



Office of Adult & Career Education Services  
Rochester City School District  
30 Hart Street  
Rochester, New York 14605  
585-IMP-ROVE  
Fax: 585-262-8078  
[www.oaces.net](http://www.oaces.net)

# 2019-2020 STUDENT CATALOG & 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)

Revised 12/3/19

## Contents

WELCOME MESSAGE.....	3
MISSION .....	3
VISION STATEMENT.....	3
ADMISSIONS PROCESS .....	4
CREDIT FROM OTHER INSTITUTIONS .....	5
TUITION & TUITION ASSISTANCE .....	5
REFUND POLICY.....	6
CERTIFICATES/CREDENTIALS .....	6
GRADING POLICIES .....	7
STUDENT RECORDS / INFORMATION REQUEST .....	7
TRANSFERS FROM OUTSIDE OACES .....	7
TRANSFERS WITHIN OACES.....	7
IDENTIFICATION BADGES .....	8
ATTENDANCE REQUIREMENTS & PUNCTUALITY .....	8
EARLY DISMISSAL DAYS FOR ALL STUDENTS.....	8
SCHOOL CLOSING/DELAYS .....	9
MAKE-UP DAYS.....	9
STUDENT RESPONSIBILITIES & RIGHTS .....	9
RULES & REGULATIONS.....	10
LOITERING/ DISTURBING BEHAVIOR.....	10
STUDENT CONCERN/GREIVENCE PROCEDURE .....	11
NOTICE OF NON-DISCRIMINATION .....	12
NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT.....	13
ACCIDENTS AND HEALTH CONCERNS .....	14
DRESS CODE .....	14
BULLYING .....	14
DRUG/ALCOHOL/SMOKE FREE ZONES.....	15
EMERGENCY CONTACT INFORMATION .....	16
FIRE ALARMS .....	16
INTERNET ACCESS .....	16
PARKING .....	16
PERSONAL PROPERTY.....	17
SAFETY.....	17

SECURITY AND SCREENING .....	17
SEXUAL HARASSMENT.....	17
STUDENT EVALUATION OF CLASSROOM TEACHERS.....	18
STUDENT PHOTO/INTERVIEW RELEASE .....	18
WHISTLEBLOWER HOTLINE.....	18
APPENDICES .....	19
PARTICIPANT CONDUCT AGREEMENT .....	19
OACES DISCIPLINARY POLICY .....	20
STUDENT HANDBOOK AGREEMENT SIGNATURE SHEET.....	21
RELEASE OF INFORMATION .....	22
CTE TRAINING PROGRAM INFORMATION .....	23
WHAT IS CTE?.....	24
AUTOMOTIVE TECHNOLOGIES.....	25
CULINARY PROGRAM .....	27
ELECTRICAL.....	29
NURSE AIDE/NURSING ASSISTANT.....	31
COMMUNITY PARTNERS & EMPLOYERS.....	33
EMPLOYMENT SERVICES .....	35
19-20 CALENDAR-AT-A-GLANCE .....	36
BOARD OF EDUCATION .....	37
OACES SCHOOL ADMINISTRATION & STAFF .....	38
OACES STAFF ROSTER.....	39
OACES FLOOR MAPS .....	41
OACES CLASSES/SERVICES BROCHURE.....	44

## 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.

OACES is part of the Rochester City School District. More information about RCSD and the [Board of Education](#) can be found at [www.rcsdk12.org/boe](http://www.rcsdk12.org/boe).

## 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.

19-20 Tuition for all Career & Technical Training Programs is: \$6,000 with the exception of Nurse Aide/Nursing Assistant which is \$3,000.

#### 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.

## STUDENT RECORDS / INFORMATION REQUEST

Student records are maintained for up to seven (7) years. To request a Student Transcripts or Attendance Information students should come to Room 218 and complete a "Release of Information" form (See Appendices).

## 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 2019-2020 school year, early dismissal days are as follows:

- Friday, December , 2019

- Thursday, March 6, 2020

See the RCSD 19-20 Calendar-at-a-Glance at the end of this catalog.

### 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. See the RCSD 19-20 Calendar-at-a-Glance at the end of this catalog.

### 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

*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.



Office of Adult & Career Education Services  
Rochester City School District  
30 Hart Street  
Rochester, New York 14605  
585-IMP-ROVE  
Fax: 585-262-8078  
[www.oaces.net](http://www.oaces.net)

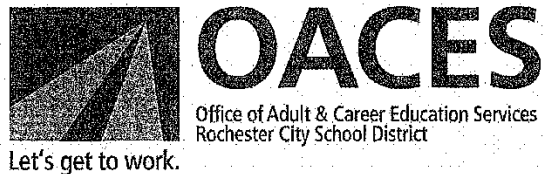
## STUDENT HANDBOOK AGREEMENT SIGNATURE SHEET

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: \_\_\_\_\_



RELEASE OF INFORMATION

NAME: \_\_\_\_\_ SS# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE # \_\_\_\_\_ REFERRAL SOURCE \_\_\_\_\_

☐ Youth/Torrealba ☐ ESL/Luu ☐ Adult/Brown

I agree to allow OACES to release the following information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information is only to go to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that only the information specified will be released.  
This release will expire in 90 days.

\_\_\_\_\_  
Participant                      Witness                      Date





I **DO NOT** agree to allow OACES to release this information

\_\_\_\_\_  
Participant                      Witness                      Date



3/6/18

# OACES

# CTE



## CAREER & TECHNICAL EDUCATION TRAINING PROGRAMS



# OACES

Office of Adult & Career Education Services  
Rochester City School District



## WHAT IS CTE?

Each CTE Training program is equipped with state-of-the-art equipment and instructional materials that mirror real world experiences equating to over 18,000 square feet of CTE Training facilities.

# *What is* **CAREER & TECHNICAL EDUCATION?**



Career & Technical Education (CTE) prepares students of all ages for the workforce by offering classes where they can learn skills they need to enter in-demand career fields. Unlike traditional education settings, CTE classes take place in environments that reflect actual working situations.

CTE has a long and rich history in the United States. Today's CTE programs are found throughout the country and encompass a variety of challenging fields. CTE programs are constantly evolving due to the changing global economy, and they strive to bridge the skills gap that exists between workers and employers in today's challenging economic times.

OACES CTE students can expect to be taught employable skills from job related skills to workplace ethics. Upon class completion, students have opportunities for post-secondary education and to earn industry recognized and stackable credentials that can result in employment and career advancement.

CTE programs currently include in-demand careers such as:

- Automotive Technologies
- Culinary
- Electrical
- Nurse Aide/Nursing Assistant



All CTE programs have an industry specific advisory board consisting of local employers that assist in providing up-to-date industry information and developing CTE training curriculums. Advisory boards serve as a direct link for students to the workforce and ensure that CTE training is aligned with current industry workforce demands. If this sounds like the educational opportunity you have been looking for, we invite you to learn more about our programs.





### troubleshoot

Technicians and Mechanics inspect, service and repair engines and sub-systems.

#### 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.

# OACES

## AUTOMOTIVE TECHNOLOGIES PROGRAM

The Automotive Technologies Program is designed to prepare students with the knowledge and skills needed to service, troubleshoot and repair basic automotive systems. Hands-on shop time allows students to disassemble, repair, reassemble, rebuild and test auto engines, brakes and suspension systems.

Course work includes the fuel systems, electrical, transmission, trans-axel and belt/pulley/chain drive systems. Instruction also covers safety practices, wiring diagrams, mechanical schematics and the use of technical manuals.

**Training Duration:** 624 hours (3-6 months)

**Schedule:** 9:00 a.m. - 3:30 p.m., 5 days a week schedule, Monday-Friday

**Admission/Academic Requirements:** Class open to all students. No technology experience required.

**Performance Expectations:** Exemplary attendance, ability to work well with others in a group setting, ability to follow directions and conform to safety rules.

**Costs:** 2019 – 2020 Tuition for Automotive Technologies Program is \$6,000. Financial Assistance for Career Training classes will be assessed on an individual basis at Intake. To schedule an Intake date go to [oaces.net](http://oaces.net) and click on "Enroll Now."

### Career Opportunities

- According to the Bureau of Labor Statistics, the average annual salary for Automotive Service Technicians and Mechanics is \$39,550.
- Jobs for Automotive Service Technicians and Mechanics are expected to increase 6% annually from 2016-2026.
- Employment opportunities are available in the following areas: automotive service, oil changes, tire service, small engine service and repair, equipment service and repair and motorcycle/recreational vehicle service and repair.



## Program of Study & Technical Competencies

### LEVEL 1

#### Orientation & Foundational Skills

- Demonstrate the knowledge of the role that safety plays in equipment and auto engine repair
- Demonstrate the use and care of appropriate personal protective equipment
- Add, subtract, multiply and divide numbers with and without a calculator
- Demonstrate workplace ethics
- Identify various careers related to equipment and auto engine repair and the expectations for each
- Know and interpret MSDS sheets
- Understand fires and extinguishing methods
- Maintain OACES minimum attendance standards
- Shop safety

#### Basic Work Skills

- Understand and use terms connected with automotive technologies
- Identify and use measuring and calibrating tools
- Identify the basic hand tools used in automotive technologies
- Demonstrate the safe use of industry related hand tools
- Identify and use industry related power tools
- Identify and use common fasteners

#### Technical Skills

- Understand and use parts management, inventory control and service orders
- Recognize and understand various engine designs
- Recognize and analyze components and operation of 4-stroke engines
- Recognize and use various parts of cooling systems
- Identify and use various parts of the fuel and lubrication system
- Identify and use basic parts of the governor system
- Identify, test and replace various parts of the electrical system
- Identify, test and replace various parts of the ignition system
- Complete oil and tire changes.

### LEVEL 2

#### 4-Stroke Engines

- Define 4-stroke engine terminologies
- Know and use basic engine principals of operations of a 4-stroke engine
- Identify 4-stroke engine parts
- Diagnose 4-stroke engine problems

- Disassemble a 4-stroke engine
- Inspect components to verify that the correct problem has been identified
- Repair/service failed components identified during the inspection
- Reassemble a 4-stroke engine
- Test a 4-stroke engine

#### Basic Welding Competencies

- Identify and use basic welding tools and safety equipment
- Identify and use various types of welding simulators
- Identify and use MIG, TIG and Stick welders

#### Disc and Drum Braking System

The training includes the following components:

- Handbrake assembly
- Diagonally split hydraulic circuit
- Master cylinder
- Brake fluid reservoir
- Brake pedal and light
- Front hubs, discs and calipers
- Rear hubs and drums

#### 4, 6 and 8 Cylinder Gasoline Engine Training

The training includes the following:

- The position and mounting of all engine components
- The operation of crankshaft and pistons
- The operation of inlet and exhaust valves
- The timing relationships between engine components

#### Steering and Suspension System Training

The training offers the following:

- Inspect steering shaft universal joint, flexible coupling, collapsible column, lock cylinder mechanism, and steering wheel.
- Disassemble, inspect, and reassemble rack and pinion steering gear.
- Inspect power steering fluid levels and condition.
- Diagnose power steering fluid leakage.
- Remove, inspect, and replace power steering pump, mounts, seals, pump belt, pump pulley, and pump belt.
- Remove, inspect, and install coil springs and spring insulators.

#### Certifications/Instructional Outcomes

- Lincoln Welding Safety
- Basic Welding Competencies
- Automotive Technologies - Level I
- Automotive Technologies - Level II



## CULINARY PROGRAM

Mr. Jeffrey Wujcik - Instructor

### mastery

Training will prepare students for any food service training job. Jobs include: baker assistant, chef assistant, pastry chef and restaurant manager.

#### 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.

4

## OACES CULINARY PROGRAM

The OACES Culinary Program provides students with an introductory experience to the food service industry in addition to daily operation of the OACES cafe.

The Culinary Program focuses on quality of preparation and presentation in both small and large quantity cooking. Both theory and hands-on experience are included in areas such as: menu planning, methods of cookery, food control, sanitation and food costing. Advanced instruction includes basic managerial and supervisory techniques.

**Training Duration:** 624 hours (3-6 months)

**Schedule:** 9:00 a.m. - 3:30 p.m., 5 days a week schedule, Monday-Friday

**Admission/Academic Requirements:** Class open to all students. No technology experience required.

**Performance Expectations:** Exemplary attendance, be able to lift 50 lbs. No food allergies that can result in immediate hospitalization.

**Costs:** 2019 – 2020 Tuition for Culinary Program is \$6,000. Financial Assistance for Career Training classes will be assessed on an individual basis at Intake. To schedule an Intake date go to [oaces.net](http://oaces.net) and click on "Enroll Now."

### Career Opportunities

- According to the Bureau of Labor Statistics, the average annual salary of cooks was \$23,970 in 2017. The average annual salary of chefs and head cooks was \$49,950 in 2017.
- The restaurant industry is the country's largest employer after government with over 12.5 million jobs. According to the Bureau of Labor Statistics, employment of cooks is projected to grow 6% from 2016 to 2026.
- Post-secondary education includes clinical dietetics, culinary arts, food service administration, hospitality services, hotel management and pastry arts.





## Program of Study & Technical Competencies

### Foundational Skills

- Identify safety hazards in the kitchen
- Complete ServSafe Food Handler's Certification
- Understand/demonstrate various methods and units of measure for measuring ingredients
- Identify common kitchen tools used to measure
- Maintain OACES minimum attendance standards
- Participate in operation of the Hart Street Café
- Food handler's cart

### Nutrition & Menu Basics

- Identify the sources of major nutrients, i.e. carbohydrates, fats, proteins and vitamins
- Identify common food allergies and appropriate substitutions
- Describe the function and importance of the menu
- Identify various types of menus

### Tools & Equipment

- Identify the basic tools and equipment used in the kitchen
- Demonstrate the proper use, cleaning, sanitizing and storage of common kitchen tools and equipment
- Identify common knives used in the kitchen and their parts
- Demonstrate safe use of knives

### Recipe Basics & Cooking Principles

- Identify the major parts of a recipe
- Demonstrate the ability to read and interpret a recipe before preparation begins
- Describe moist heat and dry heat cooking methods and other applications that use these methods, i.e. blanching, deglazing, reducing, etc.

- Describe how to create different flavors in foods through cooking techniques and combination of ingredients

### Food Preparation & Production

- Identify techniques and demonstrate ability to prepare breakfast foods
- Identify techniques and demonstrate ability to prepare salads, dressings and sandwiches
- Identify techniques and demonstrate ability to prepare stocks, soups and sauces
- Identify techniques and demonstrate ability to prepare various starches
- Identify techniques and demonstrate ability to prepare beef, pork, poultry and seafood
- Identify methods and demonstrate ability to prepare various pastry items

### Food Handler Skills

- Complete ServSafe chapter reviews, study questions and quizzes for the following modules:
  - Food Safety is Important
  - Good Personal Hygiene
  - Controlling Time and Temperature
  - Preventing Cross-Contamination
  - Cleaning and Sanitizing
  - Job Specific Guidelines

### Certifications/Instructional Outcomes

- ServSafe Food Handler
- ROUXBE - Online cooking school
- American Red Cross Adult & Infant CPR/First Aid, AED Machine
- Culinary - Level I
- Culinary - Level II



## choice

The electrical profession is one of the most widely recognized of all the construction trades. Whether wiring a home or office, repairing transmission lines or installing the latest telecommunications equipment, electricians work everywhere.

### 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 withdraw 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.

6

# OACES ELECTRICAL PROGRAM

The OACES Electrical Program will provide students the skills necessary to enter the electrical industry. Topics covered include residential and commercial wiring, related math, blueprint reading, wiring schematic's, raceway installation, trouble-shooting, fire alarm, security systems, low voltage systems, 10 and 30 systems, and construction safety. Curriculum consists of 20% lecture and 80% is hands-on performance based. Students will learn electrical theory through hands-on practical performance projects and lectures/lessons. Upon completion, the student will be prepared for direct entry into the work place or post-secondary education.

**Training Duration:** 624 hours (3-6 months)

**Schedule:** 9:00 a.m. - 3:30 p.m., 5 days a week schedule, Monday-Friday

**Admission/Academic Requirements:** Class open to all students. No technology experience required.

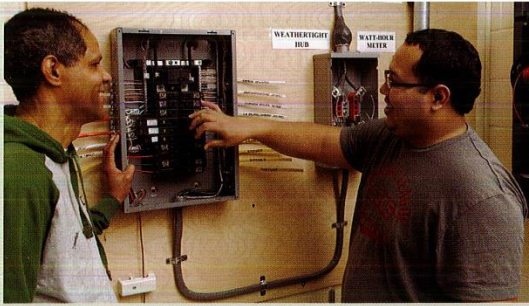
**Performance Expectations:** Must maintain OACES minimum attendance requirements, motivation to learn, ability to work with others and conform to rules, directions, and safety procedures.

**Costs:** 2019 – 2020 Tuition for Electrical Program is \$6,000. Financial Assistance for Career Training classes will be assessed on an individual basis at Intake. To schedule an Intake date go to [oaces.net](http://oaces.net) and click on "Enroll Now."

## Career Opportunities

- According to the Bureau of Labor Statistics, the average annual salary of electricians was \$54,110 in 2017.
- Employment of electricians is projected to grow 9% from 2016 to 2026, faster than the average for all occupations, according to the Bureau of Labor Statistics.
- Some career opportunities include: residential electrician, commercial electrician, power-line installer, voice and data installer, building/electrical inspector, maintenance worker, security and fire alarm installer, renewable energy installer and electrical product inventory control manager.





## Program of Study & Technical Competencies

### Electrical Orientation & Safety

- Demonstrate proficiency in electrical and construction safety
- Identify various career paths in the electrical industry and the expectations for each
- Explain the purpose of a lock-out/tag-out/block-out program
- Be familiar with electrical industry vocabulary
- Maintain OACES minimum attendance standards
- Complete 10-hour safety course

### Hand & Power Tools

- Identify various hand and power tools used in the electrical industry
- Demonstrate the safe use of various hand and power tools
- Recognize worn or damaged tools for replacement or repair
- Demonstrate mastery reading rulers and tape measures

### Electrical Theory

- Recognize the difference between AC and DC circuits
- Use basic math as it pertains to the electrical industry
- Recognize the difference between series and parallel circuits
- Apply Ohm's Law to resistance, voltage and current
- Recognize where to find code articles using the National Electrical Code (NEC)
- Explain the operation of transformers and power transmission
- Recognize and use various electrical meters and test equipment
- Identify how to troubleshoot basic electrical circuits

### Wiring Systems

- Understand various conductors and cables
- Make safe conductor splices and connections
- Determine the correct conductor size based on circuit load
- Recognize and explain the basics of conduit bending
- Recognize and install various raceway systems
- Identify and install various fittings, fasteners and

other materials

- Recognize and install receptacles and switches
- Understand cable TV, phone and computer network wiring

### Overcurrent Protection & Grounding

- Explain the causes of overcurrent
- Identify and explain electrical overcurrent protective devices (OCPDs)
- Explain the operation of a ground-fault circuit interrupter (GFCI) and arc-fault circuit interrupter (AFCI) and how they are used

### Electrical Prints & Specifications

- Identify the types of prints that an electrician may read
- Recognize and use standard parts of a drawing
- Recognize and use standard electrical symbols
- Develop one-line and wiring diagram drawings

### The Service Entrance

- Calculate the number of branch circuits for a residential dwelling
- Identify proper conductors and components of the service entrance
- Identify different circuit breakers and their application
- Install an electrical service per NEC
- Understand power distribution from utility to a residential dwelling
- Be familiar with grounding and bonding requirements

### Green Technology

- Identify and use various alternative energy systems

### Certifications/Instructional Outcomes

- Basic Electrical Soldering
- Electrical Level I (Residential Wiring)
- Electrical Level II (Commercial Wiring)
- Electrical Service Installation
- 10-hour Occupational Safety & Health Administration (OSHA) "Construction Industry" Completion Card
- Amatrol Green Energy



## NURSE AIDE/NURSING ASSISTANT

Mrs. Laura Geraci – Nurse Coordinator/Instructor

Mrs. Katherine Hizer – Nurse Instructor

### advancement

After you become a CNA, you can then work toward becoming a Licensed Practical Nurse (LPN) or Registered Nurse (RN).

### 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 withdraw 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.

8

# OACES

## NURSE AIDE/NURSE ASSISTANT PROGRAM

If you are interested in finding a job or starting a new career in the healthcare profession, this New York State Department of Education approved course will prepare you for the Nurse Assistant Certification Examination. Training includes 30+ hours of actual long-term care experience, in addition to classroom and lab instruction.

**Training Duration:** Approximately 160 hours.

**Schedule:** 9:00 a.m. - 3:30 p.m., 5 days a week schedule, Monday–Friday.

**Admission/Academic Requirements:** Class open to all students 18 years of age and older. Must hold a high school diploma, high school equivalency certificate or willing to work towards a high school equivalency certificate while enrolled. No technology experience required.

**Performance Expectations:** Exemplary attendance, ability to work well with others in a group setting and a current physical examination with immunizations. Must be able to stand and/or walk for 6+ hours, as well as lift, push and/or carry 40 pounds. Must also assist clients with personal hygiene and other care-related duties as directed by a nurse.

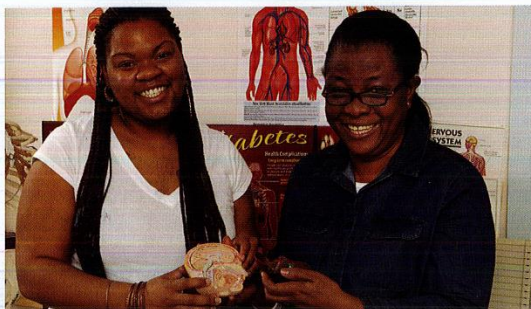
**Costs:** 2019 – 2020 Tuition for Nurse Aide/Nurse Assistant Program is \$3,000.00. Additional fees include: \$150 uniform, \$115 NYS exam, \$25 NYS police background check with raised seal. **Full program payment** is required upon acceptance. Tuition assistance may be available. Applications are available online at [oaces.net](http://oaces.net).

Financial Assistance for Career Training classes will be assessed on an individual basis at Intake. To schedule an Intake date go to [oaces.net](http://oaces.net) and click on "Enroll Now."

### Career Opportunities

- According to the Bureau of Labor Statistics, the average annual salary for nurse assistants who worked in nursing homes was \$27,520 in 2017.
- Jobs for nurse assistants will increase by 11%, faster than average, from 2016 to 2026 according to the Bureau of Labor Statistics.
- Employment opportunities are available at long-term care facilities, hospitals, rehabilitation centers and medical practice offices.





## Program of Study & Technical Competencies

### Health Occupations Education Core/ Overview of Human Body

- Read non-digital thermometer in Fahrenheit /Centigrade degrees
- Measure blood pressure within 6mm/Hg
- Write 3 sets of vital signs

### Health Occupations Education Core/ Emergency Care

- Provide first-aid for shock
- Apply roller bandage using figure 8, closed spiral and a recurrent fingertip
- Use splinting technique for immobilization
- Apply arm sling
- Demonstrate ways to clear obstructed airway for adults, children and infant/Heimlich maneuver

### Infection Control

- Understand hand-washing
- Understand isolation - Strict Technique
- Use concurrent and terminal disinfection
- Use personal protective equipment
- Follow isolation procedures in the disposal of soiled linen
- Demonstrate principles of infection control consistently

### Personal Care

- Assist the resident to sit up in bed
- Make an unoccupied and occupied bed
- Provide mouth care (natural and no teeth)
- Provide denture care
- Provide oral care for the unconscious resident
- Give a complete bed-bath
- Give a back rub

- Provide perineal care (male and female)
- Assist with a tub bath/whirlpool and emollient bath, Stitz bath
- Assist with a shower
- Provide hair care, dressing, shaving, nail care (hand and foot), skin care, artificial eye care
- Provide AM and PM care

### Nutrition and Diet Therapy

- Serve tray/water/between meal nourishments
- Measure/record food and fluid intake

### Elimination Procedures

- Provide ostomy care
- Provide urinary catheter care
- Provide care of and emptying of urinary drainage bag
- Assist the resident with the bedpan, urinal, commode (offer/ remove/clean)
- Administer enemas
- Collect urine specimens
- Collect stool specimens
- Measure/record urinary output

### Lifting, Moving, Transporting

- Transfer patient from bed to wheelchair to bed
- Transfer patient from bed to stretcher to bed
- Assist with the use of crutches, walkers and canes
- Ambulate a resident
- Apply restraint
- Demonstrate proper body techniques consistently
- Demonstrate proper cast and traction care
- Use ambulation adaptive equipment
- Use positioning devices in bed and chair

- Use prosthetic/orthotic devices
- Apply hand splint
- Position resident in bed and chair

### Admissions, Transfers, Discharges and Physical Exams

- Assist with admitting the patient
- Measure/record height and weight
- Position and drape the resident for physical examination
- Clean/collect specimens following physical exam
- Understand discharge and transfer procedures

### Pre- and Post-operative Care

- Shave a resident in preparation for surgery
- Apply elastic stockings
- Apply binders
- Assist resident to turn and deep breathe

### Circulatory and Respiratory Care

- Apply warm and cold applications
- Take and record vital signs

### Life Changes and Adaptations

- Provide postmortem care

### Communication and the Client

- Demonstrate use of signal or call light, intercom and telephone
- Report objective and subjective observation
- Communicate effectively with residents having sensory loss

### Certification/Instructional Outcomes

- Nurse Aide/Nursing Assistant – Certificate of Completion
- American Heart Association CPR Certification
- ServSafe Food Handler

*Upon course completion students can take the  
NYS Nurse Assistant Exam for CNA Licensure*



# COMMUNITY PARTNERS & EMPLOYERS

We work with community organizations and schools to help our students obtain resources for better living, access to healthcare, housing and additional education. We also help our students secure employment through partnerships with area businesses that employ our graduates or offer internships and apprentice training. Here is a **partial** list of our current partners:

Aaron Manor	Food Link
ACCESS-VR	Fingerlakes Health Center
Action for a Better Community	Greater Rochester Chamber of Commerce
Alternatives for Battered Woman	H & H Realty
American Packaging Company	Head Start
Association for the Blind and Visually Impaired (ABVI)	Henderson Ford
Boldo's Armory	Hickey Freeman
Bryant & Stratton College	Holiday Inn
Career Start	Ibero American Action League
Casco Security Systems, Inc.	Jewish Senior Life
Creating Assets, Savings and Hope (CASH)	Job Corps
Catholic Family Center	Keidel's Janitorial Service, Inc.
Charles Settlement House	Key Bank
Citizens Bank	Kovalsky Carr Electrical Supply Co., Inc.
City of Rochester	Larry Masei Electric
City of Rochester Police and Citizens (PAC)	Literacy Volunteers of Rochester
C.M. Armitage Electrical Contracting	Lodge at Woodcliff
Community Place	M&T Bank
Compass Group at SJFC	Mercy Outreach Center
Consumer Credit Counseling Services of Rochester	Monroe Community College
Country Inn & Suites	Monroe County Health Department
Days Inn	Monroe County Jail
Dunn Tire	National Center for Families Learning (NCFL)
East Avenue Inn	Nielsen House



New York Electrical Inspection Agency	South Plymouth Ave. Business Association
NYS Office of Temporary and Disability Assistance (OTDA)	St. Ann's Home
Palmer Food Services	St. Joseph's Neighborhood Program
RADEC Corporation	Strathallen Hotel
R-Community Bikes	Strong Memorial Hospital
Red Cross	UCLM - United Christian Leadership Ministry of Western NY
Regional Adult Education Network (RAEN)	Universal Pre-K
Residence Inn	University of Rochester
Rochester Automobile Dealers Association	Urban League
Rochester Business Alliance	US Army
Rochester City School District Office of Parent Engagement	Veterans Outreach Center
Rochester Convention Center	Volunteers of America (VOA)
Rochester Educational Opportunity Center	Walmart
Rochester Fire Department	Wegmans
Rochester Housing Council	Wesley on East
Rochester Joint Apprenticeship and Training Committee	Work Now
Rochester Police Department	Workforce Investment Board
Rochester Rehabilitation Center	Xerox
Rochester Works!	YWCA Housing Program
Saints Place	211/Lifeline
Salvation Army	
SEIU / Strong Hospital	



### guidance

OACES provides all of our students resources to help them make the most of their achievements. Whether you need help identifying employers, preparing for an interview or support during the first days of employment, OACES staff are available to meet with you. Just call and make an appointment or stop by the Employment Services Group office.

## OACES EMPLOYMENT SERVICES GROUP

### Guiding You Through the Work Search Process

The Employment Services Group (ESG) at OACES guides students through the job search process. This office provides not only career direction for students, but offers support services for employers in identifying and placing qualified candidates. ESG works closely with OACES programs such as Community & Adults in Rochester Employment and Education Resource System (C.A.R.E.E.R.S.), Career & Technical Education (CTE) and the Apprenticeship program to supply the Rochester community with educated and qualified employees.

### Transitional and Case Management Services

OACES provides transitional and case management services for students at all stages to make their evolution from student to employee a success. Activities focus primarily on one-on-one services to assist in removing common barriers experienced when looking for employment.

### Providing Resources for Students

ESG provides training and assistance in resume writing, preparing job applications, interviewing techniques, dressing for success and navigating on-line job searches among other valuable services. ESG services do not end when a participant finds employment. OACES continues to assist students through Facebook and monthly email newsletters that provide information about jobs, daily living, personal finance, healthy habits and much more.

### Providing Resources for Employers

ESG offers multiple services for employers from extensive resume banks to workplace trainings. ESG can prescreen applicants and arrange on-site timely and productive interviews to find just the right candidate. In addition, ESG is knowledgeable about employer tax incentives and grant opportunities.



# 19-20 CALENDAR-AT-A-GLANCE

**July (T=0/S=0)**

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**August (T=0/S=0)**

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**September (T=20/S=19)**

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**October (T=22/S=21)**

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**November (T=17/S=17)**

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**December (T=15/S=15)**

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## ROCHESTER CITY SCHOOL DISTRICT 2019-20 SCHOOL CALENDAR



### SEPTEMBER

- 2 Labor Day (All Facilities Closed)
- 3 Superintendent's Conference Day (No school for students)
- 4 School Opens (Full day for PreK-12 students)

### OCTOBER

- 11 Superintendent's Conference Day (No school for students)
- 14 Columbus Day (All Facilities Closed)
- 15 Parent/Teacher Conferences/Elementary
- 17 Parent/Teacher Conferences/Secondary

### NOVEMBER

- 5 Recess (School not in Session – 12 month staff report)
- 11 Veterans Day (All Facilities Closed)
- 27 Thanksgiving Recess (School not in Session – 12 month staff report)

- 28-29 Thanksgiving (All Facilities Closed)

### DECEMBER

- 23-Jan. 3 Winter Recess (School not in Session – 12 month staff report)
- 24-25 Christmas (All Facilities Closed)

### JANUARY

- 1 New Year's Day (All Facilities Closed)
- 20 Martin Luther King Day (All Facilities Closed)
- 21-24 NYS Testing (Regents Exam)

### FEBRUARY

- 17 Presidents Day (All Facilities Closed)
- 18-21 Mid-Winter Recess (School not in Session – 12 month staff report)

### MARCH

- 3 Parent/Teacher Conferences/Elementary
- 5 Parent/Teacher Conferences/Secondary
- 25-27 NYS Testing (3-8 ELA Assessments)

### APRIL

- 3 Superintendent's Conference Day (Superintendent's Initiatives – No school for students)
- 6-9 Spring Recess (School not in Session – 12 month staff report)
- 10 Good Friday (All Facilities Closed)
- 13 Recess (School not in Session – 12 month staff report)
- 21-23 NYS Testing (3-8 Math Assessments)

### MAY

- 4 Superintendent's Conference Day (Superintendent's Initiatives – No school for students)
- 25 Memorial Day (All Facilities Closed)

### JUNE

- 2 NYS Testing (Regents Exam)
- 17-25 NYS Testing (Regents Exams)
- 25 Last Day of School for PreK-12 Students
- 26 Regents' Rating Day / Last day for teachers

First Day for PreK-12 students

Holiday/Recess

NYS Regents Exams/ 3-8 ELA & Math Assessments

Parent/Teacher Conference (school in session)

Half-day for Students

Regents Rating Day

Superintendent's Conference Day

Teacher Days = 185 (includes Supt Conf Days)

Student Days = 180

First Emergency Make-up Day - April 13, 2020

Approved by the Board of Education: Revised April 25, 2019

**January (T=19/S=19)**

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**February (T=15/S=15)**

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**March (T=22/S=22)**

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**April (T=16/S=15)**

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**May (T=19/S=18)**

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

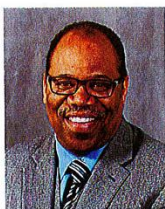
**June (T=20/S=19)**

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## BOARD OF EDUCATION

The Board of Education of the Rochester City School District (RCSD) is the governing body of RCSD. Current Board Members are listed below and can be found at <https://www.rcsdk12.org/boe>.

### Board Members



**Van Henri White, Board President**

**Email:** [van.white@thelegalbrief.com](mailto:van.white@thelegalbrief.com)

**Board Liaison to:** Schools 17, 43, 50, 54, 57, East High School Upper School, East High School Lower School, OACES, and Youth and Justice Program

**Term Expires:** December 2021



**Cynthia Elliott, Board Vice President**

**Email:** [cynthiaelliott1938@yahoo.com](mailto:cynthiaelliott1938@yahoo.com)

**Board Liaison to:** Schools 3, 9, 22, Leadership Academy for Young Men, Rochester International Academy, Vanguard Collegiate High School, and Integrated Arts and Technology High School

**Term Expires:** December 2021



**Judith Davis, Commissioner**

**Email:** [Judith.Davis@rcsdk12.org](mailto:Judith.Davis@rcsdk12.org)

**Board Liaison to:** Schools 5, 34, 39, and 44; Joseph C. Wilson Foundation Academy, Northeast College High School and Northwest Junior High School at the Douglass campus, and LyncX Academy.

**Term Expires:** December 2019



**Dr. Elizabeth Hallmark, Commissioner**

**Email:** [Elizabeth.Hallmark@rcsdk12.org](mailto:Elizabeth.Hallmark@rcsdk12.org)

**Board Liaison to:** Schools 8, 12, 15, 35, 53, 58, School of the Arts, North S.T.A.R. Program

**Term Expires:** December 2019



**Beatriz LeBron, Commissioner**

**Email:** [beatriz.lebron@rcsdk12.org](mailto:beatriz.lebron@rcsdk12.org)

**Board Liaison to:** Schools 2, 7, 10, 16, 19, 29, James Monroe High School, Young Mothers and Interim Health Academy, Home Hospital Instruction Program, Bilingual Language Literacy Academy and All City High School Program

**Term Expires:** December 2019



**Willa Powell, Commissioner**

**Email:** [Willa.Powell@rcsdk12.org](mailto:Willa.Powell@rcsdk12.org)

**Board Liaison to:** Schools 23, 25, 28, 33, 45, 46, 52, P-Tech High School Program, School Without Walls

**Term Expires:** December 2019



**Natalie Sheppard, Commissioner**

**Email:** [Natalie.Sheppard@rcsdk12.org](mailto:Natalie.Sheppard@rcsdk12.org)

**Board Liaison to:** Schools 4, 20, Edison Career and Technical High School, RISE Community School (formerly 41), 42, Rochester Early College International High School, Joseph C. Wilson Magnet High School, and Rochester Early Childhood Education Center

## OACES SCHOOL ADMINISTRATION & STAFF

Paul V. Burke, Director

Teresa Root, Associate Director

Dr. Narlene Ragans, Administrative Analyst

Dr. James Maddison, Budget Analyst

Mark Rogacki, Data Analyst

Terri L. Woodard, Partner Liaison

# OACES STAFF ROSTER

## STAFF Roster 2019-20 School Year

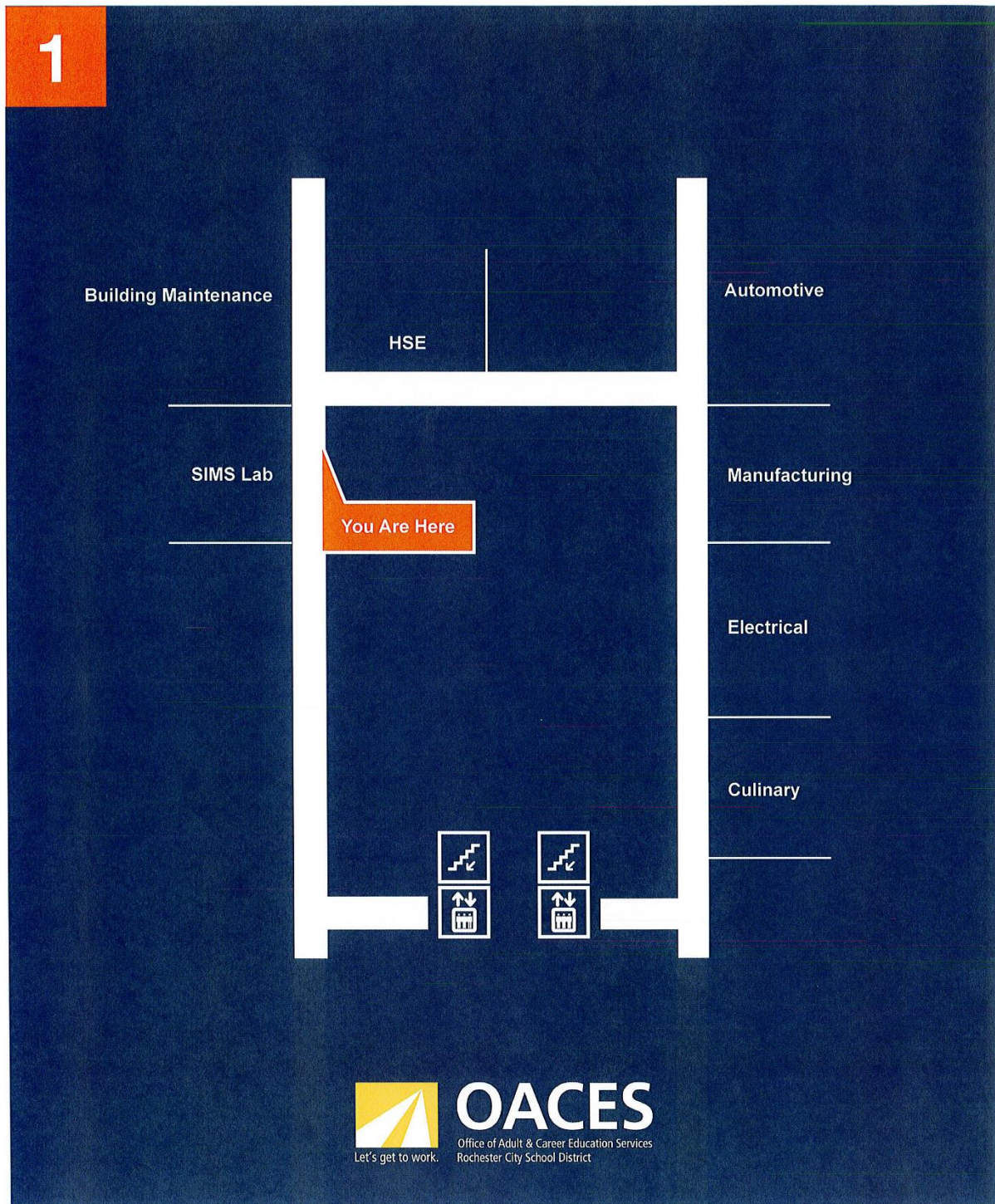
Name	Assignment	Room	Extension
Altamura, Melody	Mary's Place M-F	Lexington Ave.	
Badura, Don	MCJ		
Benitez, Tiffany	Food Service Helper-Culinary	229	2290
Boothby, Bob	Consultant	205	2059
Bozza, Diane	Hourly Teacher Contact	211	2110
Brant, Jennie	ESL Evening M/W	134	1340
Brantis, Marie	Office Clerk II	218	2185
Brown, Dionne	Intake	321	3210
Burke, Paul	Director of OACES	218B	2182/324-9901
Caiola, Roseann	ESG Services	210C	2101
Champeau, Belinda	Intake AM	314	3140
Chona, Javier	Bldg Maintenance & HSE Evening T&R	130/134	1300/1340
Clocksins, Jeana	ESL-AM	234	2340
Decker, Andrew	ABE	134	1340
DeWolf, Alla	MAC	200	2000/324-9928
Dominguez, Deb	Mary's Place M-F	Lexington Ave.	
Dreyer, Dan	ASE/HSE	318	3180
Ferris, Tracey	ESL-PM	224	2240
Finch, Greg	ESL	226	2261
Gee, Kevin	HSE MCJ	MCJ	
Geraci, Laura	C.N.A.	202	2020
Gertzog, William	ESL-PM	234	2340
Goode, Delene	Citizenship	223	2230
Hall, Georgia	Evening Administrator		
Healey, Lisa	ESL Testing	216	2164
Herrick, Elizabeth	HSE CS	221	2210
Hizer, Katherine	C.N.A.	204	2040
Ignarri, Patricia	Fast Track	205E	2055
Jones, Carol	HSE CS	221	2210
Kellman, James	Automotive Technologies	138	1380/6500
Kulazhonak, Dzina	Food Service Helper	229	2290
Lamel, Sinead	Media	209	2090
LaPiaca, Joe	CTE Coordinator	205A	2054
Levin, Anthony	Youth	132	1320
Luu, Quyen	ESL Intake	216	2160
Maddison, James	Budget/Grants	215	2150
Mason-Williams, Patricia	HSE - Threshold Community Place	145 Parsells Ave	
McCloskey, France	ESL AM	224	2240
Millington, Jason	CTE - Electrical	144	1440
Mongelli, Patricia	ESL - Refugees Helping Refugees	Monroe Ave.	
Narvaez, Luis	School Sentry I BL		1500
Nazario-Hernandez, Lucia	Para	213	2130
Nguyen, Aline	ESL-Refugees Helping Refugees	Monroe Ave.	

**STAFF Roster  
2019-20 School Year**

Name	Assignment	Room	Extension
Nykonchuk, Nina	Para	216	2161
Otero-Perez, Stephanie	Food Service Helper	229	2290
Pantojas, Ivin	Clerk IV BL	213	2132
Perticone, Annette	Office Clerk I	218	2187/324-9903
Primus, Elizabeth	ESL-PM	236	2360
Ragans, Narlene	Administrative Analyst	217	2170
Rice, Juliet	ESL-Evening		
Rizzo, James	Intake AM	314	3140
Rogacki, Mark	Data Coordinator	205H	2051
Root, Teresa	Associate Director	218D	2184
Sanner, Rebekah	Manufacturing CTE	324	3240
Schlagman, Naomi	ESL-PM	228	2280
Scott, Sharon	Clerk IV Attendance	213	2130
Shattuck-Gittens, Stephanie	Intake Evening M/T/W	132A	1321
Stevely, Diane	ESL-AM	236	2360
Torrealba, Jose	Counselor/TASC Examiner	325	3250
VanPetty, Shirley	ESL-AM	228	2280
Viera, Pam	ESL-AM	232	2320
Wagner, Louise	ESL-PM	232	2320
Wellington, Monica	ESL Refugees Helping Refugees	Monroe Ave.	
Williams, John	ABE-AM Eve-MCJ	316	3160
Woodard, Terri	Grants/TOA	218	2181
Wujcik, Jeffrey	Culinary Careers	229	2290

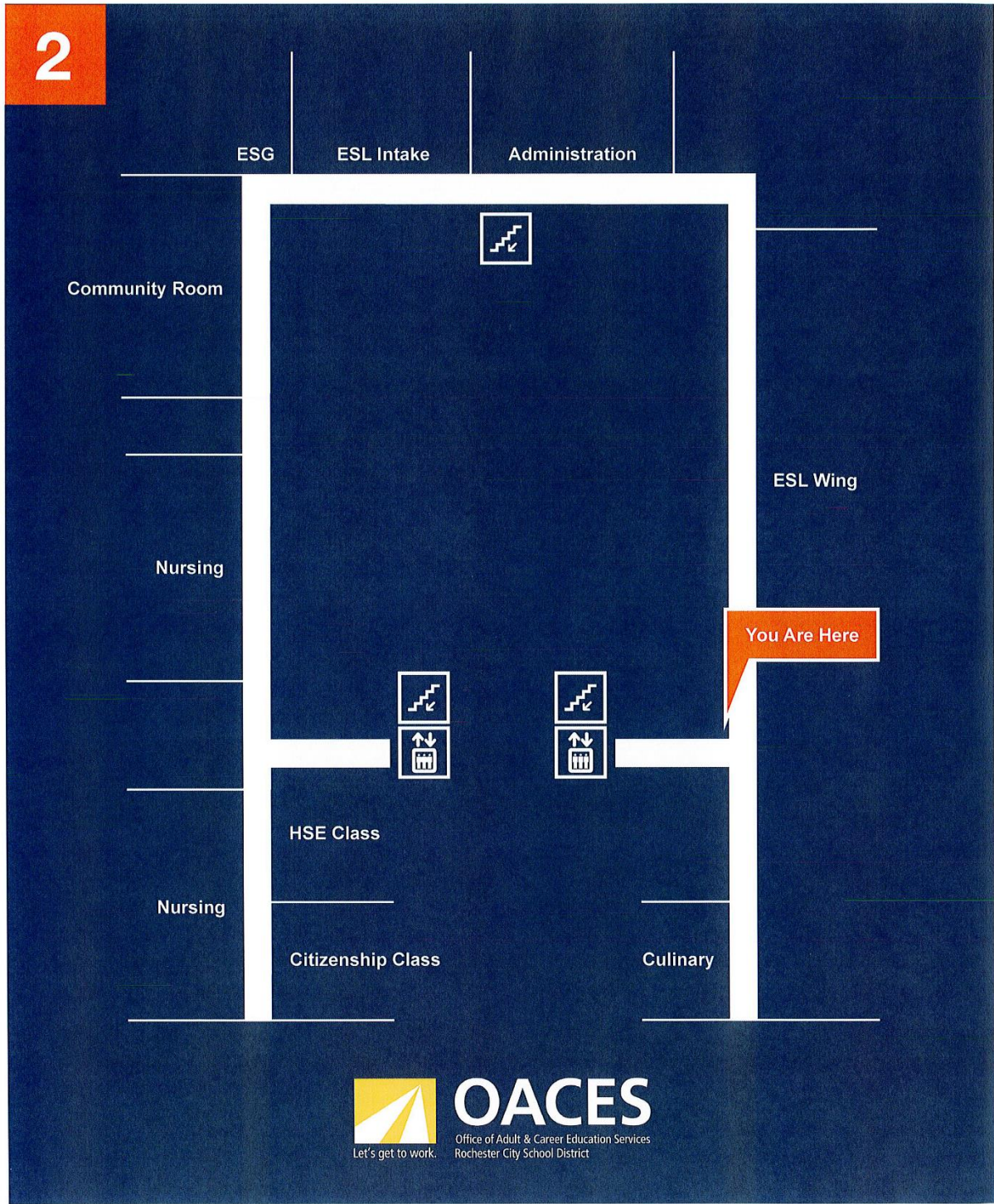


## OACES FLOOR MAPS





2



**OACES**  
Office of Adult & Career Education Services  
Rochester City School District



3

HSE

Print

HSE

HSE Intake

HSE

You Are Here



**OACES**  
Office of Adult & Career Education Services  
Rochester City School District





***Imagine yourself in a better job  
and more successful in life.***

***Enroll in classes at OACES  
and let's get to work!***

OACES students come from all kinds of backgrounds and life experiences. Some students enroll to fulfill personal goals; get their high school diploma; improve their English speaking skills; or to become a better family provider.

No matter what your dreams might be, OACES is the first step in making them come true.

## **How to apply**

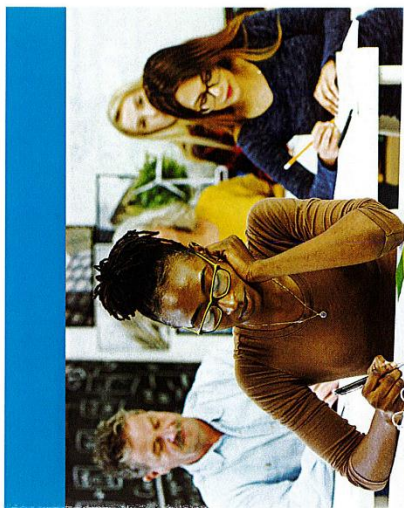
To schedule an Intake date, go to [oaces.net](http://oaces.net) and click on "Enroll Now."

Financial aid will be determined at your intake date.

OACES follows the Rochester City School District calendar.

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.

Call (585) 467-7683, visit us in person Monday through Friday at our main office—30 Hart Street, Rochester, or online at [oaces.net](http://oaces.net).



**TIME FOR YOUR  
HIGH SCHOOL  
DIPLOMA?**

**LOOKING FOR  
A NEW CAREER?**

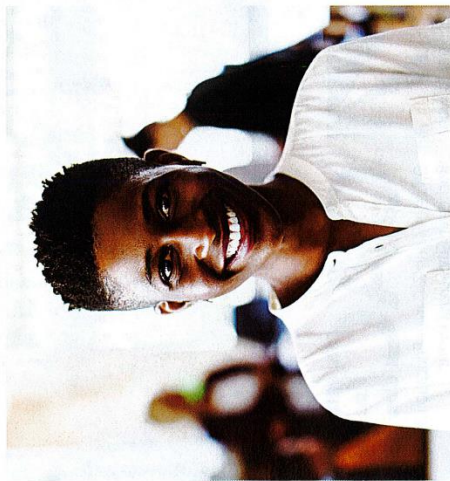
**WANT TO LEARN  
ENGLISH?**



OACES has a wide range of programs that prepare adults for work, for life, and for success.

OACES is the premier training center for adult and career education services, offering a variety of programs at multiple locations. Experienced, qualified staff will help you meet your educational and employment goals.

OACES is located in downtown Rochester and is part of the Rochester City School District.



OACES programs offer a flexible schedule to meet your needs.

Service areas include:

- English and Math Instruction
- Career & Technical Education
- Employment Services
- Workskills Development
- Community-Driven Initiatives
- Integrated Literacy

Career & Technical Education Programs include:

- Automotive Technologies
- Culinary
- Electrical
- Nurse Aide/Nursing Assistant

Integrated Literacy Programs Include:

- Assembly/Manufacturing
- Building Maintenance
- Customer Service in the 21st Century
- Printing & Promotions
- Assembly
- Packaging/Manufacturing

OACES classes are available throughout the year.

OACES also offers the following programs:

- Adult Education/High School Equivalency
- Alternative High School Education (AHSEP)
- Citizenship Education
- Continuing Education
- Department of Labor Apprenticeship
- Employer Assistance
- English For Speakers of Other Language (ESL / ESOL)
- GED/TASC Test Preparation
- Job Placement Assistance
- Job Readiness Training
- Refugee Assistance Program
- Workplace Education

Training is tailored to your individual needs. You learn at your own pace. Our certified staff support and guide you so you can meet your educational goals.