



2017-2018

Student Handbook and Code of Conduct

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Visit our website at: ManateeTech.edu

Revised 5/1/2017



Acknowledgment of Responsibility

(Dual Enrolled High School Students)

Each parent/guardian of a student and each student enrolled at Manatee Technical College must sign and return this page your instructor to acknowledge receipt of the website address for the *Student Handbook and Code of Conduct*.

WEBSITE ADDRESS: www.ManateeTech.edu/handbook

Each school will maintain records of such signed statements.

I acknowledge that I have been given the website address to electronically access the *Student Handbook and Code of Conduct*. I acknowledge that I have read and discussed this information with my child.

Parent's/Guardian's Signature

Date

I acknowledge receipt of the website address to electronically access the *Student Handbook and Code of Conduct* and I have read and discussed it with my parent/guardian and agree to abide by the rules contained therein.

Student's Name

Date

Student

Student ID Number as appears on ID badge



**RETURN TO MTC WITHIN THREE DAYS UPON
RECEIPT OF THE WEBSITE INFORMATION**

Acknowledgment of Responsibility

(Students 18 years of age and older)

Each student enrolled at Manatee Technical College must sign and return this page to your instructor to acknowledge receipt of the website address for the *Student Handbook and Code of Conduct*.

WEBSITE ADDRESS: www.ManateeTech.edu/handbook

Each school will maintain records of such signed statements.

I acknowledge receipt of the website address to electronically access the *Student Handbook and Code of Conduct* and I have read and agree to abide by the rules contained therein.

Student's Name

Date

Student's Date of Birth (DOB)

Student ID Number as appears on ID badge



**RETURN TO MTC WITHIN THREE DAYS UPON
RECEIPT OF THE WEBSITE INFORMATION**

JURISDICTION OF THE SCHOOL BOARD

Prohibition of Discrimination

MTC is a part of the School Board of Manatee County. No employee, student, applicant for admission or applicant for employment, volunteer, vendor, or member of the public, shall, on the basis of race, color, national origin, sex, gender orientation, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of or be subjected to discrimination or harassed under any educational programs, activities, services, or in any policies or practices by the School District of Manatee County. Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit for specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation. Any student who believes he or she has been discriminated against or has been harassed by an employee, student, or other third party, who is subject to control of the School Board, is encouraged to use the appropriate grievance procedures set forth in policy. Complaints should be forwarded to the following Equity Coordinator:

Rebecca Wells, Equity Coordinator
Manatee County Schools
P.O. Box 9069 Bradenton, FL 34206-9069
941-708-8770 extension 2279

STUDENT ATTENDANCE

1. Students are expected to be in class, on time, ready to learn. There are no excused or unexcused absences. The student is either present or absent. Students attending an approved field trip or other school-sponsored activity are marked present.
2. If a student is unable to attend a scheduled class or field trip, the student shall contact the instructor to self-report the absence.
3. Any student with five absences during a 9-week grading period may be withdrawn based on the instructor's recommendation.
4. Two partial attendance days (missing more than an hour) count as one absence.
5. Three tardies equal one absence.
6. In compliance with Florida statute, any adult student with 6 consecutive absences shall be withdrawn. The withdrawal date shall be the first of the six days the student was absent.
7. *A. First Withdrawal for Poor Attendance:* A student withdrawn due to poor attendance may apply for readmission for the next semester. The student will be readmitted with an Attendance Contract. See Program policies for more information.
B. Second Withdrawal for Poor Attendance: A student withdrawn for poor attendance a second time must be out of school until the next school year begins and may apply for readmission; the student will be accepted on a space-available basis. An Attendance Contract must be signed before the student is allowed to re-enter the program. See Program policies for more information.

8. *C. Third Withdrawal for Poor Attendance:* Any student withdrawn for poor attendance a third time may apply for readmission after one school year. See Program policies for more information.

Secondary Policy: Attendance will be based on each quarter: After five cumulative absences in a quarter the student will be asked to see his/her counselor and will receive an official warning about future absences. If attendance does not improve the next quarter, the student will be withdrawn at the end of the semester and denied enrollment at MTC for at least one semester based on the instructor's recommendation. High school students who drive to campus or ride with a driver are expected to arrive and leave the classroom at regular MTC school hours (not high school bus hours). Three tardies are equal to one absence. Students are asked to call their instructors in their classrooms at least 15 minutes prior to the start of class when they are unable to attend. There are no excused or unexcused absences. Students are either in attendance or they are absent.

Leave of Absence:

If a student needs an extended absence, administration must pre-approve a leave of absence. A student may have only one leave of absence in a school year. However, the director may grant subsequent leaves for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act (FMLA) of 1993. A student taking an approved leave retains in-school status. A student who does not return from the approved leave of absence will be considered withdrawn. A leave of absence request form may be obtained from the student's counselor.

STUDENT DISCIPLINE

For a detailed description of Student Discipline, you can locate the Manatee County Code of Student Conduct on the District website at www.manateeschools.net. Click on "Student", then "Code of Student Conduct".

FAILURE TO REVIEW THE STUDENT CODE OF CONDUCT WILL NOT RELIEVE A STUDENT (OR THE PARENT/ GUARDIAN) OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE CODE OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO SCHOOL DISTRICT OF MANATEE COUNTY PROPERTY.

Disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions beginning with Level 1, petty acts of misconduct; culminating in Level 4 offenses, the most serious threats to school safety. Corrective responses to infractions become progressively more severe as one moves upward in the levels of misconduct. It is the administrator's responsibility to determine the level of the offense that has been committed and the appropriate response. In certain circumstances, a combination of corrective measures may be appropriate.

LEVEL 1 - Disciplinary Infractions and Administrative Actions

<p style="text-align: center;">Infractions</p>	<p style="text-align: center;">Administrative Actions</p>
<ul style="list-style-type: none"> • Cell Phones and Wireless Communication or Electronic Devices that are Visible, Activated, or Inappropriately Used During Regular School Hours • Disrespect for Others • Disruptive Conduct (minor) • Dress Code Violation • Failure to properly display student ID • Inappropriate Behavior • Inappropriate Gestures, Language or Materials • Medication Policy Violation (Over the Counter or legitimate prescription) – possession or use only • Profanity, cursing • Public Display of Affection • Tardy to Class (excessive) • Violation of Attendance Procedures 	<ul style="list-style-type: none"> • Counseling and direction • Verbal reprimand • Return of property, payment for same or restitution for damages • Behavioral contract

LEVEL 2 - Disciplinary Infractions and Administrative Actions

Infractions	Administrative Actions
<ul style="list-style-type: none"> • Aggression, Non-Physical • Blackmail • Bullying- 1st Offense • Cheating or Plagiarism • Contraband • Defiance • Disrespect for Others (repeated) • Disrespect to Staff or Authority • Disruptive Conduct (repeated) • Endangerment • Extortion • Failure to properly display student ID (Repeated) • False or Misleading Information • Harassment - 1st Offense • Intentional Damage of Personal/School Property (under \$1,000) (LE-Optional) • Leaving Campus without Authorization (HS) • Medication Policy Violation - repeated possession, misuse or providing • Out of Area • Possession of E-Cigarette • Repeated Misconduct of a Level 1 or 2 Infraction • Theft (Less than \$300) (LE-Optional) • Tobacco (Possession/Use if under the age 18) (S) (LE-Optional) • Tobacco (Possession/Use if 18 years of age or older) • Unauthorized Use of Other Person's Name, Signature, or Identifying Number 	<ul style="list-style-type: none"> • Behavioral contract • Confiscation of unauthorized materials • Suspension from school ** • Return of property, payment for same, or restitution for damages • Temporary or permanent removal from extracurricular/co-curricular program or activity

**** FS 1006.09(1)(b) Written notification, within 24 hours, by U.S. Mail
(LE) Notify Law Enforcement
(S) SESIR Report to DOE**

LEVEL 3 - Disciplinary Infractions and Administrative Actions

<p style="text-align: center;">Infractions</p>	<p style="text-align: center;">Administrative Actions</p>
<ul style="list-style-type: none"> • Aggression, Physical • Alcohol Possession or Use (S) (LE- Optional) • Bullying – Repeated (S) (LE- Optional) • Computer Fraud (Accessing or Breaking into files that are unauthorized) (LE- Optional) • Contraband (2nd possession or sale of) • Criminal Street Gang Activity (LE) • Dating Violence • Display or Use of any Chemical Self-Defense Spray (LE- Optional) • Disorderly Conduct (Disruption) (S) (LE Optional). • Disrespect to Staff (Repeated) • Drugs – Poss./use 1st Offense; Prescription Drugs; Illegal Drugs (S) (LE- Optional) • Fighting - No Injury, No Weapon and no restraint necessary • Harassment (repeated) (S) (LE) • Inhalant/Inhaling/Huffing (LE- Optional) • Posting images or video of others violating school rules to the Internet • Other Serious Misconduct • Repeated Misconduct of a Level 2 or 3 Infraction (LE-Optional) (≠) • Sale of Contraband (LE-Optional) • Sexting (LE-Optional) (DCF-Optional) • Sexual Harassment (S) (LE) (DCF) • Sexual Offenses (Lewd Behavior or Indecent Exposure) (S) (LE) (DCF) • Theft (over \$300) (S) (LE) • Threats, Intimidation (S) (LE- Optional) • Trespassing (S) (LE) • Vandalism under \$1000 (LE-Optional) 	<ul style="list-style-type: none"> • Behavioral contract, plus... • Suspension from school ** • Temporary or permanent removal from extracurricular/co-curricular program or activity • Return of property, payment for same, or restitution for damages • Confiscation of unauthorized materials

**** FS 1006.09** Written notification, within 24 hours, by U.S. Mail
(LE) Notify Law Enforcement
(S) SESIR Report to DOE
(≠) Report to Law Enforcement and/or SESIR if original

LEVEL 4 - Disciplinary Infractions and Administrative Actions

<p style="text-align: center;">Infractions</p>	<p style="text-align: center;">Administrative Actions</p>
<ul style="list-style-type: none"> • Alcohol – Repeated or Distribution (S) (LE) • Arson (S) (LE) • Battery (S) (LE) • Bomb and Explosion Threats or Firearm Threats (S) (LE) • Burglary (S) (LE) • Criminal Street Gang Activity (repeated) (LE) • Cyber Attack (Introducing Programs or Tools into Network Server) (LE) • Drugs- Repeated; Prescription Drugs; Illegal Drugs, distribution (S) (LE) • False Accusation – Teacher or School Board Employee (LE-Optional) • False Fire Alarm (S) (LE- Optional) • Fighting – Injury or Weapon and requires physical restraint (S) (LE-Optional) • Firearms (S) (LE) • Force or Violence against School Employees or Volunteers (S) (LE) • Hazing (S) (LE-Optional) • Inciting, Leading or Participating in a Major Student Disruption (S) (LE) • Other More Serious Misconduct (S) (LE) • Repeated Misconduct of a Level 3 Infraction (LE- Optional) (≠) • Sexual Battery (S) (LE) (DCF) • Sexual Offenses (Sexual Contact, Lewd Behavior of a More Serious Nature) (S) (LE) (DCF) • Victimization/Extortion or Threats/Intimidation of More Serious Nature (S) (LE) • Vandalism over \$1000 (S) (LE) • Weapons – Possession or Use of (S) (LE) • Weapon-like contraband possession (LE-Optional) 	<ul style="list-style-type: none"> • Suspension from school ** • Extended suspension * • Recommendation for Expulsion/Withdrawal

**** FS 1006.09(1)(b) Written notification, within 24 hours, by U.S. Mail
 (LE) Notify Law Enforcement
 (S) SESIR Report to DOE**

**(≠) Report to Law Enforcement and/or SESIR if original infraction is reportable
 (DCF) Notify Department of Children & Families**

STUDENT INFORMATION

Students are active learners in meeting MTC's goals of excellence. Diligence and sustained effort in their schoolwork and activities: respect for themselves, other students, the staff, and school property; and actions which will be a credit to themselves, their family, their school, and community. The following outlines the expectations students should have of their school and its staff.

Accidents & Injuries:

In the event of an accident or injury on campus, students are responsible for notifying the instructor or other MTC personnel immediately. Faculty/staff will handle injuries such as superficial lacerations or abrasions. Emergency medical services will be contacted for a serious injury or medical condition. All students should have emergency contact information on the Student Information Sheet in the classroom student folder or in Focus.

Limited Student Accident Insurance – All students will pay \$14 the first time they register. This is for annual coverage. Full-time, Job Prep and Adult Education students attending any campus day or night are covered as are clinicals and field trips. Students attending Continuing Education/Enrichment classes are not covered at their home schools and do not pay the fee. All accidents must be reported to an instructor or available staff member immediately.

Cell Phones:

All cell phones should be on vibrate and out of sight during classroom time. Texting while in class is prohibited. Students may use cell phones before and after school, while on break and during lunch. Cell phones may be used in class if the instructor has given permission to do so for a school related purpose. If an EVACUATION is ever announced, cell phones are NOT to be used as they could inadvertently trigger a remote control explosive device.

Drills & Emergencies:

Regulations require that a fire drill be held periodically during the school year. MTC will also have at least two tornado drills each school year. In addition, the school also has other emergency drills. Each exit in the school is clearly indicated. During all drills, follow the instructor's directions. To turn in a false alarm is a criminal offense. In case of emergency situations requiring evacuation, students should follow evacuation routes. In other emergency situations, students should go to the designated safety areas inside the buildings as directed.

Drug/Alcohol Abuse and Prevention:

No student or staff shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on any Manatee Technical College campus, at any other College locations, or at College-sponsored event activities or events.

MTC annually hosts Drug and Alcohol Awareness programs for students. These programs are open to all students, but may be required for students in violation of this policy as a first level disciplinary sanction. Additional educational materials, programs, and other resources are available by contacting one of our counselors.

Counseling/Treatment Programs

Manatee Technical College is committed to providing each of its students and staff a drug-free environment in which to attend classes and work. From a safety perspective, the users of drugs or alcohol may impair the well-being of students and staff, interfere with MTC's educational environment, and result in damage to College property. Therefore, it is the College's policy that that unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances or alcohol is prohibited on all MTC campuses or as part of any College-sponsored activity.

The following organizations offer drug/alcohol counseling and treatment programs.

CENTERSTONE

CENTERSTONE lead the field in the implementation of co-occurring mental health and addiction treatment and trauma-informed care. They have a comprehensive array of inpatient, emergency, intensive in-home and outpatient services for every stage of life.

<http://www.manateeglens.org>

Phone: 941-782-4150

Crisis Line: 866-355-9394

Manatee County Health Department

Manatee County Health Department works to protect, promote and improve public health by providing a variety of programs such as clinical and nutrition services, infectious disease services, environmental health, community health and wellness programs and emergency preparedness and response plans. They focus on reducing the tobacco industry's youth marketing tactics, de-normalize tobacco use on school campuses, work with employers to help employees quit and create smoke-free multi-unit housing opportunities.

<http://manatee.floridahealth.gov>

Office: 941-748-0747

Alcoholics Anonymous

Alcoholics Anonymous is an international fellowship of men and women who have had a drinking problem. It is self-supporting, multiracial and apolitical. There is no age or education requirements. The Twelve Steps are a group of principles, which if practiced as a way of life, can expel the obsession to drink and enable the sufferer to become happily and usefully whole.

<https://www.aa.org>

Office: 941-951-6810

Manatee Technical College

MTC encourages the identification and treatment of alcohol and chemical dependency in its early stages before school or work is affected. Students interested in speaking with someone on campus may contact a Career Counselor, at 941-751-7900.

MTC/SDMC provides the services of an Employee Assistance Program (EAP) to assist employees who request 24/7 support help with substance abuse.

HealthAdvocate.com/members

Phone: 877-240-6863

Drug Screenings:

Students must participate in a drug screening at MTC for the following programs:

Industrial Technology, Machining, Major Appliance and Refrigeration Repair, Emergency Medical Technician, Florida Law Enforcement Academy, Fire Fighter I & II, Fire Fighter/Emergency Medical Technician Combined, Automotive Service Technology (due to the electric over hydraulic lifts and strut spring compressor), Auto Collision Repair and Refinishing Technology (due to electric over hydraulic lift, welders, and jib crane), Marine Service Technology (due to jib crane and motor testing station similar to a dynamometer for marine engines), Welding Technology (due to the grinders and possibility for explosion from gases), Electrician (because the final course in the program is Industrial Electricity), Carpentry and Building Trades & Construction Design Technology (due to the routers, joiners, planers, table saws and roof work). If the internship, apprenticeship or clinical site requires a drug test prior to allowing the student on their site, the student will be subject to a suspicionless drug test (at their expense) as a condition of admission to the internship, apprenticeship or clinical site. (As an example, the health care industry is a heavily regulated industry generally requiring drug testing.)

During the drug test, student's will be asked to submit to a urinalysis and/or hair screening administered at a random time during the school year. Drug screenings are completely confidential and will only be shared with appropriate school personnel, and parents or guardians of high school students under the age of 18. Any student exhibiting behavior that leads school personnel to believe the student is under the influence of drugs or alcohol at school, will be subject to a drug test or breath-test.

Negative Test: Students return to class.

Positive Test: Student, parents of minors, instructors and school counselor will be immediately notified. The student will be put on a school probationary program. At the student's expense, the student must enroll in a substance abuse program approved by the school. The MTC Counselor will provide instructions on available programs. If the student does not finish a substance abuse program within the designated time:

1. He/she will not be allowed to stay in class or re-enter the program until the substance abuse program has been completed and a negative test result is submitted to the school.
2. The student's paper work for licensure will not be submitted nor will he/she receive a certificate of completion from MTC.

On the day following the positive test, the student must provide proof to his/her counselor of a scheduled appointment for a substance abuse program. Any time out of class that is required to obtain the

appointment will be considered an absence. The student will not be allowed to return to his/her program until the proof of appointment is provided.

After the completion of the substance intervention program, the student will be tested again at the student's expense.

Second Positive Test: Student will be suspended for 10 days and the student will be withdrawn for the remainder of the semester. Student must complete another treatment program prior to re-enrollment and submit a negative result.

Third Positive Test: The student will be withdrawn from the program permanently. The student's paper work for licensure will not be submitted nor will they receive a certificate of completion from MTC.

Reasonable Suspicion:

If any student during the school year exhibits suspicious behavior in or around Manatee Technical College, the instructor will immediately secure help from a second instructor, administrator or faculty member. The emergency hotline for drug testing will be called immediately. The student will be escorted to the office and wait for the drug testing company to come and test the student. Reasonable suspicion may result in urine and/or a hair analysis test. If alcohol is suspected, the student will be subject to a breath-test.

Refusal of Testing:

If a student leaves for any reason after the drug testing company arrives, the student will be administered a hair drug test. Adult students must go to the office of the testing company (At Your Service) to take their hair drug screening test before being allowed back in class/school.

High school students will be tested the next day they attend MTC and/or their next day back in school. They will report to the office to wait for said testing. If the student tests positive for any type of drugs and it is the student's first offense, they will be subject to the Positive Tests Procedure and parents will be notified.

Challenge of Testing:

If the student feels that his/her drug test is a "false positive" the student has the option of being immediately re-tested at the student's expense. This will be an observed collection. If the student tests negative for illegal substances on the re-test, he/she will be reimbursed for the cost of the re-test.

Dual Enrollment

Dual Enrollment is the enrollment of students in college classes while still in high school. In order for MTC to provide dual enrollment classes, it is necessary to assure the same standards of instruction as in all other college classes, including academic practices and collegiate learning environment. To be eligible for participation in the Dual Enrollment program, students must meet all of the qualifications listed below:

- 10th - 12th grade classification (Age 16 minimum)

- Unweighted GPA of 2.0
- Written notification from the high school signed by a school official.
- Written approval of the student's parent or legal guardian if the student is under 18 years of age.
- Take the TABE test

Students who are taking Dual Enrollment classes at MTC are not eligible to apply for Federal Financial Aid such as Pell grants until they have earned a high school diploma. This is because Financial Aid recipients are expected to have completed high school. However, your efforts in dual enrollment classes may have an effect on your future financial aid eligibility. Financial Aid offices in every college in the country are required to keep track of every student's academic progress. This measurement is called Satisfactory Academic Progress which has the following requirements:

- Students must maintain a minimum of a 2.0 grade point average (GPA) at their high school.
- Students must satisfactorily complete (pass) at least 70% of the program in which they enroll.

If a student is projected to graduate from high school before the schedule completion date of an OCP (postsecondary course), the student may not register for that course (OCP) through dual enrollment. The student may apply to the postsecondary institution and pay the required registration, tuition, and fees if the student meets the postsecondary institution's admissions requirements (1007.263).

A dual enrolled student attends MTC tuition free. Students will also receive their textbooks free of charge. Issued textbooks are the property of MTC and failure to return textbooks at the end of the program will result in a hold on their final OCP certificate. All textbook fees must be paid in full prior to future enrollment. High school students **may not** leave campus during the day for lunch or go to the parking lot. If the student must leave for an appointment or due to illness, the parent/guardian will be contacted to confirm that the student has permission to leave and must sign out at the front desk.

Frameworks:

All students will have access to the current frameworks and student performance standards for their program. The content of the class will be based on these frameworks. Grades and OCPs will be submitted to the Student Records Office at the end of each OCP and will be based on student performance of the frameworks. Other training may be incorporated into the program as part of the curriculum such as CPR, first aid, fork lift, OSHA, employability skills, entrepreneurship, or parliamentary procedures.

Grievances:

All students are entitled to due process. If you believe you have been treated unfairly, you can expect that your grievance will be settled in a timely and fair manner.

1. When initiating a grievance, the student should first make every reasonable effort to resolve the issue with the instructor or staff member concerned. If the situation cannot be resolved, the student must:

2. See his or her Career Counselor, Program Director or Allied Health Coordinator to discuss the grievance. During this meeting the counselor/director/coordinator will assist the student with documenting the grievance, actions taken towards resolution, and results of those actions taken. If resolution could not be reached, the student will:
3. Make an appointment with the campus Assistant Director. During this meeting, the Career Counselor will be present as the Student Advocate. All further actions taken and results of those actions must also be documented. If resolution is not reached by this point, the Assistant Director will organize a Grievance Hearing consisting of a non-partisan group that will review all of the documentation compiled and separately discuss the grievance with the student and the instructor. The members of the group will then discuss the findings and arrive at a mutually agreed upon resolution. This resolution will be presented separately to the student and instructor. If the student is not satisfied with the Grievance Hearing resolution, the next step is to:
4. Make an appointment to meet with the MTC Director. All documentation collected, including the resolutions derived from the Grievance Hearing, will be forwarded to the MTC Director for review prior to the meeting with the student. If resolution cannot be reached at the school level, the student may:
5. Seek resolution at the district level from the following individuals in the following order: Director of Adult, Career and Technical education; Deputy Superintendent of Instruction; Superintendent of Schools; and finally, the School Board of Manatee County. If the issue cannot be resolved at the district level, the student may contact the school's accrediting agency, the *Council on Occupational Education, 7840 Roswell Road, Building 330, Suite 325, Atlanta, GA 30350, (800) 917-2081 or (770) 396-3898. Web site: www.council.org*

Grading System:

Adult and high school students receive grades quarterly and are graded under the same standards used in Manatee County school system: **See Program supplement for details**

A: 90-100; **B:** 80-89; **C:** 70-79; **D:** 60-69; **F:** 0-59

Graduation:

Who is allowed to participate in a Graduation Ceremony?

Any Manatee Technical College (MTC) student (Adult High School, GED, or Career and Technical) who has completed all program and TABE requirements two weeks prior to the set graduation date.

What steps do I need to take to participate in the Graduation Ceremony?

1. Complete all coursework and TABE requirements by 2 weeks prior to the set graduation date.
2. Maintain a current mailing address at MTC so that information can be sent regarding deadlines and participation information.
3. Order a cap and gown and register for graduation at MTC in April.

4. Make sure all deficiencies/fees have been paid by two weeks prior to set graduation date.

How much does it cost to participate in Graduation?

All graduates wear caps and gowns. They can be purchased from the MTC Bookstore starting June 1st. The cost for the cap and gown is \$25.00. National Honor Society cords cost: \$18.00 plus shipping and handling.

What should I wear to Graduation under my cap and gown?

It is recommended that men wear dark trousers, a neatly-pressed, light colored dress shirt with a dark tie, dark socks, and dress shoes under the gown. Ladies should wear a dress, skirt, or dark dress slacks with a light-colored blouse and dress shoes under the gown. Shorts, jeans, athletic shoes, and flip flops are not appropriate. Remember that you will be climbing and descending stairs, so wear shoes that you can walk in comfortably and safely. Graduation caps are NOT to be decorated.

Am I limited in the number of guests who can attend graduation? What time should they arrive?

We do not limit the number of guests for graduation, and tickets are not required for entry to the ceremony. Letters will be sent to graduates with ceremony times and instructions.

ID Badges:

All students must wear the school's identification badge. It must be visible at all times while on campus. IDs are purchased upon initial enrollment for \$10. It is to be worn below the shoulder and above the waist. If lost or misplaced, a new ID must be purchased in the Book Store for \$10.

Parking Permits:

All student-driven vehicles must have a parking tag that can be purchased from the Bookstore in the Administration Building on Main campus. The cost is \$20; the tag must be displayed at all times in the vehicle. No skateboards or hoverboards are allowed on campus.

Program Transfers:

Any student who wishes to transfer from one vocational program to another must see a counselor. Since each program has its own entrance requirements, openings, and start dates, the counselor can assist in making this decision. Some programs may have common student performance standards; the counselor can provide accurate information. Please note, transferring programs after the start date will have an impact on students using Financial Aid for registration costs, including money used from Financial Aid to purchase books.

Refund Policy:

Manatee Technical College has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges. Refunds will not be processed until all financial obligations have been cleared.

Books and uniforms purchased at the MTC Bookstore may be refunded within 10 days of the date of purchase. To return books, they must be unused with no marks. If the book was purchased in shrink wrap, the shrink wrap must still be intact.

Uniforms must be undamaged and not washed or worn. IF the uniform was special ordered, there are no refunds. Students need to see bookstore personnel for refunds. Uniforms or books purchased from an outside vendor must adhere to that vendor's refund policy.

Books and uniforms purchased from the Criminal Justice Academy are non-refundable.

Tuition and fees refunds are as follows:

1. If, before the first class meets, MTC cancels a class, denies a students' enrollment, or a student withdraws:
 - a. TUITION – 100% refund
 - b. FEES – All fees refunded except application fee/parking fees (if issued)
2. If a student is enrolled or enrolls during a quarter, but withdraws within the first 2 weeks of enrollment (including no-shows):
 - a. TUITION – 100% refund
 - b. FEES – Any amount over \$100 refunded, excluding registration, application, and parking fees (if issued).
3. If a student is enrolled and withdraws on or after the 15th calendar day of the programs start date or students' official enrollment date:
 - a. TUITION – No refunds
 - b. FEES – No refunds

*There is no refund for any class of less than 32 hours. There is no refund for personal enrichment classes if the student attends one class. There is no refund for the TABE test.

Refunds for students who are in the military and are called to active duty will be approved on an individual basis by an Assistant Director and/or Director.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within 3 days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Students may request a refund through a counselor at the time they complete their withdrawal form. However, MTC will refund tuition and fees without a request from the student. All refunds will be distributed within 45 days of the completed refund request or once a students' unofficial withdrawal has been ascertained. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days). An official or unofficial withdrawal is determined by the next class meeting after the last date of attendance. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of

expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

Please note that MTC does not require up-front payment for an entire program. Actual refunds will be made based on actual payments received at the time a refund is deemed necessary.

Severe Weather:

Manatee Technical College will follow the severe weather closings of the School District of Manatee County. Watch the news or listen to local weather reports for announcements of school closings.

Smoking – District Tobacco-Free Policy:

Use of ALL tobacco products is prohibited on all school board owned or leased property, including, but not limited to, all interior and exterior parts of schools, administration buildings, ancillary facilities, work sites, athletic fields and facilities, and vehicles, as well as at any event sponsored by schools or the district. Any non-employee who has been given notice of this policy by a school official and fails to comply will be asked to leave the premises. Any person who is asked to leave the premises and refuses or who leaves but returns without permission shall be deemed a trespasser and shall be subject to arrest.

Tobacco products include, but are not limited to, real or electronic cigarettes, cigars, pipes, or blunts; rolling/loose tobacco; smokeless tobacco such as chewing tobacco, dip, or snuff; or any other substance containing tobacco, or product simulating the use of effects of tobacco.

TABE (Test of Adult Basic Education)

The Test of Adult Basic Education (TABE) is a placement exam used to assess students' skills in English, Math and Reading. Your score on the TABE will not prohibit you from entering a specific program. TABE scores simply tell Manatee Technical College what your strengths and weaknesses are and allow us to help you complete your program successfully. Florida law requires you to pass all three sections of the TABE:

- To be admitted without reserve to the program of your choice. If you do not meet your program's requirements, you may still be able to begin your program.
- To be counted as a completer from the FINAL Occupational Completion Point
- To be awarded a certificate of completion.

If you are unsuccessful in one part of the TABE, you are only required to retake that particular section of the exam. If your scores do not meet those required for your particular program, you may retest under the following circumstances: You have completed the required hours of remediation or after 3 months.

Scores 8.9 or below:

- Minimum of 15 hours of remediation is required per section

Scores 9.0 and above:

- Minimum of 10 hours of remediation is required per section
- TABE results are valid for two (2) years.

TABE Exemption: A student who entered 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 or a student who is serving as an active duty member of any branch of the United States Armed Services shall **not** be required to take the TABE. In addition, a student possessing a college degree at the associate in applied science level or higher is exempt from the TABE. Students enrolled in an apprenticeship program registered with the Florida Department of Education are also exempt. Any student that passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled can waive the TABE requirement once the program has been completed successfully. Students with documented disabilities may also be exempt after successful completion of the program. No TABE is required for programs with less than 450 hours. Students who have taken the 2014 GED and scored at least 145 on each subject and a total score of 580 or higher across all 4 subjects within 2 years prior to admission are also exempt.

Admission Policy for Applicants without a High School Diploma

All adult applicants to Manatee Technical College are urged to earn a high school diploma or its equivalent prior to admission. However, the college will accept students without a diploma who have the ability to benefit by attending a Manatee Technical College training program.

Admission to Programs: Prospective students should check with a counselor regarding the admission status for an individual program.

- **Restricted-enrollment programs** such as the Criminal Justice Academy, Practical Nursing, Paramedic, etc., have strict admissions standards set by the program's certifying agency. All applicants to these programs must meet or exceed the established entrance requirements to include the Tests of Adult Basic Education (TABE); a standard high school diploma from an accredited* high school or its equivalent is required for all restricted-enrollment programs.
- **Open-enrollments programs** will admit all students with a standard high school diploma from an accredited* high school based on program openings.
- **Open-enrollment programs** will admit students who have not earned a high school diploma or have a diploma from a non-accredited high school whose math and language achievement levels **meet** exit standards on the Tests of Adult Basic Education (TABE) as established by the Florida Department of Education. These students are, however, not eligible for federal financial aid until they have earned a standard high school diploma from an accredited* high school or its equivalent.

- Applicants to open-enrollment programs who have not earned a high school diploma or a diploma from a non-accredited high school and who are experiencing academic deficiencies (no more than two grades below the Tests of Adult Basic Education (TABE) scores as established by the Florida Department of Education for the program), may be accepted into a program based on advisory committee input and/or an instructor's interview with the prospective student based on openings in the program. Remediation would be required for these students. Failure to complete remediation will result in withdrawal from the program. It is the goal of Manatee Technical College to accept all applicants who express a strong desire to succeed in the program.

***ACCREDITING ORGANIZATIONS:**

Southern Association of Colleges and Schools Accreditation (SACS) – Florida, Alabama, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Virginia, Tennessee and Texas

Distance Education Accrediting Commission (DEAC) – Online accrediting organization

Middle States Association of Colleges and Schools Accreditation (MSACS) – Delaware, District of Columbia (Washington D.C.), Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and U.S. Virgin Islands

New England Association of Schools and Colleges Accreditation (NEASC) – Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont

North Central Association of Colleges and Schools Accreditation (NCACS) – Arkansas, Arizona, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin and Wyoming

Northwest Accreditation Commission Accreditation (NACA) – Alaska, Idaho, Montana, Nevada, Oregon, Utah and Washington

Western Association of Schools and Colleges Accreditation (WASC) – California, Hawaii, Guam, American Samoa, Federated States of Micronesia, Northern Marianas, Palau and Tokyo

Students with a Disability: Manatee Technical College accepts secondary students with documented disabilities identified in the Individualized Education Plan or 504 Plan that indicates the student can benefit from the training offered at MTC. Adult students with disabilities are to self-disclose and self-identify their disabilities. He/she must provide documentation of disability from qualified personnel such as physicians, school records, vocational rehabilitation, etc. Upon determination of eligibility, a 504 accommodation plan is written. Plans will be placed in the appropriate student's folder and on file in the Exceptional Student Education coordinator's office.

Financial Aid for Ability-to-Benefit Students: Manatee Technical College does not offer non-high school graduates "ability-to-benefit" status to qualify them for federal financial aid. However, the institute does offer locally funded scholarships based on need to individuals without a high school diploma or a non-accredited high school diploma.

Uniforms:

MTC has program-specific uniform policy. The counselor will be able to provide information regarding color, styles, and price. All students are required to wear their program's uniform shirts (and pants, and

specific shoes, if required) and follow the School Board Policies listed in the Manatee County Code of Student Conduct on the District website at www.manateeschools.net.

Hats, visors, bandanas or other head apparel are not allowed. Also, no visible pierced body jewelry (other than that worn on the ear) is allowed. Sunglasses should not be worn inside the building.

TECHNOLOGY AND INTERNET SAFETY POLICY:

Technology is an integral part of your educational experience and must be used in a way that is consistent with the goals of the School District of Manatee County (SDMC). Technology includes, but is not limited to, computers, personal digital assistants, other electronic devices, software, email, the internet, and other network resources. Your use of technology is a privilege and you are responsible for using it appropriately. This includes use of district technology while off school property. The following are improper uses of technology:

- a. Photographing, recording, or using images of any person without their knowledge or consent.
- b. Accessing pornographic or obscene images, language or materials, including screen savers.
- c. Transmitting any material in violation of federal, state, local law, School Board policy, regulation, or the District Code of Student Conduct. This includes, but is not limited to: copyrighted material; threatening, obscene or pornographic material; test questions or answers; student work products; trade secrets; and computer viruses, “worms,” or “Trojans.”
- d. Using technology for commercial activities unless explicitly permitted by the School Board.
- e. Modifying the original SDMC pre-set software image including, but not limited to: loading software applications not authorized by SDMC; changing the computer name; changing or removing operating system extensions; altering security/filtering software; altering the pre-loaded operating system or application; or taking apart the computer for access to internal parts.
- f. Downloading music, games, or videos at any time on a district computer.
- g. Using cellular phones or other wireless communication devices during unauthorized times of the school day. Cellular phones, tablets, and other electronic devices may only be used on campus before or after school, unless your school has different policy restrictions or you have permission from an administrator or designee.
- h. Using email, instant messaging, texting, web pages or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community, including engaging in cyber-bullying, harassment, or “sexting.”
- i. Gaining or attempting to gain unauthorized access to SDMC networks, computer servers, or data files.
- j. Gaining or attempting to gain unauthorized access to non-SDMC networks, computer servers, or data files utilizing SDMC equipment.
- k. Using profanity, obscenity, or other language which may be offensive to another person, or reposting personal communications without the author’s prior consent, when using computer network access.
- l. Downloading or printing any material that deemed inappropriate by the School District.
- m. Attempting to log on to the SDMC network or other district-affiliated systems using another’s identity or password.
- n. Sharing of logins and passwords to the SDMC network.
- o. Bypassing or attempting to bypass SDMC filtering software.

p. Unauthorized disclosure, use and dissemination of personal information regarding students, unauthorized online access by students, including hacking and other unlawful activities and access by students to inappropriate matter on the Internet is prohibited.

NOTE: There is no right or expectancy of privacy on District provided or owned technology. School officials may review any information or files on such technology at any time.