The mission of Manatee Technical College is to meet and exceed our community’s training and educational expectations.

Visit our website at: ManateeTech.edu
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 to the Main Office 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 ID Number

RETURN TO MTC WITHIN THREE DAYS UPON RECEIPT OF THE WEBSITE INFORMATION
Acknowledgment of Responsibility

(Student 18 years of age and older)

Each student enrolled at Manatee Technical College must sign and return this page to the Main Office 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

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. 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
941-708-8540 extension 3035

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](http://www.manateeschools.net).

*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**
### Infractions
- Cell Phones and Wireless Communication or Electronic Devices that are Visible, Activated, or Inappropriately Used During Regular School Hours or on School Bus
- Disrespect for Others
- Disruptive Conduct (minor)
- Dress Code Violation
- Failure to Comply with School Rules
- Failure to properly display student ID
- Inappropriate Behavior
- Inappropriate Gestures, Language or Materials
- Medication Policy Violation (Over the Counter or legitimate prescription)
- Public Display of Affection
- Violation of Attendance Procedures

### Administrative Actions
- Counseling and direction
- Verbal reprimand
- Withdrawal of privileges
- Return of property, payment for same or restitution for damages
- Behavioral contract

**LEVEL 2 - Disciplinary Infractions and Administrative Actions**
<table>
<thead>
<tr>
<th>Infractions</th>
<th>Administrative Actions</th>
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</thead>
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<tr>
<td>• Aggression, Non-Physical</td>
<td>• Behavioral contract</td>
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<tr>
<td>• Blackmail</td>
<td>• Confiscation of unauthorized materials</td>
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<tr>
<td>• Bullying - 1st Offense</td>
<td>• Suspension from school **</td>
</tr>
<tr>
<td>• Cheating or Plagiarism</td>
<td>• Return of property, payment for same, or restitution for</td>
</tr>
<tr>
<td>• Contraband</td>
<td>damages</td>
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<tr>
<td>• Defiance</td>
<td>• Temporary or permanent removal from co-curricular/</td>
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<tr>
<td>• Disrespect for Others (repeated)</td>
<td>extracurricular/co-curricular program or activity</td>
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<tr>
<td>• Disrespect to Staff or Authority</td>
<td></td>
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<tr>
<td>• Disruptive Conduct (repeated)</td>
<td></td>
</tr>
<tr>
<td>• Failure to Comply with School Rules</td>
<td></td>
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<tr>
<td>• Failure to properly display student ID (Repeated)</td>
<td></td>
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<tr>
<td>• False or Misleading Information</td>
<td></td>
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<tr>
<td>• Harassment - 1st Offense</td>
<td></td>
</tr>
<tr>
<td>• Intentional Damage of Personal/School Property ($26-$200) **</td>
<td></td>
</tr>
<tr>
<td>• Medication Policy Violation (OTC or legitimate prescription) - repeated</td>
<td></td>
</tr>
<tr>
<td>• Profane, Obscene or Abusive Language, Gestures or Materials (Including</td>
<td></td>
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<tr>
<td>Internet)</td>
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<tr>
<td>• Repeated Misconduct of a Level 1 or 2 Infraction</td>
<td></td>
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<tr>
<td>• Theft (Less than $300) **</td>
<td></td>
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<tr>
<td>• Threat</td>
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<tr>
<td>• Tobacco (Possession/Use if under the age 18) ** (S) **</td>
<td></td>
</tr>
<tr>
<td>• Tobacco (Possession/Use if 18 years of age or older)</td>
<td></td>
</tr>
<tr>
<td>• Unauthorized Use of Other Person’s Name, Signature, or Identifying</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td></td>
</tr>
</tbody>
</table>

** 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
## Infractions

- 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
- 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)
- Endangerment
- Extortion, Threats, Intimidation (S) (LE Optional)
- False Fire Alarms/Expelling a Fire Extinguisher (S) (LE- Optional)
- Fighting - No Mutual Combat, No Injury and No Weapon
- Fireworks/Fireworks with Fuses (LE Optional)
- Harassment (repeated) (S) (LE)
- Inhalant/Inhaling/Huffing (LE- Optional)
- Intentional Damage of Personal/School Property ($201 to $1,000) (LE)
- Open Defiance
- Other Serious Misconduct (S) (LE)
- Repeated Misconduct of a Level 2 or 3 Infraction (LE-Optional) (≠)
- Sexual Harassment (S) (LE) (DCF)
- Sexual Offenses (Lewd Behavior or Indecent Exposure) (S) (LE) (DCF)
- Theft (over $300) (S) (LE)
- Trespassing (S) (LE)
- Unauthorized Use of Internet
- Vandalism under $1000 (LE-Optional)
- Weapons possession (LE)

## Administrative Actions

- Behavioral contract
- 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**
<table>
<thead>
<tr>
<th>Infractions</th>
<th>Administrative Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Alcohol – Repeated or Distribution (S) (LE)</td>
<td>• Suspension from school **</td>
</tr>
<tr>
<td>• Arson (S) (LE)</td>
<td>• Extended suspension *</td>
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<tr>
<td>• Battery (S) (LE)</td>
<td>• Recommendation for Expulsion</td>
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<tr>
<td>• Bomb Threats or Explosions (S) (LE)</td>
<td></td>
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<tr>
<td>• Burglary (S) (LE)</td>
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<tr>
<td>• Criminal Street Gang Activity (repeated) (LE)</td>
<td></td>
</tr>
<tr>
<td>• Cyber Attack (Introducing Programs or Tools into Network Server) (LE)</td>
<td></td>
</tr>
<tr>
<td>• Drugs - Repeated; Prescription Drugs; Illegal Drugs, distribution (S) (LE)</td>
<td></td>
</tr>
<tr>
<td>• False Accusation – Teacher or School Board Employee (LE)</td>
<td></td>
</tr>
<tr>
<td>• Fighting – Injury or Weapon or Not Mutual Combat (S) (LE-Optional)</td>
<td></td>
</tr>
<tr>
<td>• Firearms (S) (LE)</td>
<td></td>
</tr>
<tr>
<td>• Force or Violence against School Employees or Volunteers (S) (LE)</td>
<td></td>
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<tr>
<td>• Hazing (LE-Optional)</td>
<td></td>
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<tr>
<td>• Inciting, Leading or Participating in a Major Student Disruption (S) (LE)</td>
<td></td>
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<tr>
<td>• Other More Serious Misconduct (S) (LE)</td>
<td></td>
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<tr>
<td>• Repeated Misconduct of a Level 3 Infraction (LE-Optional) (≠)</td>
<td></td>
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<tr>
<td>• Serious Campus Disruption (S) (LE)</td>
<td></td>
</tr>
<tr>
<td>• Sexual Battery (S) (LE) (DCF)</td>
<td></td>
</tr>
<tr>
<td>• Sexual Offenses (Sexual Contact, Lewd Behavior of a More Serious Nature) (S) (LE) (DCF)</td>
<td></td>
</tr>
<tr>
<td>• Victimization/Extortion or Threats/Intimidation of More Serious Nature (S) (LE)</td>
<td></td>
</tr>
<tr>
<td>• Vandalism over $1000 (S) (LE)</td>
<td></td>
</tr>
<tr>
<td>• Weapons – Repeated or Use of (S) (LE)</td>
<td></td>
</tr>
</tbody>
</table>

** FS 1006.09(1)(b) Written notification, within 24 hours, by U.S. Mail (LE) Notify Law Enforcement  
(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 series 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 Screenings:
All students must participate in a drug screening at MTC. Students 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.

   **Negative Test:** Students return to class.
Positive Test: Student, parents, instructors, guidance counselor, assistant director and director will be immediately notified. The student will be allowed to stay in class for first offense, but 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. If the student does not finish a substance abuse program:

1. He/she will not be allowed to stay in class or re-enter until the next semester.
2. The student’s paper work for licensure will not be submitted nor will they receive a certificate of completion for MTC until a substance abuse program has been completed.

After the completion of the substance abuse program or re-enrolling, the student will be tested again at the student’s expense.

Second Positive Test: Student will be suspended for 10 days. Student must complete another treatment program prior to re-enrollment. Re-enrollment in the program at the next enrollment period will be on a probationary basis.

If the student does not finish a substance abuse program:

1. The student will not be allowed to stay in class and will be asked not to come back until next school year.
2. The student’s paper work for licensure will not be submitted nor will they receive a certificate of completion for MTC until a substance abuse program has been completed.

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.

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 that they are here at 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.

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.

Reasonable Suspicion:
Reasonable suspicion may result in urine and/or a hair analysis test. 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.

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)
- 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.

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, forklift, 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 should must:

2. Must 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 could not 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.

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 $50.00 and includes five (5) complimentary graduation
announcements. Extra announcements cost $2.13 each. 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.

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 $20.

Parking Permits:
All student-driven vehicles must have a parking sticker that can be purchased from the front office in the Administration Building. The cost is $20; the sticker must be displayed on the driver’s side of the vehicle’s front window.

Program Transfers:
Any student who wished to transfer from one vocational program to another should 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 form 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.

**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 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 of completion.
- 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 two hours of remediation per week on SkillsTutor for two consecutive weeks for a total of four hours. TABE results are valid for two (2) years.

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 common placement test. 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.

**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](http://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.