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2014/2015

STUDENT HANDBOOK

www.BrowardTechnicalColleges.com



**ATLANTIC,
MCFATTER
& SHERIDAN
TECHNICAL
COLLEGES**

***Three college
locations to
serve you!***



BROWARD TECHNICAL COLLEGES

Accredited Programs

Broward Technical Colleges are accredited and approved by:

- Commission of the Council on Occupational Education **(COE)**

7840 Roswell Road, Building 300

Suite 325, Atlanta, GA 30350

Tel 770.396.3898 • 800.917.2081

Fax 770.396.3790 • www.council.org

- AdvancEd **(formerly SACS/CASI)**
- Accrediting Bureau of Health Education Schools **(ABHES)**
- Accrediting Review Council on Education in Surgical Technology and Surgical Assisting **(ARC/STSA)**
- Accrediting Commission of the American Culinary Federation Education Foundation
- American Dental Association Commission on Dental Accreditation
- Accreditation Commission for Education in Nursing - **ACEN**

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Tel 404.975.5000 • Fax 404.975.5020

www.acenursing.org

- American Optometric Association, Paraoptometric Division
- American Society of Health Systems Pharmacists
- American Welding Society **(AWS)**
- Association for HealthCare Documentation Integrity **(AHDI)**
- 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 Department of Health Bureau of Emergency Medical Services **(FDHBEMS)**
- Florida State Board of Cosmetology
- Florida State Board of Nursing
- Florida State Department of Education
- Graphic Arts Education and Research Foundation, PrintED
- Inter-Industry Conference on Auto Collision Repair **(I-CAR)**
- National Automotive Technicians Education Foundation **(NATEF)**
- National Board of Therapeutic Massage
- National Center for Construction Education & Research **(NCCER)**
- National Court Reporters Association **(NCRA)**
- National Healthcareer Association
- National Restaurant Association Education Foundation **(NRAEF)**
- North American Board of Certified Energy Practitioners **(NABCEP)**
- Partnership for Air Conditioning Heating, Refrigeration Accreditation **(PAHRA)**
- State Bureau of Fire Standards & Training
- The Commission on Secondary and Middle Schools



Welcome to Broward Technical Colleges!

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One Vision... Three Locations

Broward Technical Colleges



Atlantic Technical College and Technical High School

4700 Coconut Creek Parkway
Coconut Creek, FL 33063

Tel: 754.321.5100 • www.AtlanticTechnicalCollege.edu

Arthur Ashe Jr. Campus

1701 NW 23 Avenue
Ft. Lauderdale, FL 33311
Tel: 754.322.2800 • Fax: 754.322.2880

Atlantic Technical College @ Coconut Creek HS

1400 NW 44th Ave., Portable 17
Coconut Creek, FL 33066
Tel: 754.321.5350

Robert B. Crawford, Director
Karen Russo, Office of Admissions Director



McFatter Technical College and Technical High School

6500 Nova Drive
Davie, FL 33317

Tel: 754.321.5700 • www.McFatterTechnicalCollege.edu

Jeanette L. Johnson, Director
Marsha S. Williams, Office of Admissions Director

FOLLOW US ON



Sheridan Technical College and Technical High School

5400 Sheridan Street
Hollywood, FL 33021

Tel: 754.321.5400 • www.SheridanTechnicalCollege.edu

STC West Campus

20251 Stirling Road
Pembroke Pines, FL 33332
Tel: 754.321.3900 • Fax: 754.321.3940

Sheridan Technical High School

3775 S.W. 16th Street
Fort Lauderdale, FL 33312
Tel: 754.321.7450 • Fax: 754.321.7490

D. Robert Boegli, Director
Rosa Lee, Office of Admissions Director

Tel: 754.321.5900 Press #1 for ATC, #2 for MTC, and #3 for STC

Welcome

Congratulations on taking the first step toward 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 Colleges (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/advisor. Please carefully read the entire handbook before completing the Student Handbook Acknowledgement form.

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

Admissions

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

Students may be exempt from meeting the basic skills exit requirements if: a student possesses a college degree at the applied science level or higher from a regionally accredited institution; a student has completed, with appropriate scores, the Accuplacer, Enhanced ACT, SAT, PERT or met the appropriate score on the Grade 10 FCAT 2.0 (exempts Reading and Language); a student has successfully met the requirements for an approved state, national, or industry certification or licensure examination that is identified on the Florida Department of Education Basic Skills and Licensure Examination List for the program in which they are enrolled or enrolling; a student entered the 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma; a student is serving as an active duty member of any branch of the United States Armed Services; or a student is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with the provisions of Chapter 446. In addition, per State Board Rule 6A-10.040, Section 4, a student may apply for a waiver from meeting the minimum basic skills for the technical

program in which they are enrolled. This provision allows for program completion by students with disabilities that meet the requirements of their career education program, even if they cannot meet the basic skills requirements.

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-accredited schools. Students with foreign transcripts are responsible for obtaining their own translation and evaluation which may be completed by outside agencies. Students should note that just a translation of their foreign transcript is not sufficient; their educational records must be certified "as being the equivalent to a secondary and/or postsecondary education in the United States."

In accordance with requirements set forth by the Joint Commission 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. The 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.



Students who register for a class yet fail to attend within the first five (5) days of the enrollment period will be withdrawn making that seat available to another potential student. For additional information on admissions, see the Student Catalog, program brochures, or speak with a counselor or program advisor in the Office of Admissions.

Florida Residency Requirements for Tuition Purposes

As part of the admission process to a Certificate, Applied Technology Diploma Program, a student applying to a state postsecondary institution must complete a residency affidavit in order to declare Florida residency for tuition purposes. Staff will review this information and related documentation to verify residency and eligibility for in-state tuition.

Payment of Tuition and Your Federal Income Tax Return

Enrollment and payment of tuition at this institution could affect your federal income tax return, and in some cases, may increase your refund. For this to occur, we must have your social security number at the time of registration to enter you into our secure student database.

Refund Policy

1. All refunds shall be accounted for and audit trails maintained in accordance with Business Practice Bulletins issued by the Office of the Chief Financial Officer.

2. Students who appear at the school in person and voluntarily withdraw within five (5) school days of the beginning of a term shall be entitled to a full refund of tuition, student activity fee, fee-supported cost recovery, and lab/supply fees. Registration fees and Health Science Education fees are non-refundable. Five (5) school days shall not apply to courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third (1/3) of its assigned hours. Retention of fees collected in advance for a student who does not enter class shall not exceed \$100. Refunds will be made within forty-five (45) days of the date on which the student voluntarily withdraws.

3. Students involuntarily withdrawn pursuant to the Adult Student Conduct and Discipline Code are not entitled to a refund of any fees.

4. Students who pay fees but are entitled to a waiver, voucher or agency payment (refer to Policy #6606) shall be entitled to a refund of fees only if required evidences are presented to the school/college principal or his/her designee within fifteen (15) school days of the beginning of a term.

5. In the case of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal or his/her designee may honor a request for full or partial refund of fees providing that: (1) the request is made in writing prior to the date that the course would have normally ended, (2) supporting evidence (where appropriate) is provided. If said refund results in a failure to satisfy state fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund is given.

6. Students who feel they have been treated unfairly in the application of this policy or its rules may appeal using the student grievance procedure as presented in the Adult Student Conduct and Discipline Code.



Your education...a goal to achieve!

7. Refunds, when due, will be made without requiring a request from a student.

8. Refunds, when due, will be made within forty-five (45) days: (1) of the last day of attendance if written notification of withdrawal has been provided to the school/college by the student, or (2) from the date the school/college withdraws the student or determines withdrawal by the student.

9. A student is entitled to a full refund of fees if a course is canceled by the school/college principal or his/her designee, provided however, that the student was not reported in membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the state requirement shall be refunded.

10. Miscellaneous items purchased from the school bookstores (textbooks, uniforms, etc.) may be returned for a full re-fund provided that the items are unused, in the original packaging and currently being used in the instructional program.

Attendance

Broward Technical Colleges have the responsibility for preparing our students with the skills necessary to enter the workforce. It is recognized by business and industry that the single most important trait for career success is good attendance. The following attendance rules are the minimum acceptable standard to be successful in all Certificate and ATD programs at Broward Technical Colleges.

All postsecondary students will assume responsibility for making up assignments in a timely manner in order to stay current with the student's program progression.

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 program courses or Occupational Completion Points.

It is the intent of Broward Technical Colleges 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 attendance is affecting the educational progress of the student.

Certificate & ATD Programs

Total Absences

A student must be withdrawn after being absent for six (6) consecutive days. The student will be withdrawn on the seventh (7th) day, which will be the withdrawal date.

Two (2) additional absences may be allowed for: court appearance, death in family, illness, or hospitalization; the duration of jury duty will be exempt when official documentation is provided. 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.





Authorized Leave

Students may apply for one (1) 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 "L" for Authorized Leave for the duration of the Leave and are not to be withdrawn from the attendance roster. The gradebook manager is responsible for entering the "L" code(s) in the electronic gradebook once the Authorized Leave form has been signed by program administrator.

Interventions

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance shall be counseled either by the instructor, program counselor/advisor, or department head. An Attendance Contract may be completed by the instructor, program counselor/advisor, or department head.

Probation

Students who have been withdrawn for attendance reasons may not re-enter 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 enrollment period. Any student who is withdrawn from a program three (3) times within twelve months will not be allowed to re-enter that program for a period of two (2) consecutive enrollment periods. It may be necessary for students to wait until it is academically appropriate to re-enter if the course they are enrolled in is not being taught at the time they are eligible to re-enter.

Tardies

Tardies are defined as a student not being present in the classroom for the scheduled class hours printed on his/her schedule receipt. Attendance at Broward Technical Colleges is recorded in positive half hour increments. If a student is tardy more than three (3) times, he/she will be referred to his/her counselor/advisor or administrator.

Denial of Re-Registration

If it is determined by the instructor and counselor/advisor that a student has not made adequate progress within an enrollment period due to poor attendance or because missed assignments (class or lab work) have not been satisfactorily completed, 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 when it is academically appropriate to re-enter the program.

ABE, GED®, AAAE & ESOL

The following attendance policy has been established by the Department of Education and is in effect for the 2014-2015 Workforce Education year:

- A student must be withdrawn after being absent for six (6) consecutive days.
- There are no excused absences.
- Students will be withdrawn on the seventh (7th) day, which will be the withdrawal date.
- Withdrawn students may re-enter in the same class, if space is available.
- Students will be limited to one (1) re-entry per enrollment period.

Distance Learning

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 online or hybrid program. These may be defined as logging into the online program, e-mailing, attending web conferences, or having telephone or

in-person conversations with instructors, turning in assignments when due, and attending any scheduled classroom sessions if included as part of the program. A student will be marked absent when work is not submitted on time. Pro-rated attendance hours will be deducted when only partial work for the week is submitted.

Students who have one (1) 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.

Veterans Education

Benefits and Attendance

Broward Technical Colleges gives veterans preference in the admission process.

For complete information on eligibility, students should contact the Department of Veterans Affairs by calling

1-800-442-4551 or go to the VA website://www.gibill.va.gov. For information pertaining to the school's programs approved for veterans training by the State Approving Agency, and for additional information regarding the admissions process, contact the school Certifying Office in the Atlantic Technical College Office of Admissions 754-321-5122, McFatter Technical College Office of Admissions 754-321-5840, or Sheridan Technical College Office of Admissions 754-321-5545.

Most programs are approved for veterans training. Please note that blended/online courses are NOT APPROVED for veterans training.

If you are receiving Veterans Educational Benefits, be sure to see the Veterans School Certifying Official before registering for any Certificate or ATD program with an eLearning component.

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Students exceeding six (6) unexcused absences in a 9-week term, or 12 unexcused absences in an 18-week semester, will be terminated from their VA benefits for unsatisfactory attendance. The VA student terminated from VA education benefits due to unsatisfactory attendance may petition the school to be recertified after attending 20 consecutive school days without unexcused absences.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Standards of Academic Progress for VA students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of C by the end of each course completion.

A VA student whose CGPA falls below a C at the end of any course will be placed on academic probation for a maximum of two (2) consecutive terms of enrollment. If the VA student's CGPA is still below a C at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of C.

Transfer Policy

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

A transcript from a Florida public institution documenting Course Completion 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.

Evaluations & Grades

Broward Technical Colleges' students are evaluated on their performance in the classroom and/or in the lab. Upon request, transcripts of completed courses are also available through the Office of Admissions. The following system of grading shall be used.

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	0 - 59%
I	Incomplete

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. If a student does not complete all course work during the enrollment period due to extenuating circumstances, the teacher may apply an "I" and execute a contract between the student, teacher, and counselor defining the terms for awarding a grade of A - F dependent on student performance. Students may view their progress through the Virtual Counselor. Grades will be issued upon completion of each course in their program.



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. Potential students requesting experiential credit must schedule an appointment to meet with the assigned counselor, teacher, and department head to ensure proper documentation and placement. Administrative approval may be required prior to registration.

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 mandated basic skills requirements. Instructors use a variety of specific competency-based examinations and performance criteria to determine program completion.

Withdrawal

Students should report their intentions to withdraw from school to their teacher, the Office of Admissions, and the Financial Aid Office.

Students who are receiving Title IV (Pell Grant) funds, and withdraw from their program, will receive a refund based on the Federal post-withdrawal calculation formula. For additional information, please see the Financial Aid Office in the Office of Admissions.

Change of Address

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

Graduation

A graduation program is held annually in early summer 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.

Guarantee for Success Plan

Broward Technical Colleges are committed to teaching the skills necessary for career success. To demonstrate our support, we offer the Guarantee for Success Plan. If a graduate of any Broward Technical Colleges does not pass the identified, entry-level, industry certification test in his/her field of study, a student is invited to return for additional training and/or test preparation at no additional cost. Students, in consultation with their instructor and/or counselor, will attend for nine weeks.



Financial Assistance

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

The following programs may be available depending upon the course of study enrolled in:

- Agency Referrals
- Bright Futures
- Broward Technical Colleges' Foundation
- Children of Deceased and Disabled Veterans
- Federal Pell and FSEOG Grants
- Fee Waivers
- Financial Aid Fee Trust Fund (FAFTF)
- Florida Pre-Paid Tuition Plan
- Florida Vocational Rehabilitation
- FSAG-CE Grant
- Scholarships
- Veteran's Educational Benefits
- Workforce Investment Act
- FL National Guard Education for Dollars (EDD)
- DoD Voluntary Education Partnership

Program specific information can be found at each college's website.

FERPA Notification

Family Educational Rights & Privacy Act (FERPA) Notification Student Records

The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students' education 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.

The Family Educational Rights and Privacy Act (FERPA), F.S. 1002.22, and SB Policy 5100.1 affords parents, guardians, or eligible students (students over eighteen years of age or attending a postsecondary institution) 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 30 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal 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. When the educational records contain information about more than one student, parents may review the information related only to his or her child.

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

If the District decides not to amend the record as requested, the District will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing within 45 calendar days 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.

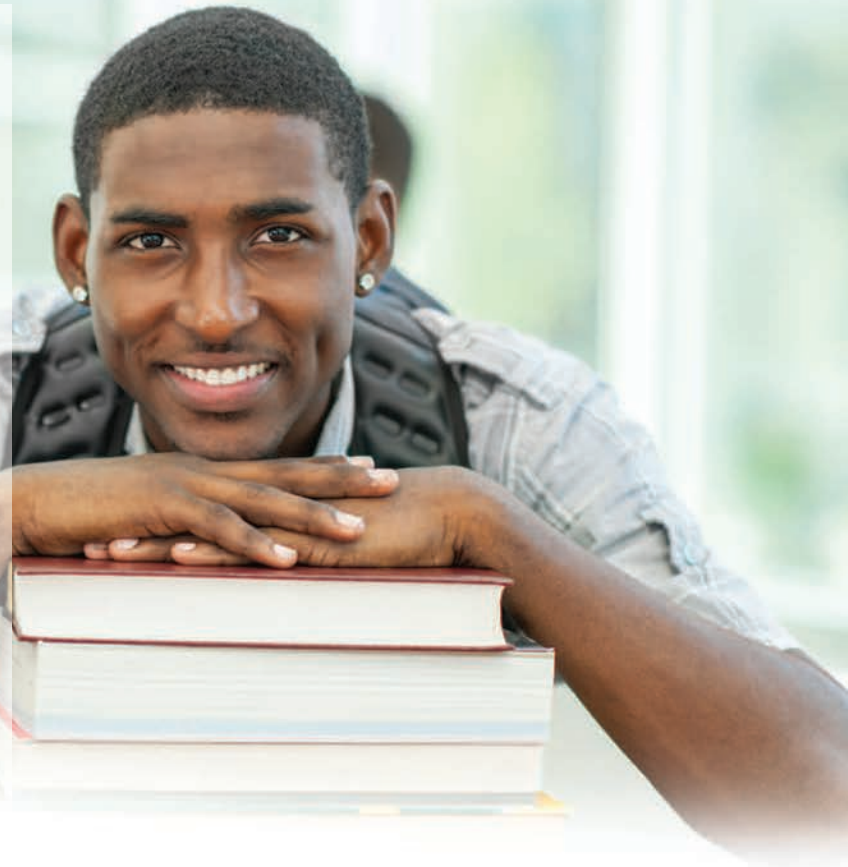
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent in many situations, including to a school official with a legitimate educational interest pursuant to a court order or a subpoena, and if disclosure is made in response to a court order or subpoena, you will be notified, except where the law prohibits said notification. In addition, FERPA permits several other types of nonconsensual disclosures, including to appropriate parties in connection with an emergency if necessary to protect the health or safety of the student or other individuals, and governmental agencies.

"Directory Information" is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. The School Board of Broward County, Florida designates the following as "directory information:" student's name, gender, residential address, telephone number, date and place of birth, major field of study, participation in school-sponsored activities and sports, height and weight of athletic team members, dates of school attendance, degrees and awards received, and the name of the most previous school or program attended. The School Board reserves the right to release Directory Information to (a) colleges, universities or other educational institutions in which the student is enrolled, may seek enrollment or may be recruited, or (b) for school publications and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, and theatrical programs).

Parents/guardians of students in any grade level (or students age 18 or students attending postsecondary institutions) may opt out of (refuse to permit) the release of any or all of the above Directory Information. On the FERPA Opt Out Form provided in the Code of Student Conduct parents/guardians or eligible student must indicate the types of Directory Information they do not want disclosed. The FERPA Opt Out Form must be submitted to the school principal annually.

The School Board of Broward County, Florida may also release student name, address, and telephone number of 11th and 12th grade students to the armed services, military recruiters, and/or postsecondary institutions.

Parents/guardians of students or eligible students in 11th and 12th grade may opt out of having Directory Information provided to the armed services, military recruiters, and/or postsecondary institutions.



On the No Child Left Behind (NCLB) Opt Out Form provided in the Code of Student Conduct, parents/guardians must indicate categories they wish not to be disclosed. The NCLB Opt Out Form must be submitted to the school principal annually.

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

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605
Phone: 1-800-USA-LEARN

For additional information, refer to Broward County School Board Policy 5100, or call the Office of Admissions. If you wish to discuss and try to resolve any FERPA concerns before contacting the Family Policy Compliance Office, you may contact the SBBC Privacy Officer at 754-321-1914.

(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).

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 Career, Technical, Adult, and Community Education or other rules and regulations. Cases not resolved at the institutional level may contact:

The Council on Occupational Education
7840 Roswell Road, Bldg. 300, Ste. 325 Atlanta, GA 30350
800-917-2081, 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 that results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, or sexual orientation. Individuals who wish to file a discrimination and /or harassment complaint may call:

Director, Equal Opportunity Educational Opportunities/ADA Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

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 - Non-instructional
- b. Counselor
- c. Assistant Principal
- d. Principal/Director

Level 2 - District 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.

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 District designee and shall include a statement of the grievance as outlined above.

The District 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 District designee 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 District designee's final decision by mail within five (5) school days following the meeting.

Should the District 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. Students who feel that they have been treated unfairly regarding financial aid may contact:

Florida Department of Education, Bureau of Federal Educational Programs,

325 West Gaines Street, Suite 348
Tallahassee, Florida 32399-0400
Phone: 850-245-0446
Fax: 850-245-9052
CareerandAdultEd@fldoe.org

Conduct & Discipline

Students are expected to adhere to the School Board approved Conduct and Discipline Code for Adult Students in Career, 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 Career, Technical, Adult, and Community Education (“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 dually-enrolled high school students, the District's Code of Secondary 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 (1) 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 (1) 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 outlined on page 12.

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 areas 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 ten times throughout the year. For maximum safety/security, each campus employs security specialists and uses 24-hour camera surveillance.



Computer Use

Broward Technical Colleges 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, the internet, and online communication systems must be related to students' educational activities.
- Students must recognize that computers, networks, and equipment used to support online learning 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 communications and information systems.
- Students must not access or distribute offensive, obscene, inflammatory, or pornographic material.
- Students shall not intentionally spread or attempt to spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance.
- All users of computers, networks, and online communications systems and information systems shall adhere to laws regarding copyright.

I acknowledge the following:

- I understand that Policy 5306 describes the acceptable use of computers, networks, the internet, 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, the Internet, and online communications 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 of Broward County, FL responsible if controversial material is inadvertently accessed on a school computer.

Wireless Communication Devices

Personal technology devices must be off (or silent) and out of sight during instructional time. No cell phone calls or text messages may be placed or answered during instruction.

Phones in the classroom are for staff use only. A telephone in administration is available for student use in emergency situations.

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, international student counseling, financial aid, job opportunities, occupational counseling, personal counseling, registration, student records, transcripts, and veterans' information.

Career Assessment

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

Placement Services

An Career Services Advisor is available to assist current and former students in finding job opportunities. Instructors also assist with job opportunities. Daily job openings are available through the services of CareerSource Broward. Students are responsible for informing their instructor and the Career Services Advisor of the outcome of interviews arranged through the school.

Disability Services

As Equal Access/Equal Opportunity institutions, Broward Technical Colleges 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 Amendments Act of 2008 (ADAAA). Specialized services and counseling are provided by trained staff in the Office of Admissions. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) may call Director, Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine (754) 321-2158.

Learner Rights & Responsibilities

It is our District's responsibility to inform all students that sometimes accommodations may be available for basic skills testing as well as instruction, such as extended time or testing in a separate room.

Persons with documented disabilities including but not limited to a learning disability, ADHD, depression, mobility impairment, or a hearing or vision impairment are protected under law with the right to accommodations in instruction and testing.

EACH STUDENT has the right:

- To participate in adult education programs, services, and activities without discrimination;
- To choose whether to disclose a disability;
- To receive reasonable accommodations in class and on tests;
- To meet with staff to discuss his/her needs.

EACH STUDENT has the responsibility:

- To self-identify, or notify a teacher or registrar if he or she needs or wishes to request accommodations for testing or instruction;
- Provide documentation of their disability. Documentation is required, but will be kept totally confidential.

Possible accommodations may include:

- Extra time for testing;
- Frequent breaks;
- Private work area;
- Interpreters;
- Alternate test formats (Braille, audiotape, large print);
- Assistive devices

Remember, if you have ever had or think you might currently have a learning disability or other disability which affects your ability to learn or to take tests, please let us know as soon as possible so that, together, we can determine what assistance you may need in testing and instruction.

Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

Necessary measures shall be taken to comply with the provisions of the ADAAA. The ADAAA provides that no qualified individual with a disability shall by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities, or be subjected to discrimination, harassment, intimidation, retaliation, or coercion.

Reporting Section 504 - Discrimination

The steps below have been developed to comply with the law for resolution of individual complaints under Section 504/ADAAA. 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/ADAAA 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 school days of the occurrence.
2. Within fifteen 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, TTY 754-321-2158 who will inform the student of his or her rights under Section 504/ADAAA, 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.

Discrimination, Bullying and/or Harassment

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

The School Board of Broward County, Florida expressly prohibits bullying, including cyber-bullying, cyber stalking and harassment, by or toward any student or employee. See Policy 5.9: Anti-Bullying for additional information. If any student feels that he or she has been discriminated against, harassed, or bullied, there are specific procedures to report such offenses. Students may also call the Bullying Hotline at 754-321-0911.

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 Assault Policy & 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.

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.

Sexual Assault and Violence 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 Colleges.

Counseling and Referral Assistance

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

Sexual Assault and Violence 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
Counseling Appointment 954-357-5778
Hotline 954-761-7273

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

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 Criminal Acts, including Sexual Assaults and Violence

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 Broward District Schools Police Department 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 Office of Admissions for counseling.

Dress Code

Since the primary purpose of the technical colleges 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. For certain programs, students are required to wear uniforms and/or safety apparel that may be purchased in the bookstore or from designated vendors.

Uniforms must be worn properly and kept in good condition. 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.

Major Adverse Effects of Substance Abuse

Drug Abuse Prevention

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 (1) 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 Career, 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) - Up to \$500 Fine and Up to 60 Days in Jail
- Providing alcohol to a person under the age of 21 (First Offense) - 1st & 2nd Offense Up to \$500 Fine and/or 60 Days Jail

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 enrollment period of imprisonment of three (3) calendar years and shall not be eligible for parole or statutory gain time prior to serving such minimum sentence.

TOBACCO - 1 in every 5 deaths in the United States is caused by cigarette smoking. Tobacco in all forms is highly addictive due to the presence of nicotine. Smoking tobacco causes oral, throat, and lung cancer, chronic obstructive lung disease (COPD), increased risks of heart attacks and strokes, high blood pressure, and premature aging. Second-hand smoke is also harmful. Chewing tobacco causes oral, esophageal, and stomach cancer. There are many programs and several medications to help people quit using tobacco. Quitting significantly decreases the risk of developing cancer, even after many years of smoking.

MARIJUANA (i.e. weed, bud, hash) - Effects on the brain from marijuana's primary active agent, THC, are similar whether it is smoked, eaten, or drunk in tea. 9% of all users become dependent and some experience an unpleasant withdrawal syndrome when they try to stop, which can lead to relapse. Marijuana impairs memory, coordination, and judgment and may cause extreme anxiety, paranoia, and psychosis in the short-term. Intoxication while driving significantly increases the risk of causing an accident. In the long-term, it is associated with cognitive impairments and poor educational outcomes, including higher rates of dropping out of school. Lower IQs are seen in adults who frequently used marijuana as adolescents. Its use is also associated with anxiety and depression. Smoking marijuana is associated with higher risks of chronic bronchitis and upper respiratory tract infections, but whether or not it causes lung or other cancers is still unclear.

DEPRESSANTS/SEDATIVES (i.e. alcohol, barbiturates, benzodiazepines, methaqualone) — Numerous depressants/sedatives are potentially addictive, including those in parentheses. After prolonged abuse, a life-threatening withdrawal syndrome can develop from trying to quit or decrease the amount used. They impair attention, memory, coordination, judgment, impulse control, and consciousness. At higher doses, they can cause excess sedation, unconsciousness, respiratory depression, and death, although death from benzodiazepine abuse is unlikely unless it is mixed with another

depressant. Alcohol abuse is strongly associated with depression, increased accident rates, and violence. Alcohol is toxic, particularly to the liver, heart, pancreas, and brain, and increases the risk of a number of cancers and other medical complications, including GI bleeding, painful inflammation of the pancreas, liver disease, and seizures. There are many effective programs and a number of medications to help people quit abusing alcohol.

OPIATES and OPIOIDS (i.e. heroin, morphine, methadone, codeine, oxycodone, hydrocodone, hydromorphone) — All opiates and opioids can be highly addictive. Withdrawal can be extremely unpleasant and create an obstacle to quitting, but its symptoms are treatable and typically not life-threatening. Intoxication involves apathy and impaired attention, in addition to pleasurable effects. At higher doses, they can cause unconsciousness, respiratory depression, and death. An overdose can usually be reversed with a medication called naloxone, if it is given soon enough. A common and unpleasant side-effect of frequent use is constipation. Intravenous use (“shooting it”), particularly if there is needle-sharing, increases the risk of skin and blood-borne bacterial infections (i.e. endocarditis) and of contracting HIV and hepatitis B and C.

STIMULANTS (i.e. cocaine, crack, methamphetamine) — Stimulants carry a high risk of addiction. Intoxication may cause dangerously high blood pressure and abnormal heart rhythms, acutely increasing risk of heart attack and stroke. Use also increases risk of seizures and may cause insomnia, anxiety, distractibility, confusion, tic-like behaviors, severe mood swings, agitation, paranoia, and psychosis (e.g. delusions, hallucinations, disorganized thoughts). The initial euphoria of use is often followed by a “crash” involving lethargy, loss of motivation, irritability, and depression. Snorting cocaine can cause destruction of the nasal septum (“perforation”), smoking crystal meth is associated with severe periodontal disease (“meth mouth”), and smoking crack is highly destructive to the lungs (“crack lung”). Intravenous use carries the same risks as for the opiates.

HALLUCINOGENS (i.e. PCP “angel dust,” ketamine “special K,” LSD “acid,” psilocybin “mushrooms,” MDMA “ecstasy”) — This is a class of drugs with many chemically dissimilar agents that all significantly alter mood and sensory perception, causing hallucinations, dissociative experiences, and alterations in sense of time. Use of PCP, LSD and MDMA can unpredictably lead to highly disturbing and/or violent psychotic episodes (“bad trips”). Use of LSD may lead to long-lasting perceptual changes, or “flashbacks.” They may indirectly lead to legal problems, injury or death by impairing perception, judgment and impulse control.

— Nils Westfall, M.D., Department of Psychiatry, University of Miami/Jackson Memorial Hospital.

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 assistance from the Drug Prevention Counselor identified at the school or to consult with the District Substance Abuse Counselor assigned to the District designee’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, and referral for prosecution as deemed appropriate 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. Sanctions may include expulsion, termination of employment, and referral for prosecution.

Bookstore

Each college operates a bookstore as a service to students, faculty, and staff for the purchase of textbooks, workbooks, uniforms, kits and tools, book bags, t-shirts, and school-related supplies. Transactions in the bookstore require cash, credit card, or debit card. No checks are accepted. Students who have enrolled for the first time and meet Federal Pell Grant eligibility may qualify for some financial assistance towards the purchase of books and supplies.

Textbook Buy-Back Program

Buy-Back is the standardized process of purchasing used textbooks from students at the end of an enrollment period. If the book is on the Buy-Back list for that time period, bookstore personnel will inspect each book for excessive writing, broken spine, torn pages, water damage and highlighting prior to buying back. If the book is in good condition as determined by bookstore personnel, it is eligible to be repurchased for the Buy-Back program.

The student must have been registered in the course/program to be eligible for Buy-Back and have an original receipt from the College’s bookstore. Students may sell their used books back to the bookstore in the same form as the original payment. Textbooks eligible for the Buy-Back program will have their Buy-Back prices posted one week in advance of the Buy-Back period which will be the last week of each nine (9) week enrollment period and the first week of the subsequent enrollment period.



Early Release

See inside back cover for early release dates for each college. Evening classes follow their normal schedule at all three (3) colleges 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 Web site are 754-321-0321 and www.browardschools.com.

Cafeteria

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.

Identification Badges

Identification badges are issued annually to all Broward's Technical College 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.

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 college'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. Students have the option to designate an emergency contact person. 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 result in a search of person, possessions, and/or vehicle.

Smoking

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

Special Programs

Our academic studies program 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. Classes in ABE (Adult Basic Education), ESOL (English for Speakers of Other Languages), GED® (General Educational Development), ELCATE (English Literacy for Career and Technical Education), and AAAE (Applied Academics for Adult Education) instruction are available.

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.

Three great locations...





Students' Right to Know

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

Notice To Students And Employees of

Broward Technical Colleges provide information to students and employees regarding crime awareness, campus security, and completion rates.

1. Reporting Criminal Acts:

Broward Public Schools Police Department 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 Hotline number that is active 24 hours-a-day. Report potentially serious situations by calling (754) 321-0725. Criminal incidents occurring at one of Broward's Technical Colleges 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.

2. Access To Campus Facilities:

School Board Policy 1400 encourages the public to visit schools. 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 salespeople, 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 Colleges 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 of Broward County, Florida policy requires collaboration with local law enforcement in the development of the School Safety Plan. The plan requires notification of local law enforcement of incidents threatening the health or safety of students or staff. The plan also must be reviewed and signed by local law enforcement. The plan acknowledges that local law enforcement will investigate alleged crimes occurring on campus.

School Board Policy 2302 authorizes the Broward Public Schools Police Department 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 Colleges employ Security Specialists. These officers provide day and night security for students attending classes. Campus cameras are also monitored throughout the day.

The local Community Service Officer and the Security Specialist are available to provide information to students and employees on various crime prevention subjects. More information is available in the Office of Admissions. "Whistle-blowers" are protected from retaliatory acts through administrative procedures including the ability of students or staff to text message the Broward Public Schools Police Department of the School Board under the Board's anti-bullying policy.

Atlantic Technical College			
	2013	2012	2011
Aggravated Assault	0	0	0
Alcohol/Drugs	3	3	1
Arson	0	0	0
Burglary	0	0	1
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes*	0	0	0
Sexual Offenses **	0	0	0
Robbery	0	0	0
Weapons Possessions	0	0	0

McFatter Technical College			
	2013	2012	2011
Aggravated Assault	0	0	0
Alcohol/Drugs	3	0	3
Arson	0	0	0
Burglary	0	0	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes*	0	0	0
Sexual Offenses **	0	0	0
Robbery	0	0	0
Weapons Possessions	0	0	0

Sheridan Technical College			
	2013	2012	2011
Aggravated Assault	0	0	0
Alcohol/Drugs	1	0	0
Arson	0	0	0
Burglary	0	0	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes*	0	0	0
Sexual Offenses **	0	0	0
Robbery	0	0	0
Weapons Possessions	0	0	0

** Forcible and non-forcible offenses

*Hate Crime statistics include: larceny-theft, simple assault, intimidation, and vandalism.

5. Criminal Incident Statistics:

The data reflects criminal incidents at Broward Technical Colleges, pursuant to the requirements of the Campus Security Act. (2 charts are shown to the left and l above.)

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. 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 and Title IV.

7. Completion Rate:

Using the Federal formula for calculating completion rates, the 2013 three year cohort completion rate at Atlantic Technical College is 49%; McFatter Technical College is 68%; Sheridan Technical College is 86%.

Calculating the completion rate using the State of Florida formula, the completion rate for Atlantic Technical College is 87%; McFatter Technical College is 91%; and Sheridan Technical College is 93%.

Graduation rates are also displayed on the IPEDS college navigator at <http://nces.ed.gov/collegenavigator/>.

Visitors on Campus

Visitors and Children on Campus

Visitors to the Technical Colleges must first go to the Administration Office or Office of Admissions 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.

Voter Registration

Requirements of the Higher Education Amendments Act of 1998

This state law requires that institutions of higher learning provide each enrolled student the opportunity to apply to register to vote, or update their voter registration records at least once a year. Voter registration applications and information are available online at <http://election.dos.state.fl.us/voter-registration/voter-reg.shtml>. Students with disabilities may obtain information from their counselor, and if necessary, receive assistance in filling out the application cards.

Career Technical Programs CALENDAR 2014-2015

	Summer '14	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Re-Registration (current students); Open Registration (new students):	May 12 May 19	July 28 August 4	October 6 October 13	December 1 December 8	March 9 March 16
Term Begins:	June 9	August 18	October 27	January 5	March 30
Early Release Days:		September 18 October 23	December 18	February 26 March 19	June 4
Holiday/School Closed	July 4	September 1 September 25	November 11 November 26-28 Dec. 22-Jan. 2	January 19 February 16 March 23-27	April 3 May 25
No Classes: Planning Day		August 11 - 15 October 24	November 4 December 19	March 20	June 5
Last Day of Term:	August 8	October 23	December 18	March 19	June 4

Adult Education Classes CALENDAR 2014-2015

	Summer '14 (71)	Tri 1 (81 days)	Tri 2 (69 days)	Tri 3 (75 days)
Re-Registration (current students); Open Registration (new students):	April 7 April 14	July 28 August 6	December 1 December 8	April 2 April 9
Term Begins:	April 28	August 18	January 5	April 23
Early Release Days:	June 5	September 18 October 23 December 18	February 26 March 19	June 4
Holiday/School Closed	May 26 July 4	September 1 September 25 November 11 November 26-28 Dec. 22 - Jan. 2	January 19 February 16 March 23-27 April 3	May 25 July 4
No Classes: Planning Day	May 23 June 6	August 11 - 15 October 24 November 4 December 19	March 20	June 5
Last Day of Term:	August 8	December 18	April 22	August 7

Important dates to remember as you attend Broward's Technical Colleges!





The School Board of Broward County, Florida
School Board Members

Patricia Good, *School Board Chair*
Donna P. Korn, *School Board Vice Chair*

Robin Bartleman | Heather P. Brinkworth
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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 identity, gender expression, national origin, marital status, race, religion, or sexual orientation. Individuals who wish to file a discrimination and /or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. www.BrowardSchools.com

www.BrowardTechnicalColleges.com



Broward Technical Colleges are accredited by the
Commission of the Council on Occupational Education.



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