed from lab and sent to the In-School Reassignment Room during their lab periods.
 - Special dress down or jeans days are schedule by the Administration and communicated to students.
 - Temperatures in the Eastland building fluctuate often as does the weather. Each student needs to purchase a fleece to wear in class. See attached fleece ordering information (purchased from Goodman). Hoodies, coats, and sweatshirts are not permitted in class.
- **Computer Usage:** All students in the Financial Services Program follow certain rules and guidelines regarding desktop computer usage along with all students in the building.
 - Internet usage - A form called the "Authorized User Policy" will be sent home at the beginning of the school year for parent signature. This stipulates certain rules will be followed for computer and Internet usage or the privilege will be removed.
 - Behaviors that are unacceptable include chat rooms, sending/receiving messages (unless a part of class use), games, or visitation of any other inappropriate websites.
 - No downloading of other software is permitted.
 - No pass wording of documents or directories is permitted.
- **Supplies:** All students in the Financial Services Program are asked to bring the following to class. All other materials will be supplied:
 - notebook paper
 - pencils
 - pens - blue and black
- **Lab Guidelines:** Although reviewed again at the beginning of the year, certain policies are in place to maintain student safety throughout the building. These include:
 - No coats permitted in class; remember to purchase a Fleece from Goodman
 - One restroom or locker break per lab
 - No cell phones to be used in lab; they must be placed on "silent"
 - No food or drink in classrooms or labs other than water in a bottle with a cap
- **Assignments:** All lab and class assignments are to be turned in when deadline is given. Assignment sheets on ProgressBook are used to track assignments given and grades earned. Parent access will be set up at the beginning of school year.
- **Student Organization:** All students are members of our career-technical student organization, Business Professionals of America. Activities include leadership and recognition activities including contests, fund-raisers, and other professional development-types of activities that help students achieve additional competencies.
- **Internships:** During the spring of the junior year, eligible students (must have good behavior and B or better in lab), may be provided with the opportunity to visit an area business and complete various assignments. The internship is unpaid, but provides valuable experience for a student's resume as well as the opportunity to see what business employees really do.

FINANCIAL SERVICES PROGRAM

Dress Code for Fall 2015

Category A: Business Daily (Monday through Friday)

Business Daily clothing is purchased through a uniform company called **Cintas** (see order form enclosed with this packet of information).

Women:

Slacks

Style: Susan (390) or Cathy (395)

Color: Navy (20), Khaki (62)

Cost: \$27.99

Shirts

Style: Katie (65744) - $\frac{3}{4}$ sleeves

Color: Light Blue (80), Burgundy (16)

Cost: \$27.99

Socks: navy or brown

Shoes: shoes appropriate for business with short comfortable heel or flat

Men:

Slacks

Style: Comfort Pant—plain (945) or pleated (865)

Color: Navy (20), Khaki (62)

Cost: \$27.99

Shirts

Style: Kenton (65107) - long- or short-sleeved

Color: Light Blue (80), Burgundy (16)

Cost: \$27.99

Socks: navy or brown

Shoes: men's business casual shoes

Note: No scarves, tennis shoes, athletic shoes, moccasins, slipper-style or black skater's shoes permitted.

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Category B: Business Professional (for special occasions as designated by teacher—guest speakers, field trips, contests, interviews)

Women:

Suites (with skirt or pants)

Professional blouse (not cut too low), dresses, hose, dress shoes

Men:

Dress pants, collared shirt (tucked in), tie or suit/sports jacket/blazer or dress vest/sweater, dress socks and shoes

Note: No tennis shoes, athletic shoes, moccasins, slipper-style or black skater's shoes permitted.

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Category C: Jeans Days (for days specified by the Administration)

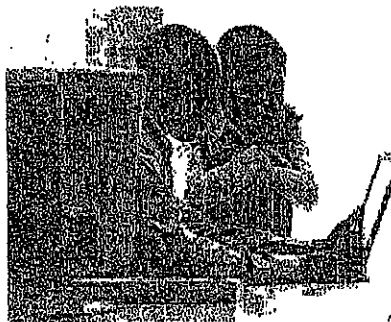
On specified days (by teacher or administrator), students are permitted to wear the following: Denim clothing, sweatshirts, and tennis shoes. (No sweats, sweatpants outfits, jogging suits, or athletic attire.)

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Overall School Dress Code Rules as stated in the Student/Parent Handbook always apply.

Safety Procedures

1. All equipment and lights are turned off in case of Fire Alarm or Tornado Drill; follow the building rules for leaving labs and classrooms.
2. Do not use any defective tools or equipment. At the first sign of any possible defect, refrain from using and notify your supervisor.
3. Trainees are not to attempt to repair any equipment; the instructor should be informed of any problem.
4. Injuries are reported to the instructor and injury report forms are submitted.
5. Trainees are to be at their workstations while their equipment is running.
6. Make sure electrical cords are not in aisles. Report any defective machine cords to the Manager. Do not overload electrical outlets.
7. Do not wear loose, dangling jewelry when operating a computer or printer.
8. Make sure desk drawers are shut when not in use.
9. Place chairs under desks when leaving the workstation.
10. Always walk while in the lab or related classrooms.
11. Pick up pencils, pens, and paper clips from the floor. Do not have paper clips, staples, magnets, etc. near the computers; this can damage the machines—diskettes and drives react unfavorably to magnetism.
12. Use a step stool—never stand on chairs with rollers.
13. Learn to lift properly—from the legs (not the back).
14. Make sure your machine and any printers you have been using are turned off when you are finished logging out.
15. Do not eat or bring beverages to drink into the lab or related classroom areas. Food attracts bugs and insects; and beverages are always prohibited around computers because of possible spills, which can ruin documents, keyboards, and disk drives.





PROFESSIONALISM GRADE

Cooperation - show courtesy and respect at all times to one another.

- don't crack your gum or blow bubbles
- don't eat food or drink in class
- don't talk loudly
- don't gossip or talk in class (idle talking)
- don't loiter (excess walking or stopping at others' desks)
- no juniors in senior lab and vice versa

Responsibility - take responsibility for your actions.

- be prompt to class. Be in your seat ready to work at bell.
- do your assignments and turn them in on time
- have necessary supplies and books when coming to class
- one student out of class at a time on a pass
- use agenda book for pass (one, 4-minute break/lab) - filled out before asking Mrs. B.
- notify me if leaving early or if you know you will be absent

Attitude - Develop a good business personality.

- be pleasant and friendly
- be efficient, making good use of your time
- be willing to accept assignments
- follow class rules
- don't sass or talk back
- be professional in actions and words

Performance - Develop sense of pride in your work.

- work in your seats until the bell rings and you are dismissed
- look at your work and ask yourself, "Is this the best I can do?"
- turn in assignments in folder properly
- keep graded assignments filed away and in order
- make up work missed on time (1 absence=1 day for make-up)
- avoid tardies and absences as much as possible
- be prepared for class by doing homework or necessary reading of instructions before attempting class assignments
- try to do assignments on your own before asking questions, but do ask questions as necessary. (These questions should be asked of the teacher not a fellow student.)

Personal Appearance - Develop a sense of pride in yourself.

- dress appropriately for the business day, following the Dress Code
- keep your desk neat and clean
- keep personal items on the floor (backpacks, etc.) and out of the aisle

EASTLAND-FAIRFIELD CAREER & TECHNICAL SCHOOLS

2015-2016

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As required by law, the Eastland-Fairfield District has designated that days missed will be made up on weekday(s) beginning May 26 and ending when all days have been made up. The "teacher workday" will be scheduled the weekday following the last student "in session" day.

- ▲ first/last day of school
- ▲ end grading period
- ▲ teacher work day/no school for students
- PT regular school day-parent/teacher conf. p.m.
- ★ no school students & staff
- ★ Professional devel/no school for students

1st GRADING PERIOD 42 days Aug. 17 - Oct. 14

AUGUST
 10-11 New Teacher Orientation
 12 Professional Devlp/work day
 13 Regular Work Day 12:30-8:00 pm Back to School (4:30-8:00 pm)
 14 Professional Devlp/work day
 17 First day of classes

SEPTEMBER
 7 Labor Day
 17 Regular School Day Parent Teacher Conf (4:30-8:00)

OCTOBER
 15 Professional Dev. Day
 16 Parent Teacher Conf (comp day for Sept. 17 & Feb. 25)

2nd GRADING PERIOD 42 days Oct. 19-Dec. 18

NOVEMBER
 12-13 ECC Visitation
 23-24 FCC & Satellite Visitation
 25-27 Thanksgiving Vacation

DECEMBER
 3 Open House (6:00-8:00 p.m.)
 21-31 Winter Vacation

3rd GRADING PERIOD 48 days Jan. 4 - March 11

JANUARY
 1 Winter Vacation
 18 Martin Luther King Jr Day

FEBRUARY
 15 Presidents' Day
 25 Regular School Day Parent Teacher Conf (4:30-8:00 p.m.)

4th GRADING PERIOD 47 days March 14 - May 25

MAY
 5 New Student/Parent Celebration (6:30 p.m.)
 19 Senior Recognition
 25 Last day of classes
 26 Teacher Work Day
 30 Memorial Day