

## Welcome

Welcome to Worcester Public Schools' Night Life Continuing Education Division. Our programs provide lifelong learners with opportunities to develop hands-on skills for employment or just for the fun of it. Our instructors are professionals who work as artisans, business owners, educators, and masters of their trade. Their enthusiasm is contagious as they share their expertise teaching evening classes and technical workshops.

### Worcester Public Schools

Rachel H. Monarrez, PhD, *Superintendent*

### Night Life Administration

Worcester Technical High School

1 Officer Manny Familia Way

Worcester, MA 01605

(508) 751-7612

### Worcester School Committee

Mayor Joseph Petty, *Chairman*

Laura Clancey

Jermaine Johnson

Jermoah Kamara

Susan Mailman

Molly McCullough

Tracy O'Connell-Novick

### Accreditation Standards:

New England Association of Schools and Colleges (NEASC)

MA Board of State Examiners of Electricians approved school

MA Board of State Examiners of Plumbers and Gas Fitters approved school

MassHire Training Pro approved eligible training provider

MA Department of Public Health approved training provider

National Restaurant Association approved training courses

Occupational Safety and Health Administration approved training courses

### Night Life Class Schedule :

***Night Life meets every Mon, Tues, Wed and Thurs evening.***

***Classes begin on Tuesy September 5, 2023. Last class will be Thurs December 21, 2023.***

Night Life will not hold classes on the following dates: ***October 9, November 22 & 23.***

**In the event of inclement weather – Night Life is closed if Worcester Public Schools are closed.**

Notification will be updated on the Night Life website: <http://worcesternightlife.org>.

*To sign up for classes register online at [worcesternightlife.org](http://worcesternightlife.org) or call the Night Life Coordinator: 508-751-7612*

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***Our goal is to provide lifelong learners with opportunities to develop skills and transition technical graduates into entry-level positions within their career fields.***

***To sign up for classes register online at [worcesternightlife.org](http://worcesternightlife.org) or call the Night Life Coordinator: 508-751-7612***

## Career – Vocational Technical

### **Diesel Technology Program (220 Hours)** *Instructor, David Tefft*

Technicians that specialize in Diesel Mechanics are in high demand. If you are looking for a good paying career or wish to improve your pay as a truck driver, this training program is for you. Learn diesel technology basics from a leader in the Diesel Technology industry. Meet industry representatives looking to recruit new employees. This class will help you build critical mechanic skills, gain important certifications and connect with industry reps who are looking for workers. Class begins Wednesday January 3, 2024. *Contact the Night Life Coordinator 508-751-7612 or [sewardr@worcesterschools.net](mailto:sewardr@worcesterschools.net) for an application. Class held at South High Community School.*

**Dates:** Wednesday, Thursday, Saturday January 3, 2024- April 13, 2024

**Time:** Wed, Thurs 5:30-9:30 pm, Sat 8 am until 4pm. 42 classes, 220 hours

**Fee:** \$2,700 (includes books and materials) **Scholarships available.**

### **Electrical Code and Theory** *Instructors listed online*

Would you like to become a licensed electrician? According to the Massachusetts State Board of Electrical Examiners, before you take

#### **The Journeyman licensing exam you must complete:**

- 8000 hours of employment (approximately 4 years) as an apprentice under the direct supervision of a holder of a MA Class B Journeyman's license and
- 600 hours of classroom instruction (8 modules – approximately 75 hours each) in electrical code and theory from an approved school based on the current National Electrical Code; and before you take the

#### **Systems Technician licensing exam you must complete:**

- 4000 hours of employment (approximately 2 years) as an apprentice under the direct supervision of a holder of a MA Class B Journeyman's license and
- 300 hours of classroom instruction (4 modules – approximately 75 hours each) in electrical code and theory from an approved school based on the current National Electrical Code.

#### **Fall 2023**

##### **Level 1A (Mod 1), Level 2A (Mod 3) and Level 3A (Mod 5)**

**Dates:** Mondays & Wednesdays, Sept 6 to December 6

**Time:** 5:00-8:00 pm, 25 classes, 75 hours. **\$595 per 75-hour module**

##### **Level 1B (Mod 2), Level 2B (Mod 4) and Level 4A&4B (Mod 7&8)**

**Dates:** Tuesdays & Thursdays, September 5 to November 30

**Time:** 5:00-8:00 pm, 25 classes, 75 hours: **\$595 per 75-hour module**

**Location:** Worcester Technical High School, 1 Officer Familia Way

Each of these 4 levels consists of 150 classroom hours split into 75-hour modules covering electrical code and theory. The curriculum is based on current Code of Massachusetts Regulations (CMR). Students are required to bring a copy of the latest *MA Electrical Code Book* to classes. After taking all levels and working as apprentices for 8000 clock hours in no less than 4 years before applying, students will be eligible to take the Massachusetts Journeyman Electrician exam administered by the Board of Examiners of Electricians.

## **Course Outline – 600 hours (75 hours per module)**

### **Electrical Level 1 (150 hours)**

Module 1 (75 hours): Jobsite and Electrical Safety, Introduction to the National Electrical Code and Process, DC/Alarm Theory, and Basic Math.

Module 2 (75 hours): Electrical Bonding and Grounding, Low Voltage Systems and Controls, Fire Warning and Security Systems, and Design and Testing.

### **Electrical Level 2 (150 hours)**

Module 3 (75 hours): National Electrical Code application of DC Theory, Massachusetts Electrical Code and Amendments, and Wiring Methods.

Module 4 (75 hours): Fiber, Data and Communications Wiring and Systems, Massachusetts Laws and Regulations Pertaining to Electrical Wiring, and Conduct of Technicians and Apprentices Including Inspection Requirements.

### **Electrical Level 3 (150 hours)**

Module 5 (75 hours): Electricians Math and Basic Electrical Formulas, Electrical Circuit, AC Theory, Raceway, Outlet boxes and conductor fill, and Conductor Selection and Over-Current Protection.

Module 6 (75 hours): Branch Circuit /Feeder/ Service Requirements, Branch Circuit/Feeder/ Service Calculations and Voltage Drops, Motors, Controls and Transformers Requirements, Use of Code book tables and examples, and Swimming Pools and Similar Installations.

### **Electrical Level 4 (150 hours)**

Module 7 (75 hours): One Family Dwelling Calculations, Multi-family Dwelling Calculations, Commercial Load Calculations, and Use of Code book tables and examples.

Module 8 (75 hours): Motor Calculations, Transformer Calculations, Review of Board rules and Regulations, and Review of Massachusetts General Laws applicable to Electricians, General Review of all subjects covered.

## **Hands-On Electrical** *Will Potenti*

This 12-week 72- hour class has been created for individuals considering a career in the Electrical Field but who want to have an opportunity to see the hands -on component of the craft. This class will be taught by a licensed Electrical Inspector and will cover basic wiring and troubleshooting. These class hours do not count towards the State Requirements for the Journeyman Electrical License but it a great way to get introduced to the electrical field.

**Dates:** Tues/Thurs, September 5 to November 30

**Time:** 5-8:00 pm, 24 classes, 72 hours

**Fee:** \$595.00

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

**Plumbing Code and Theory** *Instructors listed online*

Would you like to become a licensed plumber? In Massachusetts, a hopeful plumber begins a 5 year apprenticeship program to receive technical education and complete the required hours of on-the-job training under a licensed master plumber. Plumbers who have successfully completed their apprenticeship are known as journeymen.

To work independently, a plumber is required to receive a license. For each year in which an apprentice obtains 110 clock hours of education, that apprentice must accrue 1700 clock hours of qualifying work experience with some exceptions:

- An unlicensed individual may complete Tier 1 of the education requirement prior to obtaining an apprentice license.
- A licensed apprentice may complete Tier 1 and Tier 2 in a single calendar year.
- In the event that an apprentice is enrolled in a tier but loses their employment, they shall be permitted to complete the tier they are enrolled in.
- Each of these 5 tiers consists of 110 classroom hours covering plumbing code and theory. The curriculum is based on current Code of Massachusetts Regulates (CMR). Students must be registered apprentices to take tiers 2-5. Students are required to bring a copy of the latest *MA Plumbing and Gas Code Book* to classes. After taking all 5 tiers while working as apprentices for 1700 clock hours per calendar year, students will be eligible to apply for the Massachusetts Journeyman Plumber exam administered by the Board of Examiners of Plumbers and Pipefitters.

**Fall 2023**

**Plumbing Tier 1, Tier 2 and Tier 4**

**Dates:** Mondays and Wednesdays, September 6 to December 20

**Plumbing Tier 3 and Tier 5**

**Dates:** Tuesdays and Thursdays, September 5 to December 14

**Time:** 5:30-9:30 pm, 28 classes, 110 hours

**Fee:** \$895 per 110-hour tier

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

**Course Outline – 550 hours (110 hours per tier)**

<b><u>Plumbing Tier 1 (110 hours)</u></b>	
1. Lesson 1 (6 hours): Introduction to Plumbing	5. Lesson 5 (9 hours): Valves and Devices Used in Plumbing
2. Lesson 2 (10 hours): Safety & Installation Practices	6. Lesson 6 (15 hours): Residential Blueprint Reading
3. Lesson 3 (6 hours): Education and Experience Requirements 248 CMR 3.00 and 11.00	7. Lesson 7 (40 hours): Math
4. Lesson 4 (18 hours): Materials, Tools, and Joining Methods used in Plumbing	8. Lesson 8 (6 hours): Definition

### **Plumbing Tier 2 (110 hours)**

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|--|--|
| 1. Lesson 1 (3 hours): Drainage                                    | 6. Lesson 6 (6 hours): Plumbing Code         |
| 2. Lesson 2 (6 hours): Building Sanitary Waste and Venting System  | 7. Lesson 7 (12 hours): Potable Water Supply |
| 3. Lesson 3 (3 hours): Allowable Materials and Approval Procedures | 8. Lesson 8 (32 hours): Math                 |
| 4. Lesson 4 (6 hours): Plumbing Traps                              | 9. Lesson 9 (24 hours): Gas Fitting          |
| 5. Lesson 5 (3 hours): Cleanouts                                   | 10. Lesson 10 (9 hours): Blueprint Reading   |
|  | 11. Lesson 11 (6 hours): Definitions         |

### **Plumbing Tier 3 (110 hours)**

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|---|--|
| 1. Lesson 1 (21 hours): Venting         | 6. Lesson 6 (16 hours): Gas Code             |
| 2. Lesson 2 (18 hours): Drainage        | 7. Lesson 7 (12 hours): Fixture Installation |
| 3. Lesson 3 (18 hours): Water Supply    | 8. Lesson 8 (10 hours): Definitions          |
| 4. Lesson 4 (6 hours): Testing & Safety |  |
| 5. Lesson 5 (9 hours): Storm Drains     |  |

### **Plumbing Tier 4 (110 hours)**

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|---|---|
| 1. Lesson 1 (27 hours): Gas Code              | 8. Lesson 8 (3 hours): Manufactured Homes & Construction Trailers |
| 2. Lesson 2 (6 hours): General Provisions     | 9. Lesson 9 (3 hours): Public and Semi-Public Swimming Pools      |
| 3. Lesson 3 (3 hours): Scope and Jurisdiction | 10. Lesson 10 (3 hours): Vacuum Drainage Systems                  |
| 4. Lesson 4 (24 hours): Drainage Piping       | 11. Lesson 11 (6 hours): Basic Principles                         |
| 5. Lesson 5 (12 hours): Water Supply          | 12. Lesson 12 (8 hours): Definitions                              |
| 6. Lesson 6 (12 hours): Fixture Installations |   |
| 7. Lesson 7 (3 hours): Hospital Fixtures      |   |

### **Plumbing Tier 5 (110 hours)**

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| 1. Lessons 1 - 4 (95 hours): Plumbing & Gas Code Review | 2. Lesson 5 (15 hours): Business Related Costs |
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## **Welding**

This hands-on course will teach you basic oxy-acetylene and shielded metal arc welding skills. Using state of the art equipment, class work will include joint design, melting points, types of filler metal and electrodes. Please purchase a passive welding helmet, MIG welding gloves, chipping hammer, and cutting safety glasses prior to the start of class. (See online description for tool descriptions: [worcesternightlife.org](http://worcesternightlife.org))

**Times:** Mondays and Wednesdays 6:00-8:30pm

**Session I:** Sept. 25-Oct. 23, 2023; **Session II:** Nov. 6-Dec 4, 2023

**Fee:** \$ 495 (includes welding materials)

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

## **Yamaha Introduction to Outboard Motors**

This 80 hour course includes classroom learning and concentrated hands-on training. Taught by an experienced Yamaha instructor, students will learn basic diagnostic procedures, understand electrical systems, ignition systems, rigging, corrosion, propping and lots more. Class tuition cost is \$850.00 but \$400.00 is covered through a generous donation from the Massachusetts Marine Trades Association.

**Dates:** Tuesdays and Thursdays January 9 to March 2, 2024

**Time:** 5:00-9:00pm, 20 classes, 80 hours

**Fee:** \$450.00 (includes materials).

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

## **Career–Medical**

### **Clinical Medical Assistant**

A clinical medical assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care setting. Medical assistants perform both clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners and physician assistants. They typically work in medical offices, clinics, urgent care centers and may work in general medicine or specialty practice. Many organizations are now offering career ladder opportunities for medical assistants with elevated responsibilities and pay. This course will prepare you to take the Certified Clinical Medical Assistant (CCMA) exam accredited by the National Healthcareer Association. **There will be a \$155 fee when you take the CCMA exam.**

**Dates:** Tuesdays, Wednesdays and Thursdays, September 5 to November 28, 2023  
CPR/First Aid Nov 29<sup>th</sup>; Clinical externship (160 hours) begins after class completion.

**Time:** 5:30-9:30 pm, 35 classes, 140 hours

**Fee:** \$2,700 (includes books and materials) *Some scholarships available*

### **Phlebotomy Technician** *Instructor Megan Fitzpatrick*

Are you interested in becoming a Certified Phlebotomy Technician (CPT)? This course will prepare you for work in a laboratory or clinical setting, collecting blood for testing or donation, and provide you with the necessary knowledge and skills to take the CPT exam accredited by the National Healthcareer Association (NHA) during the last class. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings.

**There will be a \$117 fee when you take the Certified Phlebotomy Technician exam.**

**Dates:** Mondays & Wednesdays, September 11 to November 20, 2023.

**Time:** 6-9:30 pm, 21 classes, 72 hours

**Fee:** \$1,400 (includes books and materials) *Some scholarships available*

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

## Arts and Crafts

### **Antique Trunk Restoration:** *Instructor Rick Torres*

Learn how to buy less than perfect antique trunks and restore them into gorgeous heirlooms. Our instructor has over 30 years of experience buying, refurbishing and reselling antique trunks. He will show you what to look for in a trunk purchase, and give you the opportunity for hands-on restoration practices. Bring a trunk to class to work on or purchase a trunk from the instructor.

No prior experience is necessary, please don't wear your favorite clothes, it could get messy! For full description please visit [worcesternightlife.org](http://worcesternightlife.org)

**Dates:** Wednesdays, October 18,25,Nov 1 and 8<sup>th</sup>.

**Time:** 5- 8 pm, 4 classes, 12 hours **Fee: \$145, includes materials except trunk.**

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Creative Origami – One Day Class:** *Instructor Rick Torres*

Beginners are welcomed to this class. Rick has years of experience teaching students simple and more complex Origami techniques. He will make this complicated art form, easy to understand.

**Date:** Wednesday December 6, 2023.

**Time:** 5- 8 pm. **Fee: \$45.**

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Crochet Class Series:** *Instructor Maria Lourdes Rios*

Learn to create several basic crochet stitches, how to read a simple pattern and complete a project with this class. The instructor will provide you with a pattern for class. See student materials requirement online at <http://worcesternightlife.org>.

**Dates:** Six (6) Classes: Tuesdays: Sept 26-Oct 31<sup>st</sup>.

**Time:** 6:00-8:00 pm, 6 classes, 12 hours **Fee: \$95.**

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Flower Arranging Basics** *Instructor Francoise Hsu*

Learn to create your own creative flower arrangements using fresh flowers and natural items found outside. In this class we learn how to create artistic arrangements for all seasons, using floral technique tips from an artisan flower arranger.

**Dates:** Six (6) Wednesdays Sept 27, Oct 4, Oct 11, Oct 18, Oct 25 & Nov 1<sup>st</sup>.

**Time:** 6:00-8:30 pm, 6 classes, 15 hours **Fee: \$135, includes materials.**

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

**Instructor:** *Francoise Hsu of La Jolie Fleur & formerly of Sprout*

*To sign up for classes register online at [worcesternightlife.org](http://worcesternightlife.org) or call the Night Life Coordinator: 508-751-7612*



### **Absolute Beginning Knitting** *Instructor Amy Novins*

At your own pace, you will learn the knit and purl stitches, how to start (cast on), end (bind off) and finish a project (weaving in ends). Once you build confidence reading patterns, recognizing and fixing mistakes, the world of knitting is open to you. See online description. No knitting experience required!!

**Beginning Knitting:** Thursdays, October 5 – October 26, 2023

**Time:** 6:30-8:30pm, Four (4) classes, 8 hours

**Fee:** \$85 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Knitting at Your Own Pace** *Instructor Amy Novins*

This class is for knitters who know the basics (knit, purl, cast on, bind off) of knitting but need support to finish a project. Enjoy being with other knitters and have the support of an instructor who can help with complicated project needs such as cabling, creating a bubble stitch or even picking up dropped stitches. Enjoy time finishing your creation and being with other knitters.

**Own Pace Knitting:** Thursday November 2- December 14, 2023

**Time:** 6:30-8:30pm, 6 classes, 12 hours

**Fee:** \$85 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Photography Simply Basics:** *Instructor Jeff Baker*

#### ***Practical Hands-On Training to make your photos Fun!***

Cell Phones, SLRs and Mirrorless – oh my! No matter what camera you have, the basics are mostly the same. We will start with the aspects of the Exposure Triangle, Depth of Field, and Composition with fun, hands-on experiments to bring everyone up to a similar level. Then we will customize the curriculum based on the overall experience level and interests of those in the class.

**Photography Simply Basics:** Tuesdays, September 19 to October 10, 2023

**Time:** 6-8:30 pm, 4 classes, 10 hours

**Fee:** \$95 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Rivera Way

### **Photography Beyond Basics:** *Instructor Jeff Baker*

#### ***Take your skills to the next level!***

Hand on practice with Light Painting, LED, Flash and Hybrid Lighting. Some simple photo 'tricks' and even a little Photoshop to create the art you saw in your mind before you clicked the shutter!

**Photography Beyond Basics:** Tuesdays, October 17 to November 7, 2023

**Time:** 6-8:30 pm, 4 classes, 10 hours

**Fee:** \$95 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Rivera Way

### **Easy Quilting** *Instructor Amy Friend*

Learn all you need to know to begin and complete a simple quilting project. Gain confidence to tackle more complicated quilt adventures. We will discuss the tools you need, quilting techniques and help you choose a simple project that is right for you. Our instructor will help you create a material and tool list for the project that interests you. Students required to bring their own sewing machine and have a basic understanding of simple machine sewing.

**Easy Quilting:** Wednesdays, September 13 to Nov 1

**Time:** 6-9pm, 8 classes, 24 hours

**Fee:** \$125 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Scallop Shell Decoupage Workshop** *Instructor Lisa Young*

In this class you will create 3 beautiful decoupage scallop shells that can be used as trinket dishes or hang as art/ornaments. Easy 4 step process that is fun!

**Decoupage Class:** Tuesday October 3, 2023. 6:00pm – 8:00pm.

**Fee:** \$59.00 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Sea Glass Trees Workshop** *Instructor Lisa Young*

Create a set of two beautiful sea glass trees. One will be 4.5-6.5" tall; the other 10.5-12.5 inches tall. Great to use for yourself or give as a gift.

**Sea Glass Trees:** Tuesday November 28, 2023. 6:00pm – 8:00pm.

**Fee:** \$59.00 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Sea Glass Window Workshop** *Instructor Lisa Young*

Bring a friend to this fun one class workshop! Use shells, star fish, urchins, sand dollars, stones, glass and other goodies to make a wood framed 8"x10" art piece. Create your own design or use one of the provided templates.

**Sea Glass Workshop:** Wednesday November 15, 2023. 6:00pm – 8:00pm.

**Fee:** \$59.00 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

*To sign up for classes register online at [worcesternightlife.org](http://worcesternightlife.org) or call the Night Life Coordinator: 508-751-7612*

## Carpentry

### **Build a Sitting Bench with Hand Tools** *John Menard*

Make In this 8 week course, students will build a sitting bench, perfect for kicking your shoes off at the end of a long day. Using a minimal tool list, students will learn how to build a staked bench using techniques that will serve as a foundation for building high quality furniture that will last generation.

**Dates:** Mondays, September 18-November 13, 2023 (No class Oct 9<sup>th</sup>)  
**Time:** 6-8:30 pm, 8 classes, 24 hours  
**Fee:** \$165 plus the cost of materials (roughly \$125)  
**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Home Improvements** *Instructor Anthony McGeorge*

Here is your chance to learn many home improvement skills. You will learn basic home repair skills. These will include but not be limited to drywall hole repairs, tile prep installation, trim work cutting and material information, vinyl siding basic installation, install or fix switches, outlets, fans, and lights. Replace a faucet or repair washers, learn to solder copper tubing, fix leaking pipes, fix window & door screens, repair broken or missing ceramic tiles, repair hardwood floors, repair and replace decks and downspouts; properly measure doors and windows for replacement orders. You can DIY (Do It Yourself) with a little guidance and know-how!

**Dates:** Tuesdays, September 26 to Nov 14th  
**Time:** 6:30-8:30 pm, 8 classes, 16 hours  
**Fee:** \$165 *register online @worcesternightlife.org*  
**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

## Culinary Arts

### **Healthy Cooking Class Series (Bilingual Class)** *Instructor Emalinda Mora*

Taught in English and Spanish, this class can change your life! Enjoy this 6 week class with certified Health coach, Emalinda Mora. Learn to make a variety of dishes including vitamin packed salads. Learn grocery shopping tips, discover the best seasonings for delicious meals and have a great time.

**Dates:** Thursdays September 7 – October 12<sup>th</sup>.  
**Time:** 6-8:30 pm, 6 classes, 15 hours  
**Fee:** \$145 *register online @worcesternightlife.org*  
**Location:** Worcester Technical High School, 1 Officer Familia Way

*To sign up for classes register online at [worcesternightlife.org](http://worcesternightlife.org) or call the Night Life Coordinator: 508-751-7612*

### **Basic Sauces:** *Instructor Kim Youkstetter*

Learn to make 5 staple sauces: basic Bechamel ; traditional gravy; hollandaise sauce, traditional Italian red sauce and a veloute sauce (light sauce without dairy). Elevate your cooking repertoire with this easy how-to class.

**Please bring \$5 (cash only) payable to the instructor for ingredients.**

**Date:** Wednesday October 25<sup>th</sup>

**Time:** 6-8:30 pm, 1 class, 2 ½ hours

**Fee:** \$45 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Italian Cooking:** *Instructor Dianna Biancheria*

Back by popular demand, these fun classes show you the how to's of delicious Italian cooking. Learn how to make some of the coveted family recipes of Dianna Biancheria. Each week you will create a different dish including meat and cheese calzones, homemade pasta dishes and more!

**Date:** Tuesdays September 19 to October 24<sup>th</sup>

**Time:** 6-9:00 pm, 6 classes, 18 hours

**Fee:** \$145 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

## **Fitness & Sports**

### **Tai Chi** *Instructor Karim Saunders*

Learn the benefits of the relaxing movements of Tai Chi from this world renown Tai Chi master. Our one-hour class is perfect for beginners or experienced Tai Chi students since it is paced to fit your abilities. Begin your journey of health and well being through the ancient artform of Tai Chi.

**Tai Chi: Wednesdays, September 20 – November 8th**

**Time:** 6-7 pm, 8 Classes; 8 hours.

**Cost:** \$85 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Rivera Way

### **Yoga** *Instructor Dina*

Learn the benefits of the relaxing movements of Tai Chi from this world renown Tai Chi master. Our one-hour class is perfect for beginners or experienced Tai Chi students since it is paced to fit your abilities. Begin your journey of health and well being through the ancient artform of Tai Chi.

**Yoga: Wednesdays, October 16-November 20, 2023**

**Time:** 3:30-4:30pm, 6 Classes; 6 hours.

**Cost:** \$65 *register online @worcesternightlife.org*

**Location:** Worcester Technical High School, 1 Officer Manny Rivera Way

### **Oxygen Aerobics** *Instructor Lee Ann Cipro*

This is a choreographed basic dance aerobics class that begins with a total body stretch and deep breathing to get oxygen into the muscles for best results. Then we begin with FUN and ENERGETIC choreographed dance moves, we use every major muscle group for a TOTAL body workout! Ends with a cool down stretch and standing Abs. Awesome workout!

**Dates:** Wednesdays, September 13 to November 1  
**Time:** 5:30-6:30 pm, 8 classes, 8 hours  
**Fee:** \$85 *register online @worcesternightlife.org*  
**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Get Up Off Your Glutes!!** *Instructor Lee Ann Cipro*

This workshop will leave you with all the excitement to begin exercising be our choreographed basic dance class that begins with a total body stretch and deep breathing to get oxygen into the muscles for best results. Then we begin with FUN and ENERGETIC choreographed dance moves, we use every major muscle group for a TOTAL body workout! We end with a cool down stretch and standing Abs. Awesome workout!

**Dates: One- time class:** Wednesday, October 18, 2023.  
**Time:** 7:00-8:00pm, 8 classes, 8 hours  
**Fee:** \$20 *register online @worcesternightlife.org*  
**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### **Golf** *Instructor Jim Fenner*

**Beginner** – Learn the proper fundamentals of golf. You will learn correct grip, stance, and posture. Other topics covered include full swing, chipping, and putting. Students must purchase golf balls at Cyprian Keyes - use our clubs or bring your own! Proper dress is required.

**\*Because of the generosity of Cyprian Keyes Golf Club, all participants in the Night Life golf program are eligible to play golf at the Par 3 Cyprian Keyes Golf Course on Friday evenings at 5 pm for \$20.**

*(see class dates on next page)*

**Beginners:** Tues, Wed, Thurs 5:30-6:30 pm 6 classes, 6 hours.  
**Dates:** Classes begin the second week of September (9/11/2023)  
**Fee:** \$145 *register online @worcesternightlife.org*  
**Location:** Cyprian Keyes Golf Club, 284 East Temple Street, Boylston

*To sign up for classes register online at [worcesternightlife.org](http://worcesternightlife.org) or call the Night Life Coordinator: 508-751-7612*

## Languages

### Conversational Spanish I & II

New instructor! Conversational Spanish will provide you with a general introduction to the Spanish language. The primary objective of this course is to give you the ability to carry on a simple conversation. Emphasis will be on listening, speaking, reading and limited writing. You will learn a basic understanding of Spanish culture, vocabulary and grammatical concepts. No Spanish experience required!

**Spanish I:** Tues/Thurs, September 12 – October 12, 2023

**Spanish II:** Tues/Thurs, October 17-November 16, 2023

**Time:** 6:30-8:30 pm, 8 classes, 16 hours

**Cost:** \$145 register online @worcesternightlife.org

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

## Music

### Beginning Guitar *Instructor Gabe Cain*

Learn the basics of guitar playing: how to hold the guitar, how to hold your fingers on a guitar, play basic guitar chords, read guitar tablature, and learn how to strum. You will be able to strum a tune after taking this class. Bring a guitar, capo and smart phone.

**Dates:** Wednesdays, October 4 - November 29 (No class Nov 22<sup>nd</sup>)

**Time:** 7-8:30pm, 8 classes, 12 hours, \$85.00

**Fee:** **\$85.00** register online @worcesternightlife.org

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

### Intermediate Guitar *Instructor Dave Santospago*

Dave Santospago, our intermediate guitar instructor, has been playing guitar and performing in the Boston area for 30 years and has been teaching guitar students for 20 years. He focuses on meeting students where they are and providing a safe place for students to develop musicianship and experience the joy of group performance.

**Dates:** Tuesdays September 12- November 14, 2023

**Time:** 7-9:00pm, 10 classes, 20 hours, \$150

**Fee:** **\$ 150.00** register online @worcesternightlife.org

**Location:** Worcester Technical High School, 1 Officer Manny Familia Way

*To sign up for classes register online at [worcesternightlife.org](http://worcesternightlife.org) or call the Night Life Coordinator: 508-751-7612*

## **Instant Guitar For Hopelessly Busy People** *Instructor Craig Coffman*

Learn the basics of guitar playing: how to hold the guitar, how to hold your fingers on a guitar, play basic guitar chords, read guitar tablature, and learn how to strum. You will be able to strum a tune after taking this class.

**Dates: Tuesday October 24, 2023**

**Time:** 6:30-9:00pm, 8 classes, 12 hours, \$59

**Location:** This is an online class. The access link will be sent upon registration.

## **Instant Piano For Hopelessly Busy People** *Instructor Craig Coffman*

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do-using chords. Since this class is being held online with ZOOM you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. Learn the basics of guitar playing: how to hold the guitar, how to hold your fingers on a guitar, play basic guitar chords, read guitar tablature, and learn how to strum. You will be able to strum a tune after taking this class.

**Dates: Monday October 23, 2023**

**Time:** 6:30-9:30pm, 8 classes, 12 hours, \$59

**Location:** This is an online class. The access link will be sent upon registration.

## **Learn new skills – affordable, fast and fun**

**6 week and self-paced online classes – [ed2go.com/nightlife](https://ed2go.com/nightlife)**

### **Business and Finance**

Accounting Fundamentals  
Effective Business Writing  
Grant Writing  
Personal Finance  
Real Estate Investment  
Start Your Own Business  
Stocks, Bonds, and Investing: Oh, My!  
Using Social Media in Business

### **Career and Life Skills**

Achieving Success with Difficult People  
Computer Skills for the Workplace  
Get Assertive!  
Keys to Effective Communication  
Leadership  
Mastering Public Speaking  
Project Management  
Resume Writing Workshop

Supervision and Management  
Workplace Law

### **Career Exploration**

Interior Design  
Medical Coding  
Medical Transcription  
Nursing  
Paralegal  
Pharmacy Technician  
Veterinary Assistant

### **Computers**

Adobe InDesign, Illustrator, Lightroom and Photoshop  
C# Programming  
CompTIA A+  
CSS and HTML  
Creating Web Pages

Introduction to Networking  
 Java Programming  
 Keyboarding  
 MS Access, Excel, PowerPoint, and Word  
 PHP (Hypertext Preprocessor)  
 Python 3 Programming  
 QuickBooks  
 SQL (Structured Query Language)  
 Visual Basic  
 WordPress Websites

### Education

Blogging and Podcasting  
 Creating Classroom Centers  
 Guided Reading and Writing  
 Technology in the Classroom  
 Ready, Set, Read!  
 Reading Strategies That Work  
 Solving Classroom Discipline Problems  
 Spanish in the Classroom  
 Teaching Smarter with SMART Boards  
 Teaching Students With ADHD  
 Teaching Students With Autism  
 Prep-GED, SAT, ACT, GRE, GMAT, LSAT

### Health

Food, Nutrition, and Health  
 Human Anatomy and Physiology  
 Medical Terminology  
 Spanish for Medical Professionals

### Language and Arts

Conversational French  
 Conversational Japanese  
 Drawing for the Absolute Beginner  
 Grammar for ESL  
 Grammar Refresher  
 Instant Italian  
 Sign Language  
 Speed Spanish

### Writing

Creativity Training for Writers  
 The Keys to Effective Editing  
 Technical Writing  
 Writing Essentials

## Advance your career – industry recognized credentials

✓ Exam costs included – [careertraining.ed2go.com/nightlife](http://careertraining.ed2go.com/nightlife)

### Medical

Advanced Hospital Coding ✓  
 Advanced Medical Interpreter  
 Medical Billing & Coding ✓  
 Clinical Medical Assistant ✓  
 Electronic Health Records Specialist ✓  
 Health Unit Coordinator ✓  
 Healthcare & Eldercare Mediator  
 Inpatient Coder ✓  
 Medical Transcriptionist ✓  
 Medical Administrative Assistant ✓  
 Outpatient Coder ✓  
 Pharmaceutical Sales Representative ✓  
 Physical Therapy Aide ✓  
 Professional Medical Auditor ✓  
 Risk Adjustment Coder ✓  
 Clinical Dental Assistant  
 Medical Interpreter (Spanish/English)  
 Medical Office Manager ✓

Patient Care Technician ✓  
 Pharmacy Technician ✓

### Business

Accounts Payable Manager ✓  
 Accounts Payable Specialist ✓  
 Administrative Professional ✓  
 Bookkeeper ✓  
 Credit Counselor ✓  
 Financial Health Counselor ✓  
 Global Business Professional  
 Green Supply Chain Professional ✓  
 Internal Auditor  
 Quality Auditor ✓  
 Quality Engineer ✓  
 Quality Improvement Associate  
 Six Sigma Black Belt ✓  
 Six Sigma Green Belt ✓  
 Six Sigma Yellow Belt ✓  
 Chartered Tax Professional



Court Interpreter (Spanish/English)

Financial & Career Coach ✓

Human Resources Professional

Lean Training ✓

PMI Risk Management Professional ✓

Student Loan Counselor ✓

The Complete Project Manager

### Information Technology

AWS Sytem Operations ✓

Ethical Hacker ✓

Information Security Manager ✓

Information Systems Auditor ✓

Information Systems Security Professional ✓

CompTIA Advanced Security ✓

CompTIA Linux+ ✓

CompTIA Mobility+ ✓

CompTIA Project+ ✓

CompTIA A+ ✓

CompTIA Cloud+ ✓

CompTIA Network+ ✓

CompTIA Security+ ✓

EXIN Cloud Computing

Help Desk Analyst

Information Security Training ✓

IT Foundations Bundle ✓

ITIL Capability Expert ✓

ITIL Foundation ✓

ITIL Life Cycle Expert ✓

Systems Security Practitioner ✓

VMware Associate ✓

### Career and Life Skills

Achieving Success with Difficult People

Computer Skills for the Workplace

Get Assertive!

Keys to Effective Communication

Leadership

Mastering Public Speaking

Project Management

Resume Writing Workshop

Supervision and Management

Workplace Law

### Career Exploration

Interior Design

Medical Coding

## Frequently Asked Questions & Policies

**First Night of Class:** Please report to the main office at the school to find out in which room your class is scheduled to meet.

**Parking:** Parking for students is provided in designated parking areas. The parking lots are well maintained and lit. Please do not park in front of shop doors or in the circular driveway.

**Smoke-Free School:** Worcester Public Schools are smoke free. This includes use of all tobacco products in school buildings and on school grounds.

**Tuition:** Must be paid in full at time of registration. Payment may be made by check, money order, MasterCard or Visa. Night Life reserves the right to cancel classes with insufficient enrollment and to make changes in instructors or class schedules due to unforeseen circumstances.

**Books & Supplies:** If a textbook is required for a class, the text information can be found on our web page in the course description.

**Class Cancellations & Snow Policy:** Occasionally, due to unforeseen circumstances, a scheduled class must be cancelled. Cancelled classes are made up (same day of the week and time) by extending the finish date of the course, unless other arrangements are made between the instructor and the class. When day school is cancelled due to snow conditions or other

weather or emergency events, evening classes are also cancelled. In the event day classes are not cancelled, the weather worsens and a decision to cancel evening classes is made, it will be posted on the Worcester Night Life website by 4 pm.

**Nondiscrimination Policy:** Night Life welcomes and admits students of any race, color, religion, handicap, national and ethnic origin and extends all the rights, privileges, programs, and activities generally accorded and made available to Continuing Education students. Children under the age of eighteen are permitted to register only with the express consent of the instructor.

**Certificates and Course Credit:** Unless otherwise specified, all Night Life courses are non-college credit. Colleges and universities may upon their own discretion issue proficiency credit for course work taken through Night Life. Certificates of proficiency and completion are issued to students enrolled in career training and professional development courses upon successful completion of a course or program.

**Withdrawals/Refund Policy:** If we cancel a course due to insufficient enrollment or if a course is filled when we receive your payment, you will be given a full refund. If you withdraw from a course at least 72 hours before the start date, you will receive a full tuition refund. Withdrawal less than 72 hours before first class, 100% credit memo. Withdrawal after the first class meets and before the second class meets: 75% credit memo only. No credit memos will be issued after the second class is held.

#### **Financial Aid:**

**Employers** – Funds for up to 50% of the actual cost of training are available for MA businesses with 100 or fewer employees. Approved businesses are limited to \$30,000 per company per calendar year and \$3,000 per employee per course. For more information, visit [workforcetrainingfund.org/apply/express-program](http://workforcetrainingfund.org/apply/express-program).

**Worcester Residents** – For Worcester Jobs Fund aid availability, please contact Arianna Drummy at (508) 373-7641.

**Veterans** – GI Bill® benefits are available for some of our training programs.

- Delayed VA Payments - Under S2248 PL 115-407 Section 103, Worcester Technical High School will not impose a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from the VA up to the certified benefits amount. Any portion of the student bill not covered by VA benefits is still expected to be settled by the due date.
- Prior Credit – Worcester Technical High School maintains written records of previous education and training of the veteran or eligible person and indicates appropriate credit has been given for previous education and training.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>.*

## **Enrollment Dates and Entrance Requirements**

Worcester Technical night school programs run on an academic calendar year by semester meaning classes start in September and end in June. Due to inclement weather, Worcester Technical may be closed when school is in session. If this is the case, make-up classes may result in the program ending later than the last scheduled day in June. When a student registers for their evening program, they need to complete the attached enrollment agreement identifying that they are aware of their enrollment and expectations.

To receive educational VA benefits, students must:

1. Be matriculated into an approved certificate program;
2. Apply for Veterans Education Benefits at [www.hew.vets.gov](http://www.hew.vets.gov); and
3. Submit a Certificate of Eligibility to the school's VA Certifying Official: Ruth Seward, Worcester Technical High School, 1 Officer Manny Familia Way Worcester, MA 01605. **Note:** Once the VA has processed and approved the application, the student will receive a Certificate of Eligibility from their office. The Certificate of Eligibility will allow us to verify the student's enrollment to the VA.

## **Physical Facilities**

Worcester Technical High School is located at 1 Officer Manny Familia Way , Worcester, MA 01605. The school contains general purpose classrooms, clinical laboratories, shop classrooms and administrative offices. Labs and shops are furnished with modern equipment representative of industry standards. Worcester Tech's facilities and equipment fully comply with all federal, state, and local ordinances and regulations, including requirements pertaining to fire safety, building safety, and handicapped accessibility.

## **Anti-Discrimination Law**

Worcester Technical High School is an Equal Opportunity/Affirmative Action Educational Institution and does not discriminate regardless of race, color, religion, national origin, ancestry, sex, gender identity, age, handicap (disability), genetics, military service, mental illness, sexual harassment or sexual orientation as required by Title IX of the 1972 Educational Amendments and Chapter 622 of the Acts of 1971, and Section 504 of the Rehabilitation Act of 1973. Comments made in jest which may insult others. Therefore, in order to provide a bias-free atmosphere in our school, racial slurs, ethnic jokes, religious bigotry, and detrimental statements or comments concerning race, marital status, sexual orientation, color, gender, age, religion, gender identity, national origin, or disability are prohibited.

## **Progress Policy**

You must make satisfactory progress toward completion of the program in which you are enrolled to continue receiving veterans' benefits. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate with the approved length of the program. Progress will be monitored by your instructors and will be verified by the school's VA Certifying Official.

The VA will only pay for standard hours in the approved program of study. For you to complete your training within the standard time, your progress must be measured at a level in keeping with school policy. If your progress is not satisfactory in any school measured portion of the program, you will be notified to such and placed on probation for 30 days, at which time your progress will again be evaluated. If satisfactory improvement is not made by the end of this probationary period, your benefits will be terminated. You may, however, be able to continue your training in accordance with school policy.

**Note:** Once you have completed the standard hours in this program, your benefits will cease. This is true regardless of your remaining educational benefit entitlement.

Students enrolled in Worcester Technical night school programs are graded based on attendance and participation in the course. Occasional quizzes and exams may be administered to assess learning but overall success in the course is dependent upon students attending the scheduled classes in their program.

At the 50% benchmark of their enrollment period, students must maintain a minimum academic Grade Point Average of 70% "C" or better to be considered making Satisfactory Academic Progress (SAP). If it is determined that a student is not achieving the minimum standard of academic performance, that student shall be placed on Unsatisfactory Academic Warning Status.

The length of the Unsatisfactory Academic Warning Status shall remain in effect until the next Satisfactory Progress evaluation (100% benchmark) is measured. When the next Satisfactory Academic Progress (SAP) evaluation is measured at the 100% completion benchmark, if it is determined that the student is still not achieving the minimum standard of academic performance required by way of a Grade Point Average, he/she shall be placed on Unsatisfactory Academic Probation Status.

When a student has failed to maintain the prescribed standards of progress, the VA will be notified and any benefit payments will be discontinued in accordance with the law. When a student's benefits have been discontinued, the student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, VA benefits will be reinstated. If the student fails to appeal the action, or the appeal is denied, the student's VA benefits will remain discontinued.

Worcester Technical High School maintains progress records show the courses taken each term and the grade assigned at the end of the term. These records are furnished to the student upon request.

### **Student Conduct and Conditions for Dismissal**

Disruptions and unprofessional behavior which may result in expulsion from class and forfeiture of payment include, but are not limited to:

1. Physical or verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person
2. Attempted or actual theft of and/or damage to personal or public property

3. Violation of federal, state, or local law on premises, including but not limited to the following:
  - a) Intoxication, use, possession or distribution of alcoholic beverages, narcotics or other controlled substances
  - b) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals
  - c) Use of a tobacco product within the school buildings or facilities or on the grounds of a public or private primary or secondary school.

### **Attendance, Leaves of Absence and Make-Up Work**

Good attendance is critical to successful completion of the program. You must maintain at least a 90% attendance rate to continue receiving VA benefits. If you miss more than 10% of your time in a given period or term, you will be placed on probation for the following period/term. If you miss more than 10% during the probationary period, your VA educational benefits will be terminated.

You may be re-certified for VA educational benefits after consulting with the school's VA Certifying Official, once the cause for unsatisfactory progress has been removed, attendance becomes satisfactory, and it is determined that the program is suitable for your aptitude, interests, and abilities. Official school holidays or breaks are not considered days of absence, but tardiness or class-cuts may accumulate to constitute 10% in accordance with school policy.

Students receiving VA educational benefits may take a school approved Leave of Absence, but this will interrupt VA educational benefits during the leave. The leave of absence will be reported to the VA as a termination. When you return from the leave, the school may again certify you for VA educational benefits, giving you credit for all hours completed prior to the leave.

In all licensing and certification classes, teachers are responsible for tracking student attendance. All students are expected to be on time and attend each class to receive the total course hours per semester. Each student is allowed 2 classes of make-up due to absence. Make-up work will be assigned by the teacher and must be completed by the assigned time. Once a semester is completed, no make-up work will be accepted for that semester. Make-up hours may only be given for the current semester. If the day school is cancelled for inclement weather or any reason, evening classes will be cancelled as well. The classes will be made up.

### **Available Resources**

Vocational instructors are typically very well connected within the field/industry. These instructors are encouraged to communicate with students about finding employment. If you make a special request to be connected with employment opportunities, the Worcester Tech Night School Team will do their best to assist you with finding employment.

### **Program Completion**

Your VA educational benefits expire on the earliest of either the date you reach the total hours approved for your program, or on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the school's VA Certifying Official as soon as possible so that the VA can be informed within 30 days.

**Requirement Eligibility for Program Completion and Graduation**

- 1. Completion of the required number of clock hours. Students must adhere to the attendance policy to fulfill program requirements.
- 2. Students must meet all obligations to the program.
- 3. Satisfaction of all financial obligations to the Worcester School District and participating agencies.
- 4. Meet all other program requirements.

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**Satisfactory Academic Policy (SAP)**

**Satisfactory Academic Policy is defined as:**

- Maintaining the required minimum grade for each course
- Students must pass all courses in each semester/term in order to continue in a program. Students who do not pass all courses will be withdrawn from the program.
- Students must maintain 95% attendance as defined by the attendance policy
- Students are evaluated at the mid-point and conclusion of each semester/term
- All program requirements must be completed within a maximum time frame of 2 times program length

Program	Total Clock Hours	Minimum grade for each course
Manicurist	100	70%
Electricity	600	70%
Plumbing	550	70%

**Attendance Warning**

If a student fails to meet the cumulative 95% attendance criteria at any point during the program, he or she will receive a written warning as specified in the Attendance Policy. During the warning period, students remain eligible for Financial Aid. Failure to correct the problem beyond the second warning period will result in the loss of eligibility for any additional financial aid and termination from the program.

**Academic Warning**

At the midpoint of each course, a student who fails to meet the minimum standard will receive formal notification. During the warning period, students remain eligible for Financial Aid. Students who do not meet specific program academic requirements by the end of a semester/term will be terminated from the program.

**Appeal Process**

**Informal Appeal Process**

Resolution of student’s concerns should be attempted between the student, instructor, staff member, or administration. If this cannot be resolved to a mutual satisfaction, or if the concerns are of a more serious nature, then the Formal Appeal process may be initiated.

**Formal Appeal Process**

The Director of Adult Career Technical Education will deal with all issues. The student will meet with the Director to present her/his information on the issue. The Director will conduct an investigation and will issue a decision. The student has the right to request a meeting with the Superintendent to further discuss the issue if the situation has not been resolved. The decision of the Superintendent will be final.

**Reinstatement of Financial Aid**

A student’s Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

\*Pending Policy Approval

**Calculating the Cumulative Grade Point Average (GPA)**

- 1. Multiply the grade points (GP) by clock hours for each subject grade.
- 2. Divide the sum of the grade points (GP) by the sum of clock hours.

Example

Grade	GPA		Clock Hours	Total GPA
A	4.0	x	110	440
B+	3.3	x	110	70%
Plumbing	550			70%

**Final Examinations**

Any student unable to be present for a final exam must notify the instructor and be prepared to take the exam immediately upon return. Requirements may vary with specific programs. Point penalty may vary with specific programs.

**Honor Students**

Honor students will be listed at graduation and will be noted on the transcript.

Honors 3.30 to 3.59 GPA

High Honors 3.60 to 3.79 GPA

Highest Honors 3.80 to 4.00 GPA

**Incomplete Grade**

All incomplete work must be completed within one week of the close of the course, unless prior arrangements have been made with the instructors.

## **ATTENDANCE POLICY**

Attending every class and scheduled meeting is critical to your success. The student is responsible to make the necessary personal arrangements that will enable him or her to attend class and schedule time for study.

### **Absences/Tardiness/Dismissals**

1. A student who misses ten (10) school hours in a semester will be issued a written warning with a copy forwarded to the STI Director.
2. A student who misses twenty-five (25) school hours in a semester will meet with the STI Director and Program Director. The STI Director will place the student on written probation with the understanding that if the student misses a total of five (5) more school hours the student will be dismissed from the program for excessive absences greater than 5% of the semester hours.
3. A student who misses thirty (30) school hours in a semester will meet with the STI Director. The STI Director will dismiss the student from the program with a written program dismissal for excessive absences greater than 5% of the semester program hours.

### **Extenuating Circumstances**

Students who miss time due to a death in the family, hospitalization, or an extended or chronic health issue, have an opportunity to request consideration due to extenuating circumstances. A determination will be made by the STI Director on a case by case basis. The decision of the STI Director is final. Students must be aware that any absence interferes with their ability to successfully meet program requirements and outcomes.

### **Clinical/Externship/Lab Absence**

All clinical/externship/lab absences require makeup. However, hours absent may remain as missed time. Students who are not present during clinical/externship/lab must meet with the Program Director/lead teacher. Mandatory makeup requirements to meet missed expectations may be in a variety of modalities. Students may be responsible for an associated fee related to clinical/externship/lab makeup. See individual program handbook.

### **Tardiness and Dismissal**

Tardiness is defined as entering the classroom or clinical area after attendance has been taken. A student with a pattern of tardiness will receive a written warning. Students who are tardy from school in the morning, from break, or from lunch, will not be allowed to enter class until the next regularly scheduled break. The student's attendance will be affected accordingly.

Dismissal is defined as leaving the classroom or clinical area before the class or clinical day is completed. A student with a pattern of dismissals will receive a written warning. Any student who is being dismissed from school before the end of the schedule school time must sign out in the STI office before leaving.

Students who arrive late or leave early from any period must sign in/out on the clipboard in the STI Office. Students will be charged 1 full hour increments for any fraction of an hour for tardiness or dismissal during class or lab time.