



# **ADULT CAREER TRAINING STUDENT HANDBOOK**

## Notice of Non-discrimination

The Monroe #1 BOCES does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality ), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In addition, students are also afforded protection based on weight.

### Civil Rights Compliance Officers:

#### **James Colt**

Director of Safety and Security,  
38 O'Connor Rd., Fairport, NY 14450  
[James\\_Colt@boces.monroe.edu](mailto:James_Colt@boces.monroe.edu)  
585-383-2298

#### **Suzanne Starr**

Safety & Security Office,  
38 O'Connor Road, Fairport, NY 14450  
[Suzanne\\_Starr@boces.monroe.edu](mailto:Suzanne_Starr@boces.monroe.edu)  
585-377-4660, ext. 7371

### DASA Coordinators:

#### **BOCES-WIDE**

**James Colt (Safety and Security)**  
585-383-2298  
[James\\_Colt@boces.monroe.edu](mailto:James_Colt@boces.monroe.edu)

**Bill Hurley (Mental Health)**  
585-383-6641  
[William\\_hurley@boces.monroe.edu](mailto:William_hurley@boces.monroe.edu)

#### **Adult Career Training**

**Amy Spindler, EMCC**  
585-387-3818  
[amy\\_spindler@boces.monroe.edu](mailto:amy_spindler@boces.monroe.edu)

# **CAREER TRAINING**

## **Student Handbook**

Monroe #1 BOCES  
Adult Career Training Programs

### **Welcome!**

Welcome to Monroe #1 BOCES Adult Career Training Programs. We certainly hope you enjoy your program and wish you much success with it as well as your future career endeavors.

This handbook is intended to inform you of your rights and responsibilities as a Monroe #1 BOCES student. Your contributions and support are important to your academic success, and we encourage open communication with Adult Ed staff and your instructor. Please contact us if we can be of help to you.

### **Staff**

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Mike Ehret	387-3814	Principal
Barry Tierney	387-3813	Assistant Principal
Debbie Affeldt	387-3816	Attendance Secretary
Jan Bosotina	387-3815	Principal Secretary
Amy Spindler	387-3818	Counselor

### **Instructors**

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Len Hall	249-7846	Automated Manufacturing & Machining
Jeff Staheli	383-6610	Auto Services/Under Car Care
Steve Donovan	383-6452	Auto Services/Engine
Joe Alati	383-6647	Auto Collision Repair
Stephen Stanley	383-6407	Construction Trades
David Swilley (daytime)	383-6409	Commercial and Residential Electricity
Scott Combs	383-6611	Welding

## Attendance Policy

1. Classroom instructors record and maintain attendance on a daily basis, noting tardiness and early departure.
2. You are required to call the attendance office at (585) 387-3816 or your instructor to report any absence before or within one hour of the class starting time. **All absences are unexcused** unless class is canceled.
3. If your absence from class results in an unacceptable attendance rate, you will receive both verbal and written notice that your attendance is jeopardizing your successful completion of the program.
4. If you are absent 19 days or more of the total class hours for your program, you will not receive a Certificate of Completion nor will you be eligible for job placement assistance. You will still be encouraged to complete your program and will receive a Certificate of Participation, noting your attendance rate on the certificate.

## Cell Phone Policy

Cell phones have truly become an important tool in the world. However, there are times when these tools are not appropriate. Please refrain from using your cell phone during class time unless there is an emergency. If you must make or receive a call during class, please quietly step out and try to keep your call brief and quiet. In addition, taking pictures or audio recording of fellow students, instructors, guest speakers or anyone without their consent is a violation of privacy. The classroom environment is not considered a public area, so there is an assumption of privacy for everyone.

## Grading Policy

Each instructor assigns grades based on the course content; however, the progress report is standard for all courses.

## Discipline

It is the responsibility of all adult students to follow the rules and procedures established for the safety of every person attending any program at Monroe #1 BOCES. Should a student be found in violation of any rules or guidelines overseeing the safe operation of programs and people, it is the responsibility of the Principal to determine if any discipline, including expulsion, is warranted. Depending upon the severity of the offense, expulsion may or may not be preceded by a warning.

## Internship Guidelines

1. You are encouraged to contact employers as potential internship sites as early as possible once class begins.
2. The internship is part of your learning experience, is required, and it is unpaid. (Students who work full time may be exempt from this requirement with appropriate proof of employment.)
3. A contract between Monroe #1 BOCES, the internship site employer, and you must be signed by all parties.
4. You must complete the total number of internship hours or you will not receive a Certificate of Completion for the program; however, if you obtain employment in the program field and can provide

the office staff with 90-day employment verification, you can obtain your Certificate of Completion.

5. You cannot start an internship if your tuition is not paid in full, at least three weeks before the end of classroom instruction.

## **School Closing Information**

Monroe #1 BOCES will close if weather conditions warrant. Please be sure to check for announcements specifically listing Monroe #1 BOCES as closing.

If radio or television announces "Monroe #1 BOCES is closed," that means all programs at the Foreman Center campus, 41 O'Connor Rd.

Information on Monroe #1 BOCES school closings will also be posted on the BOCES Web site at <http://www.monroe.edu>.

## **School Safety**

1. Health Services

If you become ill at school, you should report it to your instructor who will take appropriate action.

2. Accidents/ Emergencies

If you have an accident at school, please tell your instructor or administrator immediately.

Documentation that an injury occurred during a school activity will allow you to be covered under the Monroe #1 BOCES student policy.

An emergency telephone number must be on file with the EMCC office. Please inform your instructor about any changes to your contact information.

3. Fire Drills

Your instructor will explain the procedure for your particular classroom location. You are to exit the building in a prompt and orderly manner and go to a designated area. If you are not in your classroom when the fire alarm sounds, go outside immediately and join your class.

## **Internet Use Policy**

Use of BOCES computer resources is authorized only for purposes that are part of the BOCES educational mission, including but not limited to instruction, administration, research, professional development, or other tasks associated with student programs and staff assignments. Use for any other purpose is prohibited.

## **Student Complaints**

1. If your efforts to resolve an issue directly with the person or people involved are not successful (Step 1) and you need assistance, please contact the counselor's office (Step 2) at (585-387-3818.) If you are still unable to resolve the issue informally, go on to Step 3.
2. (Step 3) File a formal complaint with the Principal or his/her designee.

## **Student Records**

Your student records are confidential. No information regarding you will be shared without you signing a Release of Information form.

# Student Rights

## 1. Student Rights

You have the right to:

- Participate in educational programs without discrimination or harassment.
- Reasonable accommodations in courses and examinations.

You have the responsibility to:

- Take control of your own learning.
- Identify yourself as having a disability and request specific accommodations.
- Provide documentation concerning your disabilities and the need for accommodations.
- Follow all rules set forth for the safety and well-being of students.

Career Training staff has the right to:

- Identify and establish the abilities, skills, and competencies necessary for success in the program.
- Evaluate your performance.

Career Training staff has the responsibility to:

- Provide you with the tools to be a self-advocate of your learning.
- Ensure that all services are accessible to persons with disabilities.
- Provide reasonable accommodations in the delivery of services.

## 2. Student Code of Conduct

The Monroe #1 BOCES Board of Education is committed to providing a safe and orderly school environment, where school personnel may deliver and students may receive quality educational services without disruption or interference. Responsible behavior by students, school personnel, and other visitors is essential to achieving this goal. A copy of the complete Monroe #1 BOCES Code of Conduct is available in the main office (Rm. E-2), or can be downloaded from the BOCES Web site at: <https://www.monroe.edu/Page/2692>

- **Smoking**

New York State law does not permit smoking on school property (including parked cars or road side.) If you are caught smoking on school property you will be reported to the Principal's office for disciplinary action. Repeat offenders may be exited from their program.

- **Sexual harassment**

Sexual harassment involves unwanted sexual advances upon a student or employee, or repeated unwanted sexual comments. Sexual harassment is a form of sexual discrimination. If you have a concern regarding sexual harassment, you should inform an instructor, counselor or administrator as soon as possible. Reports of sexual harassment will be submitted to the Monroe #1 BOCES Title IX Officer for investigation and follow-through.

- **Alcohol/ Illegal Drugs/ Controlled Substances**

Unlawful possession, use or distribution of illicit drugs, as well as the use of alcohol, on school grounds or at any school function is strictly prohibited. In the event a person is found in possession of an illegal substance, the police will be notified and disciplinary action taken. Persons suspected of being under the influence of drugs or alcohol may also face disciplinary action.

- **Use of School Computers Acceptable Use Policy**

You are required to sign a BOCES Internet User Agreement and will be allowed to use the BOCES Internet for study related to your class work. You are responsible for observing the copyright laws in the use of the Internet. A copy of the complete Monroe #1 BOCES Internet Policy is available in your classroom and the main office (Rm. E-2), or it can be accessed from the BOCES Web site at: <http://www.monroe.edu> under Policy #6214

## Support Services

1. Career Counseling and Job Readiness Activities – RochesterWorks! can help you write a resume, learn job-search strategies, and sharpen your interviewing techniques.
2. Counseling – Counseling is available to help you through any difficult and personal issues you may have while in the program. When an issue arises that is beyond the scope of the program, you may be referred to an agency that is better equipped to help you.
3. Referral and Employment Advisement Assistance – When you successfully complete your training, Rochester Works! is available to assist you with interviewing, cover letters, job-search techniques and any questions and concerns that may arise in your job search.

## Textbooks and Materials

All textbooks and class materials, including lab supplies, are provided for the duration of the class at no extra charge. All textbooks and class materials must be returned at the end of the class. You will not be required to purchase tools or special clothing unless required for safety reasons.

## Transportation

If you drive a car, you must obtain a parking permit from the Safety and Security office. If you want to ride the bus, please call RTS for the most recent schedule. Please note that bus schedules may not align perfectly with course start and end times. You may not arrive late or leave early from any Career Training program due to bus scheduling, as full attendance in all programs is required.

## Tuition Payment and Refund Policy

Refund policy applies to any situation or any reason, where a student leaves or drops from a career training program.

1. If you drop from a career training program one full week prior to the start date of the program, you will receive 100% refund of the tuition that has been paid.
2. If you drop from a career training program after the start of the course, you owe the total cost of the program. Unpaid balances will be forwarded to a collection agency. This action affects your credit history, as well as possibly leading to legal action.

## Video Monitoring in School

The Board of Education recognizes the desirability of providing a secure and safe environment for all students, staff and visitors to its facilities. In order to accomplish this goal it authorizes the use of video monitoring equipment to monitor the BOCES facilities for the maintenance of public safety. District monitoring cameras will be used in areas deemed appropriate by the Superintendent of schools, but will not be used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. bathrooms, locker rooms, changing rooms, etc.).