



Office of Adult & Career Education Services  
Rochester City School District  
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[www.oaces.net](http://www.oaces.net)

# 2018-2019

# STUDENT HANDBOOK

“Our mission is to build an active, employed, educated, and healthy Rochester community by providing open access to education and training opportunities through leveraged community resources.”

“TOGETHER, WE CAN CREATE AN EMPLOYED, EDUCATED, ACTIVE AND  
HEALTHY ROCHESTER COMMUNITY.”

[www.oaces.net](http://www.oaces.net)

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## WELCOME MESSAGE

Welcome to the Office of Adult and Career Education Services (OACES). We look forward to helping you meet your career and/or educational goals. Not only do we offer in-demand workforce training programs with active Advisory Boards made up of local employers, but we provide multiple supportive services and academic classes to help you reach your goals. Case Managers, an on-site Employer Services Group, a Speaker Series, annual career fairs and more, are all available to you at OACES. OACES can give you all of the training and education you need to move to your next endeavor, obtain your diploma, learn more English, and/or obtain any certifications needed to improve your employment. We sincerely wish you the best.

## MISSION

“Our mission is to build an active, employed, educated, and healthy Rochester community by providing open access to education and training opportunities through leveraged community resources.”

## VISION STATEMENT

“Together, we can create an employed, educated, active and healthy Rochester community.”

## ADMISSIONS PROCESS

Prospective students are welcome to visit OACES prior to scheduling an Intake date. Admission into all classes is subject to availability. Students are encouraged to apply early. Once a class is filled, applicants are placed on a waiting list. Applicants should understand that not everyone is accepted into the program. A final decision on selection will be made after prospective student completes Intake. At Intake, students will complete a pre-test using either a TABE (Test of Adult Basic Education) or a BEST PLUS test. All applicants must read and agree to the OACES Participant Conduct Agreement. Once Intake is successfully completed, students may elect to enroll in High School Equivalency, English as a Second Language, or Career and Technical Education classes. All ABE Intake sessions meet for five (5) days starting on Monday and completing on Friday.

Prospective students must attend all Intake session Monday through Friday from 9 am to 3:30 pm. Please plan accordingly. Intake registration can be scheduled by visiting [www.oaces.net/intake](http://www.oaces.net/intake) where an Intake date is selected.

Bring these required items to your first day of Intake:

If 21 years of age or older:

- Photo ID
- Pen
- A list of your school and/or work history
- Do not bring your children or friends.

If under 21 years old, you and a guardian are required to meet with the school counselor first.

Contact Jose Torrealba, Youth Counselor, to make an appointment at [jose.torrealba@rcsdk12.org](mailto:jose.torrealba@rcsdk12.org) for an Intake date. Bring these required items to your appointment:

- Birth Certificate
- Social Security Card
- Drop Letter from your high school
- Photo ID
- A parent/guardian

Adults seeking enrollment in a Career and Technical Education program through a partnering agency sponsorship (e.g., Department of Health Services, ACCES/VR, Catholic Family Center, or Rochester Works) must receive documented partnering agency approval prior to the Intake process. Adults must initiate contact with, and secure endorsement in the form of a referral on agency letterhead, from the sponsoring agency. Those seeking enrollment in a Career and Technical Education course as a self-sponsored, adult student must contact OACES to schedule an Intake date at [www.oaces.net](http://www.oaces.net).

Adults who are accepted for admission to a program must pay tuition in full. Any adult who knowingly provides false or misleading information on any OACES applications or registration

forms—or who omits information that might preclude him or her from participation in any OACES program—loses eligibility to participate in programs. A participant who has been convicted of a crime (felony or misdemeanor) should inform Intake/Admissions in order to discuss potential problems that may impact the participant’s end goal. If interested and/or applying for a licensed program there is no guarantee that a State agency would issue a license after completion of the training.

### CREDIT FROM OTHER INSTITUTIONS

OACES does not accept any credits earned from other educational institutions or agencies towards OACES CTE training program completion requirements.

### TUITION & TUITION ASSISTANCE

You may be eligible to enroll as a participant in one or more Career Education Programs offered by OACES. These programs and services are intended to allow you to gain skills that will improve your ability to obtain and improve your employment. You may qualify for tuition assistance. Many of the training programs are supported in part, by funds provided by a variety of private organizations and/or governmental and agencies. Your eligibility for tuition assistance will be determined at your scheduled Intake date. At Intake, OACES may need to gather, share and verify information with funding organizations, service providers and partnering agencies, for example the local department of social services (LDSS). This data may include name, address, telephone number, Social Security number, LDSS case information, employment status, personal demographics and related dates for verification of identification, eligibility for program and employment status. Consent will be required to OACES to share program related information with agencies similar to the local department of social services (LDSS) and to funding organizations, service providers and partnering agencies to release this information to OACES for tracking and follow-up purposes.

Students’ will not be eligible to participate in OACES program until such time that they agree to sign the formal consent form. Any changes in employment status or income that occur during or after participation in this program must be reported to DSS and could result in changes to current benefits.

18-19 Tuition for all Career & Technical Training Programs is: \$5,000 with the exception of Nurse Aide/Nursing Assistant which is \$2,500.

## REFUND POLICY

If OACES cancels a class for any reason that a student has paid tuition, 100% of the tuition will be refunded within 45 days of the scheduled class start date. If a student chooses to withdrawal they are required to meet with a School Counselor to complete the Withdrawal Form.

- Withdrawal before the start of class: 100% of tuition
- Withdrawal the end of the first week of classes: 75% of tuition
- Withdrawal before the end of the second week of classes: 50% of tuition
- Withdrawal before the end of the third week of classes: 25% of tuition
- Withdrawal after the end of the third week of classes: no refund

## CERTIFICATES/CREDENTIALS

Students in Career and Technical Education programs will be eligible for certificates based on successful completion of program requirements. Programs requirements are outlined in the OACES CTE Training Programs Catalog. Acknowledgement Ceremonies are held in June of each year to recognize student achievements.

## GRADING POLICIES

Students are evaluated throughout the training program and at the end of each unit. Training programs issue a pass/fail credentials/certificate with each student's satisfactorily completed competency. Overall program credentials are issued for Level I and Level II completion. The competencies outlined on the back of each certificate are easily recognizable by employers and have been developed in partnership with employers and Occupational Advisory Boards.

Attendance is documented through an electronic sign-in (or paper) and entered into the New York State Education Department's ASISTS electronic data collection system.

## TRANSFERS FROM OUTSIDE OACES

OACES recognizes that students come to OACES with various experiences, backgrounds, and knowledge that may be similar to the content taught within each training program. Due to the hands-on nature of the CTE training, prior educational experiences cannot supplant any of OACES training.

## TRANSFERS WITHIN OACES

Due to the uniqueness of each CTE Training program, students who transfer between training programs will have to begin the training program from the start and no credit for time spent at OACES will be applied.

## IDENTIFICATION BADGES

OACES requires that all students have and wear an ID Photo Badge issued by OACES while entering and, in the building, and at all times. Persons found in the building without an ID Badge will be escorted out of the building by Sentries and may be subject to criminal charges.

## ATTENDANCE REQUIREMENTS & PUNCTUALITY

Students have primary responsibility for ensuring that they arrive to school daily and on time. Punctuality is expected both at the beginning of class and all scheduled breaks. Tardiness will be reflected in the student evaluation. In the event a student is absent, he/she should notify the instructor and provide a written excuse within five days of the absence. Students that do not attend at least 75% of each class scheduled may be subject to removal from the program. It is the responsibility of all students to schedule appointments outside of school hours, to the best of his/her ability. Regular and consistent attendance is required for expected success. The following absences must be documented in writing as described:

- Written proof of compensation hearings, legal appointments, court dates, DSS re-certification.
- Extended illness or serious injury of self. Letter from doctor or hospital form, stating the number of days you should stay home.



- Severe illness of child, requiring your presence. Doctor's statement is required.
- Death of a child, spouse, parent, grandparent or sibling.

Excessive absences, even if documented, may lead to dismissal from the training program. The student is responsible for completing work missed during an absence. For programs with a clinical experience, 100 percent attendance is required during clinical hours. All training programs will begin promptly at the scheduled time.

### EARLY DISMISSAL DAYS FOR ALL STUDENTS

Each year the Rochester City School (RCSD) designates early dismissal days for all students. Since OACES follows the RCSD SCHOOL CALENDAR, OACES students will be released at 12:00 PM on designated Early Dismissal days. For the 2018-2019 school year, early dismissal days are as follows:

- Friday, December 7, 2018
- Friday, January 11, 2019
- Thursday, March 21, 2019
- Friday, April 26, 2019

### SCHOOL CLOSING/DELAYS

The OACES class schedule follows the RCSD school calendar. In the event that schools are closed due to severe weather or other emergency situations, an announcement will be made on local T.V. and radio stations. The district will notify stations by 5:00 AM if schools are closed for the day. Information will also be posted on the District's website, [www.rcsdk12.org](http://www.rcsdk12.org). If schools remain open during inclement weather, it is the responsibility of the student to decide if it is safe to travel their usual routes to school. If it becomes necessary to close schools early on a given day, an announcement will also be made on local T.V. and radio stations.

### MAKE-UP DAYS

State law requires k-12 schools to provide students at least 180 days of instruction each school year. If instructional days fall below the minimum because of emergency closings, make-up days will be added immediately after the scheduled end of the school year. Since OACES follows the RCSD school days calendar, students are expected to report on designated make-up days.

## STUDENT RESPONSIBILITIES & RIGHTS

All District students have specific responsibilities and rights which are enumerated in Policy #5311, “Students Rights & Responsibilities.” A copy of which is available for review at every school building in the District. Among those rights and responsibilities, or implicit within them, are certain responsibilities and rights which are particularly germane to this Code of Conduct.

All district students have the responsibility to:

- Work to the best of their own ability in all academic and training pursuits and strive toward their highest personal level of achievement.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Dress appropriately for school and school functions and whenever on any school district property or at a school function whenever located: obey the District Dress Code and any additional dress standards adopted for particular schools, (see, “Student Dress Code,” 5300.25).
- Report to school officials any information, which may help to prevent danger or injury to others in the school community.
- Conduct themselves with civility towards other students, faculty, staff, administrators, parents and guardians or visitors.
- Promote a climate of mutual respect and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

## RULES & REGULATIONS

Each school system in New York State is required by law to publish a list of rules and regulations for the maintenance of public order. Infraction of the following rules and regulations will be dealt with

in accordance with New York State Law and/or the Board of Education Policy (See RCSD School Board Policy Manual Code of Conduct Policy 1400 for details in Spanish or English at <https://www.rcsdk12.org/domain/16> )

### LOITERING/ DISTURBING BEHAVIOR

Damaging/destroying property and loitering in the school building or on school grounds is not allowed. Any behavior that disturbs other Participants or is felt to threaten their safety is not allowed. All Participants are expected to cooperate with all staff persons and follow their directions.

### STUDENT CONCERN/GREIVENCE PROCEDURE

The Office of Adult and Career Education Services is committed to an educational environment that is free from interference and disruption, and that fosters equity and mutual respect among Participants. When there is a concern based on a serious violation of a rule or the misinterpretation or inequitable application of existing rules, procedures, regulations or administrative orders, it must be brought to the attention of a staff member as outlined below. The purpose of the student concern procedure is to insure that every Adult Learner has the right to present a serious concern without interference, coercion, restraint, discrimination or reprisal.

## “QUESTIONS OR CONCERNS ABOUT MY PROGRAM”

### Step 1

Your classroom TEACHER (or trainer) is the best person to approach first If you're worried about issues at OACES. They will be in the classroom during your class time when you can arrange a meeting for an informal discussion.

### Step 2

You can talk to the COUNSELOR of your program if the teacher can't help or if you are not satisfied with their response, You should have a face-to-face meeting about your concerns with the counselor. The counselor may want a written explanation of the issue.

Youth & HSE Counselor –Room 325, (585) 324-9914

English Language Learners Counselor, Room 216, (585) 262-8000 Ext 2160

### Step 3

You can talk to the ASSISTANT DIRECTOR OF OACES if you are not satisfied with the counselor's response. A written statement of what the issue is and how you have tried to resolve it is usually needed. You should be able to arrange a meeting through the OACES Main Office, Room 218.

Assistant Director – Room 2184, (585) 262-8000 Ext 2184

### Step 4

If you still can't resolve a problem, you may arrange a meeting with the DIRECTOR OF OACES. Once you contact the Director's Administrative Assistant a meeting will be arranged within 2 days. Always bring any written material you have to the meeting.

FOR CTE STUDENTS ONLY: If your concern has not been resolved after Step 4 and would like an additional resource regarding your concern you may contact: Council on Occupational Education (COE) 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (800) 917-2081, [www.council.org](http://www.council.org)

Director's Administrative Assistant – Room 218,  
(585) 262-8000 Ext 2187

### NOTICE OF NON-DISCRIMINATION

It is the policy of the Rochester City School District to provide educational and employment opportunities without the regard to **race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.** This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, The Americans with Disabilities Act of 1990, Civil Rights Act of 1991, New York State and City Human Rights Laws and Provisions of Non-Discrimination in Collective Bargaining Agreements.

This Regulation governs the filing of complaints of internal complaints of discrimination and/or harassment. Inquiries regarding the District's non-discrimination policies should be directed to:

Chief, Human Capital Initiatives, Civil Rights Compliance Officer

131 West Broad Street

Rochester, New York 14614

(585) 262-8689

Email: [CivilRightsCompliance@rcsdk12.org](mailto:CivilRightsCompliance@rcsdk12.org)

#### NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

The Board of Education affirms its commitment and responsibility to provide equal educational and employment opportunities in an environment which is free from discrimination, including harassment and intimidation and to comply with all applicable laws which prohibit unlawful discrimination. The Board of Education strictly prohibits and condemns all forms of unlawful discrimination, including harassment, on the basis of 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 affiliation by employees (including Commissioners of Board of Education and contractors), volunteers and students, as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District. Specifically with respect to students, the Board additionally prohibits unlawful discrimination or harassment on the basis of actual or perceived race, color, national origin, ethnicity, disability, weight, sex, sexual orientation, religion, religious practice and gender, including gender identity and gender expression. The Board also prohibits retaliation based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under this policy or anti-discrimination statutes. It is a violation of this policy for District students or employees (including contractors) to engage in behavior that subjects any student, employee or applicant for employment to discrimination and/or harassment at a school/worksite location or in connection with an education or work-related function on the basis of any of the above-noted grounds where such conduct: (1) adversely affects any aspect of a student's educational opportunities, including the opportunity to participate in school activities; (2) adversely affects any aspect of an employee's/applicant's employment or the compensation,

terms, conditions or privileges of employment; or (3) creates a hostile, offensive, or intimidating educational or work environment. It is also a violation of this policy for District employees to engage in unlawful discriminatory behavior and/or harassment with respect to applicants for employment and other individuals who do business with the District.

#### ACCIDENTS AND HEALTH CONCERNS

When an accident occurs at school, a student must report and complete the student accident report form with the instructor. Please inform your instructor of any known health problems. If you use any kind of medication which might affect your work in class, you MUST inform your instructor REGARDING THE TYPE of medication you take and how often you take it. ANY CALL FOR EMERGENCY CARE OR ambulance MUST BE PLACED by OACES staff or ADMINISTRATION.

#### DRESS CODE

This dress code applies to both students and adults any time they are on District property, including the school buildings and Central Office, and whenever they are attending any school function, wherever located. All persons are expected to give proper attention to personal hygiene and to dress appropriately for school and school functions. When on school property or at a school function, a person's dress, grooming and appearance, including jewelry, make-up and nails, must:

- Cover buttocks, stomach/midriff and chest.
- Not include clothing, headgear or jewelry that is associated with or identifiable as a symbol of gang membership.
- Be void of abusive, suggestive or profane language; symbols of illegal substances; or any other words, symbols or slogans that disrupt the learning environment or deny dignity or respect to others.
- Include shoes, which are to be worn at all times for health and safety reasons.

To refer to the complete Code of Conduct click: [RCSD Code of Conduct](#)

## BULLYING

Intimidation or “bullying,” on school property or at a school function, which includes harassment that interferes with a student’s education or threatens a student’s well-being. Harassment includes engaging in actions or making statements intended to place an individual in fear or cause emotional harm; threatening, stalking or seeking to coerce or compel a person to do something; or abusive conduct or use of epithets, threats, or slurs based on actual or perceived race/color, weight, ethnicity, national origin, religion, religious practices, , gender/gender identity, sexual orientation, age or disability. Such harassment may be person-to-person, or communicated indirectly by writing, or by any telephonic or electronic means, including use of computers or the Internet. Cyber Bullying is defined as the use of information and communication technologies, such as email, cell phone, instant messaging, defamatory personal websites, social networking sites, and/or defamatory online personal polling websites, to support deliberate, repeated, and/or hostile behavior by an individual or group that is intended to harm others. The use of the OACES network to engage in Cyber Bullying is prohibited. Cyber Bullying includes, but is not limited to the following:

- Posting slurs, rumors, and /or other disparaging remarks about school employees or students on a website or on a web blog
- Sending email or instant messages that are mean and/or threatening, or so numerous as to cause the victim emotional distress
- Using a camera phone to take and/or send embarrassing photographs/recordings of students or school employees or post these images on picture sharing or video sharing websites
- Posting misleading and/or fake photographs of school employees or students on any websites
- To the extent permitted by the First Amendment, instances of Cyber Bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered a violation of these guidelines.

For the full Code of Conduct click on the following link: [RCSD Code of Conduct](#)

## DRUG/ALCOHOL/SMOKE FREE ZONES

No beer, liquor, wine, weapons or illegal drugs are allowed within the school building or on school grounds. (This includes guns, knives, chains, clubs, marijuana, speed, and all other controlled substances.) If possession and/or the use of the above mentioned is proven, the Participant will be suspended. Smoking tobacco or vape products is prohibited on all OACES grounds, inside and outside the building. This includes but is not limited to all sidewalks, parking lots, paths, and landscaped areas.

## EMERGENCY CONTACT INFORMATION

Students are asked to give names of people who can be contacted in an emergency, with current home, work and cell phone numbers for each during the Intake process. Student contact information can be found in the Student File Room or on ASISTS. Students should notify the school immediately if emergency contact numbers change during the year.

## FIRE ALARMS

All schools are required by law to have at least 12 fire/evacuation drills a year. Eight of the drills must take place before December 1. State and federal guidelines also require schools to test their Emergency Response Plans. The drills may include practicing lockdowns, lockouts, on- and off-site evacuations and sheltering-in-place. Drills will be called at the discretion of school principals and may be recorded for review. Participants should be aware of designated fire exits. When the fire alarm sounds, you must leave the building immediately by the stairway or exit designated for your room until the “all clear signal” is given to return. Doors and windows must be closed before leaving. For any other emergencies, please follow INSTRUCTIONS POSTED BY THE EXIT DOOR IN EACH CLASSROOM.

## INTERNET ACCESS

Internet access is a privilege; it is the student’s responsibility to access ONLY appropriate material. All use must be consistent with the values and policies of OACES in support of your education. See Superintendent’s Regulation 1950-R Student network acceptable use policy: [RCSD Student Network Acceptable Use Policy](#)



## PARKING

Parking is available to students at multiple parking lots surrounding 30 Hart Street in addition to an overflow parking area located off of Hawkins Street. It is a parking violation to use a handicapped spot without a proper visual permit. It is recommended to lock vehicles upon departure. Students who park on campus illegally are subject to tickets and/or towing.

## PERSONAL PROPERTY

The school assumes no responsibility for the personal property of students. OACES is not responsible for articles of personal property. Students should keep valuables at home and only bring items to school that are necessary for schoolwork.

## SAFETY

Safety both in and out of the classroom is a primary concern at OACES. Your instructor will outline the safety rules for your training program. Be constantly alert to safety in your training area and when walking around campus. Use all safety equipment provided. Participants will be allowed to use training equipment when proper and adequate instruction has been given, with appropriate supervision, and with the instructor's permission following successful completion of the safety unit.

The School Safety hotline provides a single, confidential number that students, parents or employees can call anonymously to report threats of violence and illegal activities.

The toll-free hotline number is (585) 324-SAFE (7233). It is available 24 hours a day, seven days a week. Callers may remain anonymous. Please call 911 for police assistance if it is an emergency.

## SECURITY AND SCREENING

Everyone entering this building is subject to metal detector scans and personal search. Any person entering any district property is deemed to have consented to be searched by means of metal detecting devices, by hand or otherwise. Refusal to cooperate with the search will result in the denial of entry and /or disciplinary action.

## SEXUAL HARASSMENT

The Office of Adult and Career Education Services and Rochester City School District Board of Education recognizes that harassment of students and staff on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognized that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively. For more detail regarding Rochester City School Board Policy refer to [Rochester City School Board Policy "Sexual Harassment"](#) for more details.

## STUDENT EVALUATION OF CLASSROOM TEACHERS

Students have the right to evaluate classroom instruction. Such evaluation shall be treated as privileged material for the teacher and are to be used for the improvement of instruction. Students can obtain a “Confidential Teacher/Class Evaluation Form” from the Main Office, Room 218.

## STUDENT PHOTO/INTERVIEW RELEASE

Students sign a photo/interview release form within the intake process. The form states: “I consent to the use of my name, photo, and/or video image for publicity purposes by the Rochester City School District or other organization as designated by the District. I allow OACES to contact other organizations, including employers and other service providers, to collect information required to provide and document services to me. I authorize those organizations to release requested information to OACES.” See Student Photo/Interview Release.

## WHISTLEBLOWER HOTLINE

The Board of Education operates a Whistleblower Hotline that allows employees and others to anonymously report illegal or unethical activities. These may include harassment, fraud, theft, discrimination, misuse of funds, conflicts of interest and other ethics violations. The toll-free

number is 1-866-284-7040 and is available 24 hours a day, seven days a week. Callers may remain anonymous.

## APPENDICES

### PARTICIPANT CONDUCT AGREEMENT

Everyone entering district property is deemed to have consented to metal detector scans, personal search by hand, and search by various other means. Refusal to cooperate can result in denial of entry. No weapons, alcoholic beverages, drugs or non-prescribed pharmaceuticals are allowed within any district building or grounds. This includes knives, guns, marijuana and any other controlled substances. If possession or use is suspected, the participant will be removed from the facility and exited from my educational programs. The police department will be notified.

- I agree not to damage or destroy property, loiter in the school building or on school grounds.
- I agree not to use beepers, cell phones, and electronic devices during classes, training or program activities.
- I agree that Internet access is a privilege. It is my responsibility not to access inappropriate material and keep all use consistent with the values and policies of OACES, in support of my educational program.
- I agree not to disturb other participants, threaten their safety, or distract from their learning.
- I agree to wear my ID badge at all times within the district buildings; if my ID is not visible, I will be escorted out of the building by sentries and may be subject to criminal charges.

- I will maintain personal cleanliness, dress safely and appropriately for program activities, including footwear. I agree not to dress in a way that is vulgar, obscene, and libelous or denigrates others for race, color, religion, creed, nationality, gender, sexual orientation, disability. I understand there are exceptions for medical or religious purposes.
- I acknowledge that I must attend at least 75% of each class scheduled, attend every day, and be on time. If I do not attend each class 75% of the scheduled time, OACES may exit me from my educational program.
- I agree to follow all directions and cooperate with the requests of all security and district staff members.

#### OACES DISCIPLINARY POLICY

### OACES Disciplinary Policy

*All incidents are taken seriously. Incidents are recorded using an OACES incident Report Form and are acted upon with an immediate investigation. "Long-Term" suspension letters include a reference page of alternate programs. Participants dismissed from OACES programs have the right to a hearing upon written request by the participant within (5) business days of the suspension. Hearings are conducted by a representation of OACES staff to include Program Base Planning Team members, School Counselor, Administrator and or designee, as well as individuals involved in the incident where appropriate. Participant disciplinary files are kept secured in with OACES Administration and contain copies of all incident reports, suspension letters, contracts, and contact notes. Names are provided to Intake and Assessment as an FYI so that reentry before the one-year date does not occur.*

#### Offenses: Non-Violent/Non-Threatening

##### **First Incident:**

- Verbal warning by school Counselor (recorded in file)

##### **Second Incident:**

- Three day suspension, meeting with Counselor upon re-entry
- Suspension Letter mailed (that day if possible)

##### **Third Incident:**

- Five day suspension with a referral to a social service agency where appropriate
- Meeting with School Counselor upon reentry, Behavioral Contract signed with understanding that if behavior continues, the participant will be dismissed from the program for a period of one year

##### **Fourth Incident:**

- Participant is immediately dismissed from the program for a period of one year
- A "Long-Term" suspension letter is mailed (that day if possible) to include a reference page for alternate programs other than OACES.

#### Offense Type: Harassment, Violence/Threat, Theft, Destruction of Property

##### **Incident:**

- Participant(s) are immediately suspended for five days pending an investigation
- A five-day suspension letter is mailed out (that day if possible)

- Pending results from the investigation, the participant is either allowed to return to program or is dismissed from program for a period of one year
- Participant(s) are notified by mail (“Long-Term suspension letter”) and by phone as to their status.
- Participants dismissed from OACES programs have the right to a hearing upon written request by the participant within (5) business days of the suspension. Hearings are conducted by a representation of OACES staff to include Program Base Planning Team members, School Counselor, Administrator and or designee, as well as individuals involved in the incident where appropriate.



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## STUDENT HANDBOOK AGREEMENT SIGNATURE SHEET

I hereby acknowledge that I have received, read, and will comply with, the provisions set forth in the Student Handbook.

Student’s Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intake Instructor's Initials: \_\_\_\_\_ Date: \_\_\_\_\_