

2020/21 Broward Technical Colleges



www.BrowardTechnicalColleges.com

Student Handbook



Stay Connected



#BrowardTechnicalColleges



Three
colleges
with eight
campuses to
serve you!

Welcome

from the Directors of Broward Technical Colleges



**Atlantic Technical College
& Technical High School**
Robert B. Crawford, Director
Alicia Grigull, Office of Student Affairs Director



**McFatter Technical College
& Technical High School**
Jeanette L. Johnson, Director
Franzie S. Williams, Office of Admissions Director
Roger Barnhart, Office of Student Affairs Director



**Sheridan Technical College
& Technical High School**
Thomas Moncilovich, Director
Maude Eugene, Office of Student Affairs Director

Congratulations on taking the first step toward a rewarding career! 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 read the entire handbook carefully. Should you have questions or concerns, please do not hesitate to visit the Office of Student Affairs at your location.

Broward Technical Colleges Vision

The vision of Broward Technical Colleges is to change the lives of people from all backgrounds through innovative education.

Broward Technical Colleges Mission

The mission of Broward Technical Colleges is to promote excellence in academic, career, and technical studies in order to prepare students to enter and remain competitive in a global workforce.

SEE
Something.
Hear
Something.
Say
Something.

CALL NOW

Ways you can report a tip:

SAFERWATCH



FORTIFYFL



Call 754-321-0911



Text 'SBBC' space with your text message to 274637 (CRIMES)



Email school911@browardschools.com



In case of an EMERGENCY CALL 911



Atlantic Technical College & Technical High School

4700 Coconut Creek Parkway
Coconut Creek, FL 33063

Tel: 754.321.5100 • Fax: 754.321.5380
www.AtlanticTechnicalCollege.edu

Arthur Ashe, Jr. Campus

1701 NW 23rd Avenue
Ft. Lauderdale, FL 33311

Tel: 754.322.2800 • Fax: 754.322.2880

ESOL Campus @ Coconut Creek High School

1400 NW 44th Ave.
Coconut Creek, FL 33066

Tel: 754.321.5350



McFatter Technical College & Technical High School

6500 Nova Drive
Davie, FL 33317

Tel: 754.321.5700 • Fax: 754.321.5830
www.McFatterTechnicalCollege.edu

Broward Fire Academy

2600 SW 71st Terrace
Davie, FL 33314

Tel: 754.321.1300 • Fax: 754.321.1302
www.browardfireacademy.com

**eight
locations
to serve you**



BTC Handbook 2020-21 Rev 8.2020



Sheridan Technical College & Technical High School

5400 Sheridan Street
Hollywood, FL 33021

Tel: 754.321.5400 • Fax: 754.321.5680
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



ACCREDITATIONS

Broward Technical Colleges are accredited or approved by:



**The Commission of the
Council on Occupational Education**
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Tel (770) 396.3898 • Fax (770) 396.3790
www.council.org



Cognia
9115 Westside Parkway
Alpharetta, GA 30009
Tel 888.413.3669
www.cognia.org



**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

- Accrediting Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
- American Culinary Federation Education Foundation (ACFEF)
- American Optometric Association, Paraoptometric Division
- American Society of Health Systems Pharmacists
- American Welding Society (AWS)
- Association for Healthcare Documentation Integrity (AHDII)
- ASE Education Foundation (formerly AYES & NATEF)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRBSSMAE)
- Commission on Dental Accreditation (CODA)
- Florida Dental Laboratory Association (FDLA)
- Florida Department of Education (FLDOE)
- Florida Department of Health Bureau of Emergency Medical Services (FDHBEMS)

- Florida Board of Cosmetology
- Florida Board of Nursing
- Florida Department of Education Graphic Arts Education and Research Foundation, PrintED
- National Board of Therapeutic Massage
- National Center for Construction Education and Research
- 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 Approving Agency for Veterans' Education and Training Florida Department of Veterans' Affairs
- State Bureau of Fire Standards & Training



Table of contents

| | | | |
|---|----|---|-------------------|
| STUDENT ACKNOWLEDGEMENTS | 4 | Media Release | 16 |
| ACADEMIC POLICIES FOR CAREER & TECHNICAL PROGRAMS | 4 | Conduct & Discipline Policies | 16 |
| Basic Skills Exit Requirements | 4 | Right to Appeal and Grievance Procedures | 17 |
| High School Diploma Requirement | 4 | STUDENT SERVICES | 18 |
| Health Science Requirements | 4 | Career Assessment & Service | 18 |
| Attendance Policies | 4 | Disability Services | 18 |
| Certificate & ATD Programs | 5 | Job Placement Assistance | 19 |
| Evaluations & Grades | 6 | Graduation | 19 |
| Transfer Policy | 6 | Guarantee for Success Plan | 19 |
| Withdrawal | 6 | FINANCIAL INFORMATION | 19 |
| Certificates | 7 | Consumer Information Guide | 19 |
| STUDENT RIGHTS | 7 | Florida Residency Requirements for Tuition Purposes | 19 |
| FERPA Notice | 7 | Payment of Tuition and Your Federal Income Tax Return | 19 |
| Section 504: Americans with Disabilities Act Amendments Act of 2008 (ADAAA) | 8 | SBBC Policy 6607 - Refund Policy | 20 |
| Learner Rights & Responsibilities | 8 | Financial Assistance | 20 |
| Disability Services | 9 | Student Activity Fee | 21 |
| Reporting Section 504 - Discrimination | 9 | VETERANS EDUCATION | 21 |
| Discrimination, Bullying and/or Harassment Offenses (Non-Section 504/ADAAA) | 9 | Benefits and Attendance | 21 |
| Procedures for Reporting Discrimination and/or Harassment Offenses | 10 | Standards of Academic Progress for VA students | 21 |
| SAFETY & SECURITY | 10 | INTERNATIONAL STUDENTS | 22 |
| Emergency Closings | 10 | Requirements for Admission | 22 |
| Evacuation Plan | 10 | Attendance | 22 |
| Emergency Codes Prevention & Preparedness | 10 | Standards of Academic Progress | 22 |
| Drug Abuse Prevention | 10 | Financial Aid | 22 |
| Standard of Conduct | 10 | CAMPUS LIFE | 22 |
| Illicit Drug Offenses | 10 | The Broward Technical College | 22 |
| Major Adverse Effects of Substance Abuse | 10 | Alumni Association | 22 |
| Alcohol & Drug Counseling and Treatment | 11 | Bookstore & Textbook Buy-Back Program | 23 |
| Disciplinary Sanctions | 11 | Cafeteria | 23 |
| Injuries & Insurance | 11 | Dress Code | 23 |
| Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act | 12 | Early Release | 23 |
| Sexual Assault Policy & Program | 12 | Identification Badges | 23 |
| Sexual Harassment/Sexual Violence Defined | 12 | Lockers | 23 |
| Sexual Harassment and Sexual Violations | 12 | Lost and Found | 23 |
| Sexual Assault and Violence Awareness Program | 12 | Parking on School Property | 23 |
| Counseling and Referral Assistance | 12 | Smoking | 24 |
| Reporting Criminal Acts, Including Sexual Assaults and Violence | 13 | Special Programs | 24 |
| Visitors and Children on Campus | 14 | Student Organizations | 24 |
| STUDENT RESPONSIBILITIES | 15 | Voter Registration Provision in Higher Amendments of 1998 | 24 |
| Change of Student Information | 15 | Wireless Communication Devices | 24 |
| Access to The Student Portal | 15 | Broward Technical Colleges | |
| Computer Use/Acceptable Use Policy | 15 | Calendar | Inside Back Cover |
| Bring Your Own Device (BYOD) | 15 | | |

STUDENT ACKNOWLEDGEMENTS

Students must read the policies, procedures, and notifications prior to electronically signing and dating the Student Handbook Acknowledgement.

ACADEMIC POLICIES FOR CAREER AND TECHNICAL PROGRAMS

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 unless exemption criteria have been met. There is a fee for the initial assessment. Once results are received, students meet with a program counselor/advisor to discuss educational options.

BASIC SKILLS EXIT REQUIREMENTS

Students who are enrolled in a postsecondary program offered for career education credit of 450 hours or more shall complete an entry-level basic skills examination. Individuals will be recorded when testing remotely. The following students are exempt from taking the initial basic skills assessment:

- A) A student who possesses an associate college degree or higher from a regionally accredited institution
- B) A student who demonstrates readiness for public postsecondary education pursuant to rule 6A10.0315, F.A.C., 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
- C) A student who passes a state, national or industry certification or licensure examination aligned to their program of study that is identified in the Basic Skills Licensure Exemption List

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.

HIGH SCHOOL DIPLOMA REQUIREMENT

Program prerequisites may vary because of occupational requirements, School Board policy, and/or licensing regulations. Licensure programs that require a high school diploma or equivalent for entry do not accept correspondence diplomas or diplomas from non-accredited schools. Only diplomas from a regionally accredited educational institution will be accepted. Students with foreign transcripts are responsible for obtaining their

own translation and evaluation which must be completed by a Broward County Public Schools approved agency. A list of approved agencies may be found in the Office of Student Affairs/Office of Admissions. 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."

HEALTH SCIENCE REQUIREMENTS

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 in addition to fees for liability or other insurance. Successful completion of a ten (10) panel drug screen is required to enroll or maintain enrollment in a Health Science program. The Broward Technical Colleges have contracted with Complo by American DataBank for the management of all student screening and compliance tracking requirements. Students will be required to register and pay through the Complo system to schedule their drug screening. Any potential or current student with a positive drug screen will be withdrawn or may be prohibited from enrolling in any Health Science programs for a period of one year from the date of notification.

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.

Additional requirements may include physical examination, immunizations, TB test or chest x-ray. All costs associated with these requirements are the responsibility of the applicant/student.

ATTENDANCE POLICIES

ABE, GED® Test Preparation, AAAE & ESOL

The following attendance policy has been established by the Department of Education. 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 recorded as the withdrawal date. There are no excused absences. Withdrawn students may re-enter in the same class if space is available, however, students will be limited to one (1) re-entry per enrollment period.

Interventions

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance, poor attendance or are not making adequate progress, shall be counseled either by the instructor, program counselor/advisor, or department head. An Educational Contract for Success may be completed by the instructor, program counselor/advisor, or department head.

It is the responsibility of Broward Technical Colleges to prepare our students for the workforce by teaching them the skills necessary to be successful employees.

Employers recognize that the single most important trait for career success is good attendance in all Certificate and Applied Technology Diploma (ATD) programs at Broward Technical Colleges.

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 demonstrate 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. All postsecondary students will assume responsibility for making up missed assignments in a timely manner in order to stay current with program progression.

Note that attendance policies for VA students are different. Please refer to the section on Veterans Education for VA policies.

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 recorded as the withdrawal date.

Two (2) additional absences may be allowed for: court appearance, death in the 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. For Practical Nursing, please refer to the Practical Nursing Handbook.

Interventions

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance, poor attendance or are not making adequate progress, shall be counseled either by the instructor; program counselor/advisor; or department head. An Educational Contract for Success 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 be able to re-enter until the next enrollment period. Any student who is withdrawn from a program three (3) times within a twelve-month period may 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, or a seat is not available at the time they are eligible to re-enter.

Authorized Leave

Students may apply for one (1) Authorized Leave through their program administrator each academic year. The maximum length of time for the leave is the remainder of the current enrollment period. Students must clear all financial obligations, and check with financial aid or sponsoring agency before an Authorized Leave is approved.

Tardies

Tardies are defined as a student not being present in the classroom for the hours indicated on his/her schedule. 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, 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 and to determine when it is academically appropriate to re-enter the program. Reasons for denial of re-registration due to inadequate progress include: poor attendance, missed/unsatisfactory class or lab work, or inability to demonstrate skills necessary to meet industry specific standards.

Distance/Online Learning

Each online or hybrid certificate/ATD 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 in a classroom as they relate to program courses or Occupational Completion Points.

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.

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.

Pro-rated attendance hours will be deducted when only partial work for the week is submitted.

EVALUATIONS & GRADES

Broward Technical College 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 Student Affairs/Office of Admissions. The following system of grading shall be used.

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

In many programs the final grade and/or issuance of a program certificate will be determined by completion of career and technical education courses and a combination of test scores completed within a specified time frame. If a student does not complete all coursework during the enrollment period due to extenuating circumstances, the teacher may apply an "I" and execute an Educational Contract For Success 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 Broward Focus Student Portal. Grades will be issued upon completion of each course in a program.

Grade Forgiveness

Grade Forgiveness may be applied for students who receive a D or F in a course, which will permit them to complete their program and/or preserving their eligibility to articulate from the technical college for college credit per the Statewide Articulation Agreements. Specific criteria applies and students must meet with their assigned counselor to discuss eligibility.



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 coursework from regionally accredited educational institutions, and/or significant life experiences such as work experiences, volunteer work, military service, industry certifications or self-directed study. Specific criteria will be followed in order to consistently evaluate and grant Experiential Performance Awards. Prospective students requesting experiential credit must meet with the assigned counselor, teacher, and department head to ensure proper documentation and placement. All supporting documents must be provided based on the criteria as set forth in the Experiential Performance Guidelines. Administrative approval may be required prior to registration. Course Completion must have been awarded within two (2) years of application for Performance Awards. Students must submit application for Experiential Performances prior to entering program. Completion will only be awarded for the entire course, no partial course completions will be awarded.

TRANSFER POLICY

Students with previous technical training from other institutions may receive credit for that training within 2 years of completion. 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 Broward County Public Schools (BCPS) and that participates in the common course designation 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, counselor, instructor, and program administrator to determine if advanced placement in a given program is applicable.

WITHDRAWAL

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.

Students should report their intentions to withdraw from school to their teacher, their counselor, the Office of Student Affairs, the Student Financial Services Office and/or any other additional funding or support services.

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance, poor attendance or are not making adequate progress, shall be counseled and put on an Educational Contract For Success. 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 Office of Financial Aid in the Office of Student Affairs.

Transcripts

Official transcripts may be obtained from the technical colleges by completing a request form and submitting it to the Office of Student Affairs/Office of Admissions with a valid, government issued ID. Forms can be found on each school's website. Older, archived records prior to 2004 are available through the District's Records Retention Department at <http://www.broward-schools.com/transcripts> or by calling 754-321-3150. Transcripts will only be released to the student with a valid, official photo ID. Transcripts will not be released to anyone other than the student without a notarized Pick Up By Another Party Authorization Form.

Unofficial Transcripts

Unofficial transcripts may be generated from the student's Focus account or by completing a request form and submitting it to the Office of Student Affairs/Office of Admissions with a valid, government issued ID.

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

STUDENT RIGHTS

FERPA NOTICE

Family Educational Rights and Privacy Act (FERPA) Notice

The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students' educational records. The Family Educational Rights and Privacy Act (FERPA), F.S. 1002.22, F.S. 1002.221, and SB Policy 5100.1 afford parents, guardians or eligible students (students over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review a student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit a written request that identifies the record(s) they wish to inspect to the school principal. 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 a student's education records. Parents or eligible students may ask the Broward County Public Schools 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 them of their right to a hearing within a reasonable period of time regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the parent or eligible student is 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, to appropriate parties in connection with an emergency if necessary to protect the health or safety of the student or other individuals, to an agency caseworker or representative of a state or local child welfare agency, or tribal organization, when the agency is legally responsible for the care and protection of the student, and to governmental agencies. Additional requirements and conditions may apply to non-consensual disclosures. When disclosure is made in response to a court order or subpoena, the parent/guardian/majority age student will be notified, except where the law prohibits said notification.

"Directory Information" is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. The District designates the following as "directory information": student's name, 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 recent previous school or program attended. The District reserves the right to release Directory Information to only (a) colleges, universities or other institutes of higher education in which the student is enrolled, may seek enrollment or may be recruited, (b) for school publication, instructional materials and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, and theatrical programs) or (c) agencies that provide food, shelter or clothing to students and their families, as determined by District family counselors, District school counselors and District social workers.

Parents/guardians of students in any grade level (or eligible students, those over the age of 18 or attending a postsecondary institution) may opt out of (refuse to permit) the release of any or all of the above Directory Information. On the FERPA Opt Out Form 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.



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 and address of the office that administers FERPA is

**Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202**

If you wish to discuss and try to resolve any FERPA concerns before contacting the Family Policy Compliance Office, you may contact the BCPS Privacy Officer at 754-321-1914.

For additional information refer to SBBC Policy 5100.1. This policy outlines the privacy rights of parents and students with respect to students' educational records. You may view the complete student records policy and all District policies on the Web at <http://www.broward.k12.fl.us/sbbcpolicies>.

Forms are available to students through the Broward Focus Student Portal and are also available from a counselor/advisor.

SECTION 504: 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.



LEARNER RIGHTS AND 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, attention deficit disorder, emotional, orthopedic impairment, vision or a hearing 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, counselor or registrar if he or she needs or wishes to request accommodations for testing or instruction
- Provide documentation of their disability to the Section 504/ADAAA Liaison (Disability Services Advisor). Documentation is required, and will be kept strictly confidential.

Possible accommodations may include:

- Extra time for testing
- Frequent breaks
- Private work area
- Sign language interpreters
- Alternate test formats (Braille, audiotope, 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 your counselor/advisor or Section 504/ADAAA Liaison (Disability Services Advisor) know as soon as possible so that, together, we can determine what assistance you may need in testing and instruction.

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 Student Affairs located on each college's campus. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) are encouraged to speak with trained staff in the Office of Student Affairs. Individuals may also call the Equal Educational Opportunities/ADA Compliance Department at (754) 321-2150 or Teletype Machine at (754) 321-2158.

REPORTING SECTION 504 - DISCRIMINATION

It is the policy of the Broward County Public Schools not to discriminate against students with regard to access to programs, services and activities on the basis of disability. The steps below have been developed to comply with the law for resolution of individual complaints under Section 504/ADAAA. The aggrieved person is not required by law to exhaust the Districts' grievance procedures before filing a complaint with the Office for Civil Rights.

The following steps should be followed if resolution of Section 504/ADAAA issues are not achieved through informal discussion with appropriate school personnel. All meetings should be documented by the appropriate school personnel (teachers, section 504/ADAAA liaison (Disability Services Advisor), counselors, or administrators). All forms are found in the Forms section of the Section 504/ADAAA Procedural Manual. Complete the following actions:

1. If informal discussions do not resolve the issue, the student/parent/guardian may obtain a Grievance Filing Form from the Director. The completed form should be submitted to the Director within fifteen (15) school days of the action that is the subject of the grievance.
2. Within fifteen (15) school days of receipt of the written grievance, the Director shall provide the grievant with a Grievance Resolution Notice that upholds, modifies or denies the resolution sought. Prior to sending the Grievance Resolution Notice to the grievant, the Director must submit this document for review to: Director, Equal Educational Opportunities/ADA Compliance, 600 SE Third Avenue Fort Lauderdale, FL 33301. Allow at least three days for the review process.
3. If the student/parent/guardian is not satisfied with the response issued in Step 2, he or she may file a complaint with the

Superintendent of Schools and request an impartial hearing. When requested, school personnel may need to participate in the hearing process. The request for an impartial hearing would be submitted to: Director, Equal Educational Opportunities/ADA Compliance Department.

Equal Educational Opportunities/ADA Compliance
600 SE Third Avenue,
Fort Lauderdale, FL 33301
Tel: 754-321-2150
Teletype Machine (TTY): 754-321-2158
E-Mail: EEO@browardschools.com

As a party to the hearing, grievant(s) will be provided with full disclosure of their due process rights, including their impartial hearing rights, responsibilities and hearing procedures. The Department of Equal Educational Opportunities/ADA Compliance (EEO/ADA Compliance) will conduct an investigation and make a determination as to whether probable cause will include specific recommendations for corrective actions.

DISCRIMINATION, BULLYING AND/OR HARASSMENT OFFENSES (NON-SECTION 504/ADAAA)

The Broward County Public Schools (BCPS) prohibit any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, national origin, marital status, race, religion, sex or sexual orientation.

Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance at (754) 321-2150 or Teletype Machine TTY at (754) 321-2158.

The BCPS expressly prohibits bullying, including cyberbullying 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. Text: 'SBBC' space with your text message to 274637(CRIMES) or email: school911@browardschools.com.

Forms of Discrimination - Harassment is a form of discrimination. Harassment based on age, color, disability, gender identity, gender expression, genetic information, ethnicity, gender, linguistic differences, national origin, marital status, race, religion, sex or 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.

PROCEDURES FOR 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;

Equal Educational Opportunities/ADA Compliance
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301
Tel: 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.

SAFETY & SECURITY

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 canceled, the announcement will be made through the news media. Classes that are subject to this action may not be rescheduled. Classes are not canceled for thunderstorms or showers.

The Broward County Public Schools Information Hotline (24/7/365) is 754-321-0321 and the website is www.browardschools.com.

EVACUATION PLAN

An evacuation plan is posted in each classroom/lab and drills are held throughout the year. For maximum safety/security, each campus employs local law enforcement officers/deputies, security specialists/monitors and uses 24-hour camera surveillance.



EMERGENCY CODES PREVENTION & PREPAREDNESS

Please refer to District Policy 2120 for safety and security measures.

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. The information contained herein is provided in compliance with this Act and should be read carefully. Broward Technical Colleges are Drug Free Campuses.

STANDARD OF CONDUCT

The Broward County Public Schools, through the Broward County Public Schools Conduct and Discipline Code for Adult Students, prohibits the use, possession, sale, or distribution of alcohol, marijuana, and other mood altering substances, while under its jurisdiction.

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, technical college or community 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.

MAJOR ADVERSE EFFECTS OF SUBSTANCE ABUSE

TOBACCO - 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, vaped or consumed in food. 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 stop 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.

– Information on Major Adverse Effects of Substance Abuse provided by Nils Westfall, M.D., Department of Psychiatry, University of Miami/Jackson Memorial Hospital.

ALCOHOL AND DRUG COUNSELING AND TREATMENT

Any Broward County Public School student who suspects that he/she has a substance abuse and dependency problem is encouraged to seek assistance from a counselor at the school or to contact the School Climate and Discipline Department at (754)321-1655. A list of drug prevention programs may be found at browardprevention.org. 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.

DISCIPLINARY SANCTIONS

SCHOOL BOARD DISCIPLINARY SANCTIONS FOR ALCOHOL/DRUG OFFENSES

Broward County Public Schools 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.

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 - 1st & 2nd Offense Up to \$500 Fine and/or 60 Days Jail

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 designated location.

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.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT:

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

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by October 1, 2014. The information is distributed to each student in the Broward Technical Colleges' Student Handbook, and is available to employees and the public in the Office of Student Affairs.

SEXUAL ASSAULT POLICY AND PROGRAM

The Crime Awareness and Campus Security Act of 1990 which amended the Higher Education Act requires institutions participating in Title IV programs to annually prepare, publish, and distribute information regarding their institution's sexual assault resources. The information is presented in this section in order to comply with this requirement. Additional Broward County resources may be found at <https://www.broward.org/NancyJCottermanCenter/Pages/Default.aspx>

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 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; counselor; advisor and/or school administrator.

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 Student Affairs. 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.

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 District's Special Investigation Unit (SIU) who is responsible for investigating and reporting all civil and criminal incidents that occur in Broward County Public School facilities. The administrator will inform and refer that student to the Office of Student Affairs for counseling.

1. **Reporting Criminal Acts:**

The District's SIU is responsible for investigation of all civil and criminal incidents that occur in Broward County schools and facilities. The District's SIU receives calls at a Hotline number that is active 24 hours a day. Report potentially serious situations by calling (754) 321-0911. Criminal incidents occurring at one of Broward Technical Colleges should immediately be reported to the nearest teacher or staff member who will contact administration.

Incidents may also be reported by e-mail to school911@broward-schools.com or by text to CRIMES 274637. Text messages MUST begin with SBBC. The names of sexual predators residing in Broward County or nearby counties can be found on the Internet at www.sheriff.org.

2. **Safety Inspections:**

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

3. **Campus Law Enforcement:**

The District's SIU 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/police officers 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.

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

**Forcible and non-forcible offenses

Atlantic Technical College

| | 2019 | 2018 | 2017 |
|---------------------|------|------|------|
| Aggravated Assault | 0 | 0 | 1 |
| Alcohol/Drugs | 0 | 0 | 1 |
| Arson | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 |
| Manslaughter | 0 | 0 | 0 |
| Murder | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 1 |
| Hate Crimes* | 0 | 0 | 0 |
| Sexual Offenses ** | 0 | 0 | 0 |
| Stalking Incidents | 0 | 0 | 0 |
| Robbery | 0 | 0 | 2 |
| Vandalism | 0 | 0 | 0 |
| Weapons Possessions | 0 | 0 | 0 |

McFatter Technical College

| | 2019 | 2018 | 2017 |
|---------------------|------|------|------|
| Aggravated Assault | 0 | 0 | 0 |
| Alcohol/Drugs | 0 | 3 | 0 |
| Arson | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Domestic Violence | 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 |
| Stalking Incidents | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Vandalism | 0 | 0 | 0 |
| Weapons Possessions | 0 | 1 | 0 |

Sheridan Technical College

| | 2019 | 2018 | 2017 |
|---------------------|------|------|------|
| Aggravated Assault | 0 | 0 | 0 |
| Alcohol/Drugs | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Domestic Violence | 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 |
| Stalking Incidents | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Vandalism | 0 | 1 | 0 |
| Weapons Possessions | 0 | 0 | 1 |

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

**Forcible and non-forcible offenses

School Board Policy 2302 authorizes the Broward District Schools SIU 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, Campus Monitors, Armed Guardians and/or School Resource Officers. These individuals provide day and night security for students attending classes. Campus cameras are also monitored throughout the day/evening to provide additional protection to our students/staff.

The local law enforcement and campus security are available to provide information to students and employees on various crime prevention subjects. More information is available in the Office of Student Affairs. "Whistleblowers" are protected from retaliatory acts through administrative procedures including the ability of students or staff to text message the Broward District Schools SIU of the School Board under the Board's anti-bullying policy.

5. **Criminal Incident Statistics:**

The data reflects criminal incidents at Broward Technical Colleges, pursuant to the requirements of the Campus Security Act. (See page 13 and 14).

6. **COMPLETION RATE:**

The Broward Technical Colleges are fully accredited by the Commission on Occupational Education (COE). One major requirement in order to maintain accreditation is demonstrating compliance with the minimum student achievement benchmark of a 60% Total Program Completion Rate. Based upon each school's 2019 COE Annual Report, each school's overall completion rate was:

- Atlantic Technical College 76%
- McFatter Technical College 81%
- Sheridan Technical College 77%

VISITORS AND CHILDREN ON CAMPUS

School Board Policy 1400 encourages the public to visit schools. To comply with the requirements of the Jessica Lunsford Act and to ensure the safety of our schools, the District has implemented a visitor information system called Raptor.

Visitors to all campuses must first go to the designated location to be processed through the Raptor system. A visitor's name/photo I.D. badge is produced from this system and visitors are required to wear the badge while on campus. As a safety precaution, visitors are not permitted in classrooms without permission.

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.

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 twelve (12) years of age to receive services in the cosmetology laboratory.



STUDENT RIGHTS & RESPONSIBILITIES

CHANGE OF STUDENT INFORMATION

Students are required to inform the registrar if they have a change of name, address, or telephone number. A valid, government issued ID must be presented to verify identity. Additional documentation is required for a name change request.

ACCESS TO THE STUDENT PORTAL

Students can monitor their grades, attendance and progress through Focus, the student information system. Grades, attendance and progress can be viewed online by following the directions below:

1. Go to <https://browardfocus.com>
(access FOCUS using Chrome, Firefox or Safari)
2. Enter Student ID which is on the student schedule
3. Enter Passcode: Student's date of birth formatted as PMM/DD/YYYY

COMPUTER USE/ACCEPTABLE USE POLICY

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 include:

- 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.

Bring Your Own Device (BYOD)

The BYOD program allows students in participating schools and classrooms to use their personally owned Wi-Fi enabled devices (laptops, smart phones, tablets) to connect to the District's BYOD network. Teachers facilitate the use of student devices by integrating instructional strategies that embed Web 2.0 tools, Internet research, and applications to engage students in curriculum content and collaboration with peers.

Technical Help/Support

Students who may have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. These are not BCPS devices and the District does not have the resources at this time to troubleshoot issues. Some teachers may be knowledgeable with your device and willing to help if time allows.

- Device hardware must be maintained by the owner of the device.
- Device software must be maintained by the owner of the device.
- District owned software is not to be installed on a personally owned device.



Laptops,
Smart Phones
or Tablets

Broward Guidelines and Policies for Information Communication Technology (ICT) Use

BYOD devices connected to the Broward County Public Schools (BCPS) network pose a risk for every other connected device and therefore users must abide by all BCPS Policies and Guidelines.

The following Policies and Guidelines are in place for use in Broward County Public Schools.

- BCPS Policies www.broward.k12.fl.us/sbbcpolicies
- Policy 5306 "School and District Technology Usage"
- Policy 6318 "Copyrighted Materials - Reproduction & Usage"
- Policy 4212 "Intellectual Property"
- <https://www.browardschools.com/Page/38107>
- Digital Citizenship & Resources - <https://www.browardschools.com/Page/39634>

1. Policy 5306 – School and District Technology – Usage describes the acceptable use of computers, networks, the Internet, and online telecommunications systems.

2. Use of computers, networks, and online telecommunications resources will be done in accordance with these rules and regulations (not all which have been listed here).

3. 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.

4. The District has taken every reasonable measure to ensure that the information accessed over computer networks and through online telecommunications systems is appropriate.

5. 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. The School Board of Broward County, Florida is not responsible if controversial material is inadvertently accessed on a school computer.

MEDIA RELEASE

While attending Broward Technical Colleges, students may be photographed, videotaped or interviewed for educational purposes and/or to promote the positive aspects of Broward County Public Schools. By giving permission, pictures and interviews may be used on the school and district website, in school or district publications, external publications, and in electronic/social media. Such uses and distribution by Broward County Public Schools shall be within their sole discretion. Students who do not wish to be photographed, videotaped, or interviewed can select an opt-out option when signing and dating the Student Handbook Acknowledgement Form.

CONDUCT & DISCIPLINE POLICIES

Broward County Public Schools firmly believes a positive school culture promotes the equal educational opportunity and establishes a framework for a safe learning environment. The Code of Student Conduct is comprised of a set of policies, rules, and laws by which order is established and maintained for the benefit for all. Students are expected to adhere to the Conduct and Discipline Code for Adult Students enrolled in Career, Technical, Adult, and Community Education programs. These include safety and health rules, and the expectation that students will conduct themselves in a manner consistent with a safe and productive work environment. The rules apply to all activities occurring on the grounds or other sites being used for such activities. The School Board is not responsible for students, their conduct and activities, when attending non-school sponsored activities. "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 Career-Dual Enrolled high school students at Broward Technical Colleges, the District's Code of Secondary Student Conduct applies.

1. All provisions of state, county, and municipal criminal codes as well as District 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, outside the school at school-sponsored activities and/or at District sponsored training facilities.

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, hair-cuts, 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 age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation.

7. Per District Policy 4001.1, suspected acts of bullying, cyber-bullying, harassment and discrimination by any student in the school or outside the school at school-sponsored activities or at District sponsored training facilities shall be reported to school-based administration, but the complaint shall also be filed with, and investigated by, the EEO/Title IX Coordinator (754-321-2150).

8. Violations of the Conduct and Discipline Code for Adult Students which are not illegal but which are very serious in nature, may result in an immediate withdrawal from the school. Less serious behavioral violations 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 the date of the infraction.

9. 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.

10. A student's locker or other storage areas may be subject to a search 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.

11. Adult students disciplined under any of the above rules may appeal the decision by following the Student Grievance Procedure.

RIGHT TO APPEAL AND GRIEVANCE PROCEDURES

There are times when students believe 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. The School Board has an approved right to appeal and grievance procedures for adult students to follow. The procedure provides for a resolution of grievances for students who may feel that they have a Right to an Appeal.

The following steps may be taken to provide a fair resolution of student grievances. The grievance procedure and timeline shall proceed according to the following rules and regulations:

1. The first step taken by the student MUST meet 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.

2. If the grievance has not been resolved after meeting with the teacher/non-instructional staff, counselor, and/or Assistant Principal/Director 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 after the last conference. The statement must tell what happened, when it happened, who was involved, and how the student would like the problem resolved. A copy of the statement should be filed and maintained as an educational record. The Principal/Director with the most knowledge of the incident has five (5) school days to respond in writing.

3. If the problem still has not been resolved within the five (5) school days from receipt of the school's response, the student may request in writing, an appointment with the Director/designee of the Office of Service Quality. The letter asking for the appointment must include a copy of the first written statement and the school's response, if one was received.

4. Upon receipt of such request, the Director/designee of the Office of Service Quality will schedule a meeting within five (5) school days with the student. This meeting will include the person(s) involved in the appeal process, the Principal/Director, the student and if requested, any representative the student selects. The Director/designee of the Office of Service Quality has five (5) school days after the date of the meeting to send a written response to the student.

5. If the student still is not satisfied, they may take the problem to the Superintendent's Office/designee following the above procedures.

6. The Superintendent's Office/designee will schedule another meeting to attempt to resolve the matter. After the date of this meeting, the Superintendent/designee has five (5) school days to send a written response. The decision of the Superintendent/designee shall be final for the penalty.

Students who feel that they have been treated unfairly regarding financial aid may contact:

**Florida Department of Education,
Division of Career and Adult Education**

**325 West Gaines Street, Suite 348
Tallahassee, Florida 32399-0400**

Phone: 850-245-0446

Fax: 850-245-9052

CareerandAdultEd@fldoe.org

Career and Technical Education students enrolled in Broward Technical Colleges may also contact the:

**Commission of the Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Tel: 770.396.3898 • Fax: 770.396.3790
www.council.org**

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

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, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

Reporting Discrimination, Bullying and/or Harassment Offenses

If any student feels that he or she has been discriminated against or bullied they may contact the Executive Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities, 600 Southeast Third Avenue, 14th Floor, Fort Lauderdale, Florida 33301, Phone: 754-321-2150. Teletype Machine (TTY): 754-321-2158. Complaints relating to discrimination may also be addressed to the Office of Civil Rights, 61 Forsyth Street, S.W. Suite 19T70, Atlanta, Georgia 30303 or the state or federal Office of Civil Rights.

Complaints relating to discrimination on the basis of sex may be addressed to:

**Assistant Secretary for Civil Rights
330 C. Street SW
Washington, D.C. 20202**

Reporting Section 504/ADAAA Discrimination

The steps below have been developed to comply with the law for resolution of individual complaints under Section 504/ADAAA. Persons aggrieved by District school actions 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 district school personnel is not achieved. All meetings, discussions, etc., should be documented. Appropriate district school personnel could include teachers, the Section 504/ADAAA liaison, counselors, and a school administrator:

1. If informal discussions do not resolve the issue, the district school student/parent/guardian may obtain a Grievance Filing

Form from the Director/Principal. The completed form should be submitted to the Director/Principal within 15 school days.

2. Within 15 school days of receipt of the written grievance, the School Principal shall provide the grievant with a Grievance Resolution Notice that upholds, modifies, or denies the resolution sought.

3. If the student is not satisfied with the response issued in Step 2, he/she may file a complaint with the Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities at 754-321-2150, who will inform the student of his or her rights under Section 504/ADAAA, including an impartial hearing pursuant to federal and state regulations. 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 district student was, in fact, discriminated against. A determination of probable cause will include specific recommendations for corrective behavior:

STUDENT SERVICES

CAREER ASSESSMENT & SERVICES

Career Assessment Services offer comprehensive assessment tools designed to assist in career planning. At Broward Technical Colleges, workshops are conducted covering study skills, employability skills, resume writing, and other related topics.

COUNSELING

Full-time certified school counselors and career advisors are available to assist students in making informed choices. 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.

DISABILITY SERVICES

A Section 504/ADAAA Liaison (Disability Services Counselor/Advisor) is available to students who have or believe they have a disability. It is the student's responsibility to disclose and document his/her disability if he/she wishes to access accommodations for that disability. Disclosure of a disability is voluntary. To be eligible for services and accommodations, a student must provide appropriate and current documentation to the Disability Services Office.

Possible accommodations may include:

- Extratimefortesting
- Frequentbreaks
- Privateworkarea
- Interpreters
- Alternate test formats (Braille,audiotape,largeprint)
- Assistivedevices

JOB PLACEMENT ASSISTANCE

A career services advisor is available to assist current students and alumni in finding job opportunities. Instructors also assist with job opportunities. Daily job opening information is available through College Central Network (CCN). Students are responsible for informing their instructor and the career services advisor of the outcome of interviews arranged through the school.

GRADUATION

A graduation is held annually in late spring to acknowledge program completers and to give family and friends the opportunity to see graduating students receive their technical certificates and/or diplomas. Students who complete their programs earlier in the year are invited to return to participate with their class. Students with a GPA of 3.5 and above receive a gold seal designation on their certificate.

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 one of Broward Technical Colleges does not pass the identified, entry-level, industry certification test in his/her field of study, the student is invited to return for additional training and/or test preparation at no additional cost (certain conditions apply). Students, in consultation with their instructor and/or counselor, will attend up to nine (9) weeks.

FINANCIAL INFORMATION

CONSUMER INFORMATION GUIDE

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, consumer information must be made available to all Broward Technical Colleges' (BTC) students.

The Consumer Information Guide may be found at the following BTC website:
<http://www.browardtechnicalcolleges.com/student-resources/>

FLORIDA RESIDENCY REQUIREMENTS FOR TUITION PURPOSES

Florida Residency for Tuition Purposes refers to whether the applicant is an in-state Florida resident or an out-of-state resident, and this classification determines tuition cost as defined by Florida State Statute 1009.21 and the State Board of Education Rule 6A-10.044. To be eligible for in-state tuition, applicants to Certificate or Applied Technology Diploma programs or their parents must have established and maintained legal residency in Florida for at least 12 consecutive months immediately prior to the first day of class. Tuition for out-of-state students is calculated at a higher rate. All applicants must complete the Florida Residency Declaration for Tuition Purposes form and submit the required supporting documents. Registration, activity, books, supply and insurance fees are in addition to tuition and included in the calculation of total program costs.

Per Florida Statute Rule 1009.26(12)(a), authority is given to waive out-of-state fees for students, including, but not limited to students who are undocumented for federal immigration purposes, who meet the following conditions:

- Attended a Florida secondary school (e.g. high school) for three consecutive years immediately before graduating from a high school in the state
- Apply for enrollment in an institution of higher education within 24 months after high school graduation; and
- Submit an official Florida high school transcript(s) as evidence of attendance and graduation
- See a counselor/advisor for a Fee Exemption Authorization Form

In cases where the applicant is deemed as a Florida non-resident, he/she may appeal the residency classification decision. Broward Technical Colleges' institutional appeal process requires applicants to submit a Florida Residency Classification Appeal form, supporting documentation, and a signed Release of Information form to the program counselor/advisor within ten (10) school days of the denial. The decision of the Residency Appeal Committee will be rendered to the applicant within 30 school days in writing and is final for the term. The Residency Appeal Committee consists of an Assistant Director, Office of Student Affairs Director and Director, Office of Financial Aid.

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 and current mailing address at the time of registration to enter you into our secure student database.

Broward Technical College students who have provided their Social Security number and qualify for a 1098-T tax form may access their 1098-T documents from their secure Student Portal. Broward Technical Colleges no longer provide paperbased copies of 1098-T forms.

To access Focus Student Portal go to <https://browardfocus.com> (use Chrome, Firefox or Safari). Enter your Student ID (which can be found on your class schedule) and enter the Password which is your date of birth formatted at PMM/DD/YYYY. You must include the uppercase "P" and the slashes in between the 2 digit month, 2 digit day and 4 digit year. On the left side panel, select "Print 1098-Ts". Set the School Year to the desired year and select either Print Unofficial, Print Official, or View.

SBBC POLICY 6607 - 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 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 SBBC Policy 6606) shall be entitled to a refund of fees only if required evidences are presented to the school/college principal/director 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/director or his/her designee may honor a request for full or partial refund of fees provided that: (1) the request is made in writing prior to the date that the course would have normally ended, two (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 Student Conduct and Discipline Code. See page 17 for procedures.

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: one (1) of the last day of attendance if written notification of withdrawal has been provided to the school/college by the student, or two (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/director 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 refund provided that the items are unused, in the original packaging and currently being used in the instructional program.

FINANCIAL ASSISTANCE

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

The following financial assistance and tuition payment programs may be available to students depending upon the course of study:

- Agency Referrals
- Bright Futures
- Broward Technical Colleges' Education Fund
- CareerSource Broward
- Children of Deceased and Disabled Veterans
- Federal Pell and FSEOG Grants
- Fee Waivers
- Financial Aid Fee Trust Fund (FAETF)
- FL National Guard Education for Dollars (EDD)
- Florida Pre-Paid Tuition Plan
- Florida Division of Vocational Rehabilitation
- Florida Student Assistance Grant Career Education (FSAG-CE)
- Scholarships
- Veterans Educational Benefits

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

STUDENT ACTIVITY FEE

A \$20.00 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.

VETERANS EDUCATION

BENEFITS AND ATTENDANCE

Broward Technical Colleges give 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 benefits by the State Approving Agency, and for additional information regarding the admissions process, contact the school's Certifying Official at 954.614.1608.

VA ATTENDANCE POLICY

Per the Department of Veteran Affairs Policy, veterans enrolled in NCO (non-college degree) programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardies, and leaving class early exceed 20 percent of scheduled class clock hours in a month or, where the course is less than one month in length, 20 percent of total approved course clock hours for the length of the program (days or weeks). The termination will be reported to the Department of Veterans Affairs within 30 days of the veteran's last date of positive attendance when absences/tardy exceeds 20% (using Form 22-1999b to report the termination for unsatisfactory attendance) and will reflect that last date of the student's class attendance before violating this policy.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0/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 2.0/C. I to be recertified after attaining a CGPA of 2.0/C.

EDUCATION BENEFITS/TUITION FOR VA STUDENTS

The Department of Veterans Affairs will only provide educational benefits for the length of time listed on the Florida Department of Education's Program Curriculum Frameworks and within the advertised hours in the school's catalog. If a student's enrollment exceeds these hours, the student will be financially responsible for any additional tuition and fees.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;



INTERNATIONAL STUDENTS

REQUIREMENTS FOR ADMISSION

Prospective international students may enroll and attend classes at Broward Technical Colleges. International Students (M-I Student Visa Status) must be enrolled in a program as a full time student (18-22 clock hours per week) and should apply to Broward Technical Colleges two (2) to four (4) months prior to the term of enrollment. No online or distance education classes may be considered to count toward an M-I student's full course of study requirement if such classes do not require the students physical attendance for classes, examination, or other purposes integral to completion of the class. M-I students are admitted for a specific educational objective and cannot change that objective while in the United States. International students are not eligible for annual vacation such as summer break.

International students are considered temporary residents of the United States and may not be deemed Florida residents for tuition purposes. Therefore, they are required to pay out of state tuition for the duration of their studies. They must maintain lawful M-I visa status with the U.S. Citizenship & Immigration Services (USCIS) and be in compliance with all Broward Technical Colleges' rules and regulations.

Acceptance to Broward Technical Colleges does not guarantee a student visa by the U.S. Embassy from abroad; nor does it guarantee a change of status by the U.S. Citizenship and Immigration Services (USCIS).

International students obtaining a student visa in their country are not permitted to enter the U.S. more than 30 days before the first day of classes.

For complete admissions requirements, documents needed, and steps to take after applying for a program, contact the International Student Advisor Vera Fernandez at 754-321-5737.



ATTENDANCE

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 recorded as the withdrawal date. After that, the student will be terminated from the Student and Exchange Visitor Information System (SEVIS) for unsatisfactory attendance. With appropriate documentation two (2) additional absences may be allowed. M-I students can only drop to part time status while enrolled in a full course of study due to an approved medical condition.

STANDARDS OF ACADEMIC PROGRESS

International Students must maintain a minimum cumulative grade point average (CGPA) of C by the end of each course completion. International students whose CGPA falls below a C at the end of any course will be withdrawn from school and terminated from the Student and Exchange Visitor program.

FINANCIAL AID

To obtain an International Student Visa, the prospective student or sponsor must have sufficient funds to cover tuition and living expenses during the period of intended study. The U.S. government and Department of Homeland Security do not offer financial aid packages to international students.

CAMPUS LIFE

The Broward Technical Colleges Alumni Association

Upon graduation, students are automatically enrolled in the Broward Technical College's alumni association, representing Atlantic, McFatter and Sheridan Technical Colleges. Through an organized alumni association, you will be able to connect with other alumni, current students, recent graduates and faculty to network, find job connections, and mentoring opportunities. Graduates of Broward Technical Colleges will be able to expand their opportunities by networking with alumni from all three (3) colleges; Atlantic, McFatter and Sheridan Technical College.

BE IN TOUCH. BE CONNECTED. BE INVOLVED

For more information, call 754-321-5802 or via email BrwdTechAlumni@gmail.com

McFatter Technical College
6500 Nova Drive • Davie, FL 33317
<http://www.browardtechnicalcolleges.com/Alumni>

There you will be able to

- Like us on Facebook
- Join us on LinkedIn
- Follow us on Twitter

BOOKSTORE & TEXTBOOK BUY-BACK PROGRAM

Each college operates a bookstore as a service to students, faculty, and staff for the purchase of textbooks, workbooks, uniforms, kits and tools, bookbags, 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.

Buy-Back is the standardized process of purchasing used textbooks from students at the end of an enrollment period. If the book is on your college's 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.

CAFETERIA

The Professional Culinary Arts & Hospitality program welcomes 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 reinforces competencies for students in this program.

Food service is entirely self-supporting and is not part of the Broward County Public Schools Lunch Program. Vending machines are located around the campus and offer a variety of snacks and beverages.

DRESS CODE

Since the primary purpose of the technical colleges is to prepare all students for employment, all students including Adult General Education students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate for industry. 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.

EARLY RELEASE

See inside back cover for early release dates for each college. Note that evening classes follow the normal schedule at all three (3) colleges on early release days.

IDENTIFICATION BADGES

Identification badges are issued annually to all Broward Technical College students. Students are required to wear their ID badges on the college 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.

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. Broward Technical Colleges are not responsible for the loss of items from a student's locker.

LOST AND FOUND

Items found on campus should be turned in to the Lost and Found located in the designated office. Persons who have lost items should report their losses in the designated office.

PARKING ON SCHOOL PROPERTY

All vehicles, including motorcycles, must be registered with the school and must display a valid parking permit. Students are issued one parking permit annually at the time of registration. There is an additional fee to replace lost or damaged permits or to have additional permits issued.

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 240I, 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. School Board Policy 240I states that: No student, employee, volunteer, contractor or school visitor is permitted to use tobacco products of any kind or electronic cigarettes at any time in, on or during the following:

a. Any building, facility, school grounds, property or vehicle owned, leased, chartered or rented by the District, including but not limited to, District offices, athletic/practice fields, playgrounds, parking lots, and administrative offices. The policy does not apply to school bus stops located away from District property.

b. District property means in, on or within 100 feet of any building facility, school, school grounds, land/property or vehicle owned, leased, chartered or rented by SBBC. This does not include school bus stops located away from District property (F.S. 386.212).

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® Test Preparation, and AAEE (Applied Academics for Adult Education), as well as Bridge Programs (at select locations) leading to enrollment and co-enrollment in CTE programs.

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.

VOTER REGISTRATION PROVISION IN HIGHER AMENDMENTS OF 1998

This 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 www.registertovoteflorida.gov. Students with disabilities may obtain information from their counselor, and if necessary, receive assistance in filling out the application cards.

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.

ABE, ESOL, GED®, AAEE and Bridge Programs are offered to students.



BROWARD TECHNICAL COLLEGES SCHOOL CALENDARS

The Broward Technical Colleges follow the calendar for Broward County Public Schools.

| Career Technical Programs (CTE) CALENDAR 2020 -2021 | | | | | |
|--|--------------------------------|---|-------------------------------------|--|----------------------------------|
| | Fall Semester - 2020/21 | | Winter Semester - 2020/21 | | Summer 2021 |
| | Term 1 (41) | Term 2 (41) | Term 3 (47) | Term 4 (51) | Summer 18 (43) |
| Term Begins: | August 19 | October 20 | January 11 | March 29 | June 11 |
| Early Release Days: | October 16 | January 7 | February 18 March 18 | April 8 June 9 | |
| Holiday/School Closed | Sept. 5 - 7 September 28 | November 11 November 21 - 29 December 19 - January 3 | January 16 - 18 February 13 - 15 | March 20 -28 April 2 - 4 May 29 - 31 | July 3-4 August 14 -15 |
| No Classes: Planning Day | October 19 | November 3 January 8 | March 19 | June 10 | August 11 - 13 August 16 - 17 |
| Last Day of Term: | October 16 | January 7 | March 18 | June 9 | August 10 |



Stay Socially Connected with Broward Technical Colleges



Stay Connected

New students can register upon receiving an acceptance letter. Registration is ongoing, so verify course availability and registration dates with the program counselor/advisor.

| Adult General Education (AGE) CALENDAR 2020 –2021 | | | |
|--|--|--|---------------------------|
| | 2020 - 2021 | 2020 - 2021 | 2020 - 2021 |
| | Tri A (78 days) | Tri B (70 days) | Tri C (75 days) |
| Term Begins: | August 19 | January 4 | April 26 |
| Early Release Days: | October 16 | January 7 February 18 March 18 April 8 | June 9 |
| Holiday/School Closed | September 5 - 7 September 28 November 11 November 21 - 29 | December 19 - January 3 January 16 - 18 February 13 - 15 March 20 - 28 April 2 - 4 | May 29 - 31 July 3 - 4 |
| No Classes: Planning Day | October 19 November 3 | January 8 March 19 | June 10 |
| Last Day of Term: | December 18 | April 23 | August 10 |



Student Handbook

Stay Connected



#BrowardTechnicalColleges

www.BrowardTechnicalColleges.com

The School Board of Broward County, Florida

Dr. Rosalind Osgood, *Chair*
Laurie Rich Levinson, *Vice Chair*
Lori Alhadeff | Patricia Good
Debra Hixon | Donna P. Korn
Sarah Leonardi | Ann Murray
Nora Rupert

Robert W. Runcie,
Superintendent of Schools

Broward Technical Colleges are accredited or approved by



**The Commission of the
Council on Occupational Education**
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Tel 770.396.3898 • Fax 770.396.3790
www.council.org



Cognia
9115 Westside Parkway
Alpharetta, GA 30009
Tel 888.413.3669
www.cognia.org



**Accreditation Commission for
Education in Nursing - ACEN**
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Tel 404.975.5000 • Fax 404.975.5020
www.acenursing.org



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, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator 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