



Sheridan Technical College & Technical High School Employee Handbook 2015-2016

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PREFACE

Sheridan Technical College and Technical High School is a public magnet school and postsecondary technical educational institution operated under the auspices of The School Board of Broward County, Florida. It has three campuses: Sheridan Technical College Main Campus in Hollywood, West Campus in Pembroke Pines, and Sheridan Technical High School in Fort Lauderdale. The College is one of three (3) area technical colleges in the county.

The College offers adult, secondary, and postsecondary programs in the following areas: ACCESS/Adult Curriculum for Community; Adult & English for Speakers of Other Languages (ESOL) Education (online); Applied Academics for Adult Education (online and on campus); Automotive Technology; Commercial Vehicle Driving & Truck/Bus Technology; Barbering, Cosmetology & Spa Services; Business, Court Reporting & Marketing; Citizenship and General Educational Development (GED) Preparation (online and on campus); Construction, Energy & Gaming Machine Repair; Culinary Arts; Education and Training; English for Speakers of Other Languages (ESOL, online and on campus); ESE/Career Placement; Graphic Arts & Information Technology; Health Science; Practical Nursing; and School Board Employee Training.

This handbook has been prepared to give an overview of the major policies and procedures that govern our College. We are sure additions and perhaps some deletions will be made over the course of the school year. However, this document will serve as a ready reference and guide. Please become familiar with the contents. If you should have any questions, feel free to discuss them with Administration at any time.

Keep this handbook available as a reference for operating your class according to Florida Statutes, State Board Regulations, School Board Policies, and procedures established for use at Sheridan Technical College & Technical High School.

MISSION, VISION AND BELIEFS

MISSION: To promote excellence in academic, career, and technical studies in order to prepare students to enter and remain competitive in a global workforce.

VISION: To change the lives of people from all backgrounds through innovative education.

BELIEFS: We believe in...

- Ensuring an optimum teaching and learning environment which sets high expectations and enables all students to reach their maximum potential
- Integrating human, physical, and technological resources to obtain educational excellence
- Providing an academically challenging and skill-oriented environment
- Integrating applied academics into technical training
- Giving appropriate attention to student learning outcomes and responding to students as individuals
- Attracting, enrolling, and retaining a secondary and postsecondary student body which reflects our diverse society

- Providing an education that enables students to become productive members of the workforce and community
- Encouraging and fostering partnerships among occupational programs, the business community, and industry
- Providing the best academic and occupational education possible for any individual

BROWARD SYSTEM GOALS

1. **High Quality Instruction** – Measure and increase High-Quality Instruction.
2. **Continuous Improvement** – Engage in continuous improvement. Processes will shift to efficient from inefficient services.
3. **Effective Communication** – Communicate more effectively and with transparency.

HISTORY OF THE COLLEGE

Phase I of Sheridan Vocational-Technical Center was officially dedicated on September 14, 1967. Six (6) programs were available to approximately 200 high school students during the 1967-1968 school year.

After the completion of Phase II in the second semester of 1969-70, the number of programs increased to 15 with over 500 high school students participating. The 1970-71 school year began with close to 900 secondary students in 18 programs.

Phase III of Sheridan was dedicated on February 7, 1982. As a result of continuing expansion and enhancement, it is possible for Sheridan to currently offer vocational training to over 3,000 full-time and part-time high school and adult students at the main campus. Over 40 full-time and part-time job preparatory and supplemental programs are offered in a modern facility with state-of-the-art equipment.

The 1988-89 school year brought improvements in landscaping and parking areas, as well as the dedication of the Ann B. Robb Student Services Center recognizing the leadership and service of Mrs. Robb.

In June, 1991, a new facility “Sheridan Vocational-Technical Center West” Campus was opened at 2560 North State Road 7, Hollywood, to house the expanding GED and ESOL programs.

Sheridan Vocational-Technical Center became one of ninety (90) institutions to be accepted as charter affiliated members of the eleven States’ Association of the Committee on Occupational Education of the Southern Association of Colleges and Schools in 1969. The Center continued as an affiliated school until a change in designation to candidate for accreditation was made in 1973.

During the school year 1973-74, Sheridan Vocational-Technical Center became a candidate for accreditation by conducting a self-study and was visited by an evaluation team from the Commission of Occupational Education Institutions (COEI). The Center received full accreditation from the Southern Association of Colleges and Schools

in December, 1974. A self-study and review of the institution is conducted every five (5) years for the purpose of developing and applying standards of quality and procedures for self-improvement. The Center has continuously maintained full accreditation since 1974.

Continuing a tradition of recognition of service, Sheridan established a scholarship in honor of Mrs. Jeanette Lindsey Shirley, a nurse and teachers who founded Broward County's Practical Nursing Education Program. The scholarship is to help underprivileged students receive financial resources to attend the Licensed Practical Nursing Program at Sheridan. In 1990-91, to further recognize and commemorate her contributions, the Health Occupations Building was renamed The Jeanette L. Shirley Medical Building.

In July 1995, "Sheridan Vocational-Technical Center West" was transferred from the operation of this center. Also in July 1995, the Industry Services Training Center, formerly part of Sheridan as Adult Vocational Off-Campus Center South (AVOCC South), was transferred back to the operation of Sheridan.

To more accurately reflect the level of training programs offered in high wage/high skill occupations, in June 1999, the names of the three area centers in Broward County were changed by the School Board, deleting the word "vocational." Sheridan's official name became Sheridan Technical College and Technical High School.

During the 2007-08 school year, Sheridan Technical College and Technical High School celebrated its fortieth (40th) anniversary of providing the finest in career training programs for the South Florida community. It also began offering selected technical programs delivered online as part of the developing eLearning Broward Program.

During the 2012-13 school year, Sheridan Technical College and Technical High School opened a satellite campus, the Sheridan Technical College and Technical High School West Campus, to provide training additional to what was offered at the primary campus.

In June, 2014 we began a new era as Broward Technical Colleges. In an unprecedented vote, the School Board unanimously approved the name changes of all three centers from Technical Centers to Atlantic Technical College, McFatter Technical College and Sheridan Technical College. Also, in August 2014 Sheridan Technical High School opened as a school of choice utilizing a four-year phase-in process, expanding one grade level at a time. That is, in the first year of operation (2014-2015) student enrollment will consist of a 9th grade class of one hundred fifty (150) students, with a grade level added each year thereafter. Full enrollment of grades 9 to 12 will be accomplished in the 2017-2018 school year with an enrollment ceiling of 600 students, school-wide, and no greater than 150 students per grade level.

Six (6) Directors have served Sheridan in the past forty years: Glenn S. Sanderson, Gene Horne, Ann Robb, Dr. Horace F. McLeod, Mariann Jensen, and the present D. Robert Boegli.

SCHOOL ADVISORY COUNCIL

Sheridan Technical College has an active and supportive School Advisory Council (SAC). The SAC helps to identify school needs, prepare and oversee the annual School Improvement Plan, organize an annual needs

assessment, provide public information regarding accountability and serve as a resource to the school and Principal/Director.

The School Advisory Council shall be a link between the school and the local community. A balanced membership comprised of various stakeholders, students, business representatives, municipal/community leaders, concerned citizens, parents and school based faculty and staff assist the school in fulfilling its mission. School Advisory Council functions shall include:

- A. Facilitating the development of the School Improvement Plan (SIP)
- B. Monitoring the implementation of the SIP
- C. Evaluating the effectiveness of the SIP
- D. Providing assistance in the preparation of the school’s annual budget
- E. Making recommendations as to the alignment of instructional staffing and instructional materials to support the SIP

The responsibilities and duties of the School Advisory Council will be in accordance with Florida State Statutes 1001.452 and Broward County School Board Policy 1403.

CONTACTS

DIRECTOR & ASSISTANT DIRECTORS’ AREAS OF RESPONSIBILTY/DEPARTMENTS			
		DIRECT	EXT
Barbering, Cosmetology & Spa Services; Business, Court Reporting & Marketing; Graphic Arts & Information Technology	D. Robert Boegli Director	321-5400	x2007
ACCESS; Career Dual Enrollment; Career Dual Enrollment Remediation; Career Placement; Online Curriculum Development; Sheridan Technical High School	Mary Barba Assistant Director	321-7464	
Automotive Technology; Commercial Vehicle Driving & Truck/Bus Technology; Sheridan Technical College West Campus	Barrett Goldman Assistant Director	321-3902	x2002
Adult Education & ESOL on campus; Bookstore; Health Science & Practical Nursing; Testing	Annette Johnson Assistant Director	321-5405	x2005
Commercial Foods & Culinary Arts; Education & Training; Office of Student Affairs; Marketing; Media Center	Anna Knaeble Assistant Director	321-5409	x2011
Adult Ed. & ESOL online; Construction, Energy & Gaming; Facilities; Security; Technology	Tom Moncilovich Assistant Director	321-5435	x2009

MAIN CAMPUS DEPARTMENT CHAIRS/COORDINATORS			
• Adult Education-On Campus	Jennifer Jennings	321-5499	x2102
• Adult Education and ESOL Online	Andrea Michaels	321-5415	x2096
• Automotive Technology	David Clark	321-5528	x2083
• Barbering, Cosmetology & Spa Services	Deniece Henry	321-5489	x2042
• Business, Court Reporting & Marketing	Lourdes Perez	954-980-2297	
• Construction, Energy & Gaming	Eric Bonny	321-5525	x3048
• Culinary Arts	Mike McDonnell	321-5410	x2022
• Education & Training	Lisa Lynn Spence	321-5486	x2099
• ESOL	Maria Burton	321-5557	x2110
• Facilities Coordinator	Phil Anderson	321-5537	x2034
• Graphic Arts & Info Tech	Henrietta Ortiz	321-5416	x2017
• Health Science	Karen Pintado	321-5449	x2060
• Switchboard	Daphne Lockhart	321-5400	x2000
• Marketing	Anna Knaeble	321-5409	x2011
• Media Center	Joanne Endorf	321-5501	x2067
• Office of Student Affairs	Maude Richard	321-5444	x2053
• Practical Nursing	Karen Pintado	321-5449	x2060
• Technology	Denise Vajanc	321-5500	x2024
• Testing Coordinator	Andrew Cuthbertson	321-5568	x2114

WEST CAMPUS DEPARTMENT CHAIRS/COORDINATORS			
• ABE/GED	Jennifer Jennings	321-5499	x2102
• Commercial Vehicle Driving & Truck/Bus Technology	Tony Ponce	321-3904	x3001
• ESOL	Maria Burton	321-5557	x2110
• Guidance Counselor	Kenneth Rolle	321-3903	x2003
• Practical Nursing	Karen Pintado	321-3908	x2006
• Testing	Michele Boigris	321-3910	x2007

SHERIDAN TECHNICAL HIGH SCHOOL CONTACTS		
• ACCESS	Paul Askin	321-7470
• Administration	Katherine Colon	321-7450
• Career Placement	Leslie Curts	321-7457
• Career Dual Enrollment	Denise Mancini	321-7461
• Career Dual Enrollment Remediation	Kimberly Gates	954-235-7387
• Culinary Office	Mike McDonnell	321-7460
• Guidance Counselors	Marie Acevedo	321-7453
	Felicia Rattray	321-7454
• ESE Specialist	Mary Hood	321-7481
• Magnet Coordinator	Susan Collins	321-7465

• Math Coach	Nancy Barba	954-428-3023
• Media Specialist	Michele Rivera	321-7474
• Reading Coach	Claudia Dilgen	321-7480
• Security (front desk)	Henry Jackson	321-7482
• Technology	Tech Team	321-7467

KEY CONTACTS			
BUILDING OPERATIONS	Phil Anderson	321-5537	x2034
BUSINESS SUPPORT SPECIALIST	Tina Mosley	321-5412	x2012
CERTIFICATION	Rhonda Biazar	321-5404	x2008
CHILD ABUSE	Johanna Kelly – Main Campus Marie Acevedo – STHS	321-5447 321-7454	x2059
CULINARY EVENTS COORDINATOR	Michael McDonnell	321-5410	x2022
FIELD TRIPS	Iris James	321-5403	x2002
FINANCIAL AID	Maude Richard	321-5444	x2053
GRADEBOOK MANAGER	Jennifer Messina	321-5503	x2088
HOSPITAL/HOMEBOUND/TRUANCY	Johanna Kelly – Main Campus Felicia Rattray – STHS	321-5447 321-7454	x2059
INNOVATION ZONE DESIGNEE	D. Robert Boegli	321-5433	x2007
INSERVICE FACILITATOR	Nicole Alexander	321-5533	x2026
NATIONAL SCHOOL LUNCH PROGRAM	Michael McDonnell – Main Campus Katherine Colon – High School	321-5410 321-7450	x2022
NESS ADMINISTRATOR & LIAISON	Annette Johnson	321-5405	x2005
OFFICE MANAGER	Rhonda Biazar	321-5404	x2008
PARTNERS IN EDUCATION	Lynn Goldman	321-5466	x2018
PHONE PROBLEMS	Tech Team	321-5504	x2089
PLACEMENT/FOLLOW-UP	Kelly Ellis Bonny	321-5470	x2035
SCHOOL ADVISORY CHAIRPERSON	Hector Lopez	954-594-0600	
SECTION 504 and GENDER EQUITY	Johanna Kelly – Main Campus Mary Hood – STHS	321-5447 321-7480	x2059
SKILLS/USA-VICA ADVISOR	Mike Setzer	321-5528	x2026
SUICIDE PREVENTION CONTACT	Johanna Kelly – Main Campus Marie Acevedo – STHS	321-5447 321-7454	x2059
TEXTBOOK COORDINATOR	Linda Barrineau – Main Campus Susan Collins – STHS	321-5402 321-7465	x2003

SECTION I: STAFF INFORMATION

ABSENCE FROM WORK

ABSENCE WITHOUT LEAVE: Florida Statutes, Chapter 231.44 states any member of the instructional staff of any county who is willfully absent from duty without leave shall forfeit compensation for the time of such absence, and his/her contract shall be subject to cancellation by the county board. School Board Policy #4009.3 states that any non-instructional employee who does not report to work or call within a three-work-day period to explain his/her absence(s) is subject to automatic termination.

CHILD REARING LEAVE: An employee may request a child rearing leave between birth/adoption of the child and up to two years thereafter. For more information, visit www.broward.k12.fl.us/benefits/leaves.

COMPENSATORY TIME: Requests to work additional hours for compensatory time must be **pre-approved** by both the Department Chair and the Director. Submit the original *Overtime/Comp Time Authorization* form to the Payroll Clerk to log and submit to the Director. Requests for using comp time must be submitted to the Director at least **48 hours in advance**. After the Director's approval, comp time will be logged, a copy forwarded to Payroll, and the original returned.

EMPLOYEE'S OBLIGATION DURING LEAVE: An employee granted leave for the current school or fiscal year after March 1, must notify Personnel Services as to his/her plans no later than the last day of his/her current contract year. Failure of an employee to abide by these provisions shall relieve the Board of any responsibility or contractual obligations.

FAMILY AND MEDICAL LEAVE: A leave for twelve (12) weeks (paid and/or unpaid) may be granted for birth, adoption or foster care of a child, illness of employee or illness of employee's immediate family member. For more information, visit www.broward.k12.fl.us/benefits/leaves.

MILITARY LEAVE: The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) workweeks of unpaid, job-protected leave each school year for a "qualifying exigency" arising out of the foreign deployment of the employee's spouse, son, daughter, or parent who is a member of the Armed Forces (including the National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty. Qualifying Exigency categories are: (1) Short notice deployment (deployment within seven days or less of notice). Leave may be taken for a period of up to seven (7) days from the day the military member receives notice of deployment; (2) Attending military events and related activities; (3) Certain childcare and related activities; (4) Care of the military member's parent who is incapable of self-care; (5) Making or updating financial and legal arrangements; (6) Attending counseling; (7) Rest and recuperation (up to fifteen (15) calendar days of leave); (8) Certain post-deployment activities; (8) Any other event that the employee and employer agree is a qualifying exigency. For more information, visit www.broward.k12.fl.us/benefits/leaves.

PERSONAL LEAVE: Personal Leave is granted to any qualified employee, without pay, as defined in School Board Policy 4409. For more information, visit www.broward.k12.fl.us/benefits/leaves.

PROFESSIONAL ENHANCEMENT LEAVE: A Professional Enhancement leave allows an employee to take a leave without salary, for the purpose of: 1) Engaging in study at an accredited university 2) Full-time participation in a federally sponsored volunteer program 3) Full-time teaching in foreign or military program 4) Cultural travel or work program related to professional responsibilities or 5) Participating in exchange teaching programs in other territories or countries. For more information, visit www.broward.k12.fl.us/benefits/leaves.

PROFESSIONAL SABBATICAL LEAVE: A professional sabbatical leave allows an employee to take a leave and receive \$500.00 per month; benefits are continued and the Board pays retirement contributions. The employee must undertake an activity that will be beneficial to him/her. The employee will be removed from the location's Organizational Unit and placed in Instructional Staffing Department's Org. Unit. Applications are sent to the locations in March. The deadline to apply is June 14th. This leave is irrevocable. For more information, visit www.broward.k12.fl.us/benefits/leaves.

SICK LEAVE: At times it may be necessary for an employee to be absent due to personal illness, illness of a family member, death of a relative, or for personal reasons. When this occurs, **intent of absence from school should be reported to Department Chairs and switchboard on the day preceding the absence**, if possible. All High School instructional absences must be called in to SubSearch, following the appropriate procedures. In an emergency regarding work, the Department Chair and switchboard must be called as soon as possible. **No voicemail to report absence.**

Evening teachers must contact the Department Chair and switchboard by 2:30 p.m. on the day of the absence. If the emergency occurs after 2:30 p.m., the evening Administrator should be contacted as soon as possible. **Upon receiving notice of an absence, a *Vacation/Leave Request* form must be completed by the switchboard operator immediately and forwarded to the Payroll Contact.** If the duration of the absence is not determined before the absence, the teacher should notify their Department Chair and switchboard before 12:00 noon to indicate that he/she plans to return to work on the following day. If this is not done, the substitute will be retained. Certificates of Absence are issued weekly. They should be signed and returned to the Payroll Contact immediately. If the individual who will be absent is the Department Chair, then the department secretary should follow the procedure outlined above. For your information, Personal Reasons Leave (SPR) and Vacation Leave (VAC) must be pre-approved.

TEACHER DIRECTED IMPROVEMENT FUND: Teachers (CC and PSC) are strongly encouraged to apply for Teacher Directed Improvement Funds (TDIF) Grants for attending seminars, workshops, and/or tuition reimbursement. Applications and deadlines for applying for TDIF are posted on the teacher bulletin board in the Administration Building. Forms and guidelines are also available on the internet at www.broward.k12.fl.us/teacher.

TEMPORARY DUTY: *Temporary Duty* shall be defined as the employee performing his/her duties in a different location than his/her regular assignment.

Temporary duty outside Broward County may be granted or assigned to an employee by his/her Principal. *Temporary duty* requests shall be presented for approval in advance. Such *temporary duty* shall not exceed ten (10) consecutive days without Board approval. See School Board Policy 4007.

Please adhere strictly to the following procedures:

1. All TDAs should be complete when submitted.
2. All In-County TDAs requiring a substitute and/or reimbursement must be submitted to the Budget Bookkeeper at least ten (10) days in advance.

- TDAs are required for full day co-op visitation and clinical instructors.
 - In-county temporary duty for less than one half of the workday does not require a TDA. Obtain administrative approval in advance and sign out in the book located in Administration prior to leaving campus. Sign in upon return to campus.
3. Out-of-County/State TDAs must be submitted to the Budget Bookkeeper at least twenty (20) days in advance with an attached agenda.
 4. All TDAs should be submitted for approval as follows:
 - Instructor submits TDA to Department Chair for approval (initials).
 - Department Chair submits to the appropriate Assistant Director for approval and initials.
 - Assistant Director gives it to the budget keeper.
 - The budget keeper submits to the Director for final approval signature.
 - Current procedures require that all TDAs be sent by the Director to the area superintendent for approval.

VACATION: Those staff members who earn vacation days do so, on the basis of total years of service. These days are cumulative and can be carried over from one fiscal year to another, up to a maximum number of days as specified by the employee's contract. Vacation days must be approved in advance by the Director with recommendation from the immediate Administrator. Employee should fill out a *Vacation/Leave Request* form to request vacation days.

ACCOUNTING/PURCHASING PROCEDURES

Sheridan Technical College and Technical High School has two (2) main sources of funds. The Operating Budget funds are generated through the District and are used for salary and benefits, materials and supplies, furniture and equipment, etc. The Budget Bookkeeper handles these funds.

Internal Accounts funds are generated internally and include supply fees, commercial foods income, patron income, bookstore, etc. These funds are handled directly, deposited in STC bank accounts, and used to pay expenses with STC checks. The income and expenses are handled by the Internal Accounts Bookkeeper. Specific internal account balances must be remitted to the budget.

NOTHING MAY/WILL BE ORDERED WITHOUT THE APPROPRIATE PAPERWORK – PROPERLY COMPLETED ORDER FORMS/PURCHASE ORDER NUMBERS/QUOTE SHEETS/APPROVAL SIGNATURES.

GENERAL/PURCHASING GUIDELINES:

SCHOOL BOARD STANDARD PRACTICE BULLETIN I-314

School Board Policy 3320, Rule II, Amended April 1, 2010:

“If an item to be purchased is the same as or is similar to one stocked in the School Board’s warehouse, the item from the warehouse must be purchased. If an item or service to be purchased is the same or of a similar nature as an item currently on contract, the item on contract must be purchased from the approved vendor. Any deviation from this procedure must be fully justified and documented by the Principal or Department Chair as to the reason for the

exception, pre-approved by the Superintendent, and the documentation must be maintained for audit purposes. This Rule applies to purchases made through all funds, including internal funds.”

“Purchases under \$5,000 that are not available from a contract awarded or approved for use by the School Board do not require quotations. Minority/Women’s Business Enterprise (M/WBE) vendor participation will be strongly encouraged in the category of purchases.”

“Purchases over \$5,000 that are not on BID require three written quotes on company letterhead. The award will be based on the lowest and best quotation obtained. The Superintendent, or designee, may waive the quotations requirement under this section.”

“Purchases from \$5,000 to \$50,000 which require written solicitations that are not available from a contract awarded or approved for use by The School Board requires a minimum of three written quotations, unless an exemption to this requirement is established herein.”

Bid Exempt Items: The requirement for requesting bids from three (3) or more sources and for School Board approval is waived for the purchase of professional or educational services, educational tests, textbooks and printed instructional materials, films, filmstrips, video tapes, computer software, disc or tape recordings, or similar audio visual materials, and for the library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, and exclusive agent within the state, a governmental agency or a recognized educational institution. Copyrighted materials purchased for resale to students are exempt from Board approval and bidding requirements. (Policy 3320, Rule j)

Multiple order or split invoicing shall not be used to circumvent rules established by Policy 3320, Rule f.

Emergency Purchases Criteria: The Superintendent may authorize the bidding and purchasing of a commodity or service in excess of \$150,000, if it is determined that an emergency exists and that the delay caused by waiting for prior Board approval would be detrimental to the interests of the school system. At the next School Board meeting subsequent to the event, the purchase shall be submitted to the School Board for post approval.

Purchases from Internal Activity Funds: Invoices covering expenditures for internal funds require the signature of the receiving person, as well as the authorization for payment by the Principal.

Purchase of Chemicals and Custodial Supplies: In order for the school system to comply with Florida Statutes 442, the Worker’s Right-to-Know Law, schools and departments shall not purchase any chemicals, custodial supplies, or substances from outside vendors using check request or internal accounts funds. All of these items must be purchased from bids established by the Purchasing Department or from the School Board’s Central Warehouse.

COLLECTION OF MONIES: School Board Policy 3411 states: “All monies collected or disbursed by school personnel or by students within a school shall be recorded in the school’s Internal Funds.” The policy expressly prohibits making disbursements from collections before the funds are deposited in the Internal Accounts.

The Director must approve the collection of money for any reason. School personnel shall submit an accurate record and accounting of such monies to the Internal Accounts Bookkeeper. These records are to be retained for auditing purposes.

“Money received by all persons must be remitted to the school Bookkeeper the same day collected, or on the first following day the Bookkeeper or other authorized person is available for the receipt of funds,” per School Board Standard Practice Bulletin I-201.

Check Cashing: Cashing of school issued checks, School Board checks, or personal checks is prohibited.

GIFTS TO SCHOOLS: Gifts to schools may be accepted from individuals and/or organizations in accordance with Florida Statutes, Florida State Board of Education Administrative Rules, and School Board Rules.

The following guidelines must be followed in accepting gifts:

Cash or Securities — Gifts of cash or its equivalent by individuals and/or organizations shall be deposited in the school’s internal accounts to be disbursed for the benefit of the school and its students. The Board, for the benefit of the school and its students, shall hold gifts of securities, such as bonds, in trust.

Equipment — Gifts of equipment and other durable goods (property of a non-consumable nature, the unit value of which is \$500 or more and with a normal expected life of one year or more) shall become the property of the Board, be assigned to the school, and be recorded as a fixed asset of the Board. Gift vehicles are to be evaluated by the vehicle maintenance department and approved by the Director of Transportation before acceptance by the Board.

Department Chairs should compose and have typed, for the Director's approval and signature, a “thank you” letter to the donor. The letter should describe the donation or contribution but should not specify the value of property or cash donated. A record of all donations must be kept on file.

HIGH SCHOOL TEXTBOOKS AND E-BOOKS PURCHASING: Textbooks/workbooks and eBooks for high school students are to be ordered by the instructor through the Textbook Coordinator. **DO NOT SEND STUDENTS TO REQUEST BOOKS.** Textbooks for high school students are to be purchased from the operating budget and therefore are ordered separately from books purchased for the Bookstore.

High school textbooks and eBooks are issued to the instructor who is responsible for issuing the books to students and ensuring that the book is returned in good condition when the student is finished with it. All non-consumable textbooks/workbooks must be returned. A periodic inventory of textbooks will be conducted

MILEAGE VOUCHERS: Approved employees using a personal vehicle for school business will prepare a *Mileage Voucher* at the end of each month, listing the mileage accumulated per trip, less the distance from the employee’s home to STC when applicable. Make sure name, title, personnel numbers, and department are completed accurately on the mileage voucher and submit it to the appropriate Department Chair. Department Chairs approve and forward mileage vouchers to the appropriate Assistant Principal who, in turn, forwards forms to the budget keeper for coding. The budget keeper forwards the forms to the Director for final approval. The mileage voucher can be found on the District Documents & Forms webpage at <http://www.broward.k12.fl.us/ets/css/retrec/recordsret/forms.html>.

Details on current mileage reimbursement procedures can be accessed online at <http://www.broward.k12.fl.us/erp/brite/partnerbusinesspracticebulletins.html>. Select A-442, Mileage Reimbursement Procedure.

PRINTING SERVICES: Printing Services requests must be first approved by Administration and logged by the Budget Bookkeeper. When printing services are required from the district, a *Printing Request* must be completed. Include specifications, estimated cost, and attach a sample, if applicable.

Internal printing requests must be submitted to Marketing for processing through a *Production Request* form.

REIMBURSEMENT REQUESTS (Petty Cash): Prior approval by the Business Support Specialist is required before any emergency expenditure can be made. The maximum expenditure is \$15.00. *Request for Reimbursement* forms (obtained from the Bookkeeper) must be completed and submitted to the Bookkeeper along with the original sales receipts(s). Sales tax cannot be reimbursed. Check with the business manager to see if the school's tax exempt number may be used for the purchase. *Request for Reimbursement* forms are also used for disbursement requests.

TRAVEL VOUCHER: At the completion of an authorized trip, individuals are to complete a *Travel Voucher* and *Trip Report*. A copy of an agenda, plane ticket, and original receipts (hotel bills, registration receipts, toll receipts, etc.) must be included. After Department Chair approval, forward to the appropriate Assistant Principal who will then forward forms to the budget keeper for coding. The budget keeper will forward forms to the Director for final approval. For details on the current travel reimbursement procedure, see <http://www.broward.k12.fl.us/erp/brite/partnerbusinesspracticebulletins.html>. Select A-435, Travel Reimbursement Procedure.

Questions concerning accounting/purchasing procedures should be directed to Susan Reeves, Budget Support Specialist, ext. 2006.

COMPUTERS/NETWORKS

Each contract teacher and many part-time teachers may be issued a laptop computer on which to do lesson planning, student records, and other school-related work. To secure use of a laptop, teachers must complete and sign an annual *School Board Property Pass* which can be found at <http://web/ets/pi/Forms/0013.pdf> and:

1. Agree NOT to install any software on the computer without the permission and approval of the Director. I understand that this computer is for instructional use only. This laptop will be used to prepare materials for my students, record students' grades, create content presentations, write lesson plans, and completing other tasks related to my teaching responsibilities.
2. Understand that in the event of theft, a theft report is required and that Risk Management will only reimburse my school for approximately 60% of the replacement value of this computer. Therefore, in the event of theft or damage to the laptop, I understand that I will not receive a replacement laptop. I will, however, be given computer access in order to complete my required duties.
3. Understand and agree that I must adhere to all of the rules and conditions of School and District Technology Usage Policy #5306 and the Acceptable Use Policy at all times when using this computer. (This information may be found in the Forms Section of this handbook.)
4. Understand and agree that in order to assure the proper care and security of the laptop, Administration reserves the right to secure and lock the desktop and hard drive of this laptop.

5. Further understand that if I am found not to be in compliance with this agreement, I could forfeit my privileges to use this computer.

Please refer to School Board Policy 5306 “School and District Technology Usage” for any additional information <http://www.broward.k12.fl.us/sbbcpolicies/docs/P5306.000.pdf>.

DINING

The Commercial Foods and Culinary Arts classes welcome all students, school personnel, and guests of Sheridan Technical College and Technical High School to dine in the cafeteria. The Culinary Arts classes serve short order and cafeteria style foods during student breaks, lunch, and evening hours. The services and products are driven by the course curriculum and are not intended to be the main function of the class.

Teachers should remind students to keep dining room areas clean by: depositing all used cans and paper cups in trash or recycling receptacles; depositing all empty food bags in trash receptacles; removing all trash, used napkins, etc. from tables to trash cans; cleaning up anything and everything spilled or dropped; using trays to carry food; and leaving chairs and tables as they are placed, and in an orderly fashion. Outside eating areas are for your added pleasure. The same common courtesies apply to those areas as the inside facility.

Please advise students that all food and drink must be consumed in the cafeteria or in the cafeteria patio area.

A vending machine containing soft drinks and snacks is located in the Office of Student Affairs Center. Soft drink vending machines and snack machines are located in the covered patio by the Jeanette L. Shirley Medical Building, and in the Automotive Courtyard.

OH! FOOD COURT

	Monday	Tuesday	Wednesday	Thursday	Friday
“Grab-and-Go” Items	6:30 am-8:00 pm	6:30 am-8:00 pm	6:30 am-8:00 pm	6:30 am-8:00 pm	6:30 am-2:00 pm
Breakfast	6:30 am-9:30 am	6:30 am-9:30 am	6:30 am-9:30 am	6:30 am-9:30 am	6:30 am-9:30 am
Lunch	10:00 am-12:30 pm	10:00 am-12:30 pm	10:00 am-12:30 pm	10:00 am-12:30 pm	10:00 am-12:30 pm
Chef’s Corner	10:00 am-12:30 pm	10:00 a.m.-12:30 pm	10:00 am-12:30 pm	10:00 am-12:30 pm	Closed
Dinner	5:00 pm-8:00 pm	5:00 pm- 8:00 pm	5:00 pm-8:00 pm	5:00 pm-8:00 pm	Closed

EMPLOYEE EVALUATIONS

ATTAINING COMPETENCE FOR TEACHING IN VOCATIONAL EDUCATION (ACTIVE): Completion of the ACTIVE program is mandatory for all non-education degreed teachers of career and technical education. ACTIVE is a complete teacher-training program developed to assist non-education degreed career and technical

education teachers to meet the requirements for a Broward County Professional Teacher Certificate within three (3) school years. In order to assist teachers in meeting all of the teacher certification requirements of Broward County Public Schools, the new teacher is issued a three-year temporary certificate upon approval of an annual contract. The expiration date on the issued temporary certificate marks the date when all ACTIVE requirements must be satisfactorily completed.

The ACTIVE program meets the necessary requirements for a State of Florida teacher training program. Educational theory and instructional tools are acquired through college/university coursework and District inservice that enables the new teacher to identify and master effective teaching strategies.

An Alternative Certification program guide has been designed to provide all of the information pertinent to the ACTIVE program for the new non-education degreed teacher and the Administrators and staff responsible for supervising the new educator's progress toward professional certification.

NOTE: Due to changes in certification requirements, please refer to the guide posted on the website for the most current information. <http://ctace.browardschools.com/specialprograms/ACTIVE.aspx>

INSTRUCTIONAL EVALUATIONS: The Broward Instructional Development and Growth Evaluation System (BrIDGES) was established according to School Board policies and the BTU Collective Bargaining Agreement. BrIDGES recognizes performance through a variety of means such as observations, student growth data, and artifacts. For the 2015-2016 school year, all contract teachers will be observed in Domain 1 (Classroom Strategies and Behaviors), Domain 2 (Planning and Preparing), Domain 3 (Reflecting on Teaching), and Domain 4 (Collegiality and Professionalism) of the Marzano iObservation System. For more information on the Broward Instructional Development and Growth Evaluation System, visit www.broward.k12.fl.us/talentdevelopment.

NOTE: All contracted teachers must complete a Growth Plan/Deliberate Practice. These plans will be prepared in consultation with the appropriate Administrator.

NEW EDUCATOR SUPPORT SYSTEM (NESS): The Broward County New Educator Support System (NESS) was developed to help retain and train new teachers. Based on the Six Educator Accomplished Practices and the Sixteen State Competencies, NESS is designed to help new educators succeed during their first year of teaching in Broward County. Assistance will be provided through a network of mentors consisting of a School Liaison, an Instructional Coach, a Building Level Administrator, and district staff. New educators will participate in learning community meetings that will not only promote reflection but bridge the gap between theory and practice. Through mentor observations, training, development of personal goals, and individualized learning plans, the new educator will create a portfolio that will demonstrate mastery of the state competencies. Proof of NESS completion is required for teacher certification.

NONINSTRUCTIONAL EVALUATIONS: Non-instructional evaluations will be conducted in accordance with the respective bargaining unit agreements. For more information on the Support Personnel Performance Appraisal System (SPPAS), Administrator Performance Planning and Appraisal System (APPAS), or Broward Assessment for School Administrators (BASA), visit www.broward.k12.fl.us/talentdevelopment/html/evaluation/instruments.html.

FUNDING OF TECHNICAL EDUCATION

During the 1998-99 school year, funding of adult technical education was changed by the Florida Legislature from full-time equivalency (FTE) to performance based funding (PBF). The Workforce Education System initiated in 1997 established the reporting of student performances as a critical element to the funding process of technical and adult education for the State of Florida and Broward County. This requirement combines the use of performance data with the accountability and evaluation criteria mandated by the state and the district. Critical student performance data is collected at the local level via the Focus reporting system. This data is then transmitted to the Workforce Education Information System. The Completion Point Code (CPC) is the key data element that drives the funding and accountability process.

COMPLETION POINT CODES (CPC): The Completion Point Code is defined as a code that indicates the progress for each student enrolled in Vocational Certificate, Applied Technology Diploma, Apprenticeship, Adult General Education, or Adults with Disabilities programs. Completion Point Codes used for Vocational Certificate, Applied Technology Programs, and Apprenticeship programs are commonly referred to as Occupational Completion Points (OCPs). Completion Point Codes used for Adult General Education and Adults with disabilities programs are referred to as Literacy Completion Points (LCPs).

Completion Point Codes are assigned to each student as they progress through their respective program. It is the responsibility of each instructor to monitor the progress of each student in accordance with the curriculum framework. Once a Completion Point Level is attained, it should be duly recorded on the WDIS Student Performance Report for that enrollment period. Consult the curriculum framework for the appropriate alphabetic code.

FULL-TIME EQUIVALENCY (FTE):

Secondary programs at Sheridan will receive FTE funding.

The intent of the “The Florida Educational Finance Program” (FEFP) is described in Chapter 236 of the Florida Statutes as follows:

- ◆ “To guarantee each student in the Florida Public Education system the availability of programs and services appropriate to his educational needs which are substantially equal to those available to any similar student notwithstanding geographic differences and varying local economic factors...”
- ◆ “To facilitate a more thorough analysis of the state’s financial support of public education and to provide a more accurate basis for educational management.”

Florida Statute 236.013 defines a full time equivalent student (FTE) as a student in attendance 25 hours per week or a combination of full-time and part-time students receiving 25 hours of instruction per week. Adult programs are calculated based upon 900 hours of instruction equaling one FTE.

A survey is a sampling of a designated week’s FTE membership and generates funding based upon average daily membership (ADM) rather than average daily attendance (ADA) as was the case under the Minimum Foundations Plan, which preceded the FEFP. FTE surveys are scheduled by the state four times per year in October, January, June and July. Other surveys may also be taken for courses that do not meet during the state defined survey period.

For these surveys, the middle week of the course is used to determine eligibility for the count, hence the name midweek count. However, if any part of a class falls during a state scheduled survey, the class must be counted in that FTE count.

All students are eligible for funding through FTE. Workforce/CWE students generate FTE from the day they register through the end of the term. Adult General Education students generate FTE from the day they register through the day they withdraw from a program.

The results of FTE surveys are transmitted electronically to the Florida Department of Education and are utilized to determine that District's revenue allocation.

GENERAL INFORMATION

BULLETIN BOARDS: Bulletin boards located in the classroom are the responsibility of the instructors utilizing the room.

There is a bulletin board in the Faculty Lounge designated for BTU. Other pertinent information such as information about benefits, training, and other items of general interest can be found on the bulletin boards in Administration and in the Departments section of the SBBC website www.browardschools.com.

CERTIFICATION: Each instructional employee shall have on file in the Broward County Certification Office a valid full-time state of Florida Educator's Certificate, or a School Board of Broward County Instructional Certificate, or a determination by that office of eligibility.

It is the responsibility of each instructional employee to keep his/her teaching certificate, licenses, Certificates of Registration, etc. current, in force, registered, and on file in the Personnel Division.

A copy of the certificate must also be given to the Department Chair, the payroll contact person and Rhonda Biazar, Office Manager.

CHANGE OF ADDRESS: Employees who have a change of name, address, phone number, and/or emergency contact should notify Rhonda Biazar or obtain and complete a *Personnel Profile Sheet* and return it to their Department Chair. The Department Chair will then forward it to the appropriate Administrator. This information must also be edited by the employee through the ESS.

COMMUNITY RELATIONS: The guidance Director and the Office of Student Affairs will coordinate all recruitment activities for the main and west campus such as career days, community presentations, etc. The magnet coordinator and the career dual enrollment advisor will do likewise at the technical high school. The advertising/marketing coordinator is to be contacted for any/all press releases, flyers, print advertisements, news articles, etc., concerning Sheridan Technical College and Technical High School or individual programs/departments. The partnerships coordinator coordinates STC and STHS partnerships. To effectively communicate our mission to the community, cooperation of faculty/staff with these staff members is imperative. All suggestions from staff are welcomed.

COMMUNICATIONS/CORRESPONDENCE: ALL letters and memorandums sent out from Sheridan Technical College and Technical High School must be channeled through Department Chairs and must have the Department

Chair and Administrator's approval prior to being distributed. All requests for flyers, brochures, etc., must be channeled through the advertising/marketing coordinator.

"Any written communication sent home with students should conform to standard structure, grammar, and spelling. The content, as well as the tone, should represent you and the school in a professional manner. Please confer with your Principal or refer to your school's faculty handbook for procedures to use when sending home written communications with students and other letters and notices to parents." (Deputy Superintendent's Memo, July 19, 1996)

DISCRIMINATION AGAINST STUDENTS / EQUAL ACCESS: The School Board of Broward County, Florida, is dedicated to the concept of equal access in the admission and treatment of students in any activity or program. The Board prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion, or sexual orientation.

DISPLAY OF PRINTED COPY: Printed copy (such as posters, flyers, and/or brochures) to be placed in windows, in display cases, or on bulletin boards around the campus must first be approved by an Assistant Director. Copy should not be placed/taped/tacked on painted surfaces.

Copy printed for the purpose of recruiting students to Sheridan (such as newspapers, posters, advertisements, flyers, etc.) must include the Broward County School Board's equal access statement.

ELECTRONIC MAIL: Please note that e-mail is to be used for official School Board business ONLY.

Bear in mind that the equipment and software used to run e-mail is owned by the School Board of Broward County and should not be treated as personal property. Items that have been lost or found should be reported to the building manager or security desk and should not be announced through e-mail.

Remember that using e-mail is like sending a letter without an envelope — your message is available for **anyone** to read." Please refer to the School Board of Broward County E-Mail Guidelines handout for additional details. <http://www.broward.k12.fl.us/cab/cabdocs/emailguidelines.pdf>

Sheridan Technical College and Technical High School has been retrofitted to provide Internet access in all classrooms and labs and intranet e-mail for staff use. School Board policy on Acceptable Use also applies to staff. Do not send mail to "ALL" of the district's thousands of computers, or propagate multiple letters or "thoughts of the day." Use caution to prevent the spread of viruses.

END OF THE YEAR AWARDS: The end of the year luncheon will be the designated time for honoring retirees, transferees, etc. The faculty chairperson(s) will chair the event.

FACULTY COMMITTEE: The purpose of the faculty committee is to bring together representation from each department to form a group which deals with social concerns and the needs of the faculty and staff. This group is coordinated by the Faculty Chairperson.

FACULTY COUNCIL: In compliance with Article XVII of the Teacher's Contract, a faculty council was established at Sheridan Technical College and Technical High School. The purpose of the council is to offer input from the faculty to the Director concerning matters pertaining to the operation of the educational program of the College. Recommendations from the council shall be given full consideration by the Director.

GRIEVANCE PROCEDURE: For full policy, see the respective bargaining unit agreements. When an employee has a grievance, that employee shall have the right to appeal for a hearing. This grievance procedure shall cover all employees not covered by a collective bargaining agreement or employees covered by a collective bargaining agreement who choose to use this procedure, provided that once a person has started a grievance procedure under his/her unit contract, he/she waives his/her right to proceed under School Board Policy. Conversely, when a grievance is commenced under School Board Policy, the grievant waives his/her right to proceed with a grievance under his/her unit contract.

GUEST SPEAKERS: Request for guest speakers to enter Sheridan or attend Sheridan's functions for the purpose of disseminating information or giving demonstrations to students must be made to Department Chairs in writing five (5) days prior to the expected function date. Department Chairs and/or the Assistant Director must approve the request prior to the presentation. A guest speaker will be subject to a Level 1 background check either utilizing the STAR System or through the Broward District Schools Police Department. Under no condition should teachers allow speakers to solicit students.

HIRING PROCEDURES: **No one** is to work until all clearances have been obtained from the Personnel Division and the PAF (Personnel Action Form) has been acted upon and entered into the district database. This includes substitutes, additional positions, and temporary/part-time employees—all employees.

HONORARIA AND EXTRA DEPARTMENTAL EMPLOYMENT: Teachers shall not accept honoraria or remuneration other than expenses for any service rendered to public, private, or governmental agencies within the state in performance of their assigned duties unless authorized in advance by the Superintendent.

Time spent in rendering service(s) other than duty-connected, for which honoraria or remuneration may be received, shall be charged to vacation leave or personal leave.

INDUCTION PROGRAM: All instructors are expected to complete the induction program at STC for continued employment as a teacher. The program will include a mentor (experienced teacher) assigned to help the new teacher in the instructional process. The second component will be administrative guidance to round out the support team for the teacher.

INDUSTRY VISITATION LOG: All workforce education instructors are expected to document at least one industry visit each nine-week term. *Industry/Employer Visitation* forms are available in Administration. Completed forms are to be submitted to the Administrative Secretary for filing in the STC Industry Visitation Log.

INSERVICE/TALENT DEVELOPMENT: Teachers and staff are encouraged and expected to maintain and improve their competencies, skills, and knowledge through college and university courses, workshops, and district professional development offerings. Detailed information on certificate extension, inservice points, basic and advanced incentive awards, and personal enrichment is available from the inservice facilitator. Each year, the inservice facilitator conducts a needs assessment and plans activities and support based on the needs assessment.

Inservice points can be used in lieu of college credit for renewing a teaching certificate or points can be used to receive basic or advanced incentive. Approved inservice points may also be used by clerical staff towards Certified Achievement Program (CAP) participation.

The schedule of inservice workshops is available at www.mylearningplan.com. To register for a workshop, log into your My Learning Plan account, search for the activity under SBBC Activities, and register yourself. Prior Department Chair approval and an approved TDA may be required if the event is during the school day.

There are new state mandated rules for Independent Study, non-Talent Development workshops, and professional conferences. For more information, visit www.broward.k12.fl.us/talentdevelopment.

Teachers must apply for a **Teacher Directed Improvement Fund (TDIF)** grant award to cover (partial) expenses if they plan to attend a conference, etc. TDIF applications and information is located on the Instructional Staffing website: www.broward.k12.fl.us/talentdevelopment.

Instructional staff members are encouraged to participate in the school based Professional Learning Communities. PLCs provide teachers with a framework to analyze student data and create instructional goals. Student needs are then tied into the planning of the professional development needs of the staff. Currently, points for in-house training can only be awarded to those staff members registered in a PLC.

Please be reminded that appraisal professional feedback form must be completed for each inservice business event (workshop) or inservice points will not be awarded for that event. Event appraisals are completed through My Learning Plan.

Employees should also be familiar with ESS in order to maintain their own personal information such as addresses and phone numbers, insurance benefits information and enrollment, see your paycheck before payday, a district telephone Directory, and much more.

LOST AND FOUND: Lost and found articles should be reported to Tina Mosley in the Administration building.

MEETINGS AND SPECIAL EVENTS: All meetings and special events to be held on the STC campus must be cleared through administration. If any School Board affiliated organization or community business/industry organization would like to hold a meeting in the STC Media Center, Faculty Dining Room, or any other area of the campus, they should contact administration who will then notify the appropriate staff members for preparation and breakdown of the facility. Additionally, the Culinary Arts Department offers culinary services at reasonable rates to the School Board, schools, departments, and community partners. However, the appropriate paperwork must first be approved by the Director and distributed by the culinary events coordinator.

PARKING: Every employee who parks a vehicle (car, truck, moped, or motorcycle) on any of Sheridan's campuses must display a Sheridan hanging parking permit on the interior rear view mirror or windshield area in addition to parking the vehicle in a designated staff spot. This decal/permit may be secured in the Office of Student Affairs.

No one may park in areas designated for the handicapped unless the Department of Highways and Motor Vehicles have validated his/her handicap.

PAY DAY: All employees are on a bi-weekly payroll schedule. Pay dates will alternate every Friday for each payroll area. Schedules may be affected by holidays, planning days and emergency closings.

PROFESSIONAL ORGANIZATIONS: Employees are encouraged to join and participate in local, state, and national professional organizations. These organizations often provide employees with the opportunity to receive and share information which assists them in vocational education.

Some organizations that may interest teachers are: Association for Career and Technical Education, Florida Association for Career and Technical Education, and other local, state, and national professional organizations.

PROGRAM ADVISORY COMMITTEES: Each technical program has a program advisory committee. Teachers should contact Department Chairs to learn of services that can be rendered by these craft committee members to assist them with instruction. Some services that these persons can render are as follows:

1. Serve as guest speakers
2. Provide employment leads and information on employment needs in the field
3. Provide information on community resources for class enrichment
4. Provide information on the current status of technology in the field. Advisory committee minutes and *Employer Verification Forms* should be submitted to Aurelia Lotrean for inclusion in the Workforce Education Advisory Handbook.

REPORTS:

1. Various reports need to be completed and submitted to Department Chairs for distribution:
 - a. **Interim Progress Reports** - due at the mid-point of each nine-week period (see school calendar for dates) for secondary students only.
 - b. **Grades for High School Students** - due when requested, upon student's transfer to another class, withdrawal from Sheridan, and at the end of every quarter.
 - c. **Evaluations/Transcripts/Progress Chart for All Students** - due when requested, upon a student's transfer to another class, withdrawal from Sheridan, and at the end of every quarter.
 - d. **Up-To-Date Lesson Plans/Class Assignment Reports** upon termination of employment and at the end of each term. These must be available to administration upon request.
***High School only**
 - e. **Focus Performance Reports** – Report that is generated for all teachers to write their OCPs/LCPs at the end of each term.
2. Reports to Administration
 - a. Enrollment/Attendance Reports which give the current date, name of course, name of teacher, teacher work schedule, room number, class meeting time, meeting day, the current enrollment, and the number of students must be submitted to your Department Chair or the evening Administrator as requested.

SALARY SCHEDULE: A complete salary schedule for all employees is available from the Employee Relations Department website.

SCHOOL BOARD OF BROWARD COUNTY EMPLOYEE HANDBOOK: The School Board of Broward County Employee Handbook can be accessed online at <http://www.broward.k12.fl.us/employeehandbook>.

SIGNING OUT/SIGNING IN: *Employees must sign in each day.* Sign-in sheets are located in Administration. An employee must sign out to leave campus during the day provided he/she is attending to school business and has the approval of an Administrator. Employees signing out for partial days for medical appointments or personal reasons must also complete a *Vacation/Leave Request* form indicating how the hours are to be charged. The sign-out log is located in Administration.

SMOKING: School Board Policy 1120 mandates that no person may smoke in a Board-owned or leased building or vehicle. **This is a non-smoking campus.**

TECHNICAL ADVISORY COMMITTEES: Technical advisory committees provide expert support for all programs at Sheridan. The committees are coordinated to promote interaction between instructional programs and the businesses and industries served by those programs. Instructors maintain an active Technical Advisory Committee Member List comprised of a minimum of three (3) industry members, meet a minimum of two times per year, and submit Minutes and completed Employer Verification Forms to Administration.

Instructors utilize the expertise of the advisory committees to improve program content and operation, and to ensure consistency with current industry standards. Committee members also assist in the evaluation of program effectiveness, program equipment needs, facility standards, job placement, program promotion, and program advocacy.

VISITORS: Sheridan encourages the public to visit our school. All visitors to the main campus, however, must be directed to the guidance office to utilize our STAR system located at the receptionist's desk. (Guest speakers, parents/guardians, school board personnel, etc. are to follow this procedure). Similarly, at STHS all visitors must utilize our STAR system located in the front hallway of the school. At the west campus, visitors sign in at the registration desk.

Parents/guardians desiring to have a conference with the teachers will be encouraged to schedule their visits before or after school hours or during a period when the teacher is not responsible for teaching and supervising students.

Students are not permitted to have children or adults sit in class with them as guests. Neither are they allowed to have children, friends, nor relatives wander around or play on school grounds while classes are in session.

COPYING: Each department is equipped with a copy machine. Each copy will be charged to the department in which the copy code has been registered.

COPYRIGHTS: Materials produced by Board employees [in their own name(s) or in the name of the Board] may be copyrighted provided this is done in conformation with the State and National Copyright Laws and are in accordance with Board policies, rules, and regulations.

Board employees shall not be prohibited or restricted from receiving royalties or other compensation from the publisher or producer of a book or other material written, designed or pre-produced by such Board employee(s) and adopted or purchased by the state or any county in Florida other than compensation paid as commission to the employee for negotiating sales to Broward County.

The Board shall not have nor claim the right to receive any royalty or other compensation due a Board employee unless the textbook or other material was developed or prepared during the normal school or workday during which the employee is required to be on duty.

Materials developed during workshops, special group projects, etc., sponsored and paid for by the Board, if copyrighted, shall be copyrighted in the name of the Board.

Copyright Law - Revised, 2002

The copyright law allows “spontaneous” photocopying of copyrighted materials as “fair use” and establishes guidelines for such classroom and library use.

Spontaneity, under the guidelines, covers copying which is at “the instance and inspiration of the individual teacher” and where the decision to use the work, and the time when it is needed, are so close together that it would be “unreasonable to expect a timely reply to a request for permission.”

Under the guidelines:

A teacher is allowed to make a single copy for use in teaching - of a chapter from a book, an article from a periodical or newspaper, a short story, essay or poem from a collection, a chart, graph, diagram, drawing, cartoon, or picture.

A teacher may make multiple copies (one to a student) for classroom use only of - poems less than 250 words or two (2) pages long, excerpts of less than 250 words from longer poems, complete articles or stories of less than 2,500 words, excerpt of less than 1,000 words or 10% of the book (prose) one chart, graph, diagram, drawing, cartoon or picture per book or periodical.

A teacher may not make multiple copies - for another teacher in the same school, of work from the same author more than once a term, from the same collection or issue more than three (3) times a term as a substitute for an anthology.

Copies are not allowed for consumable materials such as workbooks, and copying is not allowed to substitute for the purchase of books, publishers' reprints, or periodicals.

Unauthorized duplication of software is strictly forbidden.

READING AND POSTING OF HISTORICAL MATERIAL:

The 1997 Florida Legislature passed Committee Substitute for Senate Bill 458, which was signed into law by the Governor and is effective July 1, 1997. A portion of this legislation included a new law regarding the reading and posting of historical material, a copy of which is provided below for your information. This information appears as Section 233.065(2), Florida Statutes.

Each district school board may allow any teacher or Administrator to read, or to post in a public school building or classroom or at any school-related event, any excerpt or portion of the following historic material: the national motto; the national anthem; the pledge of allegiance; the Constitution of the State of Florida, including the Preamble; the Constitution of the United States, including the Preamble; the Bill of Rights; the Declaration of Independence; the Mayflower Compact; the Emancipation Proclamation; the writings, speeches, documents, and proclamations of the presidents of the united States, the signers of the Constitution of the United States and the Declaration of Independence, and civil rights leaders; and decisions of the United States Supreme Court. However, any material that is read, posted, or taught pursuant to this provision may be presented only from a historical perspective and in a non-proselytizing manner.

When less than an entire document is used, the excerpt or portion must include as much material as is reasonably necessary to reflect the sentiment of the entire document and avoid expressing statements out of the context in which they were originally made. If the material refers to laws or judicial decisions that have been superseded, the material must be accompanied by a statement indicating that such law or decision is no longer the law of the land. No material shall be selected to advance a particular religious, political, or sectarian purpose. The Department of Education shall distribute a copy of this subsection to each school district, whereupon each school superintendent shall distribute a copy to all teachers and Administrators.

MEDIA CENTER: The mission of the Media Center is to encourage and support life-long learning, literacy, and independent thinking. The media staff works with students, teachers, and staff to ensure that they are effective users of ideas, information, and technology. The media program provides a teaching and learning experience that will satisfy both the educational and individual needs of its students in an atmosphere which is conducive to learning. At the time of revision, the Media Center at the main campus is open for currently registered students between the hours of 8:00 a.m. until 7:00 p.m. Monday through Thursday and 8:00 a.m. until 3:30 p.m. on Friday. Operating hours may change during the course of the school year. Services include: Internet access, program-related software and access to online platforms on PC systems, printing, scanning, local faxing, and lending of recreational reading materials as well as supplemental learning materials (i.e., books, magazines, DVDs). Multimedia equipment is available for employee use. No children under the age of sixteen are permitted in the Media Center on the main campus. The Media Center at Sheridan Technical High School is known as the Innovative Learning Center and is open from 7:00 a.m. – 2:45 p.m.

PROPERTY AND INVENTORY

The Board designates that Principals shall be the custodians of property at the schools.

“Custodian” shall mean the person to whom the custody of School Board property has been delegated by The School Board of Broward County, Florida. “Property” shall mean all tangible personal property of a non-consumable nature, whose unit value and life expectancy corresponds to that set in Florida Statute 274. For additional information, refer to:

<http://www.broward.k12.fl.us/erp/brite/support/businesspracticebulletins/Final%20for%20Website/O-100%20Procedure%20for%20Property%20&%20Inventory%20Control.pdf>.

DISPOSAL OF SURPLUS AND/OR OBSOLETE PROPERTY: Property of the Board which is considered to be of no further use or which is obsolete for its purposes shall be disposed of in accordance with Florida Statute 274 and Board Rules and Regulations. For additional information, refer to:

<http://www.broward.k12.fl.us/erp/brite/support/businesspracticebulletins/Final%20for%20Website/O-100%20Procedure%20for%20Property%20&%20Inventory%20Control.pdf>.

LOST, DAMAGED, OR STOLEN EQUIPMENT: As soon as a loss is discovered, the employee should report it to the Department Chair and Administrator. The Administrator will see that a complete security report is filed and submitted to the security specialist.

MAINTENANCE AND REPAIRS: Employees should report technology equipment in need of repair to the Technology Department and facility maintenance requests through our Support Services Electronic Work Order System at <http://workorder/workorder/guest/logintemp1.php>.

PROPERTY PASSES: Staff members may check out equipment for use under certain conditions. A *property pass* must be completely filled out and approved by the Director in order to check out equipment. Each person is responsible for the return of this equipment. All *property passes* expire at the end of each fiscal year, June 30. All equipment signed out must be returned and reissued on a new *property pass* for the next year.

TRANSFER OR REMOVAL OF PROPERTY: Equipment is not to be moved from one location to another without approval of the Department Chair and Director. Proper documentation is necessary. DO NOT arbitrarily dispose of any school equipment without following School Board procedures. For additional information, refer to: <http://www.broward.k12.fl.us/sbbcpolicies/docs/P3204.000.pdf>.

DUTIES OF INSTRUCTIONAL PERSONNEL

In accordance with School Board Policy 4008, duties of instructional personnel shall include the following:

1. Comply with the Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida.
2. Teach efficiently and effectively using the books and materials required by the District or State, following prescribed courses of study, and employ approved methods.
3. Infuse in the classroom the District's adopted Character Education Traits or Respect, Honesty, Kindness, Self-control, Tolerance, Cooperation, Responsibility, and Citizenship.
4. Treat all students with kindness, consideration, and humanity, administering discipline in accordance with regulations of the State Board and the School Board; provided, that in no case shall cruel or inhuman punishment be administered to any child attending the public schools.
5. Enforce the Broward County Schools Code of Student Conduct.
6. Attend conferences such as ESE staffing and parent conferences related to education of students.
7. Accurately maintain appropriate student records and documentation and prepare and submit such reports as may be required by regulations of the State Board of the District. No teacher shall be entitled to receive any salary unless all such records and reports have been properly maintained and submitted according to requests.
8. Conform to all rules and regulations that may be prescribed by the State Board and by the School Board.
9. Work to ensure that the school building and property are not defaced, damaged, or destroyed.

10. Under the direction of the school Principal, give instructions in and hold such fire and emergency drills as may be prescribed by law, by regulations of the State Board and of the School Board, and as otherwise may be deemed necessary.
11. Deliver, on closing or suspending school, all keys, records and reports, and account for all other school property to the Principal of the school or to the Superintendent as may be prescribed by regulations of the State Board and of the School Board.
12. Fulfill the terms of any written contract, unless released from the contract by the School Board.
13. Participate in related staff development opportunities.
13. Serve on committees and other work related groups reflecting the educational purposes and needs of the school.

THE CODE OF ETHICS: The Code of Ethics of the Education Profession in the State of Florida - State Board of Education Administrative Rule 6B-1.001 FAC states as follows:

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion of excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

PRINCIPLES OF PROFESSIONAL CONDUCT: Principles of Professional Conduct for the Education Profession in the State of Florida - State Board of Education Administrative Rule 6B-1.006, FAC states as follows:

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or other penalties as provided by law.
3. Obligation to the student requires that the individual:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

- e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for professional gain or advantage.
 - i) Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
5. Obligation to the public requires that the individual:
- a. Shall take reasonable precautions to distinguish between personal views and those of any education institution or organization with which the individual is affiliated.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
6. Obligation to the profession of education requires that the individual:
- a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.
 - f. Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
 - g. Shall not misrepresent one's own professional qualifications.

- h. Shall not submit fraudulent information on any document in connect with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certified individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall self-report within 48 hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceedings, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Section 943.0585(4)c and 943.059(4)c Florida Statutes.
- n. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
- o. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- p. Shall, as the supervising Administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

SUGGESTED FIRST DAY PROCEDURES:

1. Welcome students to your class and to Sheridan Technical College and Technical High School.
2. Call roll very carefully noting any discrepancies between your attendance rosters and student registration forms. It is the teacher's responsibility to follow up on discrepancies and take appropriate action(s) until the data is correct.
3. Review a copy of the student's registration form to verify enrollment. If a student's name is not on your attendance roster and the student does not have a registration form, send the student to the registrar or program counselor/advisor.

4. Show students how to access the Broward Technical College student handbook and media release form. Review the information contained within. Have students acknowledge their review and agreement with the policies and procedures in student handbook, sign their media release form, and complete the Emergency Contact Information in Focus.
5. Discuss and distribute (*post on bulletin board in classroom and/or shop)
 - Classroom Rules and Regulations*
 - Course Outline
 - Emergency Procedures*
 - Grading and Evaluation Criteria*
 - Safety Rules/Procedures*
 - Syllabus or Module
6. Inform students of:
 - Course requirements such as textbooks
 - Supplies
 - Uniforms/School Shirts/ **ID badges**
 - Issuance of certificates and completion cards
 - Availability of insurance
 - Non-smoking policy – Sheridan Technical College and Technical High School is a non-smoking campus

DAILY ROUTINE:

1. Sign in before class time. Designated teachers should pick up attendance folder and classroom key from the administration building if applicable.***
2. Check mailbox in administration or departmental areas.
3. Read emails.
4. Report to classroom at least fifteen (15) minutes before class time.
5. Record attendance in Focus. Maintain an up-to-date attendance roster showing attendance and reflecting time that the student spent in class. Class roll and grades should be kept current in Focus.
6. Conduct opening exercise activity.
7. Teachers of high school students should report absenteeism to the attendance clerk in the guidance office within 30 minutes after beginning of morning classes. (Students arriving 30 minutes after the scheduled beginning time should report to attendance clerk and receive an admit to class.)**
8. Proceed with class routine.
9. Allow breaks if scheduled. Re-check roll after breaks.

10. Dismiss class at scheduled time.
11. During planning period, read emails and be available for conferences, meetings, etc.
12. Take a visual inventory of laboratories and stockrooms to determine if all materials, supplies, and pieces of equipment are still there.
13. Upon leaving your room, turn lights off, lock the door, or see that the door is locked.
14. Check mailbox.
15. Return folders and classroom keys to administration office before leaving, if applicable.***

** Required for high school classes

*** Required for evening classes

Remember, main and west campus facilities are used approximately sixteen (16) hours per day, so you must be considerate of the teacher and students following your class. The custodial staff and office personnel are here to help but the successful operation of this college depends on the full cooperation of every teacher and student.

CANCELLATION AND DISCONTINUATION OF CLASSES: Teachers may **NOT** cancel classes. Only the Director may cancel or discontinue a class. A class with low membership is subject to permanent cancellation or being combined with another class. Classes cancelled temporarily because of inability to find a teacher, etc. must be made up with the approval of the appropriate Assistant Director. Documentation of make-up date(s) and procedure used must be attached to the attendance roster.

CERTIFICATION: Each instructional employee shall have on file in the Broward County Certification Office a valid full-time state of Florida Educator's Certificate, or a School Board of Broward County Instructional Certificate, or a determination by that office of eligibility.

It is the responsibility of each instructional employee to keep his/her teaching certificate, licenses, Certificates of Registration, etc. current, in force, registered, and on file in the Personnel Division.

A copy of the certificate must also be given to the Department Chair, the payroll contact person, and Rhonda Biazar, Office Manager.

DISCIPLINE: It is the teacher's responsibility to promote good discipline in the buildings and on the school grounds as well as in classrooms/shops.

The safety and security of students and staff is one of the School Board's and this administration's Major System Priorities. Remind all students and staff in schools, area offices, and district offices to take any and all comments and threats to do harm to others seriously and to immediately report such comments or threats to an Administrator or supervisor in charge so that appropriate communications and/or intervention can occur.

Progressive Discipline Procedures:

It is the responsibility of all faculty and staff to promote appropriate behavior in the buildings and on the school grounds, as well as in the classrooms/shops. A discipline plan provides the framework for consistency and equity.

All involved are then working for a planned common good. This includes the student, teacher, parent, guidance counselor, and administration. A Sheridan Technical College and Technical High School faculty committee has developed the procedures listed below.

In all instances, teacher should:

1. Make students aware and ensure (in writing) understanding of county and school rules and consequences for violations.
2. Retain a signed copy of each Code of Conduct Form.

How to handle a routine discipline problem occurring inside the classroom (Three Strike Rule):

1. Explain to the student on the spot in a calm manner that he/she is breaking a rule or causing a problem. Explain this is behavior must change and ask for the students' cooperation. Most problems can be solved this way.
2. When a student continues to cause a problem after a warning, you should arrange for a private conference with the student. Use your conference time before and after school for this. Again, inform the student what he is doing wrong and tell the student you cannot tolerate this conduct. Let the student talk. Get to know the student. Show personal interest. Record the results of this conference on a referral form.
3. If misbehavior continues after the above steps have been taken, you should refer the student to the Office of Student Affairs with second referral and documentation of unacceptable behavior.
4. If the student continues to exhibit unacceptable behavior after the parent/teacher conference with the Guidance Counselor, refer the student to Administration with third referral and documentation of unacceptable behavior.
5. Administration will determine a consequence and advise the parent of secondary student.

How to handle discipline problems occurring outside the classroom:

1. Explain to the student on the spot and in a calm manner that he/she is breaking a rule or causing a problem. Explain that this behavior must change and ask for the students' cooperation. Most problems can be solved this way.
2. If more than a reprimand is needed, the student(s) should be escorted to administration or administration should be called.

The teacher cannot and should not tolerate behavior that interrupts the class routine and keeps others from learning. A planned procedure can help the entire school discipline pattern. All involved are then working for a planned common good. This includes the student, teacher, parent, guidance counselor, and administration.

In accordance with State Statutes and School Board Policy on removal of a student from class, a Sheridan faculty committee developed procedures to facilitate removal of a disruptive student from class and alternate methods of educational attainment for that student.

FOLLOW-UP: One of the most critical tasks facing Sheridan Technical College and Technical High School is the program completion follow-up survey mandated by the State Department of Education. The results of this annual survey have a bearing on the funding of future programs at Sheridan. Surveyed are the percentages of students in the labor force working in or out of field, active in the military, attending school, or unemployed. Employers are asked to rate the entry-level preparation and the performance of former Sheridan students.

In order to obtain comprehensive results, a master plan is implemented at the beginning of the following school year, which requires the complete cooperation of the faculty, administration, and staff of the entire school. Well-kept records are imperative. Each and every student who completes a workforce education program must fill out a *Sheridan Technical Center Placement Form*. These forms are available in the Job Placement Coordinator's office, STC website and Career Center OneDrive. Open lines of communication are needed to ensure an effective network of information. The office of Workforce Education Information Management analyzes the data collected by the Florida Education Training and Placement Information Program (FETPIP) and adds supplementary data collected by Sheridan staff members. Positive placements earn funds that are the basis for the financial operation of the Center. Additionally, the Placement & Follow-up Coordinator distributes STC Student Follow-up Surveys to a random sample of graduates, non-graduates and employers of graduates. These survey results are analyzed by the Guidance Director and distributed to all faculty and staff.

LESSON PLANS: Lesson planning is an integral part of the teaching process in all curriculum areas. All teachers shall have a Lesson Plan book and keep plans up to date. Department Chairs or the Administrator for the program may check plan books at any time.

PLACEMENT: *Placement forms* must be completed for every workforce education student completing or leaving a program. This information is vital for funding and follow-up accuracy. The State of Florida mandates that STUDENTS MUST SIGN this form for validity. *Placement forms* may be obtained from the Placement/Follow-up Coordinator and/or in Administration.

SUBSTITUTE PROCEDURES: When absent from school, it is the responsibility of the teacher to leave lesson plans with Department Chairs or the Administrator. Each teacher must keep a Substitute Information Folder in a conspicuous location in the classroom. Contained in the folder should be the day's lesson plan, attendance rosters, referral forms, passes and a seating chart, if used. Emergency lesson plans for two days must be submitted to Administration no later than the first Friday of the school year for use in case of unexpected absence.

Department Chairs shall provide substitute teachers with assistance in implementing the rules and regulations used in the school, such as procedures for emergencies, illness/injury, school evacuation, classroom management, and discipline.

TECHNOLOGY/TELECOMMUNICATIONS

E-MAIL GUIDELINES:

I. Introduction

This document outlines the school district's procedures and guidelines on the creation, management and retention of

electronic mail (e-mail) messages. Employees must be conscious of the fact that any e-mail message within the school district's computer equipment are subject to public inspection and that there is no right to privacy with regard to those e-mail messages.

Employees must understand that there is no means of district-wide retention of e-mails sent and received by school district employees. Since the records retention value of each e-mail message varies depending upon the message's content, it is the responsibility of each e-mail user to review and assess each e-mail message and to take appropriate action for the retention or disposal of each e-mail message.

While use of e-mail messaging by school district employees requires some review and retention practices not found in the private sector, e-mail messaging can still function as a viable, efficient means to conduct school district business. These guidelines are not intended to discourage the use of e-mail messages to conduct business, but rather to establish a framework for their proper use as a communications tool.

II. Use of E-Mail Messages

Applicable School Board Policy

School Board Policy 5306 - "School and District Technology Usage" defines acceptable school and district technology usage. Section 6 of the policy defines acceptable use of computer network and online telecommunications. Section 6a defines the rules and 6b defines the Code of Ethics for computer network and online telecommunications users. All use of e-mail by school district employees must be in compliance with School Board Policy 5306.

E-Mail Management and Privacy

E-mail created by school district employees while working on official business is the property of The School Board of Broward County, Florida. Never consider electronic communications to be private. Treat electronic communications the same as written hard copy communications with regard to propriety and openness. The school district reserves the right to review all electronic correspondence that is used in its systems and facilities irrespective of the e-mail system used to create or receive e-mail.

Acceptable Use of E-Mail Privileges

Acceptable uses of e-mail are activities that support the user's job assignment within the guidelines and policies of The School Board of Broward County, Florida and the Florida Department of Education, and the laws of the State of Florida. Users are encouraged to make full use of these electronic facilities in the pursuit of their jobs and assignments provided such use complies with School Board Policy 5306.

Unacceptable Use of E-Mail Privileges

Unacceptable uses of e-mail would include, but not be limited to:

1. Violating Section 228.093 (3) (d), Florida Statutes, which guarantees every student a right to privacy with respect to his or her educational records.
2. Using e-mail for illegal, inappropriate, obscene, or pornographic purposes as prohibited by School Board Policy 5306, Section 6, Acceptable Use of Computer Network and Online Telecommunications, (b) (1) (f).
3. Sending hate mail, harassment, discriminatory remarks, and other antisocial behavior as prohibited by School Board Policy 5306, Section 6, Acceptable Use of Computer Network and Online Telecommunications, (b) (1) (i).
4. Intending to spread computer viruses, damage or destroy data, infiltrate systems, damage hardware or software, or in any way degrade or disrupt the use of the network as prohibited by School Board Policy 5306, Section 6, Acceptable Use of Computer Network and Online Telecommunications, (b) (1) (j).
5. Copying commercial software or other copyright protected material in violation of copyright law as prohibited by School Board Policy 5306, Section 6, Acceptable Use of Computer Network and Online Telecommunications, (b) (1) (e).
6. Using these electronic services for financial gain or for any commercial or illegal activity as prohibited by School Board Policy 5306, Section 6, Acceptable Use of Computer Network and Online Telecommunications, (b) (1) (g).
7. Time wasting activities that do not adhere to the school district's mission, such as sending or forwarding chain letters, poems, and announcements.
8. Downloading files from unknown sources.

E-Mail Account Responsibilities

Each person issued an e-mail user account is responsible at all times for proper usage. Users should never reveal their passwords to any other person.

Shared Accounts

There will be no shared personal accounts; all personal accounts will be logged-on by a single individual.

Accessing Another User's E-Mail

When appropriate, primary users may delegate access to their incoming e-mail to other secondary/delegated e-mail users. This should only be done in situations where the same delegated users might also handle the primary user's paper mail.

User ID Termination

A user's ID will be revoked immediately upon that user's termination of employment with the school district or upon the termination of whatever status gave the user access to the e-mail system. The user's supervisor is responsible for: (1) notifying the assigned Network Manager of the user's termination of relationship; and (2) requesting access to the

former employee's stored e-mail to review for required retention of any official record material. Upon the termination of the user's relationship with the school district, the user will no longer be able to access the system.

Effective Drafting of E-Mail Messages

The following practices will increase the effectiveness of e-mail:

1. Make subject headings as descriptive as possible.
2. Restate the question or issue being addressed in a response unless the text of the original message(s) is included in the current message.
3. Include the most important fact/idea/issue first or very near the top of the message.
4. Avoid misunderstandings by keeping in mind that electronic text is devoid of any context clues that convey shades of irony, sarcasm or harmless humor.
5. Proofread and edit each message and use the system's spell check function prior to sending a message.
6. Check the facts in your message before sending it; do not spread rumors via e-mail.

Capacity and Conservation of Resources

Users must be aware of the finite capacity of the electronic office systems and must cooperate with the school district to conserve resources. The storage of e-mail documents and other items exhausts system resources, which are finite and limited. The failure to use these resources wisely could result in system outages and thus deprive others from getting their work done.

Users are expected to:

1. Open their e-mail on a regular basis (at least daily, if possible) and at that time determine the record retention value of any e-mail message and attachment. After taking appropriate measures for record retention, the e-mail users should delete unneeded items so as not to fill up their incoming mail file (Mailbox).
2. Send e-mail to concerned parties only.
3. Use the e-mail system's "out of the office" capabilities whenever the user is out for extended periods of time. Passwords are never to be shared.

E-Mail Distribution List

Distribution lists are very useful tools when sending the same message to a group of users. The following rules should be adhered to when using distribution lists:

1. Think carefully before using a large distribution list. Ask yourself, "Do all E-mail users really need to know this information?"
2. Do not use the **Return Receipt** option when sending a message to a large distribution list.
3. When printing a message sent to a distribution list for retention in a paper file, print and file the distribution list along with the e-mail message.

III. Retention and Disposal of E-Mail Messages

Public Records

In general, any information made or received pursuant to agency business is a public record regardless of its means of transmission. Records transmitted via the school district's e-mail system are thus public records, and are therefore open to public inspection under the access provision of Florida's Public Records Law.

Review Content of Each E-Mail Message

E-mail messages are public records when they are created or received by the school district in the transaction of official business. The content of each e-mail message determines the applicable requirements for record retention and disposal. It is the responsibility of the e-mail sender/recipient to review the content of each e-mail message to determine whether that message may be disposed of or must be retained.

E-Mail Retention and Disposal Requirements

Most e-mail messages that are public records typically have short-lived administrative value or are transitory messages that can be deleted by both the sender and receiver immediately after the e-mail message's administrative value is lost. The record categories described below are provided to assist users in determining retention requirements.

In general, e-mail messages that pertain to a particular school district business transaction, project/case file, board action, or student/personnel issue must be retained as long as all other documentation that pertains to the same transaction/project/case/action/issue. The most current version of the *General Records Schedule for Local Government Agencies (GS1-L)* and the *General Records Schedule for Public Schools Pre-K-12, Adult & Vocational/Technical (GS7)* must be referenced to determine the specific retention requirement for e-mail messages that fall under this category. The GS1-L and GS7 publications may be found at the Records Retention intranet site. http://dhis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm.

Please note that in most cases where e-mail communication is between a sender and a recipient and both are school district employees, it is a generally accepted practice that the sender's copy is designated as the copy of record and is the copy to which the retention requirements should apply. However, an e-mail message sent to a school district employee from an outside source such as one received from a citizen or an outside company should be designated as the record copy.

The retention and disposal requirements for the various classes of e-mail messages are set forth as follows:

- ◆ **Setting Policy.** Any e-mail message that sets school district policy. *Records Disposal: The sender should save this e-mail to a disk or retain a hard copy for a period of two (2) years after superseded or becoming obsolete. Disposal authorization for these records is provided on a Records Disposition Request form under GS1-L item 186a Directives/Policies/Procedures that is sent to every school and department each year. All duplicate copies may be deleted and disposed of in a timely manner once they no longer serve any administrative value, become obsolete or are superseded.*

- ◆ **Establishing Guidelines or Procedures.** Any e-mail message that establishes guidelines or procedures to be followed. *Records Disposal: The sender should save this e-mail to a disk or retain a hard copy for a period of two (2) years after superseded or becoming obsolete. Disposal authorization for these records is provided on a Records Disposition Request form under GS1-L item 186a Directives/Policies/Procedures that is sent to every school and department each year. All duplicate copies may be deleted and disposed of in a timely manner once they no longer serve any administrative value, become obsolete or are superseded.*

- ◆ **Certifying a Transaction.** Any e-mail transaction that certifies a transaction on behalf of the school district. *Records Disposal: The sender should save this e-mail to a disk or retain a hard copy for a period of three (3) fiscal years if it is routine correspondence. Disposal authorization for these records is provided on a Records Disposition Request form under GS1-L item 17a Correspondence & Memoranda: Administrative. If it is not routine correspondence, retain it for as long as the item it relates to. All duplicate copies may be deleted and disposed of in a timely manner once they no longer have any administrative value, become obsolete or are superseded. If the e-mail message originated from a sender outside of the school district, the recipient should save this e-mail message to a disk or retain a hard copy and all other copies maybe deleted and disposed of in a timely manner once they no longer have an administrative value, become obsolete or are superseded.*

- ◆ **E-Mail as a Receipt.** Any e-mail message that is intended to serve as a receipt. *Records Disposal: The sender should save this e-mail to a disk or retain a hard copy for a period of one (1) fiscal year. Disposal authorization for these records is provided on a Records Disposition Request form under GS1-Litem 47a Mail: Registered and Certified Receipts that is sent to every school and department each year. All duplicate copies may be deleted and disposed of once they no longer have any administrative value, become obsolete or are superseded. If the e-mail message originated from a sender outside of the school district, the recipient should save this e-mail message to a disk or retain a hard copy and all other copies may be deleted and disposed of in a timely manner once they no longer have any administrative value, become obsolete or are superseded.*

- ◆ **Perpetuating or Formalizing Information.** Any e-mail message that communicates information having an administrative value beyond the point of its communication OR that is intended to perpetuate or formalize knowledge. *Records Disposal: The sender should save this e-mail message to a disk or retain a hard copy for 3 fiscal years if it is routine correspondence. Disposal authorization for these records is provided on a Records Disposition Request form under GS1-L item 17a Correspondence & Memoranda: Administrative. If it is not routine correspondence, retain it for the applicable retention period. All other copies may be deleted and disposed of in a timely manner once they no longer have any administrative value, become obsolete or are superseded. If the e-mail message originated from a sender outside of the school district, the recipient should save this e-mail message to a disk or retain a hard copy and all other copies may be deleted and disposed of in a timely manner once they no longer have any administrative value, become obsolete or are superseded.*

- ◆ **Transitory Messages.** These are e-mail messages that have short-lived administrative value and that lose that value upon receipt of the communication. These e-mail messages are designed for the informal communication of information and are not designed to formalize or perpetuate information. These e-mail messages might be compared to communication taking place during a telephone conversation, verbal communications in an office hallway, telephone voice mail or most written telephone messages. Examples include internal office announcements such as:
 - “John Doe called, please call back” (all phone call logs); or
 - “Is this afternoon’s meeting still on?” or
 - “Tomorrow’s staff meeting location has been changed to the KCW 10th Floor conference room.”

Records Disposal: These should be deleted and disposed of in a timely manner without the need for any records retention once they no longer have any administrative value, become obsolete or are superseded.

- ◆ **Non-Business Communications.** Any e-mail not received or created in the course of school district business.

Internal and external personal communications or announcements of a non-business nature and personal notes intended for one's personal use do not need to be retained as public records. However, any such non-business emails are subject to public inspection as long as they remain within the school district's computer system. These are messages that do not support business purposes. Please note that limits on personal use of e-mail have been established by the school district and are discussed within this memorandum. The following examples are e-mail messages that do not pertain to the conduct of school district business and may be deleted at any time:

- Lost jewelry/keys notices;
- Birth/death/funeral announcements; and
- Party announcements (baby shower, wedding shower, retirement, etc)

Records Disposal: These should be deleted and disposed of in a timely manner without the need for any records retention once they no longer have any administrative value, become obsolete or are superseded.

- ◆ **Uncirculated Materials.** E-mail messages consisting of uncirculated materials that are (1) merely preliminary or precursors to future documents and (2) which are not in and of themselves intended to serve as final evidence of the knowledge to be recorded must be retained until they no longer have any administrative value, become obsolete or are superseded. *The retention requirement is provided under GS1-L item 242a Drafts and Working Paper.*

Compliance with Public Records Requests

E-mail messages within the school district's computers and computer system are public records, open to public inspection according to provisions in Chapter 119, Florida Statutes. Depending on the content and topic of a particular message, it may or may not be exempt from public inspection under Florida's Public Records Law. While exempt material can later be redacted from e-mail messages in response to a public records request, it is recommended that each user avoid inclusion of exempt information within e-mail messages.

Email Address Disclaimer

Under the Public Records Law of the State of Florida, email addresses are public records. Please modify your CAB signature preference to include the following disclaimer:

Under Florida law, e-mail addresses are public records. Your e-mail address and the contents of any e-mail sent to the sender of this communication will be released in response to any request for public record, except as excluded by F.S. 119.071, 1002.22(3)(d) [student records], or any other law of the State of Florida. If you do not want your e-mail address to be released as part of any public records request, do not send e-mail to this address, rather contact this office by phone in in writing.

Important "Do's and Don'ts"

DO:

- ◆ Be familiar with Section 6 of School Board Policy 5306 (School and District Technology Usage).
- ◆ Be aware that e-mails are records and subject to disclosure according to the Public Records Law and are subject to subpoena.
- ◆ Review each email that you send or receive to determine its record retention value and take action to retain a record copy of e-mail messages when appropriate under state records retention guidelines.

DON'T:

- ◆ Don't include any confidential information in e-mail messages (including local e-mail and Internet mail).
- ◆ Don't assume that paper documents are the only type of communications subject to records retention/disposal requirements and public records requirements. Electronic records and e-mail are also subject to these requirements.
- ◆ Don't assume that your e-mail messages are being retained and preserved by the e-mail system or off-site by the school district.
- ◆ Don't put anything in an e-mail message that you wouldn't normally include in a paper document.
- ◆ Don't download files from unknown sources.

PHONES AND VOICEMAIL

HOW TO ANSWER: It is important that all calls received at Sheridan be answered in a professional and polite manner. Identifying your class or department, as well as your name, is beneficial to the caller.

FORWARDING CALLS: When the department secretary is temporarily unavailable to accept phone calls, the phone should be forwarded to a predetermined location. Press the Call Forwarding button then dial the extension or number to which calls should be sent. When Call Forwarding has been activated, the Line indicator light is on and you may hear a brief ring-ping tone as each call is forwarded. In order to cancel call forwarding at the high school campus press the Call Forwarding button again. At the main campus and west campus press the Call Forwarding button and then press #10.

FACSIMILE (FAX) TRANSMISSIONS: Each department has faxing capability. Transmittals may be sent or received through the equipment at any time. The phone number for the Administration Office fax at the main campus is (754) 321-5680. The phone number for the Administration Office fax at west campus is (754) 321-3940. The phone number for the Administration Office fax at Sheridan Technical High School is (754) 321-7490. All long distance fax calls must be recorded on the Long Distance Log. Should you need assistance regarding transmittals, turn in an electronic work order request at <http://workorder/workorder/guest/logintemp1.php>.

Employees may not make, nor will they be permitted to accept, personal calls during class hours. Cell phones should not be used during class hours unless for instructional purposes. Telephones located in classrooms are not for student use, except in emergencies.

LONG DISTANCE CALLS: A long distance call log must be filled out by the department secretary or the individual caller prior to making a school-related long distance phone call. You need to indicate your name, phone number, the number you are calling, and the purpose of the call. Employees shall not make personal long distance phone calls and charge them to School Board phones.

PHONE NUMBERS: At the main and west campuses there are two (2) types of phone numbers in use. The four-digit numbers are internal intercom numbers. The ten-digit numbers are direct dial numbers. At Sheridan Technical High School, dial the direct line without the area code as an internal number.

VOICEMAIL: Each staff member is assigned a voice mailbox. It is the responsibility of each individual to set-up his or her voicemail message. During school holidays and breaks, please use the standard alternate greeting script when recording your voicemail message. This script is distributed by the technology team before each school break. **Responses to voicemail must be made within 24 hours of the time the message was left.** To reach voicemail from off-campus, main campus dial 754-321-5672, west campus dial 754-321-3901, and STHS dial 754-321-6245. When voicemail answers, dial 9 plus your mailbox number and the next thing you will hear is a prompt for your security code.

PHONE PROBLEMS: To report phone problems or request phone changes, please submit a request via the Support Services Electronic Work Order System. <http://workorder/workorder/guest/logintemp1.php>.

PROCEDURES FOR MAINTAINING, REPLACING AND DISPOSING OF OBSOLETE TECHNOLOGY EQUIPMENT:

MAINTAINING EQUIPMENT:

- Report a computer and/or peripheral in need of repair to Sheridan's technology team via *the Support Services Electronic Work Order System*. <http://workorder/workorder/guest/logintemp1.php>.
- A member of the technology team will determine if the equipment is under warranty, will be repaired on site, or be sent out for repair.
- You will be notified via email when your work order is received and/or complete.
- Routine maintenance of the equipment is the responsibility of the teacher/staff member.
- Use computer wipes to clean the computers, keyboards, monitors, and mouse on a weekly basis. Order computer wipes with your regular supply order.
- Clean the area around the equipment - this will prevent dust from destroying the equipment.

REPLACING EQUIPMENT:

- If the equipment cannot be repaired, a technology team member will submit the recommendation for replacement to the Department Chair and to the school Director.
- The Department Chair can have the teacher or the program advisory committee recommend the appropriate replacement.

OBSOLETE EQUIPMENT:

- If it is determined by the teacher and the program advisory committee that the equipment is obsolete, a technology team member will complete a Surplus Declaration Transfer form (3290A) as required by School Board of Broward County to dispose of the equipment. If the process takes more than nine weeks, the equipment will be stored in Sheridan's Warehouse until the time of pickup by the School Board for disposal.
- The equipment may be transferred to another school in Broward County. The technology team will use district e-mail to find a school in need of the equipment and complete appropriate paperwork.

SCHOOL AND DISTRICT TECHNOLOGY USAGE: Computers, networks, and online telecommunications and information systems such as the Internet and e-mail are becoming more commonplace in our classrooms and media

centers every year. Digital Curriculum and Resources for students provided by SBBS are becoming commonplace via the Broward Enterprise Education Portal (BEEP) and accessible via the Internet. While these systems deliver a huge number of resources to our classrooms, their ability to serve students and teachers depends on the responsible and ethical use of every device and system.

Use of the school district’s technology and/or software for any unauthorized purpose is prohibited. This includes the unauthorized use of a computer/technology, including, but not limited to, accessing or breaking into restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing or printing unauthorized files/records, uploading to the Internet and/or sharing or distributing, offensive or inappropriate material, including video, and any other misuse or violation of the School Board of Broward County Technology-Acceptable Use Policy 5306, Section 6.

Rights	Responsibilities
Students have a right to use appropriate online telecommunications and information systems, the Internet and networks to increase their access to information and resources.	Students have a responsibility to understand the difference between appropriate and unacceptable uses of online communications and information systems, the Internet and networks.
Students have a right to use appropriate online communications and information systems, the Internet and networks to obtain information, create intellectual products, collaborate and communicate for educational purposes.	Students have a responsibility to use online communications and information systems, the Internet and networks in a responsible, efficient, ethical, and legal manner in accordance with their educational mission.
Students have a right to use appropriate online communications and information systems, the Internet and networks without the fear that their products or their personal reputation will be violated, misrepresented, tampered with, destroyed, or stolen.	Students have a responsibility to recognize that the use of online communications and information systems, the Internet and networks is a privilege that can be withdrawn if they engage in unacceptable or illegal use of this resource.

RULE – Students are expected to use technology responsibly.

School Board Policy 5306 defines the appropriate use of technology throughout the District. This policy describes how computers and networks must be used to support research and instructional activities in our classrooms, labs, and media centers. It also includes the use of the digital resources provided by SBBS and made available through the Broward Education Enterprise Portal (BEEP) for students. First, it promotes the use of technology as a powerful educational tool that is increasingly becoming a common part of every student’s day. Second, it provides those students who use these computers, and the networks to which they are connected, to act in accordance with prescribed rules and behavioral codes detailed in the policy. Several major provisions are noted below. The full text of SB Policy 5306 is available upon request from each school’s media center and on the School Board web site. You may

view the complete technology policy and all School Board policies on the Web at: www.Broward.k12.us/sbbcpolicies.

Major Policy Provisions:

- Use of computers, networks, and online communication and information systems must be related to students' educational activities.
- No illegal activity may be conducted using the District's computers, networks, or online communication and information systems.
- Students must not access or distribute offensive, obscene, inflammatory, or pornographic materials, or participate in "sexting".
- 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 and information systems shall adhere to laws regarding copyright.

Illegally using school district technology and/or software to alter information is a felony.

Misusing school district technology and/or software to transmit insulting, profane, racially or sexually offensive written language, or to make obscene remarks or gestures is unacceptable behavior that will lead to disciplinary action.

Using technology including, but not limited to, computers, networks, online telecommunication systems, cellular telephones, and camera telephones to bully or libel another student or staff member is a violation of the Code of Student Conduct and will result in disciplinary action.

Social Media Use Guidelines:

Broward County Public Schools (BCPS) realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. As such, educational standards are now requiring the use of online educational tools to demonstrate proficiency. To address related issues, BCPS has developed the following guidelines to provide direction for employees, students and the school district community when participating in online social media activities.

Social Media refers to the use of web-based and mobile technologies that enable all Broward County Public Schools' internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or Internet. For some, social media is used mainly for social purposes, but for others, these sites and technologies are used as tools to teach and to connect with the community.

The First Amendment, in general, protects the rights of individuals to participate in social media. However, the laws and courts have ruled that schools can discipline students and staff if their speech, including online postings, disrupts schools operations or constitutes a violation of federal or state laws or School Board policies. The BCPS social media guidelines allow employees to participate in online social activities. However, when participating it is important to

create an atmosphere of trust and individual accountability; keeping in mind that information produced by BCPS staff and students is a reflection on the entire district and is subject to the District's School and District Technology Usage (Policy 5306), Acceptable Use Policy (AUP), Federal and State Statutes, Educator Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida, and other related applicable policies and guidelines. By utilizing social media staff, students and parents agree to abide by these guidelines. Please read them carefully before using, posting, or commenting on any social media sites. It is important to remember that parents and guardians play a critical role in supporting and reinforcing these objectives.

SECTION II: STUDENT INFORMATION

ADMISSION POLICIES & APPLICATION PROCEDURES

Sheridan Technical College and Technical High School admits 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 a school orientation and take an academic assessment. There is a minimal cash, VISA, or Mastercard fee for the initial assessment. Once results are received, students meet with a program counselor/advisor to discuss educational options. Prospective students who can document that they have an AA/AAS degree or higher, from a United States college or university, may be exempt from taking the basic skills test. Please see a counselor/advisor for additional information.

Program prerequisites may vary because of occupational requirements, School Board policy, and/or licensing regulations. Licensure programs that require a high school diploma for entry do not accept either correspondence diplomas or diplomas from non-accredited schools. Students with foreign transcripts are responsible for obtaining their own translation and evaluation which may be completed by outside agencies. Students should note that just a translation of their foreign transcript is not sufficient; their educational records must be certified "as being the equivalent to a secondary and/or postsecondary education in the United States".

In accordance with requirements set forth by the Joint Commission and the Jessica Lundsford 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 drug screening test. The applicant is responsible for paying the costs for both tests. The results of said tests may prevent the applicant from entering the program. The denial of entry in a program would be necessary due to the student's inability to access clinical facilities for training purposes required as part of the instructional program. Other licensure programs may also require drug screenings or fees for liability or other insurance. Applicants are responsible for paying these costs.

Students who register for class yet fail to attend within the first five (5) days of the enrollment period will be withdrawn making that seat available for another potential student.

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

Secondary students must complete an Application for Career Dual Enrollment through their high school guidance counselor. The completed application is forwarded to STC. High School applicants must have a counselor interview and are encouraged to attend a program orientation.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE:

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. Business and industry recognize that the single most important trait for career success is good attendance. The following attendance rules are the minimum acceptable standard to be successful in all Certificate and Applied Technology Diploma (ATD) programs at Broward Technical Colleges.

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

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.

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 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.

Interventions

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

Probation

Students who have been withdrawn for attendance reasons may not re-enter their program without meeting with their program Administrator. The Administrator may refer the student for counseling and notify the student that he/she will be placed on probation for the remainder of the enrollment period at the Administrator's discretion. If any further absences occur, the student will be withdrawn and will not re-enter until the next enrollment period. Any student who is withdrawn from a program three (3) times within twelve months will not be allowed to re-enter that program for a period of two (2) consecutive enrollment periods. It may be necessary for students to wait until it is academically appropriate to re-enter if the course they are enrolled in is not being taught at the time they are eligible to re-enter.

Authorized Leave

Students may apply for one (1) Authorized Leave through their program Administrator each year. The maximum length of time for the leave is the remainder of the current enrollment period. Students must clear all financial obligations before an Authorized Leave is approved.

Tardies

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

Denial of Re-Registration

If it is determined by the instructor and counselor/advisor that a student has not made adequate progress within an enrollment period due to poor attendance or because missed assignments (class or lab work) have not been satisfactorily completed, the student may be denied the ability to re-register for the next enrollment period. Administrative approval is required to deny or rescind re-registration privileges and to determine when it is academically appropriate to re-enter the program.

ABE, GED®, AAAE & ESOL:

The following attendance policy has been established by the Department of Education.

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

Distance Learning

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. These may be defined as logging into the online program, e-mailing, attending web conferences, having telephone or in-person conversations with instructors, turning in assignments when due, and attending any scheduled classroom sessions if included as part of

the program. A student will be marked absent when work is not submitted on time. Pro-rated attendance hours will be deducted when only partial work for the week is submitted.

Students who have one (1) week of inactivity during the enrollment period will be contacted by the instructor or the program counselor/ advisor. The instructor will maintain documentation of this contact. Upon completion of the second week of inactivity during the enrollment period, the student will be withdrawn.

ATTENDANCE PROCEDURES:

Secondary Attendance Procedures: Career Placement, ACCESS, and all other high school instructors will utilize the Focus Gradebook. Instructors will record attendance for high school students in the Focus Gradebook. Those students arriving thirty (30) minutes after the scheduled beginning time should report to the High School Attendance Clerk and receive a pass to class.

High School Attendance Procedures:

- Morning attendance must be entered in Gradebook by 10:00 a.m. daily.
- ACCESS instructors will enter applicable attendance codes for their students in Gradebook, prior to 8:30 a.m.
- By 8:45 a.m., an ACCESS student will deliver an excused attendance form to the High School Attendance Clerk for adjustment in the Gradebook. These excused absences will have been reported via the telephone to the ACCESS classroom by students or parents/guardians.
 - Note: If an ACCESS parent or guardian calls the High School Attendance Clerk, then it will be the responsibility of the High School Attendance Clerk to enter the attendance code in Gradebook.
- Students coming to school late must report directly to the High School Attendance Clerk for a proper pass to enter class. This pass is given to the instructor by the student. The High School Attendance Clerk will enter the attendance code in Gradebook.

Postsecondary Attendance Procedures: All postsecondary instructors will utilize the Focus Gradebook. Instructors will record attendance for adult students in Focus Gradebook on a daily basis.

BROWARD FOCUS GRADEBOOK:

The Broward Focus Gradebook attendance codes will be used to track the attendance for all students. All codes are positive hours, which will be calculated. The number of days absent and the number of hours present will be displayed in the Results column in the gradebook. These codes and their explanations are listed below:

TYPE	CODE	EXPLANATION
Entering Student	E (Hours will be entered in ½ hour increments for all present codes – E, T, P, RE)	Entering class for the first time per registration period. Numbers correspond to hours present.
Course Progression	T	Upon completion of the course, students transferred using a T-

		and the corresponding number of hours present.
Present	P	Numbers correspond to hours present.
Absent	A	Absent for the entire day.
Authorized Leave of Absence	L	Excused absences that must be approved by an Administrator on an Authorized Leave form.
Re-Entering Student	RE	Student re-entering the program during the same term and section.
Early Release Day (Non School)	N	Teachers must record N to indicate students are not present in an afternoon class.
No Show	NS	Students who are registered but have never attended will be marked as "NS" until they are present

Withdrawal Codes: The Registrars are responsible for entering the withdrawal codes for students. Instructors will continue to complete the Change of Enrollment form to initiate the withdrawal. The student will continue to appear in the Gradebook until the entry is made in Focus. Instructors must stop taking attendance after the date of withdrawal that is on the Change of Enrollment.

Substitute Teachers: Attendance will be taken manually by a substitute teacher on a standardized form provided by the regular instructor. The regular instructor upon returning will take attendance from the report left by **the sub in Gradebook.**

GLOSSARY:

Attendance Probation: A student is placed on attendance probation for the remainder of the nine-week term in which he/she is currently enrolled. During this probationary period, if the student exceeds the number of absences described on the Attendance Contract, the student will be withdrawn and may not re-enter until the next nine-week term.

Authorized Leave: Students may apply for one Authorized Leave through their program Administrator each year. The maximum length of time for the leave is the remainder of the current enrollment period. Students must clear all financial obligations before an Authorized Leave is approved.

Calling in Absences: Secondary students who are absent must have their parent call the attendance clerk at the Center. Postsecondary students who are absent should notify their instructor.

Leaving Early: Leaving early with the permission of the teacher is considered to be the same as a tardy. A student who leaves class early with the teacher's permission is docked time.

Voluntary Withdrawal: Voluntary withdrawal at any time will constitute withdrawal for the remainder of the term.

Tardies: Tardies are defined as a student not being present in the classroom for the scheduled class hours printed on their registration receipt.

HIGH SCHOOL CAREER PLACEMENT AND ACCESS SIGN-OUT PROCEDURES:

- Parent or guardian must come into the school with proper identification and request to sign out a student. The identification must coincide with the information on the student's emergency card.
- If the student is driving, the parent or guardian must call and send a written note with a copy of the parent or guardian's driver's license or photo identification with signature, explaining why the student is signing out. A contact number must be included.
- If a student needs to leave due to illness, the parent or guardian is contacted, requesting that the parent or guardian pick up the student.
- The student must sign out at the main office with the high school secretary or designee. The student's name, parent or guardian's name, time signed out, destination, and parent or guardian's must be filled in on the sign out sheet.
- The high school secretary will be responsible for the proper documentation and completion of attendance status in Focus.
- The attendance status form is completed indicating the student's name, class, reason why student is leaving and the time parent or guardian was called. A copy is given to the instructor.
- The high school secretary files copies of documentation and attendance record in the student's file.
- Information is noted in high school secretary's student database.
- An attendance bulletin will be placed in the instructor's mailboxes after 10:00 a.m.

VETERAN'S EDUCATION:

Benefits and Attendance

Sheridan Technical College and Technical High School gives veterans preference in the admissions 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 at www.gibill.va.gov. For information pertaining to the school's programs approved for veterans training by the State Approving Agency, and for additional information regarding the admissions process, contact the school's certifying official at 754-321-5400.

WITHDRAWAL & REENTRY PROCEDURES:

Withdrawal Procedures:

Postsecondary Withdrawal Procedures:

When a student exceeds his/her allowed absences, the following procedure should be followed:

- The instructor should withdraw the student and complete a *Change of Enrollment* form on the sixth (fifth, fourth, or second) absence, as appropriate.
- The Change of Enrollment form must be completed via OptiWorkFlow on the date of withdrawal. Once Registration process the withdrawal, OptiView will be updated and the Program Counselor/Advisor, Financial Aid and ESE Specialist will receive an automatic notification.

High School/ ACCESS/ Career Placement Withdraw Procedures:

When a parent wishes to withdraw a student or the student is being withdrawn for non-attendance, the following procedure should be followed:

- The secretary or designee should have the parent complete the *Withdraw* form.
- The secretary or designee must notify the IMT on the date of withdrawal.

When a student is a “No Show”, the following procedure should be followed:

- If a student is enrolled in your class but has not been present, mark the student “NS” (No Show) in your Gradebook for every day up until he/she is present. Once the student has five No Shows, the IMS will be notified to withdraw the student.
- If the student appears for class after you have indicated him/her to be a “No Show” and he/she has been withdrawn, you must re-enter the student with a Change of Enrollment Form.
- Remember, a student cannot be marked absent until he/she has physically entered your classroom and you have marked him/her “present” and in attendance.

Reentry Procedures:

The following procedures are to be followed when a student has been withdrawn from class, and wishes to reenter.

Situation 1: A student has been withdrawn for attendance reasons and desires to **reenter during the same term** (section).

The student must provide proper documentation for all absences subsequent to the allowed absences. If the student is unable to provide proper documentation, he/she may not reenter until the next term. Please comply with the following procedure for reentering students who have been withdrawn from class for attendance reasons and wish to reenter during the same term:

1. The teacher should initiate an *Authorized Leave* form and send the student with the form and documentation to Administration. Students who are on an approved Authorized Leave are to be marked “Absent” for the duration of the Leave and not to be withdrawn from the attendance roster.

Note: If the student is unable to provide documentation and the teacher wishes an exception to be made for the student, complete the *Authorized Leave* form and note “No documentation--teacher recommendation” on the form. If the teacher wishes to discuss the exception with the Administrator, please do so prior to sending the student. If the student is not to be reentered, do not complete the *Authorized Leave* form.

2. The Administrator will approve *Authorized Leave* forms presented with acceptable documentation. The student will then be sent to his/her guidance counselor.
3. The guidance counselor will initial the approved *Authorized Leave* form and send the student to Registration.
4. The student will be reentered on the College’s data base. The student will return to class with the white and yellow copies of the *Authorized Leave* form and a receipt. Only one *Authorized Leave* will be allowed per school year.
5. Upon receipt of the approved *Authorized Leave* form, the teacher should mark RE in Gradebook indicating that the student has been reentered the same term.

Note: The student will now be on attendance probation as indicated by the stamp on the *Authorized Leave* form. The student is then allowed one (1) absence. No documentation will “excuse” that absence and it is to be used for emergency reasons only. If the student exceeds one absence on attendance probation, the student will be withdrawn again and may not reenter until the beginning of the next nine-week term.

COMPLETE ALL INFORMATION ON AUTHORIZED LEAVE FORM INCLUDING RECEIPT NUMBER!

Situation 2: If a student has been withdrawn for attendance reasons from an 18-week term and desires to **reenter at the start of the next nine-week term** and has already paid for the class:

1. Send the student directly to Registration to be reentered.
2. The student should inform the Registrar that he/she was withdrawn the previous term and wishes to reenter.
3. The Registrar will verify that the student was previously enrolled in the appropriate section. The student will be reentered on the Center’s database.
4. The student will return to class with a new goldenrod copy of the registration form reflecting the reentry date.
5. Upon receipt of the new registration form and when the student’s name appears, the teacher should mark RE in Gradebook on the date that the student has been reentered.

If a current student has not paid for the upcoming term:

1. Send the student directly to Registration to register for the appropriate course/section.
2. The Registrar will enroll the student and the student will pay the necessary fees.

3. The student will report to the first scheduled class with a goldenrod copy of the registration form.

PLEASE NOTE: UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE ALLOWED IN CLASS WITHOUT A CURRENT REGISTRATION FORM. This is a teacher responsibility and creates a very serious liability issue if not enforced.

GENERAL INFORMATION

AAAE REFERRAL PROCEDURES:

Following are the procedures for referring technical programs students to AAAE:

1. On or before the tenth (10th) class day of a new term the program instructor will:
 - Send a list of names to the counselor and AAAE Department Chairs.
 - Set an appointment for the identified students to meet with the AAAE Department Chairs/teachers for an AAAE orientation.
2. The Counselor will then print the TABE referrals for AAAE and send them to the AAAE Department Chair.
3. Student enrolls in a section of AAAE.
4. Support personnel in AAAE enter the student enrollment data on the networked Student Program Database.
5. Upon successful completion of remediation, a verification form will be completed by the AAAE Department Chair. The verification form identifies the student's initial TABE results and the retest passing scores. Copies of the verification form are disseminated to:
 - Counselor
 - Registrar
 - Student
 - Program instructor through the Department Chair

ACADEMIC PROBATION: Any student who fails to maintain satisfactory progress for the term will be placed on academic probation for the following term. If satisfactory progress is not attained by the end of the probationary term, the student will be withdrawn for 90 days. Probationary period cannot be for fewer than twenty school days.

ATTIRE: Since the primary purpose of this institution is to prepare students for employment, students are required to dress neatly, to be clean and well groomed, and to wear clothing which is appropriate for the occupation for which they are training. For certain programs, students are required to wear uniforms and/or safety apparel. Head coverings, including but not limited to caps, hats, and bandannas are not allowed inside any Center buildings. Caps or hats which are part of the school uniform may be worn in lab areas. Head coverings worn for medical or religious reasons must be documented in writing and on file. High School students are required to wear uniform shirts.

BASIC SKILLS TESTING: Per Florida Statutes, any student who enrolls in a workforce education program must demonstrate basic skills mastery as required by state law unless they entered 9th grade during or after the 2003-2004 school year and earned a standard High School diploma from a public Florida high school. Academic remediation for students who do not meet the required mastery levels is available through the Applied Academics for Adult Education (AAAE) at Sheridan, delivered face-to-face or online. It is the individual instructor's responsibility to see that every student in his/her class has been processed through the basic skills testing program and to provide a schedule for remediation during class hours using PACE or other appropriate materials.

No certificate is to be issued unless the student has met the basic skills.

BASIC
SKILLS
CODE

DEFINITION

- | | |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E | Student is: <ul style="list-style-type: none"> • Not required to be assessed for basic skills, OR • Is exempt from meeting the required basic skills mastery level per local policy. |
| Y | Student has demonstrated mastery of the required minimal level of basic skills. |
| N | Student has not yet: <ul style="list-style-type: none"> • Completed the initial assessment, OR • Demonstrated mastery of the required minimal level of basic skills |

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, examinations and performance criteria to determine program completion.

CONDUCT AND DISCIPLINE POLICY: Students are expected to adhere to the School Board approved Conduct and Discipline Code for Adult Students in Career, Technical, Adult, and Community Education, including the safety and health rules, and to conduct themselves in a manner consistent with a safe and productive work environment. “Adults” are defined as individuals beyond compulsory school age who have legally left the K-12 school program or are high school students who are co-enrolled in an adult program. For dually-enrolled high school students, the District's Code of Secondary Student Conduct applies.

1. All provisions of state, county, and municipal criminal codes as well as School Board policies apply to adult students while they are under the jurisdiction of The School Board of Broward County, Florida.
2. Any adult student who engages in behavior which is in violation of any section of the criminal code may be referred by the school Administrator to the appropriate law-enforcement agency. Such behavior may result in the involuntary withdrawal of the student from the school for a period of time determined by the Administrator.
3. While under the jurisdiction of The School Board of Broward County, Florida, adult students may not possess or use knives or guns or use any other object defined as a weapon. The possession of a concealed

weapon permit does not allow students to possess a firearm on their person or in their automobile while on campus.

4. Adult students may not be in possession of or under the influence of alcohol, marijuana, or other mood altering substances while under the jurisdiction of The School Board of Broward County, Florida.
5. Violation of Rule 3 or 4 shall result in the student being involuntarily withdrawn from all adult, alternative, technical, and community schools for one (1) school year from the date of the infraction.
6. Adult students may not wear clothing, jewelry, buttons, haircuts, or other items or markings which are suggestive, revealing, or indecent; associated with gangs or cults; encourage drugs, alcohol, or violence; or support discrimination on the basis of color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, or sexual orientation.
7. Behavior which is not illegal but does not meet the Conduct and Discipline Code for adults shall be managed in the following manner:
 - a. The staff person first observing the unacceptable behavior shall meet and discuss the behavior with the student and inform him/her of the consequences if the behavior continues;
 - b. If the unacceptable behavior continues, the student shall be referred to the appropriate Administrator for action;
 - c. If the student does not modify his/her behavior after the Administrator's intervention, the Administrator may suspend the student from the program for up to 10 days or involuntarily withdraw the student from the school for a period of time not to exceed one (1) school year from date of the infraction.
8. A K-12 student who has been expelled or suspended from the K-12 program may not be accepted for enrollment as an adult student until after the duration of expulsion or suspension. Students who participate in an alternative to external suspension program are not considered suspended.
9. Adult students disciplined under any of the above rules may appeal the decision by following the student grievance procedure outlined in the section titled "Grievance Procedures."
10. A student's locker or other storage areas may be subject to a search by a school Administrator based upon reasonable suspicion of possession of prohibited or illegal materials. Reasonable suspicion may also result in a search of person, possessions, and/or vehicle.

EARLY WITHDRAWAL FROM SCHOOL (HIGH SCHOOL STUDENTS): If a student withdraws from a Broward County secondary school during the last fifteen (15) days of a semester or a year, or must withdraw before examinations, testing of such a student may be conducted as follows: Examinations may be sent to a school in the area to which the student has moved, provided that the school there agrees to supervise the examinations and returns the examination for correction to the Broward County school from which the student withdrew.

EVALUATION AND GRADES– HIGH SCHOOL STUDENTS: The grading system used in the high schools will be as follows: (FS 1003.437)

Numerical	Letter	Quality Points
90 - 100	“A”	4.0
87 – 89	“B+”	3.5

80 – 86	“B”	3.0
77 – 79	“C+”	2.5
70 – 76	“C”	2.0
67 – 69	“D+”	1.5
60 – 66	“D”	1.0
0 – 59	“F”	0.0
INCOMPLETE	“I”	0.0

At the high school level, credit is granted on the semester basis. One-half (½) credit is given for passing a semester’s work in a course. The semester grade for each course is determined by totaling the points earned in both quarter grading periods and the points earned on the semester examination. For schools implementing a “4x4” block schedule, one (1) semester is equivalent to a nine-week period of time. For schools on a rotator schedule, one (1) semester is equivalent to an 18 week period of time.

EVALUATION AND GRADES – POSTSECONDARY STUDENTS:

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

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

In many programs the final grade and/or issuance of a Certificate of Completion will be determined by a combination of test scores and successful mastery of laboratory and/or clinical competencies. If a student does not complete all course work during the enrollment period due to extenuating circumstances, the teacher, may apply an “I” and execute a contract between the student, teacher, and counselor defining the terms for awarding a grade of A - F dependent on student performance. Students may view their progress through the Broward Focus System. Grades will be issued upon completion of each course in a program.

EVALUATION OF STUDENTS: Evaluation of all students must follow District prescribed guidelines. Each student is to be evaluated on his/her performance in the classroom and/or lab every nine weeks. Student transcripts are to be submitted to Department Chairs at the end of each quarter for review. Final transcripts are to be submitted to the Department Chair and to the student records vault in the Office of Student Affairs upon a student’s transfer to another class, or upon the student’s completion and/or withdrawal.

FINAL EXAMINATIONS: High school students shall be given examinations at the end of each semester. For semester and/or final examinations, a minimum testing time of one and one-half (1 1/2) hours shall be scheduled for each subject/course. Each student shall be provided opportunity to give self-expression in the form of a written explanation of knowledge attained. Therefore, one-half of the time allotted to each examination should be devoted to essay or similar type of examination questions.

The grade earned on the final examination (semester examination where applicable) shall be posted appropriately in Gradebook. The semester grade is automatically calculated in TERMS.

GRADUATION: A graduation program 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 and participate with their class.

INTERIM (PROGRESS) REPORTS: High school students receive report cards at the end of every nine (9) weeks of school. No later than midway between marking periods, interim reports will be sent home with students to inform parents of current academic progress. Teachers are required to inform guidance counselors of students who are experiencing difficulty in classes, including but not limited to the following:

1. Failing
2. A drop of two (2) or more grades
3. Unacceptable behavior
4. Excessive absences

OCCUPATIONAL COMPLETION POINTS (OCPs):

In 1996, the State Department of Education initiated a massive restructuring of technical programs. Programs were categorized as single Occupational Completion Point (OCP) programs or multiple Occupational Completion Point programs. Occupational completion points are designed to best describe the extent of occupational training that a student has received. The completion point indicates the potential occupation for which the student, as a result of training, is qualified. In order to attain an Occupational Completion Point (A) in a single OCP program, the student must complete the entire program and all program requirements. As students' progress through a multiple Occupational Completion Point program, they should be documented as achieving specific levels of competency. This is accomplished by indicating the highest OCP attained prior to exiting the program. In order to attain the highest OCP in a multiple OCP program, the student must complete the entire program and all program requirements. If the student does this and completes the basic skills requirement, he/she will be coded as a program completer with a withdrawal code of W28.

PARKING: All vehicles, including motorcycles, must be registered and display a school parking permit from the rear view mirror or placed on some other visible area of the windshield or dashboard. Cars used occasionally or on a temporary basis must also be registered. A maximum speed of 10 mph is enforced. Violators will be banned from parking on campus. Park in designated areas only.

REFUND POLICY:

1. All refunds shall be accounted for and audit trails maintained in accordance with Business Practice Bulletins issued by the Office of the Chief Financial Officer.
2. Students who appear at the school in person and voluntarily withdraw within five (5) school days of the beginning of a term shall be entitled to a full refund of tuition, student activity fee, fee-supported cost recovery, and lab/supply fees. Registration fees and Health Science Education fees are non-refundable. Five (5) school days shall not apply to courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third (1/3) of its assigned hours. Retention of fees collected in advance for a student who does not enter class shall not exceed \$100. Refunds will be made within forty-five (45) days of the date on which the student voluntarily withdraws.
3. Students involuntarily withdrawn pursuant to the Adult Student Conduct and Discipline Code are not entitled to a refund of any fees.
4. Students who pay fees but are entitled to a waiver, voucher or agency payment (refer to 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, (2) supporting evidence (where appropriate) is provided that: 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.
7. Refunds, when due, will be made without requiring a request from a student.
8. Refunds, when due, will be made within forty-five (45) days: (1) of the last day of attendance if written notification of withdrawal has been provided to the school/college by the student, or (2) from the date the school/college withdraws the student or determines withdrawal by the student.
9. A student is entitled to a full refund of fees if a course is canceled by the school/college Principal/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.

LABORATORY EXPERIENCES

AUTOMOTIVE: Repair work is done on a limited basis for Broward County School Board employees, Sheridan Technical College and Technical High School students, and the general public. Appointments must be made directly with the Department Chair. *Repair Order* forms must be filled out completely and shop fees must be paid at Registration prior to work being done. *Repair Order* forms are provided by the Automotive Department Chair. The vehicle owner is required to furnish all parts and materials as requested by the teacher. All work orders must be pre-

approved by the Administrator. Time required to repair the vehicle is not a prime consideration as all jobs are taken as a learning situation for the students. Most emergency situations cannot be accommodated in the shops. It is the responsibility of the vehicle owner to bring the vehicle in at the scheduled time and to pick up the vehicle as soon as completed. Only vehicles that are delivered directly to the automotive shops will be worked on.

COSMETOLOGY: All cosmetology patrons, including faculty and county personnel, will be charged the regular fee for services. Please refer to the *Cosmetology Price List* for a current listing of services/fees. Services will be available to faculty members before or after the school day. All Cosmetology services are walk-in only. All Facial Specialty services are by appointment only. Patrons must sign in at the front desk with the receptionist.

Children under ten (10) years of age are not allowed to receive services or sit in the waiting room. Children waiting outside of the cosmetology lab must be accompanied and supervised by an adult at all times.

EARLY LEARNING ACADEMY: The Early Childhood Education Program operates an on campus preschool called Early Learning Academy between the hours of 7:00 a.m. and 3:30 p.m. from August to June. Each year there are a limited number of openings for the three year old (potty-trained) to five year old children of full-time faculty and students on a "first-come, first-served" basis. A waiting list is maintained from year to year and approximately 25 preschool children are chosen from this list.

SPECIALIZED SUPPORT PROGRAMS AND SERVICES

APPLIED ACADEMICS FOR ADULT STUDENTS: The Applied Academics for Adult Students Center provides academic support and/or basic skills remediation to individuals desiring to achieve success in occupational training programs. An array of instructional methodologies and online learning supports are utilized to meet student needs.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL): Classes in English for Speakers of Other Languages are offered face-to-face and online. Students who have a vocational objective and desire to improve their skills in reading, speaking, listening, and writing the English language may enroll in this class.

EXCEPTIONAL STUDENT EDUCATION: Sheridan Technical Center assures students with disabilities equal access to all programs and facilities 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). Disclosure of a disability is voluntary. A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities. To obtain services and accommodations, current documentation is required and must be presented to the Office of Disabilities.

FINANCIAL ASSISTANCE: Financial aid is available and is based on individual student need. The financial aid office will help determine eligibility and explain all requirements. The following programs may be available depending upon the course of study in which the student is enrolled.

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

Program specific information can be found at each school's Web site.

GENERAL EDUCATIONAL DEVELOPMENT (GED): Students who are interested in preparing to take the General Educational Development Examination in order to obtain a State of Florida High School Diploma, may enroll in the GED Preparatory class. This course offers remediation in the five disciplines to be covered on the examination. When course competencies are met, students may register to take the examination that is offered at testing sites throughout the county.

JOB PLACEMENT: A Job Placement Specialist is on site and assists in the direct placement of students and graduates in full- or part-time employment with private and public sector employers. The career advisory, instructors, and guidance counselors also assist in this effort. The coordination and implementation of placement services rests with the guidance Director.

A Job Placement Specialist is available to assist current and former graduates in finding employment opportunities. Teachers also assist with placement. Job openings are available 24 hours a day through Sheridan Technical College and Technical High School's Online Job Board. Both current and former students may view employment opportunities by registering with the Online Job Board at www.collegecentral.com/sheridantechical.

When a job order is called in from an employer, the information is recorded on the Online Job Board. The Job Board is updated weekly. Employers also mail and fax listings of employment opportunities to the Job Placement Specialist and to the school. These are posted on the bulletin board located in the cafeteria.

The Job Placement Specialist has an open-door policy to meet with students and graduates. During the conference, the specialist will register the individual to determine their employment needs so appropriate services may be provided.

When a student is placed on a job (whether the job is related or unrelated to his/her occupational program), a *Job Placement form* should be completed by the instructor and given to the Department Chair. This form should be completed if the student is placed during enrollment or after the course has ended. Obtain *Job Placement forms* from your Department Chair or the Office of Student Affairs.

STUDENT ACTIVITIES

CLUBS AND ORGANIZATIONS:

1. Organization shall be effected only upon prior approval of the Director.
2. A definite purpose shall be established through the adoption of a constitution and bylaws which conform to the policies and philosophy of the school and which shall be an integral part of the total educational program.
3. The Director or his/her delegated representative shall supervise and have final authority over all activities of such organizations.
4. All funds relating to such organizations shall be deposited in the internal account of the school to be disbursed only upon prior approval of the Principal.
5. Participation on the part of middle and senior high school students in fraternities and/or secret societies is contrary to Florida State Law and shall be banned.

Each school organization must have a school sponsor appointed by the Director or designee. Club or school activity meetings may not be held without the presence of the sponsor or another faculty representative. Off campus meetings or activities must have prior approval of the Director or designee.

ELIGIBILITY TO REPRESENT SCHOOLS: All students elected to student offices, or who represent Sheridan in extracurricular activities, shall have and maintain good citizenship records, both in and out of school. Any student who does not maintain a good citizenship record should not be allowed to represent either his/her fellow students or the school for a period of time recommended by the Director. In no case, however, except when approved by the Board, shall this time exceed twelve (12) calendar months. In order to be eligible to participate in interscholastic extracurricular student activities, a student already enrolled must maintain a 2.0 grade point average on a 4.0 scale and pass five subjects for the grading period immediately preceding participation. A student who commits a delinquent act that would be considered a felony for an adult can be denied participation in sports and clubs.

EXTRACURRICULAR ACTIVITIES: Extracurricular activities should be an integral part of school life and require as much careful planning and supervision as academic subjects. Teachers should be sure, however, that these activities do not take precedence over the subject matter areas, but remain in the position of supplementing the actual courses of study.

FIELD TRIPS:

The School Board believes that field trips, both in and out of the county, can be an integral part of the learning process in many areas of education. For the purpose of this policy, a field trip shall be defined as a district-approved trip away from a School Board site. Field trips shall not exceed five (5) consecutive school days. Please follow the procedures listed below when requesting permission to participate in a field trip. You can obtain a complete field trip packet from the field trip coordinator in administration. These forms are required by the district and Sheridan Technical College.

Field Trip Initial Approval: Complete an Area Field Trip Authorization form. This form **must** be completed and forwarded to Rhonda Biazar a minimum of ten (10) class meeting days in advance of a Tri-County field trip and

thirty-five (35) class meeting days in advance of an Out of Tri-County field trip, with all required back-up paperwork. When approved, complete the following procedures:

Tri-County, Out of County, and Overnight Trips:

- Complete a TDA (Temporary Duty Authorization form) with the appropriate backup information. TDA must be approved by the Department Chair and Assistant Principal. TDA must be submitted with the Area Field Trip Authorization form. This form is to be signed by the Director and submitted at least five (5) days in advance of the field trip.
- Have students complete the Student Field Trip Authorization form. This form is to be signed by an Administrator. If student is driving, he/she must complete the Volunteer Driver Authorization Form and attach a copy of student's valid insurance card and driver's license.
- If you are taking the same students to the same location/activity throughout the school year (ex: clinical locations, SGA meetings, etc.), an Annual Field Trip form must be done for each student. Attach dates, times and location to the Field Trip Attendance and Itinerary form.
- The emergency contact section should be completed by each student. Emergency contact names and numbers must be included.
- For a field trip that will require share-time and/or high school students to miss part of or the entire school schedule, **both** Sheridan Technical College and/or home school personnel must sign off on the Student Field Trip Authorization Form.
- If the instructor, adult volunteer, or student will be driving themselves and/or transporting other students in a private vehicle, complete the Vehicle Authorization form. A current copy of the driver's insurance card and license must be attached. (Remember the Driver/Passenger Authorization section on the Student Field Trip Authorization Form must be completed.)
- Complete the Field Trip Information Checklist and the Field Trip Attendance and Itinerary form and forward the entire packet to Rhonda Biazar (the teacher/sponsor must retain a copy of the Student Field Trip Authorization Forms).
- The Field Trip Attendance & Itinerary form must be forwarded to Risk Management (by the Field Trip Coordinator) seven (7) class meeting days prior to the date of the field trips.
- The Field Trip Attendance database with all necessary forms is on the server.

Transportation: School transportation (buses) may be available for field trips. **Securing transportation is the responsibility of the instructor.** Please complete form #0552A, Transportation Request for Extra-Curricular Trips form.

MONEY RAISING ACTIVITIES: Students may engage in fund raising in connection with special school or club projects.

The request to participate in money raising activities must be submitted to the business manager and must have the approval of the Director or his/her designee.

Each school is limited to one (1) project per year which involves the sale of commercial items on a door-to-door basis. Any deviation from this must have prior approval from the superintendent.

Solicitation of advertising or other projects must have prior approval of the Director.

Organized school groups may not sponsor or engage in any form of games of chance.

Money-raising drives requested by outside agencies, such as March of Dimes and Red Cross, shall not be conducted by or among students.

SOCIAL EVENTS: All school-sponsored social and club (service and interest) activities shall be conducted on the premises of the respective schools. The Director may, if circumstances warrant, approve another location for the conduct of a social activity.

There are to be no class parties during scheduled class hours. All parties must have prior approval of the Director or approval of the designated Assistant Director. Those events including food and drink should be scheduled in the cafeteria area with the Culinary Event Coordinator.

STUDENT RECORDS

CHANGE OF ENROLLMENT: A *Change of Enrollment* form must be completed when a student transfers from one program and/or section to another or when a student withdraws for other reasons. For program completers please submit a work order to Jennifer Messina for processing.

Instructors must complete a *Change of Enrollment* form via OptiWorkFlow in a timely manner to maintain an accurate student database.

Please comply with the following procedures when submitting *Change of Enrollment* forms:

1. Complete **all** requested data on the *Change of Enrollment* form including last day of attendance, student number, WD code, withdrawal date and reason for the *Change of Enrollment*.
2. Once submitted, the *Change of Enrollment* form will be sent directly to registrars, financial aid and the program specific counselor/advisor and department head. Forms must be submitted at the time a change in the student's status occurs.

CHANGING STUDENT SCHEDULES: Requests for class schedule changes must be referred directly to the Office of Student Affairs, i.e., students who report to a wrong session; students who report to class and whose names are not listed on the roster; students who wish to change sessions or courses, etc.

INSPECTION AND REVIEW OF EDUCATION RECORDS (School Board Policy 5100): "Parents, guardians, an individual acting as a parent in the absence of a parent or guardian and students who are 18 years of age or older (hereafter called adult students) who are or have been in the Broward County Public Schools, shall have the right to inspect and review any and all official records, files and data directly related to the individual concerned. All rights accorded to parents or guardians are transferred to the student upon attainment of the age of 18, or upon enrollment in a post-secondary institution, unless the student is considered a dependent under the provisions as defined in Section 152 of the Federal Internal Revenue code of 1954."

NOTICE OF CHANGE OF NAME, ADDRESS, AND TELEPHONE: Please advise students that it is their responsibility to notify the Office of Student Affairs of any change in name, address, telephone number, and other pertinent information. This will assist the school in contacting them by mail or telephone as needed in case of emergency, and to send students graduation information and invitations. It will also assist in our follow-up and placement.

SCHOOL EDUCATION RECORDS: Educational records such as the Florida Cumulative Guidance Record, permanent record card, teachers' gradebooks, registers and examinations shall be maintained, used, retained, and disposed of in accordance with federal laws, Florida Statutes, Florida State Board of Education Administrative Rules, Board Policy, Rules, Regulations, and Guidelines.

The Principal of each school shall maintain a permanent Florida Cumulative Guidance Record for each pupil enrolled. The Florida Cumulative Guidance Record shall contain information regarding the respective students and shall furnish an appropriate record of their progress. Such record shall be uniformly and accurately maintained in accordance with Florida Statutes and Florida State Board of Education Administrative Rules. The superintendent or designee shall be responsible for the privacy and security of all pupil or adult student records that are not under the supervision of a school.

All material in each Florida Cumulative Guidance Record shall be treated as confidential and shall be directly accessible only to the professional staff of the school system, to the parents of students under the age of 18, to eligible students 18 years of age or older, hereafter called adult students, and to such other individuals and agencies as are set forth by law, Board Policy, rules and guidelines or as are authorized in writing by the parent, guardian, or adult student. The term "parent" and "school patron" shall be interpreted to refer to either or both parents, to any guardian, or to any person in parental relationship to a child.

TRANSCRIPTS: Students may receive a transcript of courses or programs completed by contacting the Student Records office. An electronic transcript is available through the FASTER (Florida Automated System for Transferring Education Records) system. Students who have not completed a course or program but have acquired skills while in class should request a statement of competencies from the Department Chairperson or the teacher.

These requests may be made by the parent(s), guardian(s), or students (if over 18 years of age and not attending high school). All requests for transcripts or statements of competency must be made in writing.

TRANSFERS:

Within the Institution

Although every effort is made to place a student in a program where he/she is most likely to succeed, there are occasions when it is in the best interests of the student to transfer to another program within the department, providing

space is available. Students who desire a transfer from one (1) class or section to another must see a counselor; teachers do not initiate transfers. To affect a transfer the counselor completes a Change of Enrollment form. All student performance standards pertinent to the new program are transferred.

Experiential Credit

Student entering Workforce Education Certificate and Applied Technology Diploma program may be eligible to receive Experiential Performance Awards within their program of choice. Experiential Performance Awards will allow students to accelerate the instructional process by applying past experiences toward competencies taught in the program. Performance awards may be granted for appropriate course work from regionally accredited educational institutions and/or significant life experiences such as work experiences, volunteer work, military service, or self-directed study. Specific criteria will be followed in order to consistently evaluate and grant Experiential Performance Awards. Potential students requesting experiential credit must schedule an appointment to meet with the assigned counselor, teacher, and Department Chair to ensure proper documentation and placement. Administrative approval may be required prior to registration.

From Other Institutions

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

A transcript from a nonpublic institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course designation and numbering system will be accepted in transfer for the same program.

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

WITHDRAWALS: Upon notification that a student is voluntarily withdrawing from class or when a student exceeds the allowed absences and must be withdrawn from class, the teacher must complete a *Change of Enrollment* form via OptiWorkFlow. Complete **all** requested data on the *Change of Enrollment* form including last day of attendance, student number, WD code, withdrawal date and reason for the *Change of Enrollment*.

SECTION III: HEALTH AND SAFETY

INTRODUCTION

The safety and security of all students and staff are ongoing priorities of Broward County Public Schools. All personnel in our school system are asked to take the following actions:

1. Remind all students and staff in schools, area offices, and district offices to take any and all comments and threats to do harm to others seriously and to immediately report such comments or threats to an Administrator or supervisor in charge so that appropriate communications and/or intervention can occur.

2. Interventions for students must include reporting the incident to our Broward District Schools Police Department, the local police, and the area superintendent; conferencing with the student and taking appropriate action, depending upon the circumstances of the case; informing the student's parents; involving counseling services; and other interventions, as needed.
3. In the case of comments or threats made by an employee, such comments or threats must be reported to the Administrator or supervisor in charge of that work location and then the appropriate area, associate, or deputy superintendent. Interventions for employees must include reporting the incident to the Broward District Schools Police Department, the local police, and our Office of Professional Standards.

Sheridan Technical College and Technical High School's Safety/Security Plan is a comprehensive document which addresses safety and security issues and procedures in the College. It is an attachment to the School Improvement Plan. These plans are utilized as primary reference sources. These plans will be posted on the STC CAB Conference for all staff as required reading and understanding.

Coordination and assessment of safety and security issues within the College are the responsibility of the School Safety/Security Committee, which is composed of representative stakeholders. The School Advisory Council annually reviews data compiled by the Safety/Security Committee including:

- The General Safety Assessment Survey
- A compilation of incidents reports
- The School Emergency Care Plan Evaluation Instrument

ACCIDENTS/INJURIES

In case of any sudden illness or accident to a student or staff member, use your best judgment to assess the situation and call "911" if necessary. Immediately notify an Administrator of all such incidents.

EMPLOYEE ACCIDENTS: If an employee is injured in an accident arising out of and in the course of employment, the injury must be reported to the payroll contact.

The injured employee should see that his/her injury is reported to the Department Chair and Administrator on duty immediately to expedite the necessary procedure to obtain medical care if needed.

All injured parties must contact Broward County Public Schools Comp Unit at 800-374-4810 to complete the First Report of Injury or Illness and, if necessary, set up appropriate medical care. As always, in the event of an emergency, immediately contact 911, and then phone the BCPS Comp Unit.

An employee who does not follow School Board Worker's Comp procedures may be responsible for payment of any costs of treatment.

More information on Worker's Compensation claims can be found at www.broward.k12.fl.us/rmt.

STUDENT ACCIDENTS: Special attention must be given to the prevention of accidents to students. Teachers will enforce adequate safety procedures to prevent accidents. In the event of an accident, the procedures listed below must be followed:

1. **NOTIFY ADMINISTRATION AT ONCE.** An *Accident Report* must be typed (include all requested information) and submitted to the administration office that same day. If it is an emergency, the person in charge will call the parent/guardian and/or emergency contact and report the accident and request that the parent/guardian and/or emergency contact come to school and arrange hospital transportation or meet the student at the hospital.
2. If the school cannot contact the parent/guardian and/or emergency contact, and administration believes the student needs emergency medical treatment, administration will obtain ambulance services if possible. If not possible, administration will transport (or have transported) the student to a hospital and see that the student gets emergency medical treatment.
3. Universal precautions must be used at all times.
4. All students should be encouraged to purchase insurance if they do not have an active policy in effect. The school is not responsible for medical bills incurred from an injury on campus. Some programs require accident insurance coverage.

EMERGENCY PROCEDURES

All classrooms, shops, and laboratories have printed evacuation plans for the emergency evacuation of occupants. These are posted on bulletin boards and other conspicuous places. The alarm is a continuous blast of the fire horn.

It is the teacher's responsibility to inform all students of the procedure for leaving the facility during a fire drill or other emergency.

BOMB THREAT PROCEDURE: In the event that a bomb threat is received, the following procedure should be followed:

1. The teacher should notify the Director/Assistant Director who will call the appropriate District supervisor, the police and fire departments, and the Broward District Schools Police Department immediately.
2. Upon hearing evacuation drill signal, have students execute evacuation drill at once. (As soon as the police arrive, they will begin patrolling the halls. Director/Assistant Director will solicit the help of volunteers—instructional and non-instructional—to visually scan a pre-assigned area. Any strange object or information of interest should be called to the immediate attention of the police officer or Special Investigative Unit officer in that area.) The fire department will come to the area but will remain a block away from the school. The members of the fire department are only needed when an actual bomb is discovered.
3. Upon hearing the return to class signal, see that students return to their classes.

If a bomb threat comes through an extension telephone the teacher should:

1. Report the call to the Director/Assistant Director.
2. Answer all calls after the first phone threat is received.
3. Log the bomb threat calls with as much information as possible, i.e., date, time, male or female voice, possible age of the caller, exact wording and any other pertinent information.

It is imperative to report as much information as possible so that the necessary investigation to identify the caller can be instituted by the respective law enforcement agency, the security representative of the telephone company, and the Board's Special Investigative Unit.

BUILDING EVACUATION PROCEDURE: (Refer to Board Policy 2305) - During the evacuation, teachers should complete the following checklists:

- Inform the students to leave in an orderly manner.
- Turn off all machines and power.
- Unlock, but close, all inner classrooms and outside doors.
- Visually inspect the classroom and shop or tool area(s) for unusual objects.
- Take plan book and class attendance rosters, check for stragglers, exit building, and remain with students until an "all clear" signal is given (intermittent bell).
- All persons evacuating the building should remain a safe distance (100 feet or more) from building until an "all clear" signal is given.

Should any hazardous situation occur in your classroom, shop, or area, evacuate your students immediately and then notify administration. If anything unusual is observed during an evacuation, notify administration immediately.

During the evacuation, all personnel will vacate the buildings promptly. Custodians will check all buildings and report to administration.

POWER FAILURE/BLACK-OUT PROCEDURE: Massive and temporary power failures have occurred in the past and will undoubtedly occur in the future. In case of black-out, follow the procedure as given below.

Teachers:

1. Have all students remain in the classroom. DO NOT DISMISS STUDENTS FROM CLASS. Open classroom doors for access to light and ventilation.
2. Teachers not engaged in classroom activities should help in supervising corridors, making sure students remain in classrooms until power is restored or an evacuation order is given.
3. If the evacuation order is given, follow the "Building Evacuation Procedure" for each room to evacuate the building.
4. If it is determined that power will not be restored, the Superintendent or Area Superintendent will issue the order to dismiss school.

Administrators:

1. The Director or Assistant Director will notify the appropriate District supervisor and the Special Investigative Unit immediately. Florida Power and Light will be contacted immediately for information.
2. Assistant Directors will secure corridors and common areas.

Non-instructional Staff:

1. The switchboard operator will immediately take over functioning phones to keep several lines open for outgoing emergency calls.
2. The head custodian/custodians will check the auxiliary power supply generator and all electrical boxes. Any mechanical malfunctions should be reported immediately to the Assistant Director.
3. The Bookkeeper will immediately secure all funds in the vault.
4. A battery-operated emergency weather radio is available in Administration for emergency storm warning broadcasts.

TORNADO THREAT PROCEDURE: Sheridan Technical College and Technical High School will hold a tornado drill at least twice a year—usually a district-wide drill held at the beginning of the school year and again during Hazardous Weather Awareness Week in February. Following each drill, the Director shall file a report with the area superintendent. This report shall include the date of the drill, the number of students participating, and the time required to move into proper positions.

SIGNAL: An announcement will be made over the public address system requesting all persons to report to their designated shelter areas.

PROCEDURE: You have already discussed this with your students, but for any substitute or new teacher, these are the guidelines to follow.

1. Look on bulletin board for tornado shelter assignment.
2. Go to designated tornado shelter area.
3. When students are assembled in their assigned locations during a tornado drill or during a tornado WARNING, they should be instructed to respond to a specific command to assume protective postures, facing interior walls, when danger is imminent. Such command shall be: "EVERYBODY DOWN! CROUCH ON ELBOWS AND KNEES. HANDS OVER BACK OF HEAD." It is essential that this command be instantly understood and obeyed. Most tornado deaths are caused by head injuries.
4. Remain in protective position until the all clear announcement is sounded.

ALL CLEAR: The "All Clear" announcement will be made over the public address system. Return to class, check roll, and continue regular class activities.

FIRST AID/HEALTH

CHILD ABUSE AND NEGLECT: To comply with appropriate Florida law (415:504) which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has a reasonable cause to suspect that a child has been subject to abuse, abandonment, or neglect shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE and immediately notify the Director or his/her designee (Johanna Kelly) that a report has been made.

EMPLOYEE ASSISTANCE PROGRAM: The Employee Assistance Program (EAP) is intended to help employees who are suffering from persistent problems which may tend to jeopardize an employee's health and continued employment. The School Board does not assume any financial responsibility for treatment of employees in the program. All employee contact with the EAP is strictly confidential. Contact information for the EAP can be found here: <http://web/benefits/eap/index.htm>.

FIRST AID: First Aid is defined as the immediate and temporary care given the victim of an accident or sudden illness until the service of a physician can be obtained.

Each school shall be equipped with complete first aid cabinets or kits. Each school must have a minimum of two (2) individuals certified in first aid. A clinic is located in the Office of Student Affairs Building in which students may receive first aid or temporarily rest until their transportation arrives.

PROCEDURES IN EMERGENCIES:

If the situation does not require that 911 be called, the Director, or his designee, shall determine if an ill or injured student shall remain in school or require care, attention, or treatment at home, or in a hospital. When it is advisable for a student to leave the school building, the Director/designee must make every effort to notify the parent/guardian or emergency contact of the illness or injury of any student under 18 and request that they come to the school to accompany the student home or to the hospital. When the parent/guardian or emergency contact is reached and is unable to come to school, arrangements for transportation becomes the responsibility of said parent/guardian or adult student. The parent/guardian or emergency contact should be informed of the nature of any emergency aid administered and be advised to obtain professional medical attention, if indicated.

In the event the parent/guardian or emergency contact of a seriously ill high school student cannot be located within a reasonable time, the Director/designee should request ambulance service, and if necessary, police assistance. If it becomes necessary to take the student to the hospital before the parent/guardian or emergency contact has been located, the Director/designee must accompany the student in the ambulance and remain with the student until the person designated arrives. The school representative should bring to the hospital the student's emergency information card and all other available information regarding the nature and extent of the illness or injury. A death on the premises must be reported immediately to the superintendent and the proper law enforcement agency.

If the parent/guardian of a high school student who has suffered a minor accident or illness cannot be located, the student should remain in school until the regular dismissal time.

FIRST AID PROCEDURES:

To ensure prompt and effective action in cases of emergency, first aid equipment and supplies at Sheridan will be stored in all classrooms. Teachers should advise Department Chairs when replenishments are necessary. Department Chairs should report supply needs to the Assistant Director.

If an injury or illness occurs in a teacher's classroom, it is the Director's or Assistant Director's responsibility to determine the severity of the injury and the appropriate procedure to follow. Under no circumstances, however, should the teacher leave the classroom if students are present. Neither should the teacher leave the injured party.

In case of life threatening situations/extreme emergency, the Department Chair may determine the severity of the accident/incident and call 911 prior to notifying the Director or Assistant Director. In such instances, the Director or Assistant Director should be notified immediately after placing the call to 911.

HEALTH: According to Board Policy 6305, school personnel shall not administer or dispense prescribed medication to any student without the written consent of the parent and a completed treatment plan signed by the physician. For complete review of Board Policy 6305, see the Office Manager.

LIABILITY PROTECTION: The Board shall provide comprehensive liability coverage for the Board, individual members of the Board, and all employees. This coverage shall provide for legal counsel to defend those covered in any suit brought against them even if any of the allegations of the suit are groundless, false, or fraudulent - provided the employee was acting within the scope of his/her duties.

It is most important that each teacher be aware of the possibility of legal action against them if a student should be injured in a shop, laboratory, or classroom. There is a greater possibility of this happening today, more than ever due to the increase in the complexity of shop and laboratory equipment and the law. The school shops and laboratories, although potentially dangerous, can be managed, equipped, and arranged so as to be relatively safe. Even with the greatest of care and safety training by the teacher, occasionally an accident will occur in any school shop, laboratory, including a common classroom. **In this connection, the teacher must remain with students in the classroom or lab at all times.**

NEGLIGENCE: Negligence may be defined as "the failure to exercise due care" under particular circumstances. The plaintiff must ordinarily prove it. Since juries composed of laypersons usually determine liability in court cases, the actions of the teachers must bear the sign of common sense. If negligence is apparent in case of accident, the school and/or the teacher may be sued for damages.

IMPORTANT: Teachers can avoid most liability suits when they realize and accept the fact that the safety of the students under their control is their responsibility.

SELF-REPORTING RULE (Arrest/Charges and Final Dispositions): All personnel shall self-report in writing to the Director of Professional Standards and Broward District Schools Police Department within forty-eight (48) hours of any arrests, citations or charges involving the abuse of a child or the sale and/or possession of a controlled substance or charges involving Sexual Misconduct, Sexual Battery, Possession (includes e-mail transmissions) or Sale of Pornography Involving Minors and Sexual Relations with students. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial.

SUBSTANCE ABUSE: Informational materials for individual and classroom use are available through the Office of Student Affairs. Referrals may be made as the need arises. Contact Johanna Kelly, ESE Specialist.

Federal Drug-Free School Act

The Federal Drug-Free Schools and Communities Act (PL 101-226) requires the School Board to notify all employees about the following facts:

1. School Board Standards of Conduct for its employees prohibit the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on school premises or as part of any of its activities.
2. Any employee who violates the Standards of Conduct listed in #1 above will be subject to immediate disciplinary action up to and including termination of employment and referral for prosecution. Disciplinary action may include the completion of an appropriate rehabilitation program.
3. Information about drugs and alcohol counseling rehabilitation are available through the School Board's Employee Assistance Program.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
EMPLOYEE ASSISTANCE PROGRAM (EAP)
499 N.W. 70th Avenue Suite 112
Plantation, FL 33317
TEL: 754-322-9900 FAX: 754-322-9918

4. Board employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. All of the above provisions are also required pursuant to School Board policy #2400 (Drug-Free Workplace).

SUICIDE PREVENTION:

High School Students:

1. Be aware of the signs and danger signals of students who may be contemplating suicide. If one of your students exhibits these behaviors notify one of the following people:
 - a. Marie Acevedo, STHS Suicide Prevention Designee
 - b. The student's guidance counselor
 - c. The student's Administrator

These staff members will initiate the following procedure: call the parents to strongly recommend professional help to determine the seriousness of the child's dilemma and contact the high school Peer Counseling Coordinator to inform him/her of the student's situation.

2. In the event of a suicide attempt **do not** leave the student alone. Notify one of the staff members mentioned above by messenger.

As always, be discreet in these sensitive matters. Remember none of us are diagnosticians. Do not label a student suicidal or depressed; simply document behaviors.

EVEN IF POTENTIALLY SUICIDAL STUDENTS ASK YOU TO KEEP THEIR INFORMATION CONFIDENTIAL, BOTH LEGALLY AND ETHICALLY, YOU ARE REQUIRED TO LET THE SUICIDE PREVENTION DESIGNEE KNOW.

Adult Students:

Adult students who exhibit **WARNING SIGNALS** should be sent to their respective guidance counselor or Johanna Kelly, the suicide prevention designee, for referral to an appropriate agency.

WORKERS' RIGHT TO KNOW: Material Safety Data Sheets (MSDS) are available from the Assistant Director for Facilities for review by all employees. These sheets provide safety information on all possibly hazardous products used in all programs, with instructions on their use and proper disposal methods.

MSDS sheets are also available from the district's website at: <http://web/rmt/MSDS-PDF.html>.

SECURITY

A security specialist is present for security of plant, property, students, and staff on the main campus. Also, a county-based security investigator is on call throughout the day and evening to assist with security problems. To assist in this endeavor, each teacher is responsible for the following:

Security Guidelines:

1. Survey classroom upon entering to determine if items are missing. Report any missing items to a Department Chair or Assistant Director immediately.
2. Remain in your assigned classroom at all times when students are present.
3. Don't allow anyone to borrow your keys, not even for a brief period of time.
4. Don't leave keys or other valuable property in exposed areas such as on top of desks, in door, in teachers' mailbox, etc.
5. Lock doors when rooms are unoccupied.
6. Ensure that students wear ID badges at all times.

IDENTIFICATION BADGES:

Students and Staff are required to wear Sheridan identification badges on campus at all times. Badges are issued annually. A \$3 fee will be charged to students for each replacement badge.

PROCEDURE FOR REPORTING INCIDENTS: All incidents which relate to vandalism, arson, burglary, larceny, or theft of school property should be reported to the Department Chair or Assistant Director promptly. The Department Chair or Assistant Director should fill out an *Immediate Notification Form* (Incident Report), and submit

it to security. Other incidents that are not related to school property (including suspicious persons or vehicles and summons of medical rescue or police department to campus) should be reported to the Department Chair, Assistant Director on duty, or to security.

An *Immediate Notification Form* (Incident Report), which includes the name and phone number of the victim and/or witnesses, and a description of the incident, should be submitted to the Security Specialist who will conduct an investigation. In case of suspicious person or vehicle, the report should include a description of the suspicious person or vehicle, and their last known location.

SEXUAL PREDATORS:

Information received from local law enforcement agencies is posted on the bulletin board in the security office. If you suspect or see a sexual predator on campus, notify Administration immediately.

SECTION IV: POLICIES AND PROCEDURES FOR ONLINE PROGRAMS

ONLINE GRADING AND ATTENDANCE POLICIES

Teachers will identify specific work for students to complete during their online hours, and these assignments need to be placed in the learning management system. Graded assignments may be in the form of a Dropbox item, Discussion post, or Quiz. The teacher will assign a point value to the assignment, which will align to a Gradebook item in the learning management system.

Students will submit all online assignments via the learning management system and not through email or given to the teacher via hard copy. The learning management system is the repository of all student online day(s) work.

GRADES IN DESIRE2LEARN AND FOCUS GRADEBOOK:

All Grades associated with the online hours must be posted in both Desire2Learn and Focus gradebook. Any work that is requiring completion on an online day must count towards the student's final grade. A cumulative grade from the D2L gradebook should be entered into Focus each week, reflecting the online work completed by the student.

ONLINE REQUIREMENTS FOR ADULT STUDENTS

Online work for adult students should be submitted twice a week (Wednesday by 11:59 pm and Sunday by 11:59 pm). If an adult student does not submit an online assignment by the specified due date, the student will receive a zero for the assignment and receive an absence for the equivalent number of online hours associated with that assignment. Students need to show weekly progress toward Occupational Completion Points in their program, where completion of weekly work by online students is equivalent to clock hours for face-to-face students. Adult online students will be contacted by their instructor after one (1) week of inactivity. Upon a second week of inactivity during the same enrollment period, the student may be withdrawn from the course/program and not allowed to re-enter the program for the remainder of the term.

ONLINE REQUIREMENTS FOR HIGH SCHOOL STUDENTS

All online high school students, whether part of Sheridan Technical High School or part of the Career Dual Enrollment Program, need to submit work *daily*. Teachers need to grade these assignments within a 24 - 48 hour turn - around period. A grade of zero needs to be placed into the Desire2Learn and Focus gradebooks for any day in which an online assignment is not submitted. Although the student might be physically present in a computer lab and recorded as officially present, teachers should keep track of these zeroes as they represent a student's inactivity in an online class.

Teachers may allow students to make up the missed work and, at their discretion, determine whether or not to downgrade the submission due to its lateness.

All high school students will be contacted by their instructor after two (2) days of inactivity. Teachers should also contact the student's parent and home high school guidance counselor (and computer lab facilitator, if applicable) informing them of the inactivity. After a week of inactivity during the same enrollment period, the student may be withdrawn from the online course/program and not allowed to re-enter the program. ***This could have a significant impact on the student's high school schedule (usually a three (3) - hour block of time). Every effort to assist the student in getting back on track is advisable.***

Teachers can offer online students the ability to make up missing assignments with whatever penalties they want to apply; but the absence for the online hours remains.

BLACKBOARD COLLABORATE SESSIONS

Regardless of the number of days online, all teachers will deliver interactive Blackboard Collaborate sessions with their students. Each session should last at least 45 minutes. The sessions must be "live", should be mandatory, and announced in the Desire2Learn News section.

Topics for the sessions should be identified in advance so that participating students can be prepared to interact. Teachers and students should utilize the various functions of Blackboard Collaborate (Whiteboard, Sharing the Desktop, Polling, Quizzes, and Emoticons). Attendance should be taken. Teachers and students are encouraged to sign into the session early to determine any technical problems with enough time for them to be remedied.

Teachers should canvass the students to determine the best date and time to deliver the Blackboard Collaborate session so that it is conducive for the majority of the students. Those students who cannot attend for a valid reason should watch the recorded session and should be asked to submit some work to verify the review of the session (e.g. questions pertaining to the session information).

Fully Online Classes – For those classes that are delivered fully online, a structured lesson should be scheduled at least one time per week. Office hours in Blackboard should be scheduled on at least two (2) different days, to include both day and evening hours. Individual student appointments can be scheduled in Blackboard Collaborate as necessary.

Blended Classes – For those classes that are delivered in a blended format, a structured lesson should be scheduled on at least one online day. If there are additional online days, office hours must be scheduled for at least two (2) hours, on each online day. Individual student appointments can be scheduled in Blackboard Collaborate as necessary.

ONLINE TEACHING AND THE ROLE OF THE INSTRUCTOR

There are several factors that make teaching an online course different from teaching in a traditional classroom. The most obvious difference is that, as an instructor, you will not know how students react to what you have written or recorded unless they choose to tell you through some feedback mechanism. A second factor making online teaching a challenge for most teachers is the fact that teaching is conducted through technology.

The best online teachers are empathetic, with an ability to sense their students' personalities, even when filtered through technologically transmitted communications. The online instructor must have ways of providing motivational support to those who need it, but also lead everyone to be as independent as they can be. Instructors must be able to guide students into being actively involved in the learning process, and for many students such involvement is counterintuitive. Many have been conditioned to think of any educational environment as one in which the student is expected to behave as a passive recipient of the teacher's knowledge.

A well designed online course will provide the instructor with many opportunities to engage students in discussion, criticism, and constructing knowledge. The onus is on the instructor to establish an environment in which students learn to control and manage, and apply and engage with materials in the quest to relate them to their own lives, and convert the designers' information into their personal knowledge. Online teachers should plan on visiting their students at partner high schools at least once every week to interact and work with their online students.

HIGH SCHOOL ONLINE STUDENT/PARENT CONTACT

If you are an online teacher of high school students, whether at Sheridan Technical High School or as part of the Career Dual Enrollment Program, you should be making contact with students' parents at ***a minimum of once a month***. These contacts should be by telephone or email so that you can address with parents things that are pertinent to doing well in the online course/program. These monthly updates would be in addition to the quarterly District interim reports.