

# BROWARD TECHNICAL CENTERS

[www.BrowardTechCenters.com](http://www.BrowardTechCenters.com)

## POST SECONDARY STUDENT HANDBOOK



AUTOMOTIVE • BUSINESS • CDL • COMPUTERS • CULINARY • COSMETOLOGY • IT • MARINE • MEDICAL





# BROWARD TECHNICAL CENTERS



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Coconut Creek, FL 33063  
754.321.5100

[www.AtlanticTechCenter.com](http://www.AtlanticTechCenter.com)

**Robert B. Crawford, Director**  
Gladys Allen,  
Office of Admissions Director



**McFatter Technical Center**  
6500 Nova Drive  
Davie, FL 33317  
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[www.McFatterTech.com](http://www.McFatterTech.com)

**Mark Thomas, Director**  
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**Sheridan Technical Center**  
5400 Sheridan Street  
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**D. Robert Boegli, Director**  
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Student Services Director

## Accredited/Approved By:

- ☐ Commission of the Council on Occupational Education (COE)
- ☐ Southern Association of Colleges and Schools (SACS)
- ☐ American Culinary Federation (ACF)
- ☐ American Dental Association Commission on Dental Accreditation
- ☐ American Optometric Association, Paraoptometric Division
- ☐ American Society of Health Systems Pharmacists
- ☐ American Welding Society (AWS)
- ☐ Automotive Youth Educational Systems (AYES)
- ☐ Bureau of State Approving Veterans' Training (VA)
- ☐ Commission of Allied Health Education Programs (CAAHEP)  
on recommendation of the Curriculum Review Board of the American  
Association of Medical Assistants Endowment (CRBSSMAE)
- ☐ Commission on International and Trans-Regional Accreditation (CITA)
- ☐ Florida Dental Laboratory Association (FDLA)
- ☐ Florida State Board of Cosmetology
- ☐ Florida State Board of Nursing
- ☐ Florida State Department of Education
- ☐ National Automotive Technicians Education Foundation (NATEF)
- ☐ National Board of Therapeutic Massage
- ☐ National Center for Construction Education & Research (NCCER)
- ☐ National Court Reporters Association (NCRA)
- ☐ National Institute for Automotive Service Excellence (ASE)
- ☐ National League for Nursing Accrediting Commission (NLNAC)
- ☐ State Bureau of Fire Standards & Training

## POLICIES & PROCEDURES

Please be sure to read the following policies, procedures and notifications prior to signing and dating the Student Acknowledgement form.

### Sections:

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## WELCOME

Congratulations on taking the first step to a rewarding future! We share your commitment and we encourage you to make the most of this opportunity. The faculty and staff of Broward Technical Centers (Atlantic, McFatter, and Sheridan) are here to help you succeed. The information in this handbook reviews the policies and procedures that were explained to you at orientation and by your program counselor. Please carefully read the entire handbook before signing and returning the enclosed acknowledgment form.

Should you have questions or concerns, please do not hesitate to visit the Student Services Department or Office of Admissions at your location.

## ADMISSIONS

Broward Technical Centers admit as postsecondary (adult) students those individuals who have completed their secondary school education or who are beyond the age of compulsory attendance. Students are accepted on a non-discriminatory basis from anyone having the interest and ability to benefit from a career training program. Prospective students must complete a school orientation and take an academic assessment. (There is a \$5 fee – cash only – for the initial assessment.) Once results are received, students meet with a program counselor/advisor to discuss educational options.

Program prerequisites may vary because of occupational requirements, School Board policy and/or licensing regulations. Licensure programs that require a high school diploma for entry do not accept either correspondence diplomas or diplomas from non-regionally accredited schools. Foreign diplomas are evaluated at the District office.

In accordance with requirements set forth by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Jessica Lunsford Act, students applying for entrance to any health science program that requires a clinical experience in a hospital, nursing home or other health care facility must submit to a Level II criminal background check and a drug screening test. The applicant is responsible for paying the costs for both tests. The results of said tests may prevent the applicant from entering the program. This denial of entry in a program would be necessary due to the student's inability to access clinical facilities for training purposes required as a part of the instructional program.

Other licensure programs may also require drug screenings or fees for liability or other insurance. Applicants are responsible for paying these costs.

For additional information on admissions, see the Student Catalog, program brochures or speak with a counselor or program advisor in the Student Services Department or Office of Admissions.

## ATTENDANCE

It is the intent of the Broward Technical Centers to provide the best educational opportunity possible that will prepare individuals to make a positive contribution to their chosen occupation. It is expected that every Workforce Education student will assume the responsibility of attendance habits consistent with the expectations of the workplace.

Instructors and counselors/advisors may offer intervention strategies where there are instances of excessive absences or tardies that are affecting the educational progress of the student. Excessive absences are defined according to the number of days per week a class meets within a term. More stringent attendance policies exist for students enrolled in licensure programs and students who are receiving Financial Aid or Veteran's benefits.

## ABE, GED, VPI AND ESOL

The following attendance policy has been established by the Department of Education and is in effect for the 2008-2009 Workforce Education year:

- A student must be withdrawn after being absent for 6 consecutive days.
- There are no excused absences.
- Students will be withdrawn on the 7th day, which will be the withdrawal date.
- Withdrawn students may re-register in the same class, if space is available.
- Students will be limited to one re-entry per nine-week enrollment period.





## CERTIFICATE & ATD PROGRAMS

Broward Technical Centers have the responsibility of preparing our students with the skills to enter the workforce. It is recognized by industry that the single most important trait for career success is good attendance; therefore, the following attendance rules are the minimum acceptable standard to be successful at the Broward Technical Centers. More stringent attendance policies exist for students enrolled in licensure programs and students who are receiving Financial Aid or Veteran's benefits. The following is the minimum for all Certificate and ATD programs.

### Total Absences

The days absent for an intervention and program withdrawal in a nine-week enrollment period are as follows:

Class Meetings Per Week	Absences Before Intervention	Withdrawn at Absence #
5	3	6
4	2	5
3	2	4
2	1	4
1	1	3

Two additional absences may be exempt for: court appearance, death in family, illness or hospitalization, or jury duty. If the student is unable to present documentation before the absence occurs then they must present appropriate documentation to the instructor and program administrator before re-entering class.

### Interventions

Students who reach the intervention point within a nine-week enrollment period shall be counseled either by the instructor, program counselor/advisor, or department head. An Attendance Contract shall be completed by the instructor, program counselor/advisor, or department head.

### Probation

Students who have been withdrawn for attendance reasons may not re-register for their program without meeting with their program administrator. The administrator may refer the student for counseling and notify the student that he/she will be placed on probation for the remainder of the enrollment period at the administrator's discretion. If any further absences occur, the student will be withdrawn and will not re-enter until the next nine-week period. If the program or class has a waiting list, the student's name may be placed on the list as of the date of the request.

Any student, who is withdrawn from a program three times within twelve months, will not be allowed to re-enter that program for a period of two consecutive enrollment periods. Students who are withdrawn for attendance reasons and enrolled in lock-step programs may have to wait until it is academically appropriate to re-enter the program.

### Authorized Leave

Students may apply for one Authorized Leave through their program administrator each year. The maximum length of time for the leave is the remainder of the current enrollment period. Students must clear all financial obligations before an Authorized Leave is approved. Students who are on an approved Authorized Leave are to be marked "absent" for the duration of the Leave and not to be withdrawn from the attendance roster.

### Tardies

Attendance at Broward Technical Centers is recorded in Gradebook in positive 1/2 hour increments. Tardies are defined as a student not being present in the classroom for the scheduled class hours printed on his/her registration receipt. If a student is tardy more than three times, he/she will be referred to his/her counselor/advisor or administrator, to determine the cause.





### Denial of Re-Registration

If it is determined by the instructor and counselor/ advisor that a student has not made adequate progress within a term due to poor attendance, the student may be denied the ability to re-register for the next enrollment period. Administrative approval is required to deny or rescind re-registration privileges.

### eLEARNING ATTENDANCE POLICY

Broward Technical Centers have the responsibility of preparing our students with the skills to enter the workforce. Effective work habits are paramount to students' success. The following is the minimum level of participation that is expected of all students enrolled in certificate programs.

Each certificate program will provide students with a syllabus and pacing chart outlining assignments, due dates, and the comparable number of hours the student would have completed as they relate to Occupational Completion Points.

### Attendance/Participation

In addition to maintaining satisfactory progress according to the course syllabus and pacing chart, it is expected that students will also maintain attendance/activity in the program. These may be defined as logging into the course, e-mailing or having phone or in-person conversations with instructors, turning in completed assignments when due and attending any scheduled classroom sessions, if included as part of the program description.

Students who have one week of inactivity during the enrollment period will be contacted by the instructor or the program counselor/ advisor. The instructor will maintain documentation of this contact.

Upon completion of the second week of inactivity during the enrollment period, the student will be withdrawn.

### Probation

Students who have been withdrawn for attendance/ inactivity reasons may not re-register for their program, without meeting with their program administrator. The administrator may refer the student for counseling and notify the student they will be placed on probation at the administrator's discretion for the remainder of the enrollment period. If another week of non-sequential inactivity occurs during the enrollment period, the student will be withdrawn from the program and will not be permitted to re-enter until the next enrollment period. If the program has a

waiting list, the student's name may be placed on the list as of the date of the request. Any student, who is withdrawn from a program three times within twelve months, will not be permitted to re-enter that program for a period of two consecutive enrollment periods. Students who are withdrawn for attendance/inactivity reasons and have been enrolled in a lock-step program may have to wait until it is academically appropriate to re-enter the program.

### Veteran's Educational Benefits

If you are receiving Veterans' Educational Benefits, be sure to see the Center's VA Representative before registering for any Certificate or ATD program with an eLearning component.

### BOOKSTORE

Each center operates a bookstore as a service to students, faculty, and staff. Textbooks, workbooks, uniforms, kits and tools, book bags, t-shirts and school-related supplies are available for purchase.

Transactions in the bookstore require cash, credit card or debit card. No checks are accepted.



### BULLETIN BOARDS

Bulletin boards are available for student use. Students who would like to post a notice should submit their request to the receptionist in Administration for approval. Any item to be placed on the board must be typed or legibly written on a 3 x 5 index card.

### CAREER ASSESSMENT

The Career Assessment Center offers a comprehensive assessment program designed to assist in career planning. At Broward Technical Centers, workshops are available covering study skills, employability skills, resume writing and other related topics.

### CERTIFICATES

The awarding of a Certificate of Completion or Applied Technology Diploma is governed by the Florida Department of Education, and is based on successful completion of the requirements of the program, including applicable state basic skills requirements. Instructors use a variety of specific competency-based examinations and performance criteria to determine program completion.

## CHANGE OF ADDRESS

Students are required to inform the registrar if they have a change of name, address, or telephone number.

## COMMUNICATION DEVICES

Coin operated telephones are located in various areas on campus for student use. Phones in the classroom are for staff use only. A telephone in administration is available for student use in emergency situations.

Pagers and cell phones must be off (or silent) and out of sight. No cell phone calls or text messages may be placed or answered while inside any classroom/lab.

## COMPUTER USE

Broward Technical Centers are equipped with computers, networks, and online telecommunications for student and staff use. All use of this technology must comply with School Board Acceptable Use provisions and the Code of Ethics for Computer Network and Online Telecommunications Users Policy.

### Computer Network Responsibility

#### Major Policy Provisions:

- Use of computers, networks, and online telecommunication systems must be related to students' educational activities
- Students must recognize that computers, networks, and equipment used to support online telecommunication systems are shared devices, and agree to use them in ways which will maintain their continued operability for all users.
- No illegal activity may be conducted using the District's computers, networks, or online telecommunications systems.
- Students must not access or distribute offensive, obscene, inflammatory, or pornographic material.
- Students shall not intentionally spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance.
- All users of computers, networks, and online telecommunications systems shall adhere to laws regarding copyright.

#### I acknowledge the following:

- I understand that Policy 5306 describes the acceptable use of computers, networks, and online telecommunications systems.
- I agree that use of these computers, networks, and online telecommunications resources will be done in accordance with these rules and regulations (not all which have been listed here).
- I understand that failure to follow these rules may result in disciplinary action, denied or restricted use of computers, networks, and online telecommunications systems, or appropriate legal measures being taken.
- I recognize that the District has taken every reasonable measure to ensure that the information accessed over computer networks and through online telecommunications systems is appropriate.
- I also recognize that the District cannot completely control all of the information published by way of the thousands of computer work-stations on our networks or by way of connected online telecommunications systems. I agree not to hold the School Board responsible if controversial material is inadvertently accessed on a school computer.



## CONDUCT & DISCIPLINE

Students are expected to adhere to the School Board approved Conduct and Discipline Code for Adult Students in Technical, Adult, and Community Education and to conduct themselves in a manner consistent with a safe and productive work environment.

### Conduct & Discipline Code for Adult Students in Technical, Adult, and Community Education & Grievance Procedure

("Adults" are defined as individuals beyond compulsory school age who have legally left the K-12 school program or are high school students who are co-enrolled in an adult program. For co-enrolled high school students, the District's Code of Student Conduct applies.

1. All provisions of state, county, and municipal criminal codes as well as School Board policies apply to adult students while they are under the jurisdiction of The School Board of Broward County, Florida.
2. Any adult student who engages in behavior which is in violation of any section of the criminal code may be referred by the school administrator to the appropriate law enforcement agency. Such behavior may result in the involuntary withdrawal of the student from the school for a period of time determined by the administrator.
3. While under the jurisdiction of The School Board of Broward County, Florida, adult students may not possess or use knives or guns or use any other object defined as a weapon. The possession of a concealed weapon permit does not allow students to possess a firearm on their person or in their automobile while on campus.
4. Adult students may not be in possession of or under the influence of alcohol, marijuana, or other mood altering substances while under the jurisdiction of The School Board of Broward County, Florida.
5. Violation of Rule 3 or 4 shall result in the student being involuntarily withdrawn from all adult, alternative, technical, and community schools for one school year from the date of the infraction.
6. Adult students may not wear clothing, jewelry, buttons, haircuts, or other items or markings

which are suggestive, revealing, or indecent; associated with gangs or cults; encourage drugs, alcohol, or violence; or support discrimination on the basis of color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, or sexual orientation.

7. Behavior which is not illegal but does not meet the Conduct and Discipline Code for adults shall be managed in the following manner:
  - a. The staff person first observing the unacceptable behavior shall meet and discuss the behavior with the student and inform him/her of the consequences if the behavior continues;
  - b. If the unacceptable behavior continues, the student shall be referred to the appropriate administrator for action;
  - c. If the student does not modify his/her behavior after the administrator's intervention, the administrator may suspend the student from the program for up to 10 days or involuntarily withdraw the student from the school for a period of time not to exceed one school year from date of the infraction.
8. A K-12 student who has been expelled or suspended from the K-12 program may not be accepted for enrollment as an adult student until after the duration of expulsion or suspension. Students who participate in an alternative to external suspension program are not considered suspended.
9. Adult students disciplined under any of the above rules may appeal the decision by following the student grievance procedure.

## COUNSELING

Full-time counselors and advisors are available to assist students in making informed choices. Guidance and counseling activities include, but are not limited to: orientation, career assessment, disability services, employment trends, exceptional student counseling, foreign student counseling, financial aid, job placement, occupational counseling, personal counseling, registration, student records, transcripts, veterans' information.

## DISABILITY SERVICES

As Equal Access/Equal Opportunity institutions, Broward Technical Centers assure students with disabilities equal access to all programs, activities and services, as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA). Specialized services and counseling are provided by trained staff in the Student Services Department or Office of Admissions and Exceptional Student Education Department.

Course content will be made available in an accessible format upon request for students with a documented disability. Students making this request should consult with their counselor, advisor, or Office of Disability Services at the beginning of the term, preferably not later than the end of the first week.



## DISCRIMINATION AND/OR HARASSMENT

The School Board of Broward County, Florida, prohibits any policy or procedure that results in discrimination on the basis of age, color, disability, gender, national origin\*, marital status, race, religion, or sexual orientation.

If any student feels that he or she has been discriminated against or harassed, there are specific procedures to report such offenses.

**Forms of Discrimination** - Harassment is a form of discrimination. Harassment based on age, color, disability, ethnicity, gender, linguistic differences, national origin\*, marital status, race, religion, sexual orientation are violations of School Board policies and civil rights laws and statutes and should be addressed in a similar manner as detailed above.

\*National origin pertains to, but is not limited to, an individual's ancestor's place of origin, as well as, physical, cultural, or linguistic characteristics.

### **Sexual Harassment and Sexual Violations -**

Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and SB Policy 4001.1. Sexual violence is a physical act of aggression that includes a sexual act of sexual purpose. Sexual violence is also a violation of these same statutes and may also represent a criminal law violation. The school district prohibits any form of sexual harassment and sexual violence.

Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action. Students who believe they have been victims of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or school administrator. Because sexual harassment can take on many forms, the following are some definitions of sexual harassment/violence.

### **Sexual Harassment/Sexual Violence Defined**

- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or communication of a sexual nature. Sexual harassment includes, but is not limited to, the following behaviors:

- Unwelcome statements of a sexual nature.
- Unwelcome solicitation or pressure for sexual activity.
- Intentional brushing against, patting, or pinching of another's body.
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact, and blocking movements.
- Leering with sexual overtones, gestures, display of sexually suggestive objects, posters, or cartoons.
- Indecent exposure.

**Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA)** - SB Policy 4001.1, Section 504 of the Rehabilitation Act of 1973, and the Americans with



Disabilities Act of 1990 (ADA) prohibits discrimination against any students with regard to access to programs, services, and activities on the basis of disability. If any student feels he or she has been discriminated against because of such disabilities, there are specific procedures to report such offenses.

#### Grievance Procedures for Discrimination and/or Harassment Offenses, including Section 504 Discrimination

##### **REPORTING DISCRIMINATION and/or HARASSMENT OFFENSES -**

If any student feels that he or she has been discriminated against or harassed, he or she may contact the Director of Equal Educational Opportunities, 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301, 754-321-2150. Complaints relating to discrimination may also be addressed to the Office for Civil Rights, P.O. Box 2048, Atlanta, GA 30301, or the state or federal Office for Civil Rights.

##### **REPORTING SECTION 504 DISCRIMINATION -**

The steps below have been developed to comply with the law for resolution of individual complaints under Section 504/ADA. Aggrieved persons are not required by law to exhaust the District's grievance procedures before filing a complaint at the federal or state level.

The following steps should be followed if resolution on Section 504/ADA issues through informal discussion with appropriate school personnel is not achieved. All meetings, discussions, etc., should be documented. Appropriate school personnel could include teachers, the Section 504 liaison, counselors, etc.

1. If informal discussions do not resolve the issue, students may obtain a Grievance Filing Form from the Director. The completed form should be submitted to the Director within fifteen (15) school days of the occurrence.
2. Within fifteen (15) school days of receipt of the written grievance, the Director shall render a Complaint Resolution Form that shall uphold, modify, or deny the resolution sought.
3. If the student is not satisfied with the response issued in Step 2, he or she may file a complaint with the Director of Equal Educational Opportunities at 754-321-2150, who will inform the student of his or her rights under Section 504/ADA, including an impartial hearing.

The Department of Equal Educational Opportunities will conduct an investigation, convene pertinent parties, including legal counsel, and make a determination as to whether probable cause exists to believe that the student was, in fact, discriminated against. A determination of probable cause will include specific recommendations for corrective behavior.

#### **DRESS CODE**

Since the primary purpose of the technical centers is to prepare students for employment, students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate for the occupation for which they are training. Uniforms must be worn properly and kept in good condition. For certain programs, students are required to wear uniforms and/or safety apparel that may be purchased in the bookstore or from designated vendors.

Caps or hats that are part of the school uniform may be worn in lab areas. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.



## DRUG PREVENTION PROGRAM

The Drug-Free Schools and Communities Act requires the annual distribution of information related to the unlawful possession, use, sale or distribution of illicit drugs and alcohol to each student taking one, or more classes for any academic credit. The information contained herein is provided in compliance with this Act and should be read carefully.

### Standard of Conduct

The School Board of Broward County, Florida, through the Conduct and Discipline Code for Adult Students in Technical, Adult and Community Education, prohibits the use, possession, sale, or distribution of alcohol, marijuana, and other mood altering substances, while under its jurisdiction.

### Legal Sanctions

Alcohol Offenses: - Possession or attempt to purchase alcohol by a person under the age of 21 (First Offense)

- Typical Penalty: \$100 fine, 6 month probation, 100 hours of community service
- Maximum Penalty: 60 days jail, \$500 fine

Providing alcohol to a person under the age of 21 (First Offense)

- Typical Penalty: \$500 fine, possible probation
  - Maximum Penalty: 60 days jail, \$500 fine
- Illicit Drug Offenses: - Florida Law prohibits any person from selling, purchasing, manufacturing, or delivering, or to possess with the intent to sell, purchase, manufacture or deliver, a controlled substance in, on, or within 1,000 feet of the real property comprising a public or private elementary, middle, or secondary school.

Any person who violates this provision shall be guilty of a felony of the first degree, and shall be sentenced to a minimum term of imprisonment of three calendar years and shall not be eligible for parole or statutory gain time prior to serving such minimum sentence.

### Health Risks Associated With The Use Of Illicit Drugs And The Abuse Of Alcohol

**CANNABIS - (Marijuana, Tetrahydrocannabinol, Hashish)** - All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

**STIMULANT - (Cocaine, Crack)** - Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases.

Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

**DEPRESSANTS - (Barbiturates, Methaqualone, Tranquilizers)** - The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

**HALLUCINOGENS - (Phencyclidine, Lysergic Acid Diethylamide, Psilocybin)** - Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movements are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

**NARCOTICS - (Heroin, Methadone, Codeine, Morphine, Opium)** - Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.

### Information on Alcohol & Drug Counseling and Treatment

Any Broward County Public School adult student who suspects that he/she has a substance abuse and dependency problem is encouraged to seek as-



assistance from the Drug Prevention Counselor identified at the school or to consult with the District Substance Abuse Counselor assigned to the Area Superintendent's Office.

The student is assured that such assistance will be provided with total confidentiality and it may, with the student's consent, lead to confidential referrals to appropriate professional agencies in the community.

### School Board Disciplinary Sanctions for Alcohol/Drug Offenses

The School Board of Broward County, Florida will impose disciplinary actions, up to and including suspension, expulsion, and referral for prosecution, upon any student who violates any established School Board Policy and/or Standard of Conduct related to the unlawful possession, use or distribution of illicit drugs and alcohol as described herein.



### EARLY RELEASE DAYS

See inside back cover for early release dates for each center. Evening classes follow their normal schedule at all three centers on early release days.

### EMERGENCY CLOSINGS

On rare occasions, the Superintendent of Schools determines that severe weather and/or hazardous conditions make it necessary to temporarily cancel classes. When classes are cancelled, the announcement will be made through the news media. Classes that are subject to this action may not be rescheduled. Classes are not cancelled for thunderstorms or showers.

The Broward County Schools Rumor Control Hotline (24/7/365) and website are 754-321-0321 and [www.browardschools.com](http://www.browardschools.com).

### EVALUATIONS/GRADES

Broward Technical Centers' students are evaluated on their performance in the classroom and/or in the lab every nine weeks. Copies of these evaluations are maintained in the student files located in the records vault. By School Board policy, the following system of grading shall be used.



### EVALUATION GRADES

A	90 - 100%	C	70 - 76%
B+	87 - 89%	D+	67 - 69%
B	80 - 86%	D	60 - 66%
C+	77 - 79%	F	0 - 59%

In many programs the final grade and/or issuance of a Certificate of Completion will be determined by a combination of test scores and successful mastery of laboratory and/or clinical competencies.

### EXPERIENTIAL CREDIT

Students entering Workforce Education Certificate and Applied Technology Diploma programs may be eligible to receive Experiential Performance Awards within their program of choice. Experiential Performance Awards will allow students to accelerate the instructional process by applying past experiences toward competencies taught in the program. Performance awards may be granted for appropriate course work from regionally accredited educational institutions, and/or significant life experiences such as work experiences, volunteer work, military service, or self-directed study. Specific criteria will be followed in order to consistently evaluate and grant Experiential Performance Awards.



## **FACILITY CARE**

Students are expected to help maintain the professional look of their campus by refraining from littering, parking on the grass, or marking desks, equipment, or walls. Trash receptacles are conveniently located throughout each campus.

## **FINANCIAL ASSISTANCE**

Financial Aid is available and is based on individual student need. The Financial Aid Office will help determine eligibility and explain requirements.

Students must be officially accepted at the Center before applications for aid can be processed. Depending on the course of study, the following programs may be available:

- Federal Pell and FSEOG Grants
- Fee Waivers
- Financial Aid Fee Trust Fund (FAETF)
- Veteran's Educational Benefits
- Scholarships
- Florida Vocational Rehabilitation
- Workforce Investment Act
- Agency Referrals
- Bright Futures
- FSAG-CE Grant
- Florida Pre-Paid Tuition Plan is Accepted

## **FOOD FACILITIES**

The Commercial Foods/Culinary Arts classes welcome all students and school personnel to dine in the cafeteria. Short order and cafeteria style foods are served during designated hours. The service is a component of the course curriculum and is used as an added competency for students in this program.

Food service is entirely self-supporting and is not part of the Broward County School Lunch Program.

Vending machines are located around the campus and offer a variety of snacks and beverages.

## **GRADUATION**

A graduation program is held annually in the spring to acknowledge program completers and to give family and friends the opportunity to see deserving students receive their technical certificates and/or diplomas.

Students who complete their programs early in the year are invited to return and participate with their class.

## **GRIEVANCE PROCEDURES**

The School Board has an approved grievance procedure for adults. The procedure provides for a resolution of student grievances for students who may feel that they have been treated unfairly under the Conduct and Discipline Code for Adult Students in Technical, Adult, and Community Education or other rules and regulations. Cases not resolved at the institutional level may contact The Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, 770-396-3898.

Some students may feel that they have been treated unfairly under this Code and other rules and regulations. The following steps provide a fair resolution of student grievances. The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion, or sexual orientation. If you feel that you have been discriminated against, you may visit or call Equal Educational Opportunities, 600 Southeast Third Avenue, Fort Lauderdale, Florida, at (954) 765-6187. Complaints relating to discrimination on the basis of sex may be addressed to the Assistant Secretary for Civil Rights, 330 C. Street SW, Washington, D.C. 20202.





The grievance procedure and time line shall proceed according to the following rules and regulations:

### Levels of Progression

#### Level 1 - School

- a. Teacher - Noninstructional
- b. Counselor
- c. Assistant Principal
- d. Principal/Director

#### Level 2 - Area Superintendent/Designee

#### Level 3 - Superintendent/Designee

The first step taken by the student **MUST** be with the member of the staff involved in the alleged unfair action. If the grievance is not resolved after initial contact, the adult student may involve any other person of the student's choice in a conference with the member of the staff involved. Co-enrolled students shall involve a caregiver, parent, or guardian.

If the grievance has not been resolved through the levels up to and including a conference at the principal's/director's level and the student wishes to proceed with the grievance, the student must submit a written statement to the principal/director within five (5) school days of the principal's/director's verbal denial.

The statement at this level and all subsequent levels must include:

1. name(s) of any person(s) involved;
2. date(s) on which the student feels there was unfair treatment;
3. a brief statement as to why the student feels there was unfair treatment;
4. what corrective action the student would like to see taken;
5. copies of appropriate supporting documentation, which may include, but not necessarily be limited to, the following:
  - a. letter(s) requesting previous hearings and the actions taken;
  - b. letter(s) of reference and witness statement(s);
  - c. student papers, student work, grade reports, etc.;
  - d. attendance and medical statement(s).



The student shall receive a written response to the statement from the principal/director within five (5) school days.

Following receipt of the written denial of the grievance by the principal/director, if the student wishes to proceed further with the grievance, the student and/or his/her representative(s) shall, within five (5) school days, request in writing an appointment with the Area Superintendent and shall include a statement of the grievance as outline above.

The Area Superintendent and/or designated representative shall have the authority and responsibility for establishing a meeting time not later than five (5) school days following receipt of the initial written contact by the student and/or his/her representative(s), the member of the staff involved, the principal/director and the Area Superintendent or their representatives, and any legal representative(s) desired.

If a decision is not reached at the meeting, all parties involved shall be notified of the Area Superintendent's final decision by mail within five (5) school days following the meeting.

Should the Area Superintendent or designated representative fail to support the grievance, the student and/or his/her representative(s) may proceed to petition the Superintendent, following the same time schedule and procedures established above. The Superintendent/designee, in turn, must follow the same time schedule and procedures established above.

Should the Superintendent/designee deny the grievance, the student and/or his/her representative(s) may appeal to the School Board, following the same time schedule and procedures established above. The School Board shall hear the grievance at the first School Board Meeting which occurs at least five (5) days following receipt of the written request for a hearing.

Copies of all appropriate documents shall be placed in the student's records folder.



## IDENTIFICATION BADGES

Identification badges are issued annually to all Broward Technical Center students. Students are required to wear their I.D. badges on campus at all times. The Student Activity Fee covers the cost of the badge, however, an additional fee will be charged for a replacement badge.

## ILLNESS, INJURIES & INSURANCE

Each lab has emergency first aid supplies. All injuries should be reported to the instructor and to the appropriate administrator. Instructors are not permitted to administer or dispense medication to any student. Facilities for students who become ill are located on each campus, and an Automated External Defibrillator (AED) unit is available in each center's Administration Building.

Students who are injured or become ill while on campus are responsible for the cost of any and all emergency services administered. **Each student must carry his or her own medical/hospitalization insurance.** In-school and 24-hour accident insurance is available from an outside vendor to all students for a nominal fee.

## LOCKERS

Students who are assigned lockers are urged to keep them neat and refrain from defacing them. Lockers may be opened for inspection by school personnel.

## LOST AND FOUND

Items found on campus should be turned in to the Lost and Found located in the Administration Building.

Persons who have lost items should report their losses there.

## PARKING ON SCHOOL PROPERTY

All vehicles, including motorcycles, must be registered with the school and must display a valid parking permit. Specific areas are designated for student and faculty parking.

Students are to park in their assigned areas only. No Parking, Staff Only, Handicap, and Fire Lane designations must be observed and will be enforced by school security and/or local police. The maximum speed limit on campus is 10 mph, and violators may have their parking privileges revoked.

The School Board of Broward County, Florida is not responsible for damage to, or loss from, automobiles or other vehicles parked or operated on school property. Reasonable suspicion may also result in a search of person, possessions, and/or vehicle.

## PLACEMENT SERVICES

A Job Placement Coordinator is available to assist current and former students in finding job opportunities. Instructors also assist with job placement. Daily job openings are available through the services of Workforce One.

Students are responsible for informing their instructor and the placement coordinator of the outcome of interviews arranged through the school.

## REFUND POLICY

In accordance with School Board Policy 6607, fees are fully refunded if a class is canceled. Partial refunds are given for withdrawal within 5 days from the beginning of the term. No refund can be made without the official receipt.

There is a federal refund policy for Title IV recipients. For additional information, please see the Financial Aid Office in Student Services or Office of Admissions.





## **SAFETY/SECURITY**

Students are expected to adhere to the safety and health rules printed in the Conduct and Discipline Code. A student's locker or other storage area may be subject to a search by a school administrator based upon reasonable suspicion of possession of prohibited or illegal materials. Reasonable suspicion may also result in a search of person, possessions, and/or vehicle.

Instructional units on safety practices are incorporated within the course of study for all programs. Emergency first aid supplies are kept in labs/shops.

An evacuation plan is posted in each classroom/lab, and drills are held approximately 10 times throughout the year. For maximum safety/security, each campus employs security specialists and uses 24-hour camera surveillance.

## **SEXUAL ASSAULT POLICY AND PROGRAM**

The Crime Awareness and Campus Security Act of 1990 which amended the Higher Education Act to require institutions participating in Title IV programs to annually prepare, publish and distribute information regarding their institution's sexual assault program. The information below is presented in order to comply with this requirement.

### **A. Sexual Harassment and Sexual Violations**

Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and SB Policy 4001.1 Sexual violence is a physical act of aggression that includes a sexual act of sexual purpose. Sexual violence is also a violation of these same statutes and may also represent a criminal law violation. The school district prohibits any form of sexual harassment and sexual violence.

Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action. Students who believe they have been victims of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or school administrator. Because sexual harassment can take on many forms, below is a list of some definitions of sexual harassment and violence.

### **Sexual Harassment/Sexual Violence Defined**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or communication of a sexual nature. Sexual harassment includes, but is not

limited to, the following behaviors:

- Unwelcome statements of a sexual nature.
- Unwelcome solicitation or pressure for sexual activity.
- Intentional brushing against, patting, or pinching of another's body.
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact, and blocking movements.
- Leering with sexual overtones, gestures, display of sexually suggestive objects, posters, or cartoons.
- Indecent exposure.

### **B. Reporting Criminal Acts, including Sexual Assaults**

To report any criminal act, including sexual assault, please contact the Administrator on duty. The Administrator will contact the appropriate law enforcement agency and the School Board Special Investigative Unit (SIU) who is responsible for investigating and reporting all civil and criminal incidents that occur in Broward County Public School Facilities. The Administrator will inform and refer that student to Student Services or Office of Admissions for counseling.

### **C. Sexual Assault Awareness Program**

Pamphlets on "Personal Safety" will be disseminated, on an as needed basis. These efforts are part of an ongoing series of Crime Prevention Information Dissemination Programs sponsored by Broward Technical Centers.

### **D. Counseling and Referral Assistance**

A student who is a victim of a sexual assault will receive initial counseling assistance through the Student Service Department or Office of Admissions. A counselor or advisor will assist the student in seeking appropriate medical and emotional care.

- Crisis Counseling Referral

The counselor, with student consent, will make referral to the:

**Sexual Assault Treatment Center (SATC)**  
**400 NE 4th Street**  
**Fort Lauderdale, FL 33301**  
**(954)765-5031**

The SATC operates 24 hours a day, 7 days a week. A Crisis Counselor is always on duty to serve clients.

## SMOKING

In accordance with School Board Policy #1120, no person may smoke in a School Board owned/leased building or vehicle. Broward Technical Centers are smoke-free facilities, and smoking is not permitted on campus.

## SPECIAL PROGRAMS

VPI (Vocational Preparatory Instruction) is designed to provide comprehensive academic support for students who need to improve their basic skills (reading, math, and language usage) in order to meet the State mandated minimum basic skills levels and achieve success in a career education program. Also available are classes in ABE (Adult Basic Education), ESOL (English for Speakers of Other Languages), and GED (General Educational Development).

## STUDENT ACTIVITY FEE

A \$10.00 student activity fee is assessed annually to all students. This fee partially defrays the cost of security, parking permits, student identification badges, graduation and other student activities.

## STUDENT ORGANIZATIONS

Student organizations are an integral part of the curriculum and are organized to aid in leadership and social skill development training. These organizations operate at the local, regional, state, and national levels. Some provide the opportunity to compete/demonstrate technical skills and some serve in an advisory capacity to the Director and School Advisory Council. Students are encouraged to join and actively participate in these organizations.



## STUDENT RECORDS

Student records are confidential. Parents, guardians, and spouses of students who are 18 years of age or older must have the student's written permission to inspect and review any and all official records. Parents/guardians of students 17 years of age or younger, may review their child's records upon request.

### Family Education Rights & Privacy Act (FERPA) NOTIFICATION

The Family Educational Rights and Privacy Act became a federal law in November of 1974, and was further revised in 1975, 1976, and 1997. The intent of this law is to protect the accuracy and privacy of students' education records.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Broward County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's

education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

*(NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records requested unless it states in its annual notification that it intends to forward records on request).*

4. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office,  
US Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605**

For additional information, refer to Broward County School Board Policy 5100, or call the Student Services Department or Office of Admissions.



## **STUDENTS RIGHT TO KNOW:**

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

### **Notice To Students And Employees**

The Student Right-To-Know and Campus Security Act, Public Law 101-542 requires Broward Technical Centers to provide information to students and employees regarding crime awareness, campus security, and completion rates.

#### **1. Reporting Criminal Acts:**

School Board Policy No. 6G6X6-407.1 establishes the Special Investigative Unit (SIU). It is responsible for investigation of all civil and criminal incidents that occur in Broward County Schools and Facilities. The Special Investigative Unit receives calls at a 24 hours-a-day Hotline number. Report potentially serious situations by calling (754) 321-0725.

Criminal Incidents occurring at Broward Technical Centers should immediately be reported to the nearest teacher or staff member who will contact Administration. The names of sexual predators residing in Broward County or nearby counties can be found on the internet at [www.sheriff.org](http://www.sheriff.org).

#### **2. Access To Campus Facilities:**

School Board Policy 1400 encourages the public to visit schools. However, visitors are instructed to report to the school's Administration office to identify themselves and the purpose for their visit. At that time, they will be issued a Visitor's Pass that is to be worn while on campus. The policy prohibits any solicitation of teachers or students on school premises by salesmen, agents or others. Loitering and/or trespassing on school premises during school hours by individuals not associated with the school shall not be tolerated. The appropriate Police Department or Sheriff's Department will be notified upon such occurrences.

All employees are issued a parking permit to park on campus. Students are issued one parking permit annually at time of registration. There is an additional fee to replace lost or damaged permits or to have additional permits issued.

Broward Technical Centers are inspected annually by Fire, Safety, and Health Inspectors.

#### **3. Campus Law Enforcement:**

The Special Investigative Unit appoints and commissions



special officers for the protection and safety of school personnel, property, and students within the Broward County Public School System.

Each special officer has the power to make arrests for any violation of law on the property of The School Board of Broward County, Florida and to arrest persons, either on or off such property, who violate any law while on such property. Such arrests shall be made under the same conditions under which deputy sheriffs may make arrests. Each special officer shall have the authority to bear arms while in the performance of his/her official duties.

School Board Policy 2302 authorizes the Special Investigative Unit to assist other law enforcement agencies in the investigation and prosecution of civil and criminal incidents that occur within the Broward County Public School District.

#### 4. Crime Prevention Information:

Broward Technical Centers employ Security Specialists. These officers provide day and night security for students attending classes. Campus cameras are also monitored daily, and in some schools continually.

The local Community Service Officer and the Security Specialist are available to provide information to students and employees on various crime prevention subjects, including, but not limited, to the following:

1. You and the Law
2. Assault and Battery
3. Child Abuse
4. Trespassing
5. Substance Abuse
6. Sexual Offenses
7. Vandalism
8. Extortion
9. What to do in an Emergency

For more information, brochures are available in Student Services.

#### 5. Criminal Incident Statistics:

The following data reflects criminal incidents at Broward Technical Centers, pursuant to the requirements of the Campus Security Act:

Atlantic Technical Center			
	2007	2006	2005
Aggravated Assault	0	0	0
Alcohol/Drugs	3	1	2
Arson	0	0	0
Burglary	3	3	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Prejudice Crimes	0	0	0
Sexual Offenses	1	1	0
Robbery	0	0	0
Weapons Possessions	2	0	2

McFatter Technical Center			
	2007	2006	2005
Aggravated Assault	0	0	0
Alcohol/Drugs	1	1	1
Arson	0	0	0
Burglary	0	0	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	1	0
Prejudice Crimes	0	0	0
Sexual Offenses	0	0	0
Robbery	0	0	1
Weapons Possessions	0	1	0

Sheridan Technical Center			
	2007	2006	2005
Aggravated Assault	0	1	0
Alcohol/Drugs	0	1	0
Arson	0	0	0
Burglary	0	1	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Prejudice Crimes	0	0	0
Sexual Offenses	0	0	0
Robbery	0	0	0
Weapons Possessions	0	0	0

#### 6. Drug and Alcohol Prevention Information:

The Drug-Free Schools and Communities Act requires this institution to annually distribute information related to the unlawful possession, use, sale or

distribution of illicit drugs and alcohol to each entering student. The School Board of Broward County, Florida adopted the Student Drug Information Packet pursuant to the requirements of the Drug-Free Schools and Communities Act.

**7. Completion Rate:** The 2007 cohort completion rate at Atlantic Technical Center is 43.37%; McFatter Technical Center is 38.81%; Sheridan Technical Center is 47.92%.

## TRANSFER POLICY

Students with previous technical training from other institutions may receive credit for that training.

A transcript from a Florida public institution documenting Student Performance Standards and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institution for the same technical program.

A transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course designation and numbering system will be

accepted in transfer at the receiving institution for the same course/program.

A transcript from a non-accredited institution will be evaluated on an individual basis by the department head and the individual program instructor to determine if advanced placement in a given program is applicable.

## VISITORS/CHILDREN ON CAMPUS

Visitors to the Technical Centers must first go to the Administration Office to register through the Guest Registration System. Visitors are not allowed in classrooms without permission.

Students are not permitted to bring children into classes with them or to permit children to wander unsupervised in any area of the campus. Children must be at least twelve (12) years of age to receive barbering services and at least sixteen (16) years of age to receive services in the cosmetology laboratory.

## WITHDRAWAL

Students should report their intentions to withdraw from school to their teacher, the Student Services Department, and the Financial Aid Office.

# 2008 - 2009 Broward Technical School Calendar

	Term 1 (45 days)	Term 2 (45 days)	Term 3 (47 days)	Term 4 (43 days)	Summer (44 days)
<b>Re-Registration</b> (current students)	<b>July 28</b>	<b>October 6</b>	<b>December 15</b>	<b>March 9</b>	<b>May 18</b>
<b>Open Registration</b> (new students)	<b>August 4</b>	<b>October 13</b>	<b>January 5</b>	<b>March 16</b>	<b>May 26</b>
<b>Term Begins</b>	<b>August 18</b>	<b>October 27</b>	<b>January 20</b>	<b>March 30</b>	<b>June 8</b>
<b>Saturday Classes Begin</b>	<b>August 23</b>	<b>November 1</b>	<b>January 24</b>	<b>March 28</b>	<b>June 13</b>
<b>Early Release Days</b>	<b>September 25</b> <b>October 23</b>	<b>January 15</b>	<b>March 26</b>	<b>April 23</b> <b>June 4</b>	
<b>Holiday/School Closed</b>	<b>September 1</b>	<b>November 4</b>	<b>February 23</b>	<b>April 6 - 10</b>	<b>July 3</b>
	<b>September 30</b>	<b>November 11</b>		<b>May 25</b>	
	<b>October 9</b>	<b>Nov. 27 &amp; 28</b>			
		<b>Dec. 22 - Jan. 2</b>			
		<b>January 19</b>			
<b>No Classes: Planning Day</b>	<b>August 11-15</b>	<b>January 16</b>	<b>March 27</b>	<b>June 5</b>	
	<b>August 26</b>				
	<b>October 24</b>				
<b>Interim Reports</b>	<b>September 18</b>	<b>December 1</b>	<b>February 19</b>	<b>May 4</b>	
<b>Report Cards</b>	<b>November 13</b>	<b>February 4</b>	<b>April 16</b>	<b>June 19</b>	
<b>Last Day of Term:</b>	<b>October 23</b>	<b>January 15</b>	<b>March 26</b>	<b>June 4</b>	<b>August 7</b>



**Atlantic Technical Center**  
4700 Coconut Creek Parkway  
Coconut Creek, FL 33063  
754.321.5100  
[www.AtlanticTechCenter.com](http://www.AtlanticTechCenter.com)

**Robert B. Crawford, Director**  
Gladys Allen,  
Office of Admissions Director



**McFatter Technical Center**  
6500 Nova Drive  
Davie, FL 33317  
754.321.5700  
[www.McFatterTech.com](http://www.McFatterTech.com)

**Mark Thomas, Director**  
Marsha S. Williams,  
Student Services Director



**Sheridan Technical Center**  
5400 Sheridan Street  
Hollywood, FL 33021  
754.321.5400  
[www.SheridanTechnical.com](http://www.SheridanTechnical.com)

**D. Robert Boegli, Director**  
Rosa Lee,  
Student Services Director



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The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director of Equal Educational Opportunities at 754-321-2150 or Teletype Machine TTY 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Director of Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine TTY 754-321-2158.  
Broward County Public Schools is an Equal Opportunity/Equal Access Employer.



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