

Atlantic Technical College and Technical High School



Personnel Handbook

2015 - 2016

*Career
in a year!*



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INTRODUCTION

PHILOSOPHY: Atlantic Technical College and Technical High School (ATC) is an innovative career and technical college that provides a wide range of educational opportunities for adults and select secondary students in Broward County, Florida. The administration and staff share a commitment to empower students with the skills needed for a successful life in a complex and changing society. Toward that goal, ATC places major emphasis on the development and implementation of high skill/high wage/high demand occupational programs that are designed to meet the current and future needs of business, industry and the community we serve. Moreover, we recognize that each student is a unique individual with interests, abilities, potential and worth. Our commitment is to provide career counseling and quality instruction that will enable the student to match those interests and abilities to a rewarding career.

The objectives of Atlantic Technical College and Technical High School are:

- to offer teaching and learning of the highest quality;
- to provide students with occupational instruction that will enable them to secure initial employment and/or advancement;
- to integrate academics and technical training with critical thinking and problem solving skills; to develop the qualities and attitudes that promote successful and continuous employment; to recognize and respect diversity;
- to provide specialized support services for students with disabilities;
- to instill integrity and social responsibility;
- to teach job-seeking skills and assist graduates in becoming employed;
- to foster the value of lifelong learning and promote professional development for students and staff;
- to pursue partnerships with schools, businesses, agencies, and organizations; and to encourage individuals to reach their highest potential.

VISION / MISSION: Our staff believes that career education is an integral part of the American way of life. We strive to ensure that our programs are realistic and rewarding so that we can prepare students to take their places as productive citizens in our society.

Vision: All students at Atlantic Technical College and Technical High School will be prepared to succeed in a global society.

Mission: The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

ABOUT OUR TECHNICAL COLLEGE

Atlantic Technical College and Technical High School first opened its doors in August 1973 to 450 students in eleven programs of instruction. Over the years, three major construction phases were added to help the technical college keep pace with program expansion, community growth, and labor market demands. Today, more than 5,800 students attend classes offered days and evenings. ATC also serves more students in Broward County with two other locations, Arthur Ashe, Jr. campus in Ft. Lauderdale, and Coconut Creek ESOL Campus in Coconut Creek.

ATC's Main campus is located on a beautifully landscaped, thirty-acre site in Coconut Creek. ATC is a public school operating under the authority of the School Board of Broward County, Florida and the Florida Department of Education. The twenty-four (24) buildings and thirty-one (31) portables on campus provide classrooms, labs, offices, and support services for over thirty-eight (38) Certificate/Applied Technology Diploma programs, adult literacy programs, the Technical High School and many continuing workforce education courses.

The Arthur Ashe, Jr. campus is located at 1701 NW 23rd Avenue in Fort Lauderdale, and the Atlantic Technical College - Coconut Creek ESOL Center is located in portable classrooms on the Coconut Creek High School Campus, only a mile from the main campus.

Career and Technical Education programs are concentrated in high wage/high skill occupational clusters: Architecture and Construction, Business Management & Administration, Medical/Health Science, Government and Public Administration, Hospitality & Tourism, Information Technology, Manufacturing, and Transportation, Distribution & Logistics.

For those who want to “earn-as-they-learn,” ATC provides cooperative training opportunities in many programs and coordinates the largest apprenticeship training program in Florida.

The Office of Student Affairs on the main campus and Arthur Ashe, Jr. campus have a full staff of counselors and advisors to assist students with orientations, long and short term goal setting, appropriate program selection, and financial aid information. The Career Services Department provides career assessment, workforce readiness skills, preparation of an employment portfolio, Career Connection workshops and job placement assistance.

Other educational services include: Applied Academics for Adult education (AAAE); English for Speakers of Other Languages (ESOL); General Education Development (GED®) Preparation; Exceptional Student Education (ESE) services and ESE Career Placement Program; Adult Curriculum for Community, Employment and Social Skills (ACCESS); Veterans’ Assistance (VA); Disability Services; and the Technical Resource/Distance Learning Center.

ATC is accredited/approved by:

Commission of the Council on Occupational Education (COE)

7840 Roswell Road, Bldg. 300, Ste. 325, Atlanta, Georgia 30350
(770) 396-3898 • (800) 917-2081 • FAX (770) 396-3790

AdvancED

Alpharetta Office
9115 Westside Parkway, Alpharetta, Georgia 30009
(888) 413-3669 - www.advanc-ed.org

Accreditation Commission for Education in Nursing, Inc. (ACEN)

3343 Peachtree Rd. NE, Suite 850, Atlanta, Georgia 30326
(404) 975-5000 • FAX (404) 975-5020 • Web Site: www.acenursing.org

- American Culinary Federation Education Foundation (ACFEF)
- Automotive Youth Educational Systems (AYES)
- Bureau of State Approving Veterans’ Training (VA)
- Commission on Dental Accreditation (CODA)
- Commission on International and Trans-Regional Accreditation (CITA)
- Florida State Board of Nursing
- Florida State Department of Education (FLDOE)
- Inter - Industry Conference on Auto Collision (I-CAR)
- National Association of Orthopaedic Technologists
- National Automotive Technicians Education Foundation (NATEF)
- National Court Reporters Association (NCRA)
- National Restaurant Association Educational Foundation (NRAEF)

Our quest is to provide the finest career and technical training in the nation.

ADVISORY COUNCIL

Per School Board policy and State statutes, ATC maintains an active School Advisory Council (SAC) comprised of students, business representatives, parents, community leaders, and school-based personnel. Regularly scheduled meetings are held on the main campus, and the minutes from these meetings are available for review.

The School Advisory Council is charged with the following responsibilities:

- Evaluating the progress/benchmarks of the current School Improvement Plan;
- Encouraging the involvement and input of all stakeholders;
- Providing direction for focus groups (Safety, Discipline, Technology, etc.);
- Communicating with the Office of School Performance and Accountability (OSPA) and Innovation Zones on school improvement issues;
- Sponsoring waiver requests;
- Coordinating the preparation of the annual School Improvement Plan; and
- Providing public information on school improvement and accountability.

ADVISORY FORUM

The School Advisory Forum (SAF) serves as the primary link between the technical high school and the community. All stakeholders are invited to participate in the meetings which are scheduled and announced in advance. Relevant topics relating to high school students and the high school experience are discussed, and input is provided to the district. The SAF chairperson is also a voting member of the School Advisory Council (SAC).

BROWARD SYSTEM GOALS

Vision: Educating today's student to succeed in tomorrow's world.

Mission: The School Board of Broward County, Florida is committed to educating all students to reach their highest potential.

Goals: The District's major goals for (2012 - 2015) are:

1. High-Quality Instruction - improve student performance by focusing on raising academic rigor in teaching and learning among staff and students, and preparing students and staff for global competitiveness.
2. Continuous Improvement - Align resources and develop an organized structure that supports operational effectiveness and efficiency to implement the District's priorities focused on improving student and business processes.
3. Effective Communication - Increase the effectiveness of internal and external communication with stakeholders to improve the District's image, and develop marketing initiatives that will lead to greater understanding and trust among the District, community and the school board.

TECHNICAL ADVISORY COMMITTEES

Bi-annual meetings of the Technical Advisory committees are **REQUIRED** by COE and provide expert industry support for all CTE programs at ATC. The committees are coordinated to promote interaction between instructional programs and the businesses and industries served by those programs. Instructors use 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. **Assigned staff members will hold two (2) advisory committee meetings per school year. Fall meetings are to be concluded by mid-December and spring meetings concluded by mid-May.** Minutes of these meetings are available on the main campus and are posted in Optiview. Templates of the Advisory documents (agenda, minutes, sign-in sheets and Employer Verification) are sent to the Advisory Coordinator and the Department Secretaries at the beginning of each school year.

WHO'S WHO

MAIN CAMPUS

Administration & Administrative Support

Director Robert B. Crawford
Secretary Sandra Ondo
Assistant Director Tonya S. Hefley
Secretary Maria Silva
Assistant Director Vicky LaPorte
Secretary Luz Saldana
Assistant Director Wesley Mabin, Jr., Ed.D.
Secretary Helen Calvert
Assistant Director John Felser
Secretary Victoria Butrus
Assistant Director Neeta Rancourt
Secretary Maritza Leiro
Receptionists Amanda Malkinson (days)
Helen Calvert (evenings)

Campus Activities

Bookstore Manager Tara Kinlaw
Business/Community & Economic Development Elissa Harvey
Department Secretary Iga Okarmus
Café Atlantic Manager Janet Oswald
Graphic Designer Debbie Applegate
Parking Decals Tiffany Bernhardt
Property Passes Joy Martindale
Room Reservations/Food Functions Carol Baskind
Special Projects Carol Baskind
Sunshine Club Jamie Enlow

Department Heads

Academic Studies Jenna Moniz
Secretary Sharon Stricklin
ACCESS Amy Salamon
Secretary Lucinda Broxey
Apprenticeship
Bookkeeper Roseanne Farino
Secretary Maria Kavallas
Automotive Technology Ken Bergmann
Secretary Yolonda Webster

Business & Information Technology Linda Tobin
Secretary TBD
Culinary Arts Rona Moulou
Secretary Teresa Singletary
ESE Debbie Evangelista
Secretary Lucinda Broxey
ESOL Casey Cahill
Secretary Penny Blackford
Health Science Education Lisa Cathers-O'Donnell
Secretary Marci Maddron
Payton Mewbron
Technical & Industrial Trades Phillip Alleman
Secretary Yolonda Webster
Technical High School Dale Beames
Margie Rohrbach
Secretary Luz Saldana

Office of Student Affairs

Director Alicia Grigull
Administrative Assistant Kathie DiLeonardo
BRACE Advisor Elizabeth DeJesus
Budget Support Specialist/Registration Cherry Maitland
Clerical Support Nancy Canellis
Erica Gross
Barbara Jacucci
Denise Lattore
Counselors/Advisors Cindy Burdick
Nancy Bussell
Vania DePassé-Humphrey
Meryl Eisenberg
Cheryl Fidlow
Doris Gonzalez
Francine Hoey
Kimberly Jackson
Mary Kahn
Brooke Lehmejjan
Leon Clevil Philius
Chandler White

Technical High School

Bus Coordinator Gwen Boykin
Career & Technical Education Advisor Rebecca Miller
Magnet Coordinator Mari Lee
Clerical Support Gwen Boykin
Lucy Incarnacao
High School Attendance (Technical) Gwen Boykin
High School Attendance (Career Dual Enrollment) Gwen Boykin

Technology Support Services

Technology Coordinator Eti Swinford
Inventory Coordinator Joy Martindale
Network Administrator Mike Turchiaro
Technical Support Wendy Adkins
Rafik Jedaoui
Heidi Larson
Charmain Lawrence
Mark Lindenfelser
Terence Williams

Workforce Education Information Management

Coordinator Chris Bowers
Database Manager Andrea Franks
Information Management Specialists
Adults Emily McCall
High School Bobbi Campbell
FOCUS Jessica Rust
Kristy Bak

ARTHUR ASHE, JR. CAMPUS

Administration & Administrative Support

Assistant Director Andre Newton
Secretary Cindy Chaulsett
Administrative Support Terri Harvey
Receptionist Janet Rivera

Department Heads & Secretaries

Academic Studies Cristina Urena
Business & Information Technology Linda Tobin
Secretary TBD
ESOL Cristina Urena

Practical Nursing Elaine Coke
Secretary April Wilson

Office of Student Affairs

Director Alicia Grigull
Counselor Dana Allen
Student Financial Services Advisor Aurora Gonzalez
International Student Advisor Vera Fernandez
Recruitment Tia N. Wight
Registrar Carmen Echavez
Veterans' Certifying Official Joanne Santana
504 Liaison (Adult) Dana Allen

Facilities

Head Facilities Serviceperson Charles Herrington
Assistant Head Serviceperson Kertrina Walker

Security

Security Specialist Dana Mack
Campus Monitors Deidre Harold
Barry Jackson

Technology Support Services

Broward FOCUS Manager Cristina Urena
Technology Services Caitlin Blakley
Todd Boegli
Peggy McDowell
Brian Razen
Assessment Specialist Maxine Szmulewitz

COCONUT CREEK HIGH SCHOOL CAMPUS

Assistant Director Neeta Rancourt
Secretary Maritza Leiro
Department Head Casey Cahill
Secretary/Receptionist Penny Blackford
Campus Monitor Sam Wilcox
Facilities Serviceperson Nate Bowens
Office of Student Affairs

Director Alicia Grigull
Advisor Clevil Philius
504 Liaison (Adult) Clevil Philius



Atlantic Technical College and Technical High School

COUNSELORS / ADVISORS 2015-2016 Career and Technical Education Programs

<p>ALICIA GRIGULL <i>Director, Office of Student Affairs</i></p> <p>754-321-5177 alicia.grigull@browardschools.com</p>	<p>Transportation, Distribution & Logistics</p> <ul style="list-style-type: none"> Advanced Automotive Service Technology (Toyota TTEN) Automotive Collision Repair & Refinishing Automotive Service Technology 	<p>Student Financial Services Management Registration/Information Offsite Campus Liaison Testing/Records/Transcripts</p>
<p>DANA ALLEN <i>Certified School Counselor—Adults</i></p> <p><u>ARTHUR ASHE, JR. CAMPUS</u></p> <p>754-322-2818 dana.allen@browardschools.com</p>	<p><u>Arthur Ashe Jr., Campus</u></p> <p>Business Management & Administration</p> <ul style="list-style-type: none"> Medical Administrative Specialist <p>Health Science</p> <ul style="list-style-type: none"> Nursing Assistant (Articulated) Patient Care Technician Practical Nursing 	<p>Adult Academics/GED® Advisement 504 Designee</p>
<p>NANCY BUSSELL <i>Certified School Counselor—Adults</i></p> <p>754-321-5187 nancy.bussell@browardschools.com</p>	<p>Health Science/Human Services</p> <ul style="list-style-type: none"> Central Sterile Processing Technology Dental Assisting Technology & Management Electrocardiograph Technology Health Unit Coordinator/Monitor Technician Hemodialysis Technician 	<ul style="list-style-type: none"> Medical Assisting Medical Coder/Biller Orthopedic Technology Pharmacy Technician Unit Treatment and Rehabilitation (Psychiatric/Mental Health Technician)
<p>DORIS GONZALEZ <i>Certified School Counselor—Adults</i></p> <p>754-321-5188 doris.gonzalez@browardschools.com</p>	<p>Hospitality and Tourism</p> <ul style="list-style-type: none"> Baking and Pastry Arts Commercial Foods and Culinary Arts 	<p>GED® Advisement Career Dual Enrollment High School Transcript Evaluations</p>
<p>VANIA DEPASSE-HUMPHREY <i>Certified School Counselor—Adults</i></p> <p>754-321-5167 vdhumphrey@browardschools.com</p>	<p>Architecture & Construction</p> <ul style="list-style-type: none"> Air Conditioning, Refrigeration & Heating Technology Building Trades & Construction Design Technology Drafting Electricity <p>Government & Public Administration</p> <ul style="list-style-type: none"> Public Works 	<p>Manufacturing</p> <ul style="list-style-type: none"> Electronic Technology Machining Technologies Welding Technology Welding Technology - Advanced
<p>BROOKE LEHMEJIAN <i>Career Advisor—Adults</i></p> <p>754-321-5266 brooke.lehmejian@browardschools.com</p>	<p>Business Management & Administration</p> <ul style="list-style-type: none"> Accounting Operations Administrative Office Specialist Business Management & Analysis Court Reporting Legal Administrative Specialist Medical Administrative Specialist 	<p>Information Technology</p> <ul style="list-style-type: none"> Applied Information Technology (online) Database Application Development & Programming Game/Simulation/Animation Programming Network Support Services Web Development

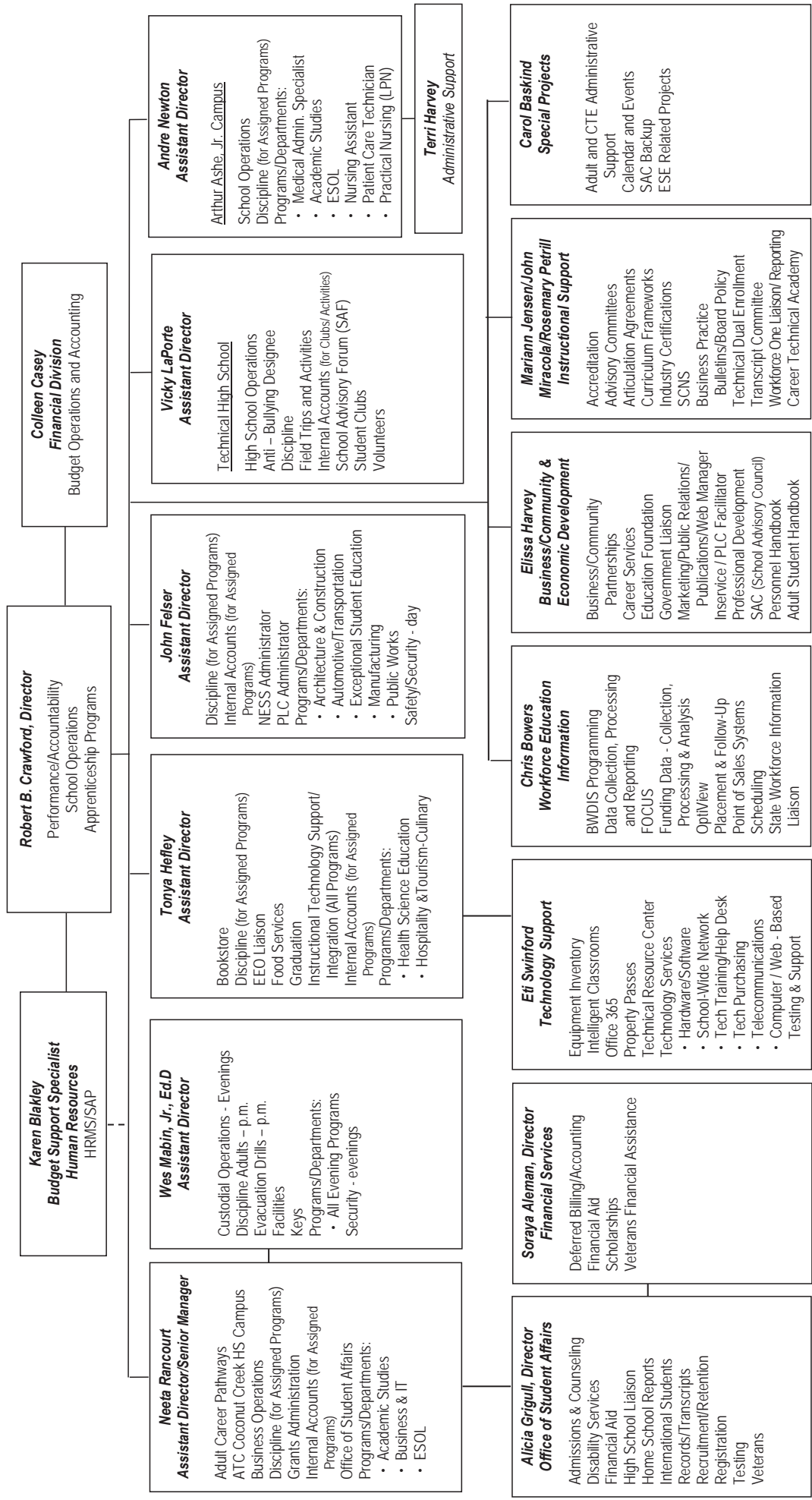


Atlantic Technical College and Technical High School

SUPPORT SERVICES 2015-2016

<p>SORAYA ALEMAN - 754-321-5185 <i>Director, Student Financial Services</i> soraya.aleman@browardschools.com</p>	<ul style="list-style-type: none"> • Agency Liaison • Bright Futures Scholarship • Child Net Liaison • Federal Pell Grant • Federal Supplemental Ed. Opportunity Grant • Fee Waivers 	<ul style="list-style-type: none"> • Financial Aid Fee Trust Fund • Florida Pre-Paid College Program • FSAG-CE • Go Army • Scholarships/Foundations
<p>ELIZABETH DEJESUS – 754-321-5115 <i>BRACE Advisor, High School</i> elizabeth.de-jesus@browardschools.com</p>	<ul style="list-style-type: none"> • Bright Futures Scholarship – High School • Fee Waivers – High School • Postsecondary Planning – High School 	<ul style="list-style-type: none"> • SAF Liaison – High School • Scholarships – High School
<p>MERYL EISENBERG – 754-321-5259 <i>ESE Specialist - Adults</i> meryl.eisenberg@browardschools.com</p>	<ul style="list-style-type: none"> • 504 Liaison - Adult • Community Agency Liaison • Disability Services Advisor • ESE Liaison High School Transition 	<ul style="list-style-type: none"> • Sign Language Interpreters • Student Support • Testing Accommodations Coordinator • Vocational Rehabilitation Liaison
<p>DEBBIE EVANGELISTA – 754-321-5193, Bldg. 19 <i>ESE Specialist –HS / Career Dual Enrollment Advisor</i> devangelista@browardschools.com</p>	<ul style="list-style-type: none"> • ACCESS • Career Placement • ESE Curriculum Council Representative 	<ul style="list-style-type: none"> • Career Dual Enrollment <ul style="list-style-type: none"> ○ Case Manager ○ Liaison ○ Recruiter
<p>VERA FERNANDEZ - 754-321-5700 <i>International Student Advisor</i> Vera.alvarez@browardschools.com</p>	<ul style="list-style-type: none"> • International Student Advisor 	
<p>MAGGIE GILSON – 754-321-5151 <i>Career Services Advisor/Recruitment</i> maggie.gilson@browardschools.com</p>	<ul style="list-style-type: none"> • ATC Education Foundation • Career Assessment • Marketing 	<ul style="list-style-type: none"> • Recruitment <ul style="list-style-type: none"> ○ Campus Tours ○ College and Career Fairs
<p>FRANCINE HOEY - 754-321-5122 <i>School Social Worker</i> Francine.hoey@browardschools.com</p>	<ul style="list-style-type: none"> • Crisis Intervention • Student Support Services 	
<p>MARY KAHN – 754-321-5257 <i>Career Advisor – Adults</i> mary.kahn@browardschools.com</p>	<ul style="list-style-type: none"> • Adult Career Pathways/Academic Orientation • Career Advisor – ABE/GED® • GED® Advisement 	
<p>ROSEMARY PETRILL – 754-321.5305 <i>Career & Technical Education Advisor</i> rosemary.petrill@browardschools.com</p>	<ul style="list-style-type: none"> • Industry Certifications - High School & Adult 	
<p>JOANNE SANTANA - 754-321-5815 <i>VA School Certifying Official</i> Joanne.santana@browardschools.com</p>	<ul style="list-style-type: none"> • VA School Certifying Official 	
<p>TERESA SKILES - 754-321-5308 <i>ESE Support Facilitator-High School, Portable 14</i> teresa.skiles@browardschools.com</p>	<ul style="list-style-type: none"> • 504 Designee • High School 	
<p>NICOLE WILLIS – 754-321-5179 <i>Career Services Advisor</i> nicole.willis@browardschools.com</p>	<ul style="list-style-type: none"> • Job Placement Assistance <ul style="list-style-type: none"> ○ Business Liaison ○ Career Connections Workshop ○ Employment Portfolios 	<ul style="list-style-type: none"> • Alumni Liaison
<p>TIA WRIGHT – 754-322-2821 <i>Arthur Ashe Jr., Campus Career Services Advisor</i> tia.n.wright@browardschools.com</p>	<ul style="list-style-type: none"> • Career Assessment • Orientations • Marketing 	<ul style="list-style-type: none"> • Recruitment <ul style="list-style-type: none"> ○ Campus Tours ○ College and Career Fairs

2015-2016 Organization Chart



STAFF INFORMATION

ABSENCE FROM WORK

To standardize the procedure for requesting and reporting absence from work, all employees must complete a **Notice of Absence (form #1)** and adhere to the following guidelines.

FAMILY AND MEDICAL LEAVE: Federal legislation permits employees to take up to 12 weeks (in a 12 month period) for medical reasons; for the birth or adoption of a child; and for the care of a child, spouse, or parent who has a serious health condition. Health benefits will continue during such leaves. For more information review the link below. www.broward.k12.fl.us/benefits/.

JURY DUTY: When you receive a Notice of Jury Duty giving a starting date and “until further notice,” you must submit the notice to the payroll bookkeeper with a copy to your department head/supervisor. The payroll bookkeeper will complete a **Notice of Absence (form #1)**. You must call your department head and the receptionist before your scheduled school day ends if you have to report for jury duty on the following day and will not be able to return to work.

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

PERSONAL REASONS: Contract employees of the School Board are entitled to paid leave for personal reasons as defined by School Board Policy 4403. These days can be used at the discretion of the employee at any time during the year. The days are deducted from the employee’s accrued sick leave and are not cumulative from year to year.

1. Specific procedures are governed by each individual bargaining unit contract. Please refer to your contract. Teachers should request permission for Personal Reasons Leave in advance in order to provide sufficient time to secure a substitute.
2. Once approval is granted, the form will be forwarded to the payroll bookkeeper to be recorded and filed. A copy will be returned to the originator.
3. Failure to follow Personal Reasons Leave procedures may result in said leave being considered as Personal Leave without pay.

SICK LEAVE: Contract employees earn one sick leave day per month based on their employment calendar. These days are cumulative and can be carried over from one fiscal year to another. These days are used for personal illness or illness in the immediate family. This type of absence requires no prior approval, but notification is required. All personnel are required to use the procedures outlined as follows for reporting illness:

1. INSTRUCTIONAL PERSONNEL:

- a. On any day you will be absent, or prior to the day you will be absent, you are required to place the following telephone calls:
 - **ALL** instructional personnel will call the main receptionist at their location... **AND**, technical teachers call their department head/or designee; high school teachers call Vicky LaPorte/Luz Saldana. Please give as much advance notice as possible, however, do not call before 6:30 a.m. or after 10:00 p.m. at the main campus and after 4:00 p.m. at the Arthur Ashe, Jr. and Coconut Creek campuses. Arrangements shall be made by your department head for coverage. You may suggest a substitute to cover your class, but the department head will make the final decision regarding this matter.

Main Campus: 754-321-5100
Arthur Ashe, Jr. Campus: 754-322-2800
Coconut Creek Campus: 754-321-5350

- High school teachers will also call Sub Central (754-321-0050) to obtain a substitute.

- b. Contact the school before your scheduled school day ends if you do not plan to work the next day. If no call is received by the end of your normal workday, we shall expect you to work the following day.
 - c. A substitute information folder containing lesson plans, attendance lists, referral forms, and other materials necessary for efficient class operation must be available for use by the substitute teacher. This folder should be kept in a conspicuous location known to your department head.
 - d. The front office Receptionist will report all absences to the payroll bookkeeper.
 - e. A sign-in book for substitutes in technical programs is kept in the administration reception area.
2. **NON-INSTRUCTIONAL PERSONNEL:** Call the front desk receptionist at your designated campus and your immediate supervisor to report your absence. The receptionist will inform the payroll bookkeeper.
3. **ALL PERSONNEL:** For all cases where prior arrangements have not been made for an absence, when you call the front desk receptionist to report the absence and the type of absence, the following will occur:
- a. A **Notice of Absence (form #1)** will be completed by the front desk receptionist and forwarded to the
 - b. payroll bookkeeper for recording and filing.
 - c. From the *Notice of Absence* forms that are submitted, the payroll bookkeeper will compile a daily list of absentees and submit it to the Director and Assistant Directors.
 - d. Once the *Notice of Absence* form has been recorded, a copy will be returned to you for your records.

NOTE: Absences from work can be taken in half-hour increments.

TARDINESS: On any day you will be tardy, call your department head/supervisor and the receptionist at least thirty (30) minutes prior to your reporting time. Department heads shall arrange coverage of classes for teachers.

VACATION: Some employees have a vacation-earning calendar. These vacation 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. Prior to using vacation time, the employee must complete a **Notice of Absence (form #1)** and receive approval from the Director or appropriate Assistant Director. Any change in the original vacation request will require additional approval. The payroll bookkeeper will be notified of any changes by an administrator.

WORKSHOPS/SEMINARS/CONFERENCES: All employees who plan to attend a conference, workshop or seminar that is off our campus and associated with their job assignment, must first complete a **Temporary Duty Authorization (TDA) (form #2)**. The employee should not leave for an event until he/she has received a copy of the TDA that is signed by their Assistant Director/Director. A copy of the approved TDA is sent to the payroll department to be posted as in attendance.

Any subsequent changes to the signed TDA must be approved through the original process. Cancellation of TDA plans must be reported to the payroll department in a timely manner.

A TDA is not needed for a meeting off campus, but all employees must receive permission from their respective administrator and sign out at the front desk in Building 1. When the employee returns to campus, the employee must sign back in.

COMPENSATORY TIME

Please adhere to the following guidelines:

1. Compensatory time can only be earned if it is **PRE-APPROVED by your administrator**. Only contracted instructional/non-instructional personnel may request compensatory time and only a Director, Assistant Director may approve the request. Instructional personnel use the **Compensatory Time Authorization (form #3)** and non-instructional personnel use the **Overtime/Compensatory Time Sheet (form #4)**.
2. Compensatory time can be earned **only** for time spent on special activities/tasks, not continuation of routine work, and must be pre-approved.

3. Compensatory time can only be accrued for the first half-hour worked and for actual time thereafter. Compensatory time can be used only in minimum half-hour increments.
4. The period to accrue and use compensatory time is July 1 - May 15, and is considered the fiscal year for this purpose.
5. Compensatory time accrued by instructional personnel cannot exceed a total of 37.5 hours in a fiscal year (July 1 - May 15). Non-instructional employees will follow the language of their bargaining unit contract.
6. Compensatory time will be used in lieu of personal, sick and vacation days if there is an available balance of comp hours. Otherwise, absences will be charged accordingly.
7. Compensatory time may not be used during the first or last week of a class term, or during one of the work-load survey count periods.
8. Compensatory time earned in the fiscal year must be used **by May 15th**. Instructors who do not use their accrued comp time by May 15th will lose this time. Non-instructional employees will follow the language of their bargaining unit contract.
9. No compensatory time (instructional or non-instructional) can be earned or used after May 15th or in June.

PLEASE NOTE: All Compensatory Time Sheets will be kept on file in the payroll bookkeeper's office.

COUNCILS/COMMITTEES

Several faculty councils/committees have been established to make recommendations and to serve an advisory role in the running of the technical college. (i.e., Instructional Council, Professional Development, Student Recognition, Graduation, Technology, Safety, Discipline, etc.) Staff members are encouraged to participate in the work done by these committees and the School Advisory Council. This is an essential part of ATC's accountability and shared decision making process.

COURSE EVALUATION

The intent of the **Course/Program Survey (form #5)** is to survey students to determine how we may better serve their educational needs. The collected data will be used for curriculum revision; purchasing of equipment, materials and supplies; and providing assistance in teaching techniques and methodology. The teachers' continuing commitment to providing the best training possible is an integral part of the process.

The procedure for conducting the Course/Program Survey is as follows:

1. The department secretary gives blank survey forms to all teachers:
 - a. at the end of each short course,
 - b. at the end of each semester (18 weeks) and the end of the Summer Term (9 weeks) for long- term programs.
2. The teacher will assign a student from each class to:
 - a. administer anonymous course/program survey forms while the teacher is out of room,
 - b. collect completed forms and deliver them to the appropriate administrator's designee for tabulation.
3. The designee will tally responses, summarize comments, type and forward the summary sheet to the appropriate department head and administrator.
4. The teacher will receive for his/her file a copy of the typed summary along with any comments from the department head or administrator.
5. The department secretary will attach the summary to the original evaluation forms and file by program.

DAILY ROUTINE FOR TEACHERS AND SUBSTITUTES

- Substitutes sign in on the Daily Substitutes Sign-In list located at the reception desk in Building 1, and check mailbox 15 minutes prior to the start of class.
- Teachers should be in classroom ten (10) minutes before students. Opening exercises are completed by 7:05 a.m.
- Report attendance electronically in Broward FOCUS on a daily basis.

- Report grades on assignments electronically in Broward FOCUS as students complete each assignment.
- Breaks are limited to ones that are scheduled.
- Dismiss class for lunch at time scheduled.
- Dismiss class at the time scheduled.
- During planning period, be available for conferences, meetings, etc. Check mailbox.
PLEASE NOTE: Planning time must be used on campus unless prior permission is obtained from administration.
- Please turn the lights off and lock the door when you leave the classroom.
- Substitutes sign-out on the Daily Substitute Sign-In/Sign-out list located at the reception desk in Building 1.

Remember, our facilities are used approximately 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, however, the successful operation of this technical college depends on the full cooperation of every staff member and student.

PLEASE NOTE: Arthur Ashe, Jr. Campus personnel will refer to the addendum at the back of this for site-specific instructions.

DINING AREA

On ATC's main campus, the Culinary Arts program prepares a short order and a cafeteria style menu that is served in Cafe Atlantic during student breaks each day and evening. This service is a component of the curriculum and is used as an added competency for students in this program. The food service is entirely self-supporting and is not a part of the Broward County school lunch program.

Each adult technical program is assigned a specific lunch period and must be strictly observed. The high school lunch period on the main campus is from 11:45 am to 12:15 pm. No adult students may be in the cafeteria or patio area during this time.

Vending machines are located around the campus, and offer a variety of snacks and beverages.

Your assistance in keeping the dining room clean is appreciated by the teachers and students - This is their classroom.

PLEASE NOTE: Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific information.

EMERGENCY CLOSING/CANCELED CLASSES

On rare occasions, the Superintendent of Schools determines that severe weather and/or hazardous conditions make it necessary to temporarily cancel classes. When classes are canceled, the announcement will be made through the news media. Classes that are subject to this action will not be rescheduled. Classes are not canceled for thunderstorms or showers.

EMPLOYEE EVALUATIONS

INSTRUCTIONAL: Teacher evaluations and observations are conducted according to School Board policies and the BTU Collective Bargaining Agreement. Evaluations for contract teachers utilize the iObservation System. The current iObservation implementation is being done in phases. For the 2014 - 2015 school year, all instructional personnel will be observed in Domains 1, 2, 3, and 4. Areas of observation using the Marzano iObservation electronic instrument include Lesson Segments, Planning and Preparing, Reflecting on Teaching, and Collegiality and Professionalism. For more information go to www.effectiveeducators.com.

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

NON-INSTRUCTIONAL: Non-instructional evaluations are completed on the ***Non-Instructional Employee Performance Evaluation (form #7)*** or the ***Paraprofessional Evaluation (form #8)***.

EMPLOYEE SCHEDULES

All Atlantic Technical College employees will have an employee schedule.

- **Contracted Employee Schedule:** all contracted employees, both instructional and non-instructional, will have an employee schedule with an effective date range that reflects their contracted calendar. This schedule will be signed by the employee and the administrator at the beginning of each calendar year. A new schedule will be signed only when there is a change in scheduled work hours.
- **Temp. - Hourly Instructional Employee Schedule:** all temp.-hourly instructional employees will have an employee schedule with an effective date range that reflects the term to be worked. A new schedule will be signed for each term during the year. If there is any change in scheduled work hours during a term, a new schedule will be signed.

Please note that a separate temp-hourly teacher schedule is used whenever a contracted teacher has an additional temporary (hourly) position at night or on Saturday, and a new schedule will be signed each term. Temp - hourly position schedule hours are not to be included on any contracted employee schedule.

- For example: John Doe is a contracted, full time teacher in the Business Department during the day, and at night, he teaches an additional temporary (hourly) position for ESOL. John Doe would then have two separate employee schedules; a contracted employee schedule for his hours in Business during the day, and a temp - hourly instructional employee schedule for his night hours in ESOL.
- **Temp - Hourly Non-Instructional Employee Schedule:** all temp-hourly non-instructional employees (clerical, facilities, food services, paraprofessional, security) will have an employee schedule with a maximum six month effective date range. If there is any change in scheduled work hours during that 6 month period, a new schedule will be signed with the same end date as the original schedule.
- **All Employee Schedules must be signed by both the employee and their administrator.** The employee will receive a copy of the signed employee schedule. The originals will be maintained in the payroll department.

EMPLOYEE SELF SERVICE (ESS)

Employee Self-Service (ESS) allows employees to access, change or review personal and employment information from a web browser.

ESS is available from any computer by going to www.browardschools.com/ESS.

EQUIPMENT / PROPERTY

The Director is responsible for administering the inventory process which involves all the property of this school located on the main campus, branch campuses or elsewhere. Please assist in inventory control by adhering to the following procedures, and completing all appropriate paperwork. Remember, you are responsible for keeping track of the inventory in your area.

PROPERTY PASSES: Faculty and staff may check out equipment for off-campus use under certain school-related situations. The department head and/or administrator must approve the employee's request, which should be relayed to the inventory coordinator who will generate a **Property Pass (form #9)**. The property pass is signed by the staff member and forwarded to the Director for signature prior to the removal of any school property. The fully-executed form is retained by the inventory coordinator, who keeps a record of the "open" pass. **It is the responsibility of the borrower to report when the equipment has been returned so that the property pass can be "closed"**.

RECEIPT OF EQUIPMENT/PROPERTY: When equipment/property is delivered to your office, classroom, or lab, you will be asked to sign the delivery log for the receipt of your package(s). For inventory control purposes, you are advised to record serial numbers and keep track of the items you receive. If you receive equipment costing more than \$1,000, notify the ATC inventory coordinator so that the merchandise can be entered into the ATC inventory database and barcoded.

REMOVAL/TRANSFER OF EQUIPMENT/PROPERTY: NO ONE should remove/transfer equipment/property or move any equipment/property from one department to another, from one teacher to another, or from one building to another without prior approval of the Director or Assistant Directors of the school.

The forms needed for such transfers are available from the inventory coordinator, the Technology Services Department or online. Forms are: ***Surplus Declaration/Transfer Report (form #10)*** and ***In-House Transfer of Equipment/Property (form #11)***.

1. REMOVAL/TRANSFER OF EQUIPMENT/PROPERTY OUT OF ANY ATC CAMPUS

- a. "B" Stock/Disposal/Salvage: Contact the ATC inventory coordinator so that the appropriate paperwork can be completed.
- b. Transfer to another school or district location: Contact the ATC inventory coordinator so that the appropriate paperwork can be completed.

2. TRANSFER OF EQUIPMENT/PROPERTY WITHIN ANY ATC CAMPUS

Obtain an ***In-House Transfer of Equipment/Property (form #11)***. Have the issuing department head as well as the receiving department head sign the completed form. Return the completed signed form to the inventory coordinator for processing purposes.

REPAIR OF EQUIPMENT/PROPERTY: If you should have a problem with the equipment/property in your area, please follow these guidelines:

1. **AUDIO/VISUAL EQUIPMENT:** Contact your campus Technology Department for ALL repairs of audio/visual equipment. Coconut Creek campus will contact the main campus Technology Department.
2. **COMPUTER EQUIPMENT:** Contact your Technology office for both administrative and classroom computer equipment repair. Use *Office 365* to access Atlantic Technical College SharePoint Conference area. The ***Tech Request electronic form is in the ATC Link Depot***. Every effort will be made to complete the requests in a timely manner.
3. **ALL OTHER EQUIPMENT:** All equipment removed from the campus for repair by a vendor or district department must have a signed work order and/or a signed receipt noting the date of removal and the name of the person taking the property. Please notify the ATC inventory coordinator at 754-321-5135 or Ext. 2109 that the equipment has been removed for repair, and the date the item is returned.

NOTE: Please do not take School Board equipment/property to technical program labs on campus for repair.

ROOM INVENTORY CHECK LIST: To comply with the Office of the Chief Auditor, Room Inventory Check Lists are to be posted centrally in every work area. These check lists will be generated by the inventory coordinator and will include all equipment contents in the specified location. A line will be provided on the report for a quarterly inventory sign-off by the responsible staff member and their administrator. These check lists are to be kept up to date when equipment/ property is moved for any reason.

GROWTH PLAN/DELIBERATE PRACTICE

The State of Florida Department of Education mandated that contracted instructional personnel must participate in organized staff development that directly relates to student achievement. The School Board of Broward County's response to this mandate is a Growth Plan/Deliberate Practice. Each plan is teacher-directed and focuses on Florida State Standards, subject content, teaching methods, technology, assessment and data analysis, classroom management and/or school safety.

Instructors select two target areas of student growth, identify specific outcomes, create a plan of implementation for each activity, and maintain a staff development record related to each target area. The plan requires administrative review and approval prior to implementation.

Instructors and administrators assess the results of year-long staff development. The intended outcome is improved student performance. Participants are able to assess the quality of the year's staff development activities and to more adequately identify and plan future staff development needs

IN-SERVICE

The Inservice Facilitator is Elissa Harvey. She can be contacted at 754-321-5154 or Ext. 2058.

Inservice points can be used in lieu of college credit for renewing a teaching certificate. You can view and print your

inservice record through MyLearningPlan.com.

Inservice points may be used by office personnel for the CAPS program. See your contract for details.

- Appraisals MUST be filled out to receive points. Appraisals may be done on any computer with an Internet connection by accessing MyLearningPlan.com.

PROFESSIONAL CONFERENCES: Contact Talent Development for information on eligible conferences and procedures.

1. The applicant should secure the approval of the department head and administrator prior to preparing a ***TDA-Temporary Duty Authorization Form (form #2)***.
2. Requests for out-of-county workshops and local conferences may include registration, transportation, per diem, lodging, tolls and parking. When there is more than one staff member attending a particular conference, efforts should be made to share expenses where practical.
 - a. Reimbursement of conferences, workshops, and test fees needed by a teacher in order to prepare students.
 - b. Academic and/or technical training designed to enhance or improve teacher performance and subject area knowledge.
 - c. School-wide initiatives for teacher participation in the development and implementation of the School Improvement Plan.
 - d. Activities which support the implementation of an individual Growth Plan/Deliberate Practice.
 - i. Teachers applying for TDIF should assume that no additional dollars above the amount of the TDIF award will be available. Any requests for more than the TDIF amount must meet the above criteria.
3. Temporary Duty Assignment (TDA) Procedures:
 - a. The applicant completes a TDA for the trip no more than three months in advance. (Attach supporting material describing the event including: city, state, daily agenda, room rates, and beginning/ending dates.)
 - b. The TDA must be initialed by the department head and the administrator.
 - c. The TDA and supporting material are then submitted to the applicant's Assistant Director.
4. Miscellaneous – **it should be understood by all applicants that under most circumstances, costs associated with the event must be borne by the applicant and reimbursed after the event has taken place. This includes registration fees, air fare, mileage, hotel, parking and meals. Only under extenuating circumstances or when Administration has requested that a teacher attend a particular event, will any costs be advanced to the applicant prior to the event.** Applicants may not obligate Atlantic Technical College or the School Board for expenses such as registration fees, air fare, or hotel costs before a TDA has been signed by the Director or his designee.
5. Perkins Professional Development Institute (PDI) Funds are available for new industry certifications or renewals. Go to www.cf.edu/departments/instruction/workforce/perkins/ for certifications listed on the Certification Matrix as adopted by Atlantic Technical College.

INDUSTRY CONTACT LOG

To maintain close communication with industry, instructors of certificate/diploma programs are required to document at least one industry contact in each of the 4 nine-week sessions from August through May. The ***Industry Contact Log (form #13)*** is accessible through the ATC SharePoint Conference in Office 365. Completed forms are submitted to Mariann Jensen (main campus) for posting to the administration report. All forms are scanned and archived.

LESSON PLANS

Lesson planning is an integral part of the teaching process in all curriculum areas. To standardize our procedures concerning lesson plans, please adhere to the following:

1. All teachers shall have a Lesson Plan Book and keep plans up to date. Teachers who keep lesson plans electronically are to keep a hard copy set and update on a weekly basis for review and/or emergency purposes.

2. Department heads or the program administrator may check plan books at any time.
3. The lesson plans must reflect the high standards and quality education at ATC.
4. Lesson plans, attendance rosters, and any necessary instructional materials shall be available to a substitute teacher, department head, and administrator.
5. Two-day emergency plans shall be maintained in case of an unexpected absence by the instructor. Emergency plans should be updated throughout the school year, and will be checked by the department head or administrator.

MAINTENANCE

When small repairs, service, or special clean-up are required, staff will go to ATC SharePoint Conference and click on ATC Facilities Request form. Every effort will be made to fill requests in a timely manner.

The on-site repairperson will determine if a repair needs to be referred to Area or District Maintenance and, if so, he will initiate the request. Do not sign-off on any District Maintenance work completed on campus. All sign-offs need to be handled by our facilities personnel.

Emergencies, of course, will be handled immediately.

PLEASE NOTE: Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions.

NEW EDUCATOR SUPPORT SYSTEM (NESS)

A New Teacher Support Program is offered for teachers new to ATC. This program is housed on the main campus and covers a variety of topics important to new teachers and is geared toward acquainting them with the campus, policies, procedures, and key personnel. Contract teachers who have been hired from industry and are new to teaching, as well as certified teachers who are new to the District must enroll in the New Educator Support System (NESS) program. The NESS program provides new educators with an on-campus instructional coach and the information necessary to fulfill certification requirements of Broward County Public Schools and the Florida Department of Education.

In addition to the NESS Program, new teachers will have the following items/services made available to them:

- When possible, at least one transition meeting with the outgoing teacher, and the opportunity to shadow.
- Personnel Handbook (on-line).
- An inventory list for classroom/lab equipment.
- Curriculum Frameworks
- A New Employee Information Packet (a who, what, when, where and how at ATC including a glossary of terms, school catalog/brochure).
- An Introduction to Broward FOCUS.
- A tour of the school.

PARKING

“Staff Only” parking spaces are provided throughout the campus. For identification purposes, each staff member will receive a numbered decal that should always be visible on the rearview mirror. Replacement decals are available from the payroll bookkeeper at no cost to the staff.

No Parking and Fire Lane designations must be observed and will be enforced by school security and/or local police.

The School Board of Broward County, Florida is not responsible for damage to, or loss from, automobiles or other vehicles parked or operated on school property.

PLEASE NOTE: Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific information.

PERSONNEL/PAYROLL PROCEDURES

PERSONNEL PROCESSING PROCEDURES:

ALL PERSONNEL: A Personnel Packet must be completed and submitted to the appropriate administrator for approval and given to the Human Resources (HR) Action Processor to prepare the appropriate action.

1. *INSTRUCTIONAL STAFF* (Contract and Temp-hourly)

Prior to the start of employment, candidates must produce a valid teaching certificate and/or the following documentation to be eligible for employment in an instructional position earning work load funding:

- a. **Adult Academic Courses:** Candidates must present a minimum of a Bachelor's degree with an overall GPA of 2.5. The degree major should be appropriate for teaching academic subjects to adults.
- b. **All Full Time and Temporary Hourly New Teachers to Adult Education:**
 - i. **New Teachers to Adult Education Workshop:** This workshop is a “conditions of employment training.” Topics include district support services and resources, grant performances, certification requirements, standardized practices for attendance, registration, documenting progress, learner rights and responsibilities, program compliance and a review of the AGE grants. This is a combination online and face-to-face workshop.
 - ii. **To Register for New Teachers to Adult Education,** contact Jane Hughes via e-mail. Please include the participant's name, program area (ABE/GED, ESOL, Adult High School/Co-enrolled), personnel number, school location and phone number (Atlantic Technical College 62221000, main phone: 754-321-5100).
 - iii. **Certificate:** Once you have finished your required workshop training, please provide Karen Blakley in Building 1, Administration, with a copy of your certificate of completion.
- c. **Technical Courses:** Technical teacher candidates must document six (6) years full-time (40 hours a week) experience performing the skills and activities of that occupation. If you have an associate or higher degree or 60 semester hours of college credit in the occupation, or completed a Department of Labor apprenticeship program, or earned a valid certificate, registration, or license issued by a recognized state or national credentialing agency in the work field specific to the area of certification, you need to document two (2) years full-time experience. You must document at least one (1) year full-time experience working in the trade during the last five (5) years (recency). You must have a high school diploma or equivalent.

Below are general guidelines for determining appropriate work experience:

Experience is calculated as a 40 hour week. One year is equivalent to 2000 hours. Experience must have been in the “competitive workplace”, using the skills of the trade. Teaching experience will NOT be accepted as work experience.

You must document “Recency” in the trade or occupation with at least one (1) year full-time experience working in the trade during the last five (5) years. Teaching experience in the area may be used to meet this requirement.

Provide verification that you are a high school or GED® graduate.

- d. **INDUSTRY CREDENTIALS:** As a condition of employment as a CTE Instructor for Broward County Schools, you will be required to obtain the mandatory industry credentials aligned to the program in which you will be teaching. The required credential listed in the Broward Excerpts must be obtained within one year of being hired. Failure to do so will result in termination of employment.
2. **NON-INSTRUCTIONAL STAFF**

Prior to beginning employment, the candidate must produce a high school diploma or equivalent, two (2) references and a resume (clerical and facilities servicepersons only) and clerical candidates must have valid test results qualifying them to apply for an advertised position (full-time or temporary classified only).

PERSONNEL DATA: Personnel Data shall originate and be maintained in the administration office by the HR Action Processor. Personnel Data shall NOT be maintained in any other department. The following guidelines have been developed for processing requests to add, change or delimit personnel:

1. **CONTACT INFORMATION:**

- a. A **Contact Information Update (form #15)** must be completed and accompany each initial employment personnel packet.
- b. Any personal data change (i.e., name, address, phone number, emergency contact) will be maintained by the employee using the Employee Self Service component available to all School Board of Broward County employees at: <http://web/EmployeeSelfservice.htm>. Employee should also notify Human Resources.

2. **POSITION REQUEST FORMS (PRF):**

A position must be identified with specific attributes such as job-class, contract/temp.-hourly, bargaining

unit, calendar, percentage, etc. The Director and HR Action Processor will determine to create, reactivate, change or delimit all positions associated with Atlantic Technical College and Technical High School.

3. **ELECTRONIC I FORMS:**

- a. Electronic I forms are completed for new persons hired to the school system and for all other changes (i.e., terminations, leaves, Workers Compensation, FMLA, disability and additional positions),
- b. The HR Action Processor will determine when an electronic I form is needed. She will complete or change the information required, check it for accuracy and completeness, and forward it to the Director for approval.

PAYROLL PROCEDURES:

1. The department head is responsible for constantly monitoring her/his staff to assure that the number of hours worked are according to the employee schedule.
2. The department secretary shall collect **Employee Time Sheets (form #16)** or **Non-instructional Pre-Approval Authorization Overtime/Compensatory Time Sheet (form #4)** from all temp-hourly/extra hour employees under her/his supervision that do not participate in Kronos.
 - a. A separate time sheet must be kept for each position.
 - b. The department secretary alphabetizes the Employee Time Sheets, check for completion, verifying hours worked against the Employee Schedule, Notice of Absence forms, and checking for employees' signatures. Each time sheet is initialed and submitted to the appropriate department head for approval. The department head will submit time sheets to the payroll bookkeeper for payment. The payroll bookkeeper will submit time sheets to appropriate administrators.
3. **An electronic payroll file for each employee on ATC's budget will be maintained in OptiView by the payroll bookkeeper. This file will hold time sheets, vacation/leave requests, comp-time requests, etc.**

KRONOS: Payroll time collection system

Kronos Timekeeper Terminals with attached Biometric Verification devices are installed in various locations throughout Atlantic Technical College to capture temp-hourly adult and vocational instructional employee punches.

There are three groups of temp-hourly instructional employees who will punch at the clock:

1. Temp-hourly adult and technical instructors
2. Temp-hourly adult and technical substitute teachers
3. Substitute teachers who are launched via SBBC Sub Central

Kronos clocks are located:

ATC Main Campus:

- Administration - Building 1
- Loading Dock
- Technical High School – Guidance Office 2418

Arthur Ashe, Jr. Campus:

- Administration Copy Room - Building 2
- Custodial Office - Room 196

Coconut Creek High School Campus:

- Administration – Portable 17

Kronos time clock punches are recorded in a central database and interpreted according to the employee's assigned work schedule and pay rule. The hours are calculated and held in a central database until the end of the Monday through Sunday work week. The resulting hours and pay codes are then uploaded to SAP Payroll for payment according to the District's AA/BB Payroll schedules.

Payroll staff are assigned to monitor and troubleshoot Kronos time clock issues. Department secretaries will e-mail

Monday through Sunday work week. The resulting hours and pay codes are then uploaded to SAP Payroll for payment according to the District's AA/BB Payroll schedules.

Payroll staff are assigned to monitor and troubleshoot Kronos time clock issues. Department secretaries will e-mail your campus Kronos payroll processors daily with any changes in temp-hourly instructional employee schedules, as well as any information regarding temp-hourly adult and vocational instructional substitutes.

Department secretaries will also e-mail any information regarding substitute teachers sent from Sub-Central to the payroll processor.

Temp-hourly instructional employees who work off-campus and do not have access to a Kronos time clock are not currently Kronos participants. They will turn in time sheets to the payroll processor.

INSTRUCTIONAL PAY RULES:

1. All evening and Saturday positions will be paid the temp-hourly rate.
2. Planning time for temp-hourly instructors will be paid according to the number of hours of instructional time they are scheduled to teach each day:

<u>Hours Per Day</u>	<u>Planning Time</u>
Four (4) hours or less	.5 hour
More than 4 and less than 6 hours	1 hour
Six (6) hours	1.5 hours

3. Contract teachers (196 or 216 calendar) teaching during the summer term will be paid their contract hourly rate.
4. Contract high school or technical teachers teaching 360 minutes per day, for the entire year, will be paid 9 hours per day. No time sheet will be required as the work rule will reflect a 9-hour day (pay and absences).

SALARY RATES FOR SPECIAL ACTIVITIES:

1. When temp-hourly teachers attend an in-service activity on a scheduled workday, they will be paid at their regular hourly rate, not the in-service pay rate. Please post all in-service hours worked on a separate time sheet.
2. If you are requested by administrator to attend an activity, meeting, or conference/convention during your regular work schedule — excluding TDIF or regular in-service training — you will be reimbursed per your approved employee schedule.

Note: Neither salary nor extra hour may be claimed on weekends or school holidays.

PRINTING/COPYING

There are high volume copy machines for staff use in Buildings 1 and 19; and one in Building 24 for high school staff. Please be aware of copyright rules and regulations. When in doubt, check with the media specialist.

All printing that will be purchased from outside sources requires prior administrative approval and should be directed to Debbie Applegate. The **Publication and Printing Request Form** found in the Commonly Requested Forms section of OneDrive, **must be completed and submitted to Debbie for approval.** Please allow sufficient time (minimum 3 weeks) for project completion.

Business Card Requests: Please complete the **ATC Business Card Request (form #17)**. Submit requests to Carol Baskind, who will review and forward the form to your administrator and Director for final approval. Once approved, Debbie Applegate will process the order.

PLEASE NOTE: Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions.

PROMOTIONAL PROPOSALS BY OUTSIDE AGENCIES

The Superintendent's office is approached by many agencies wanting to contact school principals, teachers, other School Board employees, and students regarding all kinds of promotional endeavors. Some of these relate to supplemental retirement proposals, insurance proposals, sale of educational materials, sale of various products,

PUBLIC ADDRESS ANNOUNCEMENTS

Public address announcements are usually made right after the Pledge of Allegiance every morning at 7:00 a.m. Staff members who wish announcements to be made must submit a **Request for Announcement (form #18)** to the high school department secretary electronically two (2) days before the announcement is to be made. In the event of a "last minute" announcement, the form may be given directly to your Assistant Director. In any event, the announcement itself **MUST** be typed. *Of course, the form does not have to be used for bus changes or emergency announcements.*

Students wanting an announcement to be made must make the request through a staff member, i.e. teacher, club sponsor, counselor, etc.

PUBLIC RELATIONS

Each member of the ATC staff is part of the public relations/marketing program, and is a representative of Atlantic Technical College and the School Board of Broward County, Florida. Promoting positive relations between the school, individuals, groups, and businesses that you come in contact with helps reflect the high quality of professionalism at this school.

Please communicate news about your students/program to Elissa Harvey (ext. 2058), so that we can share this information with the community. If you are taking pictures of students for use by the media, be sure to have a signed **Media Release Form (form #19)** on file.

PURCHASING

GUIDELINES:

1. Goods or services must be purchased from the SBBC Warehouse, from a vendor's bid list, or from a vendor's state contract if available; even if it is an item of similar specifications. Check with the budget-keeper or the SBBC purchasing website.
2. Purchases over \$5,000.00 per order and are not on the Bid List require three (3) written quotes on vendor letterhead, dated, signed, and attached to the **ATC Order Form (form #20)**.
3. Employees may not incur any financial obligation on behalf of Atlantic Technical College without prior approval.
4. All contracts/agreements require the Director's signature. Equipment service agreements are signed by the District Purchasing Director.

PROCEDURES:

All purchases require prior approval and must be in compliance with SBBC Policy 3320 - Purchasing Policies and Standard Practice Bulletin I-314 - Internal Accounts Purchases. Purchase, check, and transfer requests must have two signatures, the department head and the Director/Assistant Director.

ACQUISITION OF INSTRUCTIONAL MATERIALS: If you desire to obtain any materials, books, tapes, CDs, videos, etc. on a review basis, please follow these guidelines:

1. Do not place any orders on your own. **You must obtain permission from your Assistant Director before placing any orders.**
2. If there is no cost involved the Assistant Director will instruct the bookstore manager to order the item(s) for review via the established ordering process. If there is a cost involved, see Step 4.
3. Once the item is received, the bookstore manager will issue the item to you.
4. If there is a cost involved, an order form is created and the materials are ordered through the department secretary with a Purchase Order. Approval is needed for all materials.

Any deviation from this procedure may result in the employee being personally liable for the material.

REIMBURSEMENT REQUESTS: Out of pocket expenses may be reimbursed if prior approval is obtained by the Director/ Assistant Director. When requesting check payments, attach original signed receipts to an **Expense Reimbursement Payment / Request (form #21)**. **Note: Sales Tax will not be reimbursed.**

HIGH SCHOOL TEXTBOOK PURCHASING: When you order books or materials for your high school students, you must first determine if they are state approved or non-state approved. Once this status has been determined, please use the appropriate procedure listed below.

STATE ADOPTED MATERIALS: These are items listed in the State of Florida's "Catalog of State Adopted Instructional Materials." To order these items you need to see the high school textbook coordinator to get the appropriate order form. When this form is complete, forward it to the textbook coordinator for processing.

NON-STATE APPROVED MATERIALS: If the items you wish to order are non-state adopted, you must fill out two (2) separate forms.

- a. ***Evaluation and Rationalization Form (form #22):*** The completion of this form is the first step in the ordering process. This form is available from your department secretary. Complete the form, sign it, obtain your department head's signature, and forward the form to the high school textbook coordinator for processing. Once the form has all the required signatures you will be notified to process an ***ATC Order Form (form #20)***.
- b. ***ATC Order Form (form #20):*** To complete this form, make sure to include the title, author, ISBN number, publisher information, current cost, and the quantity you want to order. You must sign the form and obtain your department head's signature. Forward the order form to the appropriate administrator for approval.

PURCHASE ORDERS:

1. Requestor submits an ***ATC Order Form (form #20)*** to the department head for approval. The department head will forward the request to their Assistant Director for approval. If approved, it is coded with the appropriate funding source and forwarded for a purchase order. Once ordered, a receiving form is returned to the department secretary to record and track and then forwarded to the requestor (informing them the order has been placed).
2. Once all items have been received, the receiving form, invoice (if included in the delivery) and packing slip are signed, stapled together and returned to the budget-keeper/bookkeeper. If items are not received within a reasonable time, it is the requestor's responsibility to notify the vendor.
3. The budget-keeper/bookkeeper is responsible for processing the payment of invoices. If a problem should occur with an order received, the requestor should immediately contact the vendor. The budget-keeper/bookkeeper must also be notified of any returns, expected credits, or changes in amounts of the original invoice.

EMERGENCY PURCHASES: In the event that unforeseen circumstances result in the need to purchase materials, supplies, or make emergency repairs on an essential piece of equipment on short notice, the staff member prepares an ***ATC Order Form (form #20)*** in the same manner as described above, however, instead of submitting to the department head for approval, the staff member may hand deliver or electronically submit the order form to any available Assistant Director or the Director for approval. The Director or Assistant Director will determine the extent of the emergency, the source of funds, and facilitate the purchase with the bookkeeper.

ROOM RESERVATIONS AND/OR FOOD FUNCTION REQUESTS

Several rooms are available for school-related meetings, trainings, and distance learning activities. To check room availability, go to ATC SharePoint Conference and click on ATC Events Calendar to view. To reserve a room, the patio or to schedule school tours, special functions, on or off campus events, etc., complete the ***Room Reservation and/ or Food Function Request (form #23)*** and forward the request via e-mail to Carol Baskind. When the request has been processed, a confirmation will be sent. Reservations are honored on a first-come, first-served basis.

This form may also be used to request refreshments and/or food. You must allow at least 10 days advanced notice to ensure approval from the Director.

PLEASE NOTE: Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions.

SIGN OUT/SIGN IN

There is a sign out/in sheet at the receptionist's desk in Building 1 on the Main Campus. Employees must sign out anytime an employee leaves campus during the work day.

- When going off campus for lunch, notify your supervisor.
- *Business/Industry/School Related* and official business and meetings must have the **prior approval** of your administrator.

For doctor visits and personal appointments, notify your supervisor and complete a **Notice of Absence (form #1)** that will deduct the time from your account.

Always remember to sign in when you return. These sheets are part of a payroll audit trail.

SUNSHINE CLUB

All employees are encouraged to participate in the Sunshine Club. This fund is designated to provide gifts and remembrances to employees and their immediate families in the event of illness, death in the family, or special occasions. Participation in the Sunshine Club eliminates the need for repetitive collections among employees.

General Guidelines: A “beneficial fund” to be known as the “Sunshine Club” will be established. The term employees is defined as all who work on contract or temp-hourly at Atlantic. For continuing employees the deadline for joining is October 1, and for new employees, by the first quarter after employment.

Accounting: The fund will be controlled and accounted for by the internal accounts bookkeeper.

Funds: An assessment of \$20.00 per year will be made by employees who desire to participate in this fund. If the fund goes below \$75.00 at any given time before the end of the year, the Committee will participate in a fund-raising activity, in order to keep the fund solvent until the next yearly fee is collected. Checks are to be made payable to Atlantic Technical College with the notation “Sunshine Club”.

Sunshine Committee: The committee will be made up of one representative from each department and a member of the administrative staff. The department representative will assume responsibility for the collection of dues, and will submit names/money to the internal accounts bookkeeper. Additionally, it is the responsibility of the representative to notify the Club when a gift/remembrance is appropriate. Likewise, the club will inform the representatives of events for information to be passed on at their discretion.

Gifts and Remembrances:

Cards: Cards will be purchased out of the Sunshine fund for birthdays, illnesses, condolences, weddings, births, etc. Cards will be signed on behalf of the Sunshine Club. The responsibility of seeing that every employee receives a birthday card will be assigned to one person.

Hospital Confinement: When a Sunshine Club member is hospitalized overnight, or is sick in excess of two weeks, flowers, a plant/dish garden, card, or a donation will be sent. Judgment is to be used by the committee. Up to \$50.00 plus tax and delivery will be spent.

Death of Employee or Family Member: “Family Members” include parents, siblings, spouse or child(ren). A card and \$50.00 remembrance will be sent to the employee and their family, unless other arrangements have been requested.

Births: Babies born to, or children adopted by members will receive a check for \$50.00.

Retirement: The Sunshine Club will send a card and a \$50.00 check to retirees. Cards will be purchased from the Sunshine fund.

Weddings: The Sunshine Club will give a \$50.00 gift to member(s) who are married during a year where dues have been paid.

Amendments and Suggestions: Recommendations for amendments and any new suggestions will be submitted to the Sunshine Committee representative. The Director is to be kept advised of any suggested amendment.

TECHNICAL RESOURCE CENTER

The Technical Resource Center in Building 10 at the Main Campus is available for student use Monday through Friday from 7:30 am to 3:30 pm, except for Planning Days and Early Release days. Students may check out materials, study and/or use the resources in their program of instruction.

PC computers are available for student use. All workstations have Internet access, Microsoft Office Suite, and

other basic software installed.

A core collection of general readings, texts, encyclopedias and magazines are also provided. Technical Resource staff members are available to assist students.

PLEASE NOTE: Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific information.

TELEPHONES

For instruction in the use of the Coral Phone System, please call the Technology Department at extension 2109. Please note the following information.

FORWARDING PHONES: All administrative phones are assigned voicemail boxes. If it is crucial to have your phone answered while away from your desk, forward your extension to a co-worker or the switchboard.

FORWARDING INSTRUCTIONS:

For Administrative Digital Key Telephones: Depress the **CALL FWD** button; then dial the 4-digit number you are forwarding to. Alternatively, you can dial **#141** and the extension number where you want the calls to go.

For Classroom Style Single Line Desk Sets (or wall phones): Lift the handset and dial **#141** and the 4-digit extension number you want your calls forwarded to. (**You will hear a series of beeps as a confirmation tone.**)

REVERSING FORWARDING INSTRUCTIONS:

For Administrative Digital Key Telephones: Depress the **CALL FWD** button; then dial **#10**. You may also dial **#141**, then **#10**.

For Classroom Style Single Line Desk Sets (or wall phones): Lift the handset and dial **#141 #10** to cancel forwarding. (**You will hear a series of beeps as a confirmation tone.**)

VOICEMAIL GREETINGS: If you anticipate being away from your phone for a day or more, record an alternate greeting to direct your caller to someone else in your department.

To access your voicemail box when off-campus, dial 754-321-5101. When the auto attendant answers, dial - 9 plus your box number*. You will then be prompted to enter your security code (if applicable). *For personnel assigned digital phone numbers (2xxx), your extension is your box number. For instructional personnel with analog phone numbers (3xxx), your box number is your assigned voicemail box number (56xx-57xx). Contact Joy Martindale at ext. 2109 if further assistance is required.

FAX MACHINE: The primary FAX machine is located in the Administration Office: 754-321-5380. Other FAX machines include:

ACCESS – 754-321-5231	Internal Accounts Department – 754-321-5238
Apprenticeship Department – 754-321-5111	Office of Student Affairs - 754-321-5134
Book Store – 754-321-5220	Purchasing – 754-321-5381
Business Department – 754-321-5204	Technical High School - 754-321-5384
Culinary Department – 754-321-5252	Technical Trades - 754-321-5255
Portable O – 757-321-5247	Technology Department – 754-321-5383
Facilities/Inventory/Receiving - 754-321-5393	Workforce Development – 754-321-5202
Health Science Department – 754-321-5221	

PLEASE NOTE: Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions and/or information.

TRAVEL

Travel must be in compliance with Business Practice Bulletin A-435. For additional information, contact your administrator. When preparing and submitting a TRAVEL VOUCHER, MILEAGE OR TDA DOCUMENT, PLEASE USE THE MOST CURRENT FORMS. You will find these forms in ATC SharePoint within the ATC Staff Resources area under Personnel Forms – Forms Index.pdf. Please note, you will have to sign into this area using your Outlook credentials. IF YOU HAVE AN OLD FORM ON YOUR DESKTOP PLEASE DELETE IT. The old

forms are not accurate. If you are having issues accessing this area, please call EXT 2056 for Tech Support.

https://browardcountyschools.sharepoint.com/Sites/AtlanticTech/Shared%20Documents/Pers_Forms/Forms%20Index.pdf

MILEAGE VOUCHERS:

Individuals who submit a *Mileage Voucher (form #27)*:

- Must be sure that their name, title, department and the description of travel are completed accurately.
- Must submit it at the end of each month for the preceding month, and have your administrators' approval.
- The administrator approved form is forward it to the budget bookkeeper, Janet Lodispoto, for processing. If not approved, it will be returned to you for correction.
- If your mileage voucher is more than one page, you will need to complete a *Mileage Voucher Summary (form #28)*.
- You cannot claim mileage to or from your home to your assigned work location, i.e., if you are assigned to be at Arthur Ashe for the day(s), you cannot claim mileage from home to Ashe or back to home.
- Standard Business Bulletin A-442 governs mileage reimbursement. Please familiarize yourself with this bulletin.
- **NOTE:** If claiming out-of-county mileage on Mileage Voucher, a copy of your approved TDA must be attached.

When calculating school/department to school/department mileage, use the mileage chart available on the School Board Intranet at <http://web/propertymgmt/> or Internet at <http://www.broward.k12.fl.us/propertymgmt>.

For more information on the Mileage Reimbursement Procedure, see Business Practice Bulletin A-442 at http://www.broward.k12.fl.us/erp/brite/support/businesspracticebulletins/Final%20for%20Website/A-442%20Mileage%20Reimbursement%20Bulletin_2014.pdf.

TEMPORARY DUTY AUTHORIZATION (TDA): All employees who plan to attend a conference, workshop or seminar that is off our campus and associated with their job assignment, must first complete a *Temporary Duty Authorization (TDA) (form #2)*. The employee should not leave for an event until he/she has received a copy of the TDA that is signed by their Assistant Director/Director. A copy of the approved TDA is sent to the payroll department to be posted as "in attendance".

The process for completing a TDA is as follows: The TDA, along with the appropriate backup (agenda, schedules, etc.), is submitted to the department head for initial approval and then sent to the Assistant Director for administrative approval. If there is no cost to the school/district other than mileage, the Assistant Director is the final approval step. However, if other funds are required, the TDA must also be approved by the Director. (Final copies of the TDA will be routed to the appropriate budget support personnel.)

TDA's that involve a cost to the school/district other than mileage, require extra time for budget coding. They must be submitted at least 10 working days in advance for trips in the tri-county (Broward, Dade, and Palm Beach) area or 20 days in advance for trips out of the tri-county area.

The employee should not leave for an event until he/she has received a copy of the TDA that is signed by the Assistant Director/Director. Any subsequent changes to the signed TDA must be approved through the original process. Cancellation of TDA plans must be reported to the payroll department in a timely manner.

If the TDA involves cost to the school/district other than mileage, a *Travel Voucher (form #29)* and *Trip Report (form #30)* must be completed when the trip has been concluded.

NOTE: Prior to making airline reservations, three (3) airline quotes are required or a bid travel agent may be used. Employees purchase the ticket and are reimbursed upon submitting a *Travel Voucher (form #29)*.

TRAVEL VOUCHERS: At the completion of a trip, the individual will prepare a *Travel Voucher (form #29)* for reimbursement. The travel voucher must include a copy of the approved TDA, an original signed *Trip Report (form #30)*, an agenda, original receipts, airline quotes, and car rental quotes, if outside the state. If in the state, use **Avis** for car rentals. All this must be submitted to the clerical designee to review for accuracy. The clerical designee will then submit the travel voucher to the Assistant Director and the Director for final approval, after which it will be

forwarded to the accounts payable/purchasing bookkeeper for a purchase order number and then submitted to SBBC Accounting Department.

MEAL VOUCHERS (CLASS C TRAVEL): Class C travel involves one day business trips occurring before 6:00 a.m. or extending beyond 8:00 p.m., or out-of-county trips. This does not include overnight trips away from official headquarters. A traveler shall not be reimbursed on per diem basis for Class C travel, but shall receive an allowance for meals up to the following:

- Breakfast - \$8.00 (when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
- Lunch - \$11.00 (when travel begins before 12:00 noon and extends beyond 2:00 p.m.)
- Dinner - \$20.00 (when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)

The Internal Revenue Service has issued regulations requiring employers to withhold income tax and social security tax on Class C meal payments. The amount of taxes to be withheld are 20 percent withholding tax and the applicable social security percentage rate. Therefore, it has become necessary that Class C meals be paid through the payroll system rather than vendor check.

The following procedure must be followed when Class C meals are requested for reimbursement: At the completion of a trip, the individual will prepare a **Class "C" Travel Meals Voucher (form #31)** for reimbursement. The voucher must include the same coding as the previously submitted approved TDA. A copy of the agenda, along with your copy of the approved TDA and a completed **Trip Report (form #30)** must be attached to the Class "C" Travel Meals Voucher and submitted to the appropriate Assistant Director for approval. It will then go to the clerical designee to review for accuracy, and on to the Director for final approval.

STUDENT INFORMATION

ADMISSIONS POLICY

ELIGIBILITY

Atlantic Technical College accepts students on a non-discriminatory basis from anyone having the interest and ability to benefit from a career training program.

Program prerequisites may vary because of occupational requirements, School Board policy and/or licensing regulations. By School Board policy, licensure programs that require a high school diploma for entry do not accept either correspondence diplomas or diplomas from non-accredited schools. Foreign diplomas need to be evaluated as per School Board of Broward County district guidelines. For tuition purposes, students must verify Florida residency for in-state tuition rates or pay the higher tuition rate, as stipulated by Florida Statute.

In accordance with requirements set forth by the Joint Commission, students applying for entrance to any health science program that requires a clinical experience in a hospital, nursing home or other health care facility must submit to a Level II criminal background check and a drug screening test. The applicant is responsible for paying the costs for both tests. The results of these tests may prevent the applicant from entering the program. This denial of entry into a program is necessary because the student must be cleared to access clinical facilities for training purposes that are required as part of the instructional program. Prospective students who do not have a valid social security number may encounter difficulties with licensure programs. Please contact the program counselor for specific information. Additionally, all students entering or re-entering the Practical Nursing program must take the Test of Essential Academic Skills (TEAS) and meet minimum requirements.

ATC admits as postsecondary (adult) students those individuals who have completed their secondary school education or who are older than the minimum compulsory attendance age. Secondary (high school) Career Dual-Enrolled students apply through their high school guidance department. Technical High School students apply through the district Magnet Office.

Atlantic Technical College assures students with disabilities equal access to all programs, activities and services, as described in sections 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

Pursuant to Florida Statute 295.125(2), veterans are given preference within the enrollment process.

REGISTRATION PROCESS

1. Each applicant must attend a program orientation (held weekly) at ATC's Main Campus.
2. Each applicant must complete a Verification of Florida Student Identification Number form and meet with an Office of Student Affairs staff member to verify the student's next step (ie; meet with a Counselor/Advisor; register for a testing assessment; or complete the Online Registration Application).
3. Each applicant must take the Tests of Adult Basic Education (TABE) Assessment in reading, mathematics, and language skills for program choice. The State of Florida mandates all students enrolled in a postsecondary program consisting of 450 clock hours or more meet a minimum basic skill level in reading, mathematics, and language to receive their certificate at the completion of their program, unless they meet criteria referenced in Step #4. The TABE testing fee is \$10.00 and must be paid at least one day in advance. Accommodations for testing are available to eligible students with a documented disability. Applicants should contact the Disability Services Advisor prior to registering for the TABE. Please Note: Students must arrive 15 minutes prior to test time, doors will be locked by test time.
4. Test exemptions are available to students who:
 - a. Meet minimum college entrance scores on exams such as the Accuplacer, SAT, Enhanced ACT, PERT, or pass Grade 10 FCAT 2.0 (a score of 262 exempts reading and language only). Individual student scores shall be valid for two (2) years starting from the earliest test date. Any combination may be used.
 - b. Have official test results that prove the student has successfully met the requirements for an approved state, national, or industry certification or licensure examination that is identified on the Florida Department of Education Basic Skill and Licensure Exemption list for the program in which they are enrolling.

- c. Have an official transcript showing evidence of entering 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter and earning a Florida standard high school diploma.
 - d. Have an official diploma or transcript from an accepted, accredited college/university.
 - e. Have a paper order or an I.D. card from an active duty member of any branch of the United States Armed Services.
5. TABE results are available with presentation of a valid photo ID. Each applicant will meet with a program Counselor/Advisor who advises the applicant on his/her next steps*. Pertinent information is discussed such as test results, academic placement (referrals for academic remediation in Adult General Education (AGE) classes are made if minimum basic skill levels have not been achieved), special needs, financial aid, registration procedures, career pathways, etc. Privacy laws prevent test scores being given over the telephone. (*Refer to Assessment – Basic Skills)
 6. Once the applicant meets eligibility requirements for program entry (varies by program) the Counselor/Advisor provides the applicant a registration packet. This packet includes the Workforce Education Registration Application, Residency Affidavit, Acceptable Proof of Residency Affidavit Documents, Learner Rights and Responsibilities, Refund Policy, Authorization for Release of GED® Scores and Industry Certification Exam Results, and a copy of the Basic Skills Testing Record. Additional documents may be required for specific program entry.
 7. Once completed, the registration packet is reviewed by a Counselor/Advisor for accuracy. The Counselor/Advisor will attach and sign a Registration Checklist and check the appropriate Open Registration day and date for the applicant to return to complete the registration process. Total payment for the cost of the Semester is due at the time of registration.
 8. Note: If the applicant applied for assistance through Financial Aid or any community agency, the payment voucher or fee waiver must accompany the student's registration packet to complete the process.
 9. Upon completion of the registration process, the registrar provides the new student a schedule, payment receipt, and parking decal for driving students. The student is then directed to the bookstore to purchase books and supplies.
 10. Student documents are scanned into an electronic student file and the original registration documents are shredded to protect privacy.

Please Note: In our commitment to assist all customers, Step #2 is **required** for **all** students with an interest in Atlantic Technical College to meet their needs in attending ESOL classes, Life Long Learning classes or testing for any non-Broward Technical College program, including but not limited to ParaPro or Law Enforcement.

BASIC SKILLS ASSESSMENT

The Florida Legislature has mandated that each adult student enrolled in a certificate/diploma program of 450 hours or more must meet minimum basic skills levels in reading, mathematics and language in order to receive a Certificate of Completion or an Applied Technology Diploma. Students not meeting the basic skills requirements will have the opportunity to receive appropriate instruction in order to achieve the required levels prior to completion of their program.

Teachers and counselors/advisors monitor the student's basic skills progress and ensure that the student understands the basic skills exit requirements.

For accountability, flexibility and standardization, the following basic skills assessment procedures are used:

All applicants for Workforce Education programs of more than 450 hours must take the Tests of Adult Basic Education (TABE). Prospective students may be exempted from taking the basic skills test. Specific criteria for exemptions are discussed at orientation. See a program counselor/advisor for detailed information. **Test results are made available to program counselors/advisors in FOCUS, Filemaker and OptiView.** Applicants must see a counselor/advisor and produce valid photo identification in order to receive their test results. Applicants for Practical Nursing and Advanced Automotive Technology (TTEN) know they must meet basic skills exit scores before entry into the program. All others are counseled as follows:

- Those who meet basic skills mastery in their chosen certificate program are recommended to register for the next available class, based upon space availability. **Test scores remain valid for two years from the original test date.**

- Applicants whose scores fall within two grade levels of the program’s exit requirements are recommended to enroll concurrently in a certificate program and remediation. **Registration in Adult General Education must occur within six months from the original test date for scores to remain valid**
- Applicants whose scores fall below two grade levels of the program’s exit requirements are recommended to enroll in remediation prior to program entry. **Registration in Adult General Education must occur within six months from the original test date for scores to remain valid**
- Students who enter technical programs without having met the basic skills exit scores sign an acknowledgement of the state-mandated basic skills requirement on their ***Student Basic Skills Testing Record (form #32)*** as part of their registration packet.
- Prior to issuing a Certificate of Completion, teachers are responsible for ensuring that each has met the ***State Mandated Minimum Basic Skills Requirement for Program Exit***. However, a student with disabilities may be waived from meeting the requirements of this rule per State Board Rule 6A - 10.040, Section 4. Students with documented disabilities should meet with the Disabilities Advisor prior to completing a ***Request for Waiver of Meeting Minimum Basic Skills for Students with Documented Disabilities (form #33)***.

BASIC SKILLS SCORES: Please refer to the programs’ current curriculum framework for the most recent basic skills scores.

ATTENDANCE POLICIES AND PROCEDURES

SECONDARY STUDENTS:

PATTERN OF NON-ATTENDANCE: By School Board policy, both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student’s **pattern of non-attendance**. A student has a “pattern of non-attendance” if he or she is absent from school a total of 30 hours (5 days) in any one marking period or 60 hours (10 days) within two marking periods.

If it is determined that a student has developed a “pattern of non-attendance,” consequences may be imposed. These consequences include: A student could be taken to the Juvenile Assessment Center; could be referred to Children In Need of Services (CINS) or Families In Need of Services (FINS); could have their driver’s license suspended or be prevented from obtaining a driver’s license; the student’s parents could be required to appear in court; or magnet status could be revoked.

It is important for parents receiving Temporary Assistance to Needy Families (TANF) payments from the state to know that if their child has a “pattern of non-attendance,” payments may be suspended.

The responsibility for monitoring student attendance lies with the individual instructor. High school students must have their absences called in by their parents in order for those absences to be excused. The parent or guardian should call the attendance clerk within two days (48 hours) from the day of the absence. The attendance clerk will excuse absences based on the information available.

Students must be in school unless the absence has been permitted or excused for one of the following reasons listed below. (A student on a field trip and a student who attends internal suspension or an alternative to suspension program is not considered absent.) **For reasons 1-5, parents must report the absence the day before, the day of, or within two school days following the absence, or the absence will be considered unexcused.** In the case of career dual enrolled students, absences must be reported to both schools. Some situations will require written documentation from a private physician or public health unit. Excused absences include:

1. Illness of student: Students who expect to miss at least 15 consecutive school days due to illness, a medical condition, or for social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons, and could benefit from instruction, should obtain a copy of the Homebound referral packet from the Homebound contact person at their school.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student’s own faith.
5. Required court appearance or subpoena by a law enforcement agency.

6. Special event: Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal/designee at least five days ahead of time.
7. Scheduled medical or dental appointment.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to; fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five excused days of absence for each infestation of head lice.
9. Students on field trips and students who attend alternative to suspension programs are not considered absent.

Parents of Magnet High School students are contacted through the Parent Link phone system after each unexcused absence. Parents may receive letters or e-mails to inform them of their student's unexcused absences. Attendance can be verified at any time at school or at home by contacting the school or by accessing electronic attendance records through Virtual Counselor or the Broward FOCUS. If there is a pattern of non-attendance, the State Attorney's office will also be notified due to non-compliance with compulsory school attendance laws.

For additional information on policies pertaining to high school students, check the *Code of Student Conduct* that is available on the Broward County Public Schools' Website.

REPORTING ABSENCES/ATTENDANCE (HIGH SCHOOL STUDENTS):

1. Please be sure that students complete all parts of the information section including home phone number, and provide the names of their parents/legal guardians with their work/cell phone numbers on the Emergency Card and in the Broward County Public Schools' Website.
2. Instruct each high school student that the *Code Book for Student Conduct Parent/Student Acknowledgment Form* is to be signed and returned within three (3) days following receipt of the form.
3. Teachers record student attendance daily using Broward FOCUS. Attendance must be entered in Broward FOCUS every period, every day before 3:30 p.m.
4. Attendance codes are as follows:

P Present	FT Field Trip	AU Absent (Unexcused)	AE01 Absent (Excused)	SA School Excused Absence (on-campus activity-not class)
TE01 Tardy to School (Excused)	TU Tardy to School (Unexcused)	E1 Entered (first day of entrance)	SO Signed Out	ES External Suspension
IS Internal Suspension	LB Late Bus	L Late to Class (Excused)	LU Late to Class (Unexcused)	CC Class Cut
EE Exempt from Exam	NC Exams Only - No Class			

5. Teachers should remind students that only a parent/guardian can call to report an excused absence. Parents should direct their calls to the attendance clerk. Teachers cannot report an absence on behalf of any student.
6. Broward FOCUS serves as the **official site to document attendance** for all high school students. The accurate entry of attendance is the responsibility of the **teacher**.
7. If a high school student has excessive absences, the school sends a letter of pattern of non-attendance to the parent/guardian.
8. When a student withdraws from a program, it is the instructor's responsibility to collect the textbook(s).

POSTSECONDARY (ADULT) STUDENTS IN CERTIFICATE & APPLIED TECHNOLOGY DIPLOMA (ATD) PROGRAMS:

Atlantic Technical College has the responsibility to provide our students with the skills to enter the workforce. It is recognized by industry that the single most important trait for career success is good attendance. The attendance rules are the minimum acceptable standard to be successful at ATC. More stringent attendance policies exist for students enrolled in licensure programs and students who are receiving Financial Aid or Veteran's Educational Benefits. All postsecondary students will assume responsibility for making up assignments (class and/or lab work) in a timely manner for days absent in order to stay current with the student's program progression. Failure to do so may result in denial of re-registration. The following is the minimum for all Certificate and ATD programs

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

Two (2) additional absences may be exempted 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 appropriate documentation to the instructor and program administrator before the absence occurs, then they must present appropriate documentation upon their return.

Specific information on attendance interventions, probation, authorized leave, tardies and re-registration is discussed by the counselor at intake. Each student is required to access the Student Handbook on-line, read and sign the Acknowledgement Form.

Veterans: Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Students exceeding six (6) unexcused absences in a 9-week term or 12 unexcused absences in an 18-week semester, will be terminated from their VA benefits for unsatisfactory attendance. The VA student terminated from VA educational benefits due to unsatisfactory attendance may petition the school to be recertified after attending 20 consecutive school days without unexcused absences. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

POSTSECONDARY (ADULT) STUDENTS IN APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE), GENERAL EDUCATIONAL DEVELOPMENT (GED®) PREPARATION, AND ESOL: The following attendance policy has been established by the Department of Education.

1. A student must be withdrawn after being absent for 6 consecutive days.
2. There are no excused absences.
3. Students will be withdrawn on the 7th day, which will be the withdrawal date.
4. Withdrawn students may re-register in the same class, if space is available.
5. Students will be limited to one re-entry per enrollment period.
6. Tardies will not be recorded.

e-LEARNING STUDENTS IN CERTIFICATE PROGRAMS: Atlantic Technical College has the responsibility to provide our students with the skills to enter the workforce. Effective work habits are paramount to students' success. The following is the minimum level of participation that is expected of all students enrolled in certificate programs.

Each certificate program will provide students with a syllabus and pacing chart outlining assignments, due dates, and the comparable number of hours the student would have completed as they relate to program courses or Occupational Completion Points.

Attendance/Participation: In addition to maintaining satisfactory progress according to the course syllabus and pacing chart, it is expected that students will also maintain attendance/activity in the program. These may be defined as logging into the course, e-mailing or having phone or in-person conversations with instructors, turning in completed assignments when due and attending any scheduled classroom sessions, if included as part of the program description.

Students who have one 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.

Probation: Students who have been withdrawn for attendance/inactivity reasons may not re-register for their program, without meeting with their program administrator. The administrator may refer the student for counseling and notify the student they will be placed on probation at the administrator's discretion for the remainder of the

enrollment period. If another week of non-sequential inactivity occurs during the enrollment period, the student will be withdrawn from the program and will not be permitted to re-enter until the next enrollment period. If the program has a waiting list, the student's name may be placed on the list as of the date of the request. Any student, who is withdrawn from a program three times within twelve months, will not be permitted to re-enter that program for a period of two consecutive enrollment periods. Students who are withdrawn for attendance/inactivity reasons and have been enrolled in a lock-step program may have to wait until it is academically appropriate to re-enter the program.

VETERANS' EDUCATIONAL BENEFITS: Students receiving Veterans' Educational Benefits must meet with the technical college's VA School Certifying Official before registering for any Certificate or ATD program with an e-learning component.

ATTENDANCE ROSTER

All certificate/diploma program teachers (day & evening) will record student attendance using Broward FOCUS. This includes certificate/diploma programs (OCP), adult general education (LCP) programs, and lifelong learning classes.

ROSTER FORMAT: The adult Attendance Roster:

All attendance entries will be made by the teacher in Broward FOCUS.

BROWARD FOCUS ATTENDANCE CODES: The following codes are required:

Type	Code	Explanation
Entering Student	E1, E2, E3, E4, E5, E6, etc. (1/2 hour increments are available in all categories except "A")	Entering class for the first time in an enrollment period. Numbers correspond to hours present that day only.
Present	P1, P2, P3, P4, P5, P6, etc.	Numbers correspond to hours present
Transfer	T1, T2, T3, T4, T5, T6, etc.	Entering a new course for the first time when transferring during an enrollment period. Numbers correspond to the hours present that day only.
Absent	A	Absent for the entire day.
Authorized Leave	L	Absent for the entire day with an Authorized Leave approved by the program administrator (Certificate and ATD programs only).
No School	N	Used to report that the class did not meet due to an Early Release Day or other identified reason.
Re-entering Student	RE1, RE2, RE3, RE4, RE5, RE6, etc.	Student re-entering the same program during the same enrollment period. Numbers correspond to hours present.
Change of Enrollment	No Code – no attendance entry should be made as of the withdrawal date indicated on the Change of Enrollment form.	Date change of enrollment is effective. Teacher generates electronic Change of Enrollment document with correct withdrawal code noted on the form. This will be entered into TERMS by DPC per school policy.

ATTENDANCE RECORDKEEPING CODES - DEFINITIONS

ENTRY: ADULT STUDENTS

E - The original entry of an adult student into this class.

T - The first day the student enters the course he/she transferred into.

RE-ENTRY: ADULT STUDENTS

R - Reentry of an adult student into the same class after withdrawal from that class for any reason.

WITHDRAWALS: HIGH SCHOOL STUDENTS

W02 – This is the only withdrawal code used for Career Dual Enrolled high school students.

Please Note: The Technical High School registrar follows the procedures/codes for grade PK-12 students.

WITHDRAWAL CODES: The following are the codes to be used for withdrawal of adult students.

General (for use with all programs)

W29	Any adult student who withdraws from a class but remains enrolled in another class in the program.
W30	Any adult student who left the class/program to take a job, previously unemployed.
W31	Any adult student who left the class/program to take a better job, previously employed.
W32	Any adult student who left the class/program to enter another training program.
W33	Achieved personal objective.
W34	Any adult student who left the class/program for lack of interest.
W35	Any adult student who left the class/program because of health problems.
W36	Any adult student who left the class/program because of transportation problems.
W37	Any adult student who left the class/program because of child care problems.
W38	Any adult student who left the class/program because of family problems.
W39	Any adult student who left the class/program because of the time the class/program is scheduled.
W40	Any adult student who left the class/program because of other known reasons.
W41	Any adult student who left the class/program because of other unknown reasons.
W42	Any adult student who was expelled from school.
W46	Any adult student who left the class/program because of the location where the courses met.
W47	Any adult student who is procedurally withdrawn at the end of the term or school year who will continue in the class/program the next term or school year.
W49	Any adult student who left the class/program because of having changed address or left the area.
W50	Any adult student withdrawn from school due to death.
WDA	Any adult student withdrawn due to attendance.
WFD	Any adult student who received a full refund.
WND	Any adult returning student who did not pay fees for their next quarter/semester.
DNE	Any adult student who did not enter course/section they were scheduled for.

CTE/ATD Programs Only

W28	Any adult student who left the postsecondary adult job preparatory program as a program completer.
W44	Any adult student who left school with a certificate of completion.
WCT	Any adult student who has completed a course within a program and is transferring to another course within the same program.
WDD	Any adult student who defaulted on tuition deferment agreement.
WDF	Any adult student who exited the program and was failing.
WDP	Any adult student who exited the program and was passing.
WLF	Any adult student who failed a course within a program and is exiting the program.
WLV	Any adult student who is on an approved leave.
WNC	Any adult student who has completed the program, but has not passed basic skills.
WRD	Any adult student who received a partial refund.
WTF	Any adult student who failed a course within a program and is transferring to another course within the same program.

Apprenticeship Programs Only

W28	Any adult student who left the postsecondary adult job preparatory program as a program completer.
WCI	Any apprenticeship student who has completed the ICE hours of the Apprenticeship program, but not the Related hours.
WCR	Any apprenticeship student who has completed the Related hours of the Apprenticeship program, but not the ICE hours.
WFR	Any apprenticeship student who failed the exit exams and must repeat the year.
WLE	Any apprenticeship student who did not complete the full program and was employed at the time of withdrawal.
WLN	Any apprenticeship student who did not complete the full program and was <i>not</i> employed at the time of withdrawal.

Adult General Education Programs Only

W43	Any adult student who graduated from school with a standard diploma.
W45	Any adult student who left school with a State of Florida diploma (GED®).
W48	Any student in grades 9-12 taking an adult course for high school credit who is working towards a high school diploma who has left before completing the class/program.
W51	Any student in grades 9-12 taking an adult course for high school credit who is working towards a high school diploma who has completed the class/program.
W52	Any adult student who graduated from school with a standard diploma and satisfied the graduation test requirement through an alternate assessment.
W53	Any adult student who met all of the requirements to receive an adult standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except for passing the state approved graduation test or alternate assessment and received a certificate of completion and is eligible to take the College Placement Test and be admitted to remedial or credit courses at a state community college as appropriate.
W54	Adult Standard High School Diploma (ACCEL) 18 Credit Option
W55	Adult Standard High School Diploma (ACCEL) Concordant and/or Comparative Score 18 Credit Option
WNG	Any adult student who passed a GED® exam, but is not registered in the GED® program.

SPECIAL INSTRUCTIONS

1. For students continuing for more than nine (9) weeks (registered for an 18-week enrollment period), no continuation code is to be given to that student on the second nine-week roster.
2. Upon completion of an 18-week enrollment period, the student, if continuing on for another 9 or 18 weeks, would receive a **W47** on the ending roster and an **E** on the new beginning roster.
3. If a student is registered for your class and appears on the attendance roster but does not show up, submit a Change of Enrollment (COE) with a withdrawal code of **DNE**.

BOOKSTORE

ATC runs a campus bookstore to aid students with the purchase of books, some uniforms and supplies. In addition to classroom supplies, the bookstore also sells t-shirts, book bags and school-related novelty items. Transactions in the bookstore can be made with cash, debit card, MasterCard or Visa - no checks. Refunds on items purchased will be made as prescribed in the bookstore refund policy.

BOOKSTORE REFUND POLICY: The bookstore will refund the cost of books and/or supplies only under the following conditions:

1. During the first two (2) weeks of class.
2. The student has his/her receipt.
3. The books/supplies are in "new" condition

TEXTBOOK DISTRIBUTION (Career Dual Enrollment High School Students): Textbooks will be distributed to instructors with an assigned number and the name of the student receiving the text. At the end of each enrollment period, the textbook should be returned to the instructor. The textbook coordinator will do a physical count to make

sure all books are accounted for. It is the responsibility of the instructor to see that grades are withheld until the book is returned or payment is made to the bookkeeper. This process will be repeated each enrollment period.

During a regular “book check” or when a student reports a lost book, the teacher should send the student to the textbook coordinator. The student will pay for the lost book, and will be given an official receipt for payment, and another book will be issued. This record of payment and issuance of the second book will also be recorded by the teacher on the textbook record form. Students who turn in unnecessarily damaged books should not be cleared. Send the student with the damaged book(s) to the textbook coordinator. When a student withdraws from a program, it is the instructor’s responsibility to collect the textbook(s). Grades and Certificates of Completion will not be issued to students with outstanding books. When all books have been accounted for, the teacher will report her/his inventory to the textbook coordinator, who will then count and check the books and clear the records.

CELL PHONES, PAGERS AND ELECTRONICS

In the interest of maintaining a respectful, focused and safe work environment, adult students will adhere to the following rules:

- Cell phones, pagers and personal electronics must be turned off (or silent) when inside any building, classroom or lab.
- No cell phone calls will be placed or answered in the classroom/lab.
- Cell phones, pagers and personal electronics may be used outside of the buildings during breaks and before and after class.

High School students are governed by the policy stated in the “Code of Student Conduct” and they may not use cell phones during class.

CERTIFICATES/APPLIED TECHNOLOGY DIPLOMAS (ATD) & EMPLOYMENT PORTFOLIO PROCESS FOR PROGRAM COMPLETERS

Students are enrolled in certificate/diploma programs with specific program titles, hours, competencies, and basic skills exit scores. When a student meets all the requirements of the program, he/she will receive a **Certificate of Completion or Applied Technology Diploma**.

The process for Certificate/Applied Technology Diploma and Employment Portfolio Program Completers is outlined below and can be found in Outlook SharePoint ATC Office of Student Affairs Forms.

1. The teacher requests, completes and submits a **Program Certificate Request (form #35)**.
2. Teacher will complete the Change of Enrollment in Optiflow following the link [http://172.20.44.41:8080/lfserver/ATC Staff Facility Request](http://172.20.44.41:8080/lfserver/ATC_Staff_Facility_Request). A copy must be sent to the department secretary.
 - a. Teacher will confirm the following is completed in Broward FOCUS:
 - All attendance is up-to-date
 - All grade columns have been completed
 - Student is marked with an “E” under Required Assessments. Teacher will then hit the F5 key
 - Teacher will wait overnight before printing the Course Summary Report
 - b. Teacher collects from the student his/her resume and the Job Placement Report.
 - c. The teacher will turn in all requests, the student’s resume, the Job Placement Report and the Course Summary Report within 24 hours of the student’s completion date.
3. The department secretary will:
 - Print the teacher’s choice of Student Recommendation Letter, Job Placement Letter and Director’s letter
 - Print the Certificate of Completion. (request for ATD’s are e-mailed to Debbie Applegate for printing)
 - Print TABE results
 - Print a Change of Enrollment form
 - Enter Job Placement Report information into the COE Placement Verification Database

- Arrange all of the student's materials into Portfolio format
 - Return Certificate/Diploma and Portfolio to the teacher for review and proofread
4. The teacher proofreads the documents, signs the certificate/diploma, provides a signature verifying accuracy, and returns all documents to the department secretary
 5. When the signed certificate/diploma and portfolio is returned to the originating department secretary, he/she will:
 - Forward the Certificate/Diploma and Portfolio to the evening secretary in Bldg. 1. The evening secretary will place the official seal on the Certificate/Diploma and forward all documentation to the Director for signature. All signed documentation will be returned to the department secretary.
 - Department secretary completes a **Financial Clearance Request (form #36)** and verifies with the registrar in the Office of Student Affairs that the student has no financial obligations. A copy of this form is given to the records coordinator who creates a final transcript and scans it into OptiView.
 - If financial obligations have not been met, the registrar makes a notation and alerts the department secretary that all financial obligations must be met prior to releasing the students Certificate/Diploma and Portfolio.
 - Initial (in the appropriate box) the student's financial status on the Certified Release form.
 6. To ensure that student files are complete and available for future reference, the department secretary:
 - Scans all contents of the student's Portfolio into OptiView
 - Contacts the student to make arrangements for Certificate/Diploma and Portfolio distribution
 - Keeps the original documents on file for 30 days
 - After 30 days, the department secretary will bring any undistributed certificates/diplomas and portfolios to the Office of Student Affairs' Records Coordinator with a completed **CTE / ATD EMPLOYMENT PORTFOLIO RECEIPTS (form #37)**
 - The records coordinator signs the form showing receipt of all documentation and makes a copy for the department secretary's records. Documents are stored in the Office of Admission vault
 - Students picking up their Certificate/Diploma and Portfolio after 30 days will be directed to the Office of Student Affairs. Student will complete and sign a **Certificate Release (form #39)** before receiving their documents
 - The records coordinator will scan the Certificate Release form and file it appropriately in OptiView

OTHER CERTIFICATES: Students who complete Lifelong Learning courses to upgrade and enhance their job skills and receive a Lifelong Learning **Certificate of Course Completion**.

ATC is an approved provider of HIV/AIDS training. Students completing this course will receive an **HRS 104 HIV/AIDS Certificate**.

GOLD SEAL FOR OUTSTANDING ACHIEVEMENT

A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes. GPA will be determined by the courses taken in their CTE program of completion only, as calculated by the Student Information System.

CHANGE OF ENROLLMENT - ELECTRONIC

Electronic Change of Enrollment forms must be completed and processed within 24 hours

When a student leaves, withdraws, or completes a program, an electronic change of enrollment must be submitted to the information management specialist.

If a student has not completed a program and does not re-register for the next enrollment period, an electronic **Change of Enrollment** form must be completed and sent to the information management specialist. The change of enrollment provides information for a final transcript.

ACCESS TO THE ELECTRONIC CHANGE OF ENROLLMENT FORM: The electronic Change of Enrollment form is accessed through Optiwork flow.

COMPLETION OF THE ELECTRONIC CHANGE OF ENROLLMENT: Refer to the instructions contained in the Optiwork Flow.

A student seeking a refund who still has the “Students Schedule/Receipt” and has therefore, not entered a class, does not need a *Change of Enrollment* completed.

DISTRIBUTION OF CHANGE OF ENROLLMENT: Refer to the instructions contained in the Optiwork Flow.

RE-ENROLLMENT PROCESS: As stipulated by the Broward Technical Colleges, a student who has been involuntarily withdrawn due to the violation of the Attendance Policy or other Atlantic Technical College policies, must receive administrative authorization in order to re-register. The electronic Change of Enrollment provided by the program administrator will be the document used to provide such authorization.

Per the School Board approved fee schedule, the student will pay a re-registration fee. **NO STUDENT SHALL BE READMITTED BACK INTO CLASS WITHOUT A COPY OF THE RE-ENTRY CHANGE OF ENROLLMENT FORM.**

COMPLETION, PLACEMENT & LICENSURE REPORTING (CLP) (Students Completing Technical and/or Literacy Training)

Completion, placement and licensure reporting is required annually for our accrediting agency (Council on Occupational Education – COE), CareerSource Broward, and financial aid. These reports impact our ability to administer financial aid, continue to enroll students in CTE programs, and allow to students to seek assistance from other funding agencies. Completion rates of 60%, placement rates of 70% and licensure rates of 70% are required to remain in good standing. Teachers are responsible for assisting in the follow-up of program completers by completing the “Job Placement Report Form” found on the ATC Web site under the Career Services tab, and actively contacting (through phone calls and e-mails) their program completers to verify employment information.

Students who exit Atlantic Technical College’s certificate, apprenticeship and adult general education programs after achieving an occupational or literacy completion point, are subject to follow-up. The outcomes of the follow-up process has a direct impact on the accountability reporting and annual funding allocation of the technical college.

The Florida Education and Training Placement Information Program (FETPIP) has been statutorily established as the official source of student placement data. Using various databases including Department of Labor employment files, state university, community college and school district files, federal employment files and U.S. Armed Forces files, students with valid social security numbers will have information collected that will be used to evaluate post education outcomes. The result of the data matching process is a file of “Relatedness Decisions”.

Local Workforce Education Information Management (WEIM) staff evaluates FETPIP industry findings for relatedness to programs of instruction. An independent review of the findings is also conducted to verify or modify decisions based on consensus. Final decisions are then applied to all students within the file.

FETPIP results are distributed to instructors for review. Instructors are responsible for conducting additional student tracking and/or supply information that is verifiable to augment the WEIM report.

CURRICULUM FRAMEWORKS

The Florida Department of Education provides Curriculum Frameworks and student outcomes for each of our courses/programs of instruction. As the student meets the competencies required for program completion, the instructor enters data for the appropriate assignments in Broward FOCUS. This documentation is the basis for the student’s course grade reported on the student’s transcript and employment portfolio.

DISRUPTIVE STUDENTS (Also see the Discipline Matrix listed in the High School section)

Atlantic Technical College provides career education to prepare a person for employment. This opportunity will be offered only to those students who can benefit from the experience. If a student is unwilling to take direction from an instructor, is unable to associate with others in an acceptable manner, or acts unsafely, she/he is not ready for

career education. It is our responsibility to provide every opportunity for a student to succeed, but if a student is adversely affecting instruction she/he may be withdrawn.

At the direction of Broward County Public Schools and the Broward Teachers' Union, the Faculty Council and the School Advisory Council designed a "School-Wide Discipline Plan." The plan, adopted by a vote of the teachers, provides guidelines and consequences as well as encourages consistency. Nothing in the plan shall be interpreted in violation of the BTU Contract, School Board Policy, or state law.

To standardize our procedure for discipline of a disruptive high school student, referrals must be completed and sent to the appropriate administrator, electronically, using the Discipline Management System (DMS).

Referral of adult or career dual enrolled student: staff must utilize the paper *Adult Postsecondary Referral form (form #34)*, not the electronic DMS system.

1. When a problem is observed by an instructor, the instructor should counsel the student and document the incident (co-signed by the student).
2. If the problem persists, the student should be referred to the Office of Student Affairs or Administration with proper documentation. Unless a referral or other documentation accompanies a student to the Office of Student Affairs or Administration, the student will be sent back to class. Instructors of high school students will call the parents to report behavior. Administration will follow up with the student and parent.
3. If the student does not agree with teacher, counselor, or administrative decisions and wishes a hearing, she/he may invoke the Student Grievance Procedure.
4. If a teacher feels a student is a safety risk to self or others, notify Security or Administration. Removal of the student will be immediate.

DISTRIBUTION OF NON-SCHOOL MATERIAL

Submission of Non-School Materials for Review: Students seeking to distribute non-school materials to the student body shall provide a copy of the material to the Director or his designee.

Review Criteria for Non-School Materials: The Director or his designee will approve the non-school materials for distribution within two hours of receipt unless the non-school materials:

1. are libelous;
2. invade the privacy of others;
3. are obscene or pornographic;
4. are pervasively indecent;
5. will cause a material and substantial disruption of the proper and orderly operation of the school or school activities; or
6. advertise a product or services not permitted under the law for use by minors.

Distribution Points for Non-School Materials: If the non-school materials are approved, the students seeking to distribute the non-school materials will be allowed to distribute same:

1. both before and after school at any entrance or exit to the school;
2. during all lunch periods at a place near the cafeteria designated by the Director; and
3. during the school day by leaving copies of the non-school materials in the main office so that students may obtain a copy of the materials.

Non-Disruptive Distribution of Materials: Students shall not distribute non-school materials in a manner which disrupts any school activity or blocks or impedes the safe flow of traffic within corridors and entrance ways of the school.

Clean-Up of Discarded Materials: Students who distribute non-school materials shall be responsible for cleaning up such non-school materials that are discarded on the school's floors and grounds.

DRESS CODE

Students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate to the occupation for which they are training. Revealing clothing or clothing that exposes the torso such as see through garments, tank tops and tube tops are not allowed. Clothing that is indecent, encourages the use of drugs, alcohol or violence, or is otherwise deemed offensive is also not allowed. For certain programs, students are required to wear uniforms and/or safety apparel that may be purchased in the bookstore or from designated vendors.

Uniforms must be worn properly and kept in good condition. Caps or hats that are part of the school uniform may be worn in lab areas. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.

High School

- All high school students wear the ATC high school shirt each day while on campus. The uniform shirt is also required for activities, events and field trips.
- NOT ALLOWED - Suggestive, revealing or indecent clothing IS NOT permitted. This includes, but is not limited to, clothing that exposes private body parts and/or displays pictures or words that have a sexual connotation for students in grades K-12.
- NOT ALLOWED - Belts, bracelets, wallet chains, collars with spikes, or heavy link chains that may cause injury for students in K-12.

EDUCATION FOUNDATION

The ATC Education Foundation was established in the spring of 2007. The mission of the Atlantic Technical College and Technical High School Education Foundation is to support the mission of the Technical College in preparing students to enter and remain competitive in a global workforce. The Foundation will accomplish this by generating financial resources to assist ATC students in fulfilling their educational goals.

ATC adult and technical high school students currently enrolled in, or who are about to graduate from a certificate or ATD program, will be eligible to apply for funds. Adult students must have successfully completed at least one enrollment period.

Applications for funds are available through the Student Financial Services located in the Office of Student Affairs.

Awards will be made in one of three categories:

1. Assistance Funds – Provides needs based assistance for both adult and technical high students who are currently enrolled in a certificate or ATD program. Monies will be available for industry specific certification and licensing tests, consumables, books and supplies, background checks and drug tests as required by certain programs.
2. Continuing education awards for Technical High School and adult students graduating from a certificate or ATD program: Two merit awards will be designated as "Faculty Awards" for students who have exhibited some extraordinary accomplishment during his/her time at ATC. Awards will be for needy students who meet the eligibility criteria.

BROWARD TECHNICAL COLLEGE'S ALUMNI ASSOCIATION

All former students of Atlantic, McFatter and Sheridan Technical Colleges are encouraged to join the Alumni Association. The purpose of the Broward Technical Colleges' Alumni Association is to support the mission and vision of the technical colleges, while fostering strong relationships between alumni, current students and the local communities and businesses.

For more information, contact Jennifer Long via e-mail Jennifer.Long@browardschools.com or call 754-321-5802.

EXPERIENTIAL LEARNING / ADVANCED PLACEMENT

Students entering workforce education certificate and applied technology diploma programs may be eligible to receive experiential performance awards within their program of choice. Experiential performance awards will allow students to accelerate the instructional process by applying past experiences toward competencies taught in the program. Performance awards may be granted for appropriate course work from 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. Criteria and application can be found on the WEIM Website. (<http://www.broward.k12.fl.us/weim/form>) - IF050 and IF051.

FIELD TRIPS

Field trips are an integral part of the learning process and are encouraged. The **Field Trip Packet F40 (includes forms #40A – 40H)** and is available through the Personnel Handbook on Outlook SharePoint. Please follow the procedures on the forms and listed below when requesting permission to participate in a field trip.

1. Complete all required forms (**form #40A - form #40E**) and forward them to your administrator for approval a minimum of twenty-one (21) days in advance of a tri-county field trip and forty-five (45) days in advance of an out-of-tri-county field trip. Provide budgeted expenses for competition events and explain how the money will be raised. Out-of-county, overnight and Swim Central field trips must be typed in the current FileMaker Database provided by the Office of Service Quality. Schedule an appointment with Internal Accounting to complete the database. All forms are available in the **Field Trip Packet**.
2. *Only when approved*, can the students and parents be notified of an upcoming field trip. Have the students complete the “**Student Field Trip Authorization**” including the **Field Trip Attendance and Itinerary (form #40G)**. If the trip requires a cost, prepare and distribute an informational letter with the form. High school students need to acquire signature approval from each teacher whose class they will be missing. The principal, or the designated administrator, also signs the permitted absence. All student forms must be given to the administrator for signature no less than 7 days prior to the event. It is the teacher/sponsor’s responsibility to make sure these forms are filled out completely and turned in to the internal accounts bookkeeper before the field trip.
3. If the same students are going to the same location/activity throughout the school year, ie., P.E. class, clinical locations, meetings, games, etc., an **Annual Field Trip (form #40H)** is completed. Attach dates, times, and location to the itinerary.
4. **Securing transportation is the responsibility of the instructor.** The ATC activity bus may be available for field trips but must be approved by the high school administrator (please submit the **ATC Activity Bus Request (form #40C)** to the high school administrative secretary, room 2419). SBBC Bus Request forms are located in room 2419 and must be sent to the Area Transportation Terminal 15 school days in advance. Outside vendor bus quote sheets are available online. If the students are being transported in a private vehicle, complete the **Vehicle Authorization form (form #40D)** and the **No Roll-over Warning Verification (form #40E)**. Attach a copy of the driver’s license and insurance card. and the “Vehicle Rollover form”.
5. The teacher/sponsor must retain copies of the student’s authorization forms with the emergency contact information to take on the field trip. Before the field trip, copies of all field trip forms and supporting documentation must be turned in to Internal Accounting.
6. The Charter Bus Company must be on the School Board of Broward County’s approved vendor list. Special Note: This list is continuously changing; please go online to verify the company’s current status at the District Web site.
7. If your students are attending a field trip involving competition, fill out the necessary paperwork for the next level of competition prior to leaving for the initial event. The window for paperwork may be shortened for students who place into future events. Student forms can then be completed for approval by the administrator in the required time, according to School Board Policy 6303.

CHAPERONE REQUIREMENTS

PLEASE NOTE: According to the Jessica Lunsford Act, any volunteer chaperone and bus driver must have an approved Level 1 or Level 2 clearance prior to the trip.

Chaperone coverage varies depending on the type of trip, location, duration and number of students. See District Policy 6303 for the needs of your individual trip.

GRADES / STUDENT PROGRESS

Keeping accurate records is an important part of each teacher's responsibility. Grades should be entered in Broward FOCUS as the student completes each assignment.

SECONDARY STUDENTS

MID TERM AND FINAL EXAMS: High school students shall be given examinations at the end of each quarter. For mid-term and/or final examinations, a minimum testing time of one and one-half (1 1/2) hours for each course shall be scheduled.

The grade earned on the final examination (semester examination where applicable) shall be totaled by Education Technology Services with the grades earned for each grading period, in order to determine the final semester average or grade. The semester grade for each course is determined by totaling the points earned in the grading period with the points earned on the mid-term or semester examination.

EXAM EXEMPTIONS: Students may be able to exempt up to two academic exams if they have a "B" in the course, but may not exempt any exam in an Advanced Placement class or a technical program.

The point values assigned to the letter grades for each nine weeks and the semester examination use the district-wide grading scale and are as follows:

Numeric	Letter
90-100	A
87-89	B+
80-86	B
77-79	C+
70-76	C
67-69	D+
6-66	D
0-59	F

INTERIM REPORTS: An Interim Report, generated from Broward FOCUS, shall be sent to the parents of all high school students. Interim reports are sent no later than midway between marking periods — specific dates are announced.

POSTSECONDARY STUDENTS

GRADING PROCEDURE (ADULTS) - Students are evaluated on their performance in the classroom and/or in the lab for each course in the student's program. Grades should be entered in Broward FOCUS as the student completes each assignment. Adult General Education programs do not issue a letter/numeric grade.

The point value assigned to the letter grades for each assignment use the following grading scale.

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

Adult students may receive an incomplete as a course grade if extenuating circumstances prevent a student from completing a course by the end of a registration period and the course is not offered in the next registration period. The student and instructor will develop a Contract for Success defining the assignment/activities to be completed and the date by which all tasks must be completed (maximum of 30 days). If all tasks are not completed within the

designated time, the Incomplete will be changed to a grade of F. Any course with a grade of F must be retaken in its entirety.

For the Practical Nursing program, the grading scale is as follows:

Numeric	Letter
90-100	A
80-89	B
70-79	C
0-69	F

PROGRESS/INTERIM REPORTS FOR ADULT STUDENTS: No Interim or Quarterly Progress Reports are given to adult students. Students can monitor their progress by accessing Broward FOCUS online.

GRADUATION

A graduation ceremony is held annually in the spring to acknowledge program completers and to give family and friends the opportunity to see graduates 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.

HIGH SCHOOL CODE BOOK FOR STUDENT CONDUCT: POLICIES AND PROCEDURES

Link to the BCPS Code Book for Student Conduct: <http://www.browardschools.com/Parents-Students/Parent-Student-Pages/Code-Of-Conduct>

The Atlantic Technical College and Technical High School - High School Student Handbook Contains:

- ATC Discipline Matrix and Policies
- Student Eligibility Requirements for Extra-Curricular Activities, Field Trips, and NHS
- Honor Code
- Other Information is found on the ATC Web page under the High School Students tab

IDENTIFICATION BADGES

Identification badges are issued annually to all Atlantic Technical College students. Students are required to wear their I.D. badges on campus at all times. The Student Activity Fee covers the cost of the badge, however, an additional fee will be charged for a replacement badge.

POSTSECONDARY STUDENT HANDBOOK

During the first week of class, all new adult students review the Broward Technical College's Postsecondary Student Handbook online. Instructors must confirm that all students have read the handbook.

Students will log onto www.browardtechnicalcolleges.com or www.atlanticttechnicalcollege.edu to access the handbook. After reading, they must log onto Broward FOCUS with their Florida Student Identification number (FSI# - located on their registration form) and their birth date to complete the acknowledgement form.

It is the instructors' responsibility to check Broward FOCUS to ensure that each new student has read the handbook and completed the acknowledgement form.

The Student Handbook contains a general overview of policies and procedures and the following notifications:

- Attendance Policy
- Conduct and Discipline Code
- Discrimination/Harassment
- Notification of Rights Under FERPA
- Student Right-To-Know/Campus
- Computer Network Responsibility
- Grievance Procedure
- Drug Prevention Program
- Sexual Assault Policy and Program
- Refund Policy

RECORDS REVIEW

Student records are confidential. Parents, guardians, and spouses of students who are 18 years of age or older must have the student's written permission to inspect and review any or all official records. Parents/guardians of students 17 years of age or younger, may review their child's records upon request.

For more specific information, read the *Notification of Rights under FERPA* (Family Educational Rights & Privacy Act) in the Health and Safety Section of this handbook.

REFERRAL FORMS

If a student is experiencing difficulty in their class work or demonstrating inappropriate behavior, the instructor should complete a "Student Referral". This should be completed as soon as the difficulty or problem has been identified by the instructor.

HIGH SCHOOL STUDENTS in violation of the BCPS Code of Student Conduct and the ATC Discipline Matrix will be issued an electronic referral through the Discipline Management System (DMS).

ADULT STUDENTS who are in violation of the Postsecondary Conduct and Discipline Code will be issued a **Post Secondary Student Referral (form #34)**. Teachers will send the form to the appropriate administrator for action. **DO NOT** use the adult referral system for attendance code violations.

REFUND REQUEST (see School Board Policy 6607)

In accordance with School Board Policy 6607, students are entitled to a refund based on the conditions outlined in the policy below. 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 forth-five (45) days of the date on which the student voluntarily withdraws.

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

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

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

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

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

A student is entitled to a full refund of fees if a course is canceled by the school/principal or his/her designee, provided however, that the student was not reported in membership during the Workforce Education survey period

in which the class was counted. If so, only those fees in excess of the state requirement shall be refunded.

Miscellaneous items purchased from the school bookstore (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.

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

REGISTRATION - Adults

The Workforce Development Act of 1997, established data collection as a critical part of student accountability and program funding. In order to facilitate the collection of the required data, a registration application process has been developed.

REGISTRATION PROCESS:

NEW STUDENTS:

Students entering a certificate/diploma program must complete an in-person orientation. Florida Statute 1004.91, Career Preparatory Instruction, also mandates that all students who enroll in Career Technical Education (CTE) or Applied Technology Diploma (ATD) programs of four-hundred and fifty (450) clock hours or more must complete an entry-level examination designed to assess mastery of basic skills, unless exempted. Currently Broward County Public Schools adopted the Tests of Adult Basic Education (TABE), Forms 9/10 Survey.

The basic skills requirements for certificate programs are **exit** requirements. Students may enter programs before reaching minimum basic skills (except for those with additional admissions requirements), but will not receive the Credential Certificate as a program completer until the basic skills requirements are met, except for students exempted under Rule 6A-10.03152 or 1004.91, F.S. Students who do not meet the basic skills standards on entry testing should enroll in remediation to bring all academic skills to standard, either prior to entering, concurrently or prior to completing the certificate program. No student may be pulled out of his/her regularly scheduled CTE or ATD class time for academic remediation. **Students must attend academic remediation classes outside of their regularly scheduled technical program.**

Certain students requesting and/or are granted an exemption from meeting the basic skills requirement include: those with documented disabilities; those holding college degrees at the Associates of Applied Sciences or higher from an accredited college or university; those that pass applicable state licensures; those that obtained an official standard diploma from an accredited Florida public high school (must have entered high school in the 2003-2004 school year and beyond); or those that are an active duty member of any branch of the United States Armed Services.

Students meet with a Program Counselor/Advisor to discuss test results (due to privacy laws, test scores cannot be given by telephone), available program options and comprehensive registration procedures, including residency and financial aid.

Once identified as being eligible to register, students receive a registration packet, including registration application, explanation of Learner's Rights and Responsibilities, Refund Policy and Residency Affidavit, from the Office of Student Affairs Staff. The student brings the completed packet and method of payment to the registrar. The registrar enters the information into the Broward Workforce Development Information System (BWDIS) database and processes payment via the Point-of-Sale system.

The registrar generates six copies of the Student Schedule/Receipt from BWDIS and a receipt from Point of Sale (POS). With the receipt, the student is given two copies of his/her student schedule/receipt form. One copy is to be given to the instructor on the first day of class. The student retains one copy of the student schedule/receipt form with the attached POS receipt for his/her records, one copy is scanned in the student's file in OptiView, and two other copies are used for financial aid billing. Student also receives their student activity card and parking decal at the time of initial yearly registration. The student is then directed to the campus bookstore to purchase books required for the enrollment period.

Students who wish to register for a Lifelong Learning/Fee Support class are not required to attend orientation or take the TABE test. These students complete a Lifelong Learning Class registration form, an Explanation of Learner's rights & Responsibilities and a Refund Policy together with their payment to complete the registration process. Financial aid is not available for these classes.

Records clerks and registrars are responsible for scanning registration documents stored in Optiview. Once documents are scanned, designated personnel will verify the scanned documents for accuracy and appropriate placement in Optiview. Upon verification, all paper documents/backup are shredded and destroyed.

STUDENTS ARE REQUIRED TO PAY AT THE TIME OF REGISTRATION.

Methods of payment include: cash, check, creditcard, Florida Prepaid College Plan, a signed deferment form, fee waivers, an agency affidavit or voucher. Counselors/Advisors assist students with Florida Prepaid College Plans, Tuition Deferments and Tuition Exemptions (Department of Children, Families and Homeless). Financial aid vouchers, including FAFTF, fee waivers, PELL deferments, scholarships, and other payment deferments are issued through the Student Financial Services. Agency vouchers from Vocational Rehabilitation are handled through the Disability Services Office and Veterans are referred to the Veteran's School Certifying Official for appropriate paperwork. Please Note: all students that complete the Free Application for Federal Student Aid (FAFSA) must go through the Student Financial Services.

Section 1009.21, Florida Statutes requires the establishment of student residency for CTE tuition purposes in Florida public higher education institutions which includes district technical colleges. The statute allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent parent/ legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the enrollment period for which Florida residency is sought.

Students funded through CareerSource Broward are required to obtain a copy of their test scores, a Letter of Acceptance from the appropriate Counselor/Advisor, a printout of tuition costs, textbooks, supplies and a Title IV Federal Pell Grant Eligibility form from Financial Aid for their CareerSource Broward counselor. If the student is approved for funding, the CareerSource Broward Counselor will use these printouts to generate payment vouchers, which the student will take directly to registration, along with their signed registration packet. The voucher for books and supplies will be used at the bookstore after the student registers. It is the student's responsibility to provide this information to their CareerSource Broward counselor each enrollment period.

CURRENT STUDENT RE-REGISTRATION:

Instructors complete the Authorization for Re-registration for their students in Broward FOCUS. Reference should be made to "Instructor Authorization Process for Re-registration".

Once completed, instructors alert authorized students to the Process to Print Student Re-Registration Authorization Form and follow through with the re-registration process.

Students making a tuition payment by using a financial aid voucher, Florida Prepaid, agency voucher, deferment and or cash hit "Click here" to print your Authorization Form to Re-Register for a face to face registration. Students must see a registrar in Building 10, Office of Student Affairs to complete the process with their payment.

WITHDRAWALS / RE-ENTRY:

If a student is withdrawn or leaves a program, the instructor completes an electronic ***Change of Enrollment***. Refer to the procedure for completing an electronic Change of Enrollment, and follow all the appropriate steps.

Once the electronic Change of Enrollment is received by the Information Management Specialist, the student is withdrawn from the database and the Change of Enrollment is forwarded to the appropriate personnel.

Students withdrawn for attendance reasons may not re-enter a program without meeting with their program administrator. The program 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. Per the School Board approved fee schedule, the student will pay a \$40 re-registration fee. Refer to the Broward Technical Colleges' Student Handbook for additional information.

SHOP/ LABORATORY PROJECTS

Shop projects are an important part of a student's education, and give the student a wide variety of learning experiences. These projects must meet the student's need as a valid and necessary activity in the development of a skill or section of the teacher's curriculum and lesson plans.

The following guidelines were developed to clarify the procedures and fees when accepting projects for student work:

PATRONS:

- a. Students currently enrolled in programs;
- b. School Board employees; and
- c. Non-School Board employees - only with administrative approval.

ACCEPTANCE OF PROJECTS: All projects must be assessed by the instructor prior to formally accepting the project. The instructor or the administrator has the right to refuse any project.

FEES TO BE ASSESSED: The receipt number must appear on the work order. Payment of fees must be in cash except for employees of The School Board of Broward County, in which case, with administrative approval, payment by check may be accepted. The costs for parts/materials are in addition to shop fees and are the responsibility of the owner/patron. Parts/materials should be available before a project is started.

WORK ORDER: All projects must have a completed work order form on file, and when appropriate it must be displayed on the project. This work order must indicate: the work to be performed, the receipt number indicating payment of the shop fee, the signature of the instructor, department head or administrator, and patron indicating approval to undertake the work indicated. This form must be completed prior to work being started.

NOTE: Remember that the purpose for these shop projects is to provide students with live work experiences. These labs are first, and foremost, for student instruction and not intended for the private use and convenience of students/staff. All work is performed by students, is **not** guaranteed, and will probably take longer than private industry. If you are in a hurry, or the work requested is beyond the current students' expertise, or does not apply to instruction, you may be referred to private industry.

ASSESSING FEES: The following guidelines should be followed in assessing a shop fee and completing the appropriate work request form (if required).

AUTOMOTIVE PROGRAMS:

1. A work order must be completed before a vehicle is accepted as a project.
2. Automotive Collision Repair & Refinishing: **Shop/Job Request (form #43 ACRR)** Complete paint jobs for cars and trucks will be priced according to vehicle size and will **NOT** include body work. Price of paint, materials and supplies is not included in the shop fee and must be paid separately by the patron.

For work undertaken that is less than a complete paint job, the instructor will determine the price to be charged after estimating the quantity and difficulty of the work to be performed. Those job charges will be based on an industry flat rate schedule at the rate of \$25.00 per hour.
3. Automotive Service Technology: **Shop/Job Request (form #44 AST)** The shop fee for all work performed will be at the rate of \$25.00 per hour. This will be based on an industry flat rate schedule for each job to determine the appropriate time needed to perform the repair. A \$15.00 diagnostic fee may be charged to determine appropriate repairs needed.
4. Students enrolled in the automotive program(s) are entitled to the following services on their own vehicles, regardless of how long they are enrolled in the program:
 - a. Automotive Collision Repair & Refinishing— one complete paint job, exclusive of major body work, materials and parts not included.
 - b. Automotive Service Technology — one service, excluding a major engine or transmission overhaul/rebuild, materials and parts not included.

5. Vehicles are **not** to be stored on campus while waiting for parts or materials. The patron is solely responsible for the vehicle.

If vehicles are left at the technical college over 30 days after work has been completed, vehicles will be removed and the patron will be responsible for towing/storage charges.

The cost of parts/materials are in addition to shop fees and are the responsibility of the patrons.

SPECIALIZED STUDENT SERVICES

A variety of specialized services are available to assist student in completing their studies. These services include:

CAREER ASSESSMENT: Career Assessment services are available to potential students who are unsure of which career to pursue or who may be considering a career change. All prospective students must attend an orientation and take the assessment test prior to scheduling a session with the Career Advisor. The Career Advisor uses the Florida CHOICES career planner to give students the opportunity to assess their interests, skills, and values. These assessments result in a list matching careers with the students' profile. Students can explore the careers on their list to understand their education/training requirements, wages, future outlook and other information.

CAREER CONNECTIONS WORKSHOP: The Career Connections Workshop is designed to help prepare students for job search and employment. Attendance is a requirement prior to completion of certificate/ ATD programs. The workshop includes information in the following areas: job search techniques and resources, cover letter and resume preparation, interviewing skills, dressing for success, use of social media, and strategies for retaining employment.

EMPLOYMENT PORTFOLIO: After documentation for program completers has been returned to the department secretary, he/she will place the following items in an "Employment Portfolio" obtained from the Career Services Department. The instructor fills out a ***Program Certificate Request (form #35)***, which initiates the process for the Employment Portfolio. Portfolio's include:

- Letter of Introduction from the Director
- Letter of Recommendation from the instructor
- Resume
- Official Certificate of Completion/Applied Technology Diploma (ATD)
- Course Summary Report
- Job Placement Report

This portfolio will serve as the student's presentation folder when seeking employment. Department secretaries scan the contents of the portfolio into OptiView.

JOB PLACEMENT AND FOLLOW-UP:

Job Placement assistance is available to graduates of technical certificate and ATD Diploma programs. Graduates and students nearing completion are encouraged to utilize the College Central Network online job board through which they can register, post their resumes and portfolios, and search for employment. Additional employment resources are available through the ATC website (under the Career Services tab). Program instructors also assist in job placement services through their various business contacts.

Follow-up data is required by COE, CareerSource Broward and the Federal Government, as there are funding and accreditation implications. In order to gather information on the status of students and alumni, it is required that students/alumni complete the "Job Placement Report" form found on the ATC Web site under the Career Services tab. The form is used to document employment, continuing education, and military service. It is to be completed any time there is a change in status. Once the form is completed in class or after graduation, the program instructor should forward it to the department secretary for entry into the "Student Employment Database."

<http://www.atlantictechcenter.com/CareerServices/JobPlacementInformation/JobPlacementReportForm/tabid/367/language/en-US/Default.aspx>

BASIC SKILLS DEVELOPMENT

ADULT GENERAL EDUCATION (AGE) provides educational opportunities for adults aged 16 years and over who need additional instruction in reading, language and/or math skills to meet the requirements necessary to begin career preparation.

APPLIED ACADEMICS FOR ADULT EDUCATION is designed to provide comprehensive academic support for students who need to improve their basic skills (reading, math, and language usage) in order to meet the state mandated minimum basic skills levels and achieve success in a career education program.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) The ESOL program prepares non-native English learners with the skills to communicate in English, to improve job skills and to further their technical and academic studies.

GENERAL EDUCATIONAL DEVELOPMENT (GED®) PREPARATION PROGRAM provides access to individualized instruction in preparation for the GED® Test as a service to those students who do not have a high school diploma. The content of instruction includes the four subject areas measured in the GED® Test: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies.

EXCEPTIONAL STUDENT EDUCATION

ADULT CURRICULUM FOR COMMUNITY, EMPLOYMENT AND SOCIAL SKILLS (ACCESS) is a community-based program for 18-22 year old students with disabilities who have graduated with their special diploma or who elect to defer their standard diploma. Under the supervision of qualified teachers, job coaches and communication specialists, students learn a variety of work and community living skills. Staff, students and families work together to design an individualized transition plan based on student needs and interests. Students who complete ACCESS are often ready for part-time employment positions and have the skills needed to participate in community activities.

CAREER PLACEMENT is a transition service for 18-22 year old students with mild to moderate disabilities who have graduated with their special diploma or who elect to defer their standard diploma. Career Placement Services enable students to identify career options, access community resources, apply work-related behaviors, and meet industry standards for competitive entry level employment. Career Placement will provide opportunities for students to be hired for entry level jobs aimed at further progress towards their desired post-school outcomes related to employment and future training opportunities.

Each student participates in a functional curriculum that emphasizes; personal and career goals, self-evaluation, self-determination, travel training, career counseling and guidance, competitive employment, and independent living skills.

Our mission is to assist recent high school graduates who have expressed an interest in competitive entry-level employment to reach their goal of obtaining and maintaining a meaningful job. We foster a strong work ethic in our young people entering the workforce and cultivate the skills necessary for living as self-sufficiently as possible.

Note: Students must meet the following prerequisites for Career Placement: Graduated with special diploma or who elect to defer their standard diploma, live in Broward County, 18 – 22 years of age, expressed interest in paid employment, demonstrate employability skills, ability, and desire to independently navigate community.

DISABILITY SERVICES and counseling are provided by trained staff in the Office of Student Affairs and the Exceptional Student Education Department. As an Equal Access/Equal Opportunity Institution, Atlantic Technical College and Technical High School assures students with disabilities equal access to all programs, activities, and services as described in section 504 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

STANDARDS OF ACHIEVEMENT

Broward FOCUS maintains an up-to-date record of student performance and enables teachers, counselors, and administrators to monitor an individual's progress.

Students must maintain adequate progress for the program or course in which they are enrolled. If students do not maintain adequate progress, then they may be prevented from re-registering for the next registration period.

These standards include:

1. Regular attendance.
2. Maintaining an overall grade of "C" or better.
3. Appropriate conduct.
4. Completing courses within the registration hours. Students exceeding 150% of the registered hours for a course may be denied re-registration due to the lack of adequate progress.

PROBATION

Students may be placed on probation and be considered in violation of the standards of achievement for these non-academic factors. Students placed on probation will be given one term in which to meet the minimum standards of achievement. If they are not met, the student will be counseled and may be recommended to administration for further action. DURING PROBATION, A STUDENT WILL BE SUSPENDED FROM ANY AND ALL FINANCIAL AID. Financial aid will be re-established to those students who meet the minimum standards and are released from probation.

An appeal procedure based on extenuating circumstances is available to all students. All appeals by students must be in writing with documentation attached and sent to the Director (or his designee.)

STUDENT INFORMATION SYSTEM (SIS) Broward FOCUS

Student Performance Reporting

The Florida Legislature has established student performance as a key indicator of program success. Additionally, the funding of Career and Technical Education and Adult General Education programs is dependent on student performances at the state and district levels.

Performance benchmarks are indicated by Completion Point Codes and courses. Occupational Completion Points (OCPs) and courses have been established for Certificate, Applied Technology Diploma and Apprenticeship programs. Adult General Education programs have Literacy Completion Points (LCPs).

Broward County has established Broward FOCUS as the primary system for documenting student progress at the classroom level. Once generated, Completion Point Codes and courses are transferred to the Workforce Development Information System (WDIS) at the Florida Department of Education.

At the conclusion of each enrollment period, teachers are given instructions for the procedure for completing the review of their program data.

STUDENT ORGANIZATIONS

Co-curricular student activities are an integral part of Atlantic's programs and require careful planning and supervision. Extracurricular activities are supported by the administration if they relate to the betterment of the student or the technical college.

CLUBS/CLASS ORGANIZATIONS: The technical college endorses clubs and other approved school groups which are organized for the purpose of encouraging the interests and hobbies of as many students as possible. Meeting minutes are to be maintained by the sponsor for audit purposes. Secret societies of any kind are banned from public schools by Florida Statutes.

ELIGIBILITY TO REPRESENT SCHOOLS: Representing a school, either as an elected official or in co-curricular or extracurricular activities, should be considered both an honor and a privilege. Only students meeting requirements established by their club, school, and/or the Board shall be eligible to serve as a representative of our school.

FUNDRAISING/ACTIVITIES: When planning a fund raiser or special activity, please adhere to the following:

- Before beginning ANY project that involves selling tickets or collecting money, staff needs to speak with the Internal Accounts bookkeeper to be sure all record keeping procedures are understood.
- All High School fund raisers will be processed through the Inter-club Council.
- The sponsor/teacher, completes a **Project Approval (form #45)** form from the fund raising packet at least two weeks before the ICC meeting takes place, and one to two months before the scheduled fund raiser or activity (ie. November fund raisers and activities are discussed and approved at the September and October ICC meetings). Forms are turned in to the high school secretary in Building 24, Room 2419. Once an activity or fundraiser has been approved, a signed copy of the approval will be returned to the sponsor/teacher.
- Money collected will be recorded on the proper form/receipt and deposited **DAILY** with the internal accounts bookkeeper.
- Payments/Transfers from student club accounts may be done by completing an **Expense Reimbursement (form #21)** and a **Disbursement/Transfer Authorization (form #46)** with the invoice attached.
- At the conclusion of the fund raising activity, the sponsor/teacher completes the **Financial Report (form #47)** and other appropriate forms **Complimentary Distribution List (form #48)**, **Certificate of Loss (form #49)** etc.) and turns them into the High School Secretary.
- All posters/flyers to advertise a fund raiser must be pre-approved by the appropriate Assistant Director, and her/his dated signature must be visible on the face of the poster. Flyers and posters will be displayed in approved areas using blue painters tape only.
- All social functions to be held on campus must be requested in writing and approved by an administrator at least one (1) week before the event. All social functions to be held off campus must be requested in writing and approved by the Director at least two (2) weeks in advance.

TRANSCRIPTS/TRANSCRIPT REQUESTS

Teachers are responsible for entering attendance and grades information into Broward FOCUS and completing an electronic *Change of Enrollment* form for **every** student who completes his/her program. It is the responsibility of the department head to verify that the record is complete. For details, refer to Certificate/Applied Technology Diploma (ATD) and Employment Portfolio Process for Program Completers.

STUDENT REQUEST FOR TRANSCRIPT: Students must complete and sign a **Transcript Request/Consent for Records Release (form #50)** which can be found on ATC's Website, or in the Office of Student Affairs. There is no charge for transcripts.

HEALTH / SAFETY / REGULATORY DISCLOSURES

ACCIDENTS/INJURIES

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

Call 911, if necessary -- then NOTIFY ADMINISTRATION AT ONCE (ATC Main Campus - days - Phyllis Bubello - Ext. 2074; evenings the switch board - Ext. 2000; Arthur Ashe, Jr. Campus - Michelle Loiser at 754-322-2808.

When first reporting accident/injuries to administration, be as specific as possible regarding the nature and severity of the accident/injury. This will aid in response time and in providing appropriate information to emergency personnel. An **Accident Report/Illness Report (form #51)** must be submitted the same day of the injury/accident. In the case of a high school student, the parent will be called.

Note: If a high school student requires ambulance transportation, a staff member must accompany the student to the hospital and wait until the parent arrives.

Students who are injured or become ill while at Atlantic are financially responsible for any and all medical or emergency services administered. Each student **must** carry his/her own hospitalization insurance. In-school and 24-hour accident insurance is available to all students for a nominal fee. This insurance is highly recommended. High school students may purchase this insurance from Atlantic or from their home high schools. Student insurance information is available from Department Secretaries and/or the Administration files.

EMPLOYEE INJURIES:

1. The School Board is subject to the provisions of the Worker's Compensation Act. This Act requires that all work connected injuries be reported promptly. Failure to do so will result in penalties.
2. BCPS instructs administrators to do the following: For all injuries, immediately contact Karen Blakley at ext. 2015 or 754-321-5118. Karen will call Integrated OPTICOMP at 800-374-4810 or 954-302-4800. This will allow OPTICOMP to telephonically 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 OPTICOMP to inform them of the injury.
3. Fees for treatment of work connected injuries are regulated and employees should not pay the doctor/hospital directly.
4. Any questions pertaining to Worker's Compensation claims should be referred to Karen Blakley and your nurse case manager. When first reporting accident/injuries to administration, be as specific as possible regarding the nature and severity of the accident/injury. This will aid in response time and in providing appropriate information to emergency personnel.

PLEASE NOTE: Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions and/or information.

ANTI-BULLYING POLICY

Per School Board Policy 5.9, The School Board of Broward County and Atlantic Technical College are committed to protecting students, employees and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. All ATC staff are required to view the Anti-Bullying video available for viewing on Office 365, and review the basic procedural steps for identifying and reporting bullying behavior. For additional assistance, contact the campus designee, Cheryl Fidlow at 754-321-5269.

CHILD ABUSE MANDATORY REPORTING

Per School Board Policy 5.3, child abuse reporting is mandatory for ALL school board employees; that means, if you suspect abuse you must call the Abuse Hotline (1-800-96-ABUSE) and report it.

If you have any questions or concerns about a situation, please contact ATC's Child Abuse Designee, Chandler White at ext. 2069 or Room 2418. Assistance is available to help you make the phone call, if that is what you need.

If you SUSPECT child abuse, please follow the steps below:

1. You **MUST** report the abuse. Do NOT investigate.
2. Contact Chandler White, if you feel you need assistance.
3. Complete the **Child Abuse Report Form (form #52)** You will need some identifying information about the student (DOB, home address, home phone, siblings' names, and parents' names)
4. Call 1-800-96-ABUSE. Answer the hotline counselor's questions and be sure to complete the bottom of the form (date and time of report, hotline counselor's name, whether the report was accepted for investigation).
5. Send the completed form to Yva Dieudonne, Program Manager at Lauderdale Manors Early Learning and Resource Center, Room 313.

Do NOT keep a copy of the completed form.

COMPUTER & TECHNOLOGY USE POLICIES AND GUIDELINES

ACCEPTABLE USE POLICY

Broward County Public Schools adheres to the belief that technology should play a vital role in meeting the needs of the broad range of abilities, disabilities, cultural backgrounds and ethnic populations represented in District schools. To assure that technology shall play a predominant role, School Board Policy 5306 provides guidance for appropriate technology utilization and integration into the curriculum, as well as infusion into school/district administration and management.

The **Acceptable Use Policy (staff) (form #25)**, should be read and signed by each employee. The student version of this form is part of the Student Handbook and an electronic receipt acknowledges that the student has read the policy.

In addition, Policy 5306 sets forth the following Web page procedural guidelines. These are to be followed not only at the school administration level but also in the classroom.

- All persons developing or maintaining web documents are responsible for complying with district Web page and Acceptable Use Policies (See Sections 6 & 7 of Policy #5306).
- Written parental permission is required when an individual student is identified by name in a picture included on a Web page.
- Web page documents may not include a student's phone number, address, or complete names of any family members and/or friends.
- Web page documents may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school or participation in activities.
- Only computers assigned as the building or District Web server shall be configured as Web/FTP servers.
- Web publishing of e-mail addresses is restricted to staff members or to a general, group e-mail address.
- Web pages must not contain any student e-mail links.

Be aware: 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.

E-MAIL SIGNATURE STANDARD AND GUIDELINE

In keeping with Standards/Guidelines for BCPS that were just released, please make sure that your signature lines contain only the following information:

- Name
- Title
- School Name
- Full Address
- Phone Number(s)
- Fax Number if applicable
- SBBC Office EEO Disclaimer

See signature line below as the sample.

Jane Doe, Title
Atlantic Technical College & Technical High School
4700 Coconut Creek Parkway
Coconut Creek, FL 33063
754-321-0000 Fax 754-321-0001
Jane.Doe@browardschools.com

EMPLOYEE ASSISTANCE PROGRAM

The School Board, through a contract agreement with and help from the BTU, has developed the Employee Assistance Program (EAP). This strictly confidential program exists to help all employees who have personal problems that affect their work, health, family relationships, and emotional life. Employees and their dependents may call the EAP Office at 754-322-9900 to make an appointment. There is never a fee for EAP services to school board employees. The EAP will not identify the employee/ dependent to anyone; EAP records have the same legal protection as medical and psychiatric records. EAP records are not kept in any other School Board file.

EMERGENCY PROCEDURES

Broward County Public Schools uses the following color coded alerts to announce appropriate procedures for emergency situations. All ATC employees have been issued a wallet size "Emergency Codes" reference card with the following information:

EMERGENCY CODES/DISTRICT STANDARD

- | | |
|---------------------|--|
| CODE RED: | LOCKDOWN - Threat/Incident inside the facility. No movement in the buildings other than by police/fire officials and persons designated by them. |
| CODE YELLOW: | LOCKDOWN - Threat/Incident outside the facility. No movement in the buildings other than by CRT members and others specifically authorized. |
| CODE BROWN: | Threat/Incident within the facility - Shelter in Place. |
| CODE BLACK: | BOMB THREAT - Key Issues: Electrical signals may trigger explosives devices.
Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc, as they are, on or off. Use of the P.A., bells and tones may be discontinued.

Depending upon the situation, CODE BLACK: BOMB THREAT will be followed by one or more of the following - Full Lockdown, CRT Activation, Evacuation |
| CODE GREEN: | All Clear |
| CODE ORANGE: | EVACUATION - All persons leave the building according to established routes, or according to specific instructions provided by command post coordinator. In the case of CODE ORANGE evacuation, turn off all fans, lights, etc. |
| CODE BLUE: | Medical Emergency |

EVACUATION PROCEDURES

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

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

FIRE DRILL: During the evacuation drill, teachers should complete the following checklists:

1. Inform the students to leave in an orderly manner;
2. Turn off all machines and power;
3. Unlock, but close, all inner classrooms and outside doors, including overhead bay doors;
4. Visually inspect the classroom and shop or tool area(s) for unusual objects;
5. Take plan book and class attendance rosters or sign-in sheets, check for stragglers, exit building, and remain with students until an "all clear" signal is given (intermittent bell).
6. 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.

Office personnel will evacuate the building under the supervision of the office manager. Designated personnel will determine how long it took to evacuate their areas, check their assigned building, and report to administration.

EMERGENCY EVACUATION ROUTES

If You Are Located...	In These Rooms...	Please Proceed To...
Administration	All Offices	Front entrance of the school. Cross the driveway to area by the lake.
Business Technology	170 - 173 - 174 – 175 – 176 - 177	North stairs, exit to the north parking lot.
Business Technology Court Reporting	169 - 169C 181 - 182 - 183	South stairs to west Technical High School parking lot.
Business Technology	184	North stairs, cross driveway to area by lake.
Cafeteria Dental Assisting	All Areas of Building 3 135	East/West walkway between Bldg. 6 and Bldg. 3. Move to west parking lot.
Bon Appetit	141	East/West walkway between Bldg. 3 and HS. Move to west parking lot.
Orientation/Testing Health Sciences	All Rooms in Building 6 All Rooms in Building 2 & 5	North Parking Lot
Culinary Warehouse	All Rooms in Buildings 4 146	Rear (west) exit, move to southwest parking lot.
Applied Academics Adult Ed. Testing	All Rooms in Building 19	Exit through north door, cross driveway to area by lake.
Office of Admissions/Media Center/Tech Support/WEIM Hemodialysis Central Sterile Processing Automotive Service Tech Pharmacy Technician A/C Refrigeration Classroom	All Offices in Building 10 All Offices in Building 10 234 A 234 B 241 238 186, 188 Bldg. 20	East Parking Lot
Drafting HUC/EKG	215 216	Exit (rear) doors of classroom, move to east parking lot.
Electricity HUC/Orthopedic Technology Electronic Technology	225 226 227	Door that leads to Electricity classroom, exit through rear door to east parking lot.
Building Construction Auto Collision Auto Technology Toyota TTEN Welding Machining Auto Tech	245 251 298 295 263 260 Portable 15	Southwest Parking Lot
Technical High School	Building 18	Southeast Parking Lot
Technical High School	Building 24	Southwest Parking Lot
Portables	1 – 14	Southeast Parking Lot
ACCESS Portable	16	East Parking Lot
Adult Academics	Portables A – O	Grass Area/Banks Road
STUDENTS WITH DISABILITIES		
Business Technology	Building 7, 2nd Floor	Wait at top of stairs.
Technical High School	Building 24, 2 nd Floor	Wait at top of stairs.
All Other Programs	All Buildings	Use Handicap Ramp if near an exit or wait outside by door. Instructors and/or school staff will assist students to safety areas.

TORNADO DRILL

1. **TORNADO WATCH FORECAST:** This means that tornadoes are expected in or near our area. In the office, a radio or television set will be tuned to a local station for information and advice from our local government or the weather bureau. If possible, keep watching the sky, especially to the south and southwest. (When a tornado watch is announced during the approach of a hurricane, however, watch the sky to the east.) If you see any revolving, funnel-shaped clouds, report them immediately to administrator who will notify the local police department, sheriff's office, or weather bureau office. Do not use the phone to get information and advice—depend on radio or television. **DO NOT PASS ON RUMORS OR EXAGGERATE REPORTS OF DAMAGE.**
2. **BROWARD COUNTY SCHOOL SYSTEM TORNADO DRILL PROCEDURES:**
 - a. **WARNING SYSTEM:** Utilizing the public address system – “This is a Tornado Drill. All students and staff report to their assigned areas.” This will be followed by two (2) long rings of the class bell, repeated five (5) times.
 - b. **EVACUATION ROUTE AND SHELTER ASSIGNMENT:**
 - i. In most cases, classes will remain in the same rooms. Some classrooms, however, are assigned to other locations. Teachers must be familiar with these areas and the evacuation route to be used. (See #3 below)
 - ii. Custodial personnel are assigned to round up students in outdoors areas during a tornado **WARNING.**
 - iii. Students assigned to portable classrooms are to be escorted to their assigned areas within the main building during a tornado **WARNING** by their instructor.
 - c. **ASSIGNED AREAS:** Everyone is to remain in classrooms or offices except the persons listed below, who are to go to the areas indicated. Everyone is to follow the instructions outlined in d and e:

Assigned Shelter Areas

<u>BUILDING</u>	<u>AREAS AFFECTED</u>	<u>ASSIGNED LOCATION</u>
#1	Administration, Receptionist & Bookstore Clerk	Inner Offices
#2	Reception	Conference Room or inner office
#3	Dining Rooms	Classroom, Office or Storage Areas
#6	Orthopedic Technology / Copy Room	Classroom, Office or Storage Areas
#7	169C, 170	169
#7	177	173 / 174
#7	181, 182, 183	175 / 176
#10	Counselors/Reception Area	Registration Area
#10	WEIM	Technical Resource Center
#20	Class Room	Storage rooms or rest rooms
Portable1	TBA	Building 17
Portable 2	ABE/GED	Building 18, Room 285 / 288
Portables 3, 6	Electrical Apprenticeship & Career Placement	Building 18, Room 285
Portables 4, 5	TBA	Building 18, Room 285
Portable 7	Career Placement	Building 18, Room 285
Portables 8, 9, 10	ESE Conference / Rest Rooms & Adult Education	Building 17
Portable 11	Industrial Education Office	Building 17
Portables12,13, 14	HS Speech, HS Reading, HS Student Services	Building 24
Portable 15	Automotive Technology	Building 17
Portable 16	ACCESS	Building 1€
Portables A - H	Academic Studies	Ó ãã * Æí
Portables I - O	Academic Studies	Building 17

- d) **INSTRUCTIONAL COMMAND:** When students are assembled in their assigned locations during a tornado drill or warning, they should be instructed to respond to a specific command given by the instructor of the location 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.
- e) Hold positions until one (1) long ring of the bell is heard; return to normal activities.

PLEASE NOTE:

- Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions.
- Coconut Creek Campus personnel will follow the procedures of Coconut Creek High School.

FEDERAL DRUG-FREE SCHOOL ACT

The Federal drug-Free Workplace Act of 1988 (pl100-690) 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 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 754-322-9900.
4. Board employees must notify self-reporting in writing to the Broward Schools' Police within forty-eight (48) hours of any arrests, citations or charges involving 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 proceeding, civil or criminal, administrative or judicial.
5. Any employee who refuses to submit to testing, for any reason, will be recommended for termination of employment.
6. All of the above provisions are also required pursuant to School Board Policy 2400 (Drug-Free Workplace).

FERPA NOTIFICATION

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

The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students' education records. **Student records are confidential.** Parents, guardians, and spouses of students who are 18 years of age or older must have the student's written permission to inspect and review any and all official records. Parents/guardians of students 17 years of age or younger may review their child's records upon request.

The Family Educational Rights and Privacy Act (FERPA), F.S.1002.22, and SB Policy 5100.1 affords parents, guardians, or eligible students certain rights with respect to the student's education records. An "eligible student" means a student who has reached the age of 18 or who is attending a postsecondary institution at any age. Once a student becomes an "eligible student," the rights afforded his or her parents under FERPA transfer to that student.

They are:

1. The right to inspect and review the student's education records within 30 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal/director a written request that identifies the record(s) they wish to inspect. The principal/director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. When the educational records contain information about more than one student, parents may review the information related only to his or her child.

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

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

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

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

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

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

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records requested unless it states in its annual notification that it intends to forward records on request).

FIRST AID/HEALTH

To ensure maximum safety and security, Atlantic Technical College employs security specialists and off-duty Broward County Sheriff's officers who patrol the campus during class hours, day and evening. Cameras are positioned around the campus provide 24-hour surveillance.

Instructional units on safety practices are incorporated within the course of study for all programs. Students are expected to demonstrate safe practices as part of the learning process. Emergency first aid supplies are kept in each laboratory/shop. There are defibrillators on campus, and several staff members are trained in the use of the defibrillator and in CPR.

Instructors explain evacuation procedures at the beginning of each enrollment period and drills are held regularly. Emergency procedures, which outline the precautionary measures that must be taken in the event of a bomb threat, fire, civil disorder, hurricane, tornado, injury, or illness are made available to all personnel.

NOTE: SCHOOL PERSONNEL SHALL NOT ADMINISTER MEDICATION TO ANY STUDENT.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY & CAMPUS CRIME STATISTICS ACT

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

Reporting Criminal Acts

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

Incidents may also be reported by e-mail to school911@browardschools.com or by text to CRIMES 274637. Text messages MUST begin with **SBBC**.

The names of sexual predators residing in Broward County or nearby counties can be found on the internet at www.sheriff.org.

REQUIRED READING & VIDEOS

The following materials are available on Office 365 OneDrive for Atlantic Technical College under ATC Staff Resources. Employees are required to sign acknowledgement for indicating they have viewed/read the information.

<https://browardcountyschools.sharepoint.com/Sites/AtlanticTech/SitePages/ATC%20Staff%20Information.aspx>

Reading Materials (pdf)

- “What is Sexual Harassment?” Brochure
- EEO Internal Charge/Complaint Intake Procedures Brochure
- Preventing Sexually Inappropriate Conduct
- Guidelines for School Based Personnel
- Student Sexual Harassment
- School Board Policy 4001.001
- Employee Sexual Conduct Acknowledgement Form
- Bloodborne Pathogens Information
- Universal Precautions

Required Viewing

- Sexual Harassment
- Bloodborne Pathogens
- Flu Pandemic
- Confidentiality

SELF- REPORTING RULE (ARRESTS/CHARGES AND FINAL DISPOSITIONS)

Per School Board Policy 2405, all personnel shall **Self-Report, (form #24)** in writing, to the Executive Director of Professional Standards and Special Investigative Unit 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 (including 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 proceedings, civil or criminal, administrative or judicial.

All personnel holding a Commercial Driver’s License (CDL), as a condition of employment shall self-report, in writing, to the Executive Director of Professional Standards and Special Investigative Unit within forty-eight (48) hours of any citations, arrests or charges involving driving under the influence (DUI) or driving while intoxicated (DWI).

In addition, all personnel shall self-report, in writing, to the Executive Director of Professional Standards and Special Investigative Unit, any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion intervention program, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation (driving under the influence [DUI] and driving while intoxicated [DWI] convictions are not minor and must be reported) within forty-eight (48) hours after final judgment. The Superintendent shall establish and maintain administrative procedures for implementing this policy.

Failure to comply with the self-reporting rule shall result in disciplinary action up to and including termination of employment.

RULES

1. When self-reporting an arrest or charge involving child abuse or sale and/or possession of a controlled substance or sexual misconduct, the employee’s written statement shall include name, social security number, date of arrest/charges, specific charges, the arresting agency, and employment status.
2. When self-reporting an arrest or charge of DUI/DWI by an employee who holds a Commercial Driver’s License (CDL) as a condition of employment, the employee’s written statement shall include name, social security number, date of arrest/charges, the arresting agency and employment status.
3. When self-reporting the final judgment of a criminal offense, the employee’s written information shall include name, social security number, date of arrest/charge, the arresting agency and a copy of the police report, the court disposition of the case and employment status.
4. Based on a review of all documentation and information related to a criminal offense, the Superintendent shall make his/her recommendation for disciplinary action up to and including termination of employment with the School Board of Broward County.

Authority: Florida Statute 231.26; State Board of Education Rule 6B-1.006(5)

SMOKING

In accordance with School Board Policy 2401, no person may smoke any kind of cigarette or electronic cigarette within 100 feet of any School Board owned/leased building, vehicle or school property. This includes, but is not limited to, District offices, athletic practice fields, parking lots and administrative offices.

VISITORS/VOLUNTEERS ON OUR CAMPUS and STAR SYSTEM

To comply with the requirements of the Jessica Lunsford Act and to ensure the safety of our schools, the District has implemented the computerized STAR (Security Tracking And Response) System - a national database used to identify sexual predators - as a tool to screen visitors, volunteers and mentors.

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

SUICIDE PREVENTION PROCEDURES

ALL School Board employees need to know who their school's Suicide Prevention Designee is. All School Board Employees should immediately refer their school's Suicide Prevention Designee any student who they are concerned about and/or have observed suicide warning signs. Observable warning signs include, but are not limited to, significant changes in personality, behavior and/or academic performance. Some verbal warning signs are talking about death and suicide, expressing a desire to die or join someone who has died, and expressing no reason for living or no sense of purpose in life. See a list of **Suicide Warning Signs below**.

If a student exhibits any warning signs of suicide, **immediately** contact ATC's Suicide Prevention Designee, **Cheryl Fidlow, at extension 2132 or 754-321-5269. Do not leave a message. If you cannot speak directly with Cheryl Fidlow, call Luz Saldana at extension 2105.** If you feel the student is in imminent danger of harming him/herself, call 911.

Teachers and other school personnel are often the first adults to hear about or encounter a student who is contemplating suicide. Listed below are specific signs and symptoms to better assist you in recognizing possible suicidal students.

Warning Signs

SECONDARY LEVEL

Significant Changes in Student's Behavior / Personality

- Hopelessness or Feeling Trapped - "no way out"
- Helplessness - unable to alter their situation
- Low self-esteem
- Neglect of personal appearance
- Serious mood changes
- Not tolerating praise or rewards
- Abuse of alcohol and drugs
- Self-injurious behavior or accident prone
- Change in eating and sleeping patterns
- Giving away prized possessions
- Sudden happiness following prolonged depression
- Out of character outbursts such as violent actions, rebellious behavior, or running away
- Withdrawal from family and friends
- Getting into trouble with the law

- Difficulty concentrating
- Loss of interest in things one cares about

Significant Changes in Academic Performance

- Skipping classes - chronic tardiness
- Over achiever - under achiever
- Assignments done carelessly or neglected
- Lack of interest or participation in class
- Falling asleep in class
- Sudden withdrawal from extracurricular activities
- Noticeable drop in grades
- A desire to end one's life may show up in artwork, poetry, essays, etc.

Verbal Warning Signs

- Talks about death and asks questions about suicide
- Talks openly about suicide or a suicidal plan
- Complaining of being a bad person or feeling "rotten inside"
- Expresses a desire to join someone who has died
- Reports previous suicide attempts

Students who exhibit signs and/or symptoms may not necessarily be suicidal, but they are likely experiencing some difficulty in their lives. **If several signs are present or if you just have a "gut level" feeling based on self-destructive comments of the student, trust your suspicions.** Use your school's suicide prevention designee as a resource. **If you think the student is in danger of harming himself/herself, immediately refer him/her to the Suicide Prevention Designee (SPD).**

Atlantic Technical College

Arthur Ashe, Jr. Campus Addendum



Personnel Handbook

2014-2015

INTRODUCTION

The Arthur Ashe, Jr. Campus is a branch of Atlantic Technical College and Technical High School.

All policies of Atlantic Technical College will be followed by students and staff members. However, there are some site specific procedures and guidelines that differ and must be followed on the Arthur Ashe, Jr. Campus.

This addendum will address site specific procedures and guidelines.

DAILY ROUTINE FOR TEACHERS AND SUBSTITUTES

Substitute Information

General Information:

Substitute teachers are to:

- Sign in on Kronos (if there is a problem they are to see Office Manager)
- Check teacher's mailbox prior to going to classroom
- *Stop by the Reception/Security desk and request the room be opened by security
- Locate teacher plans and instructions
- Locate and be aware of evacuation route
- Arrive in classroom by 8:00 AM and start class promptly
- Review daily schedule for break and lunch times
- Dismiss class at those scheduled times and resume class promptly
- Call the Reception/Security desk when leaving the room to have room locked and unlocked, 754-322-2835
- Dismiss class at scheduled dismissal time
- Enter attendance in Broward FOCUS if instructed to do so and leave sign-in sheet in secure location
- Leave a brief overview of class activity for classroom teacher
- Sign out on Kronos (if there is a problem see Office Manager)

**Subs are not generally issued keys unless it is a long term assignment.*

DINING AREA

Lunch is available for students and staff in the cafeteria located in Building 1.

Lunch Schedule:

Adult Price \$2.75

AGE Classes 11:00 – 11:30 AM
CTE Classes 11:30 – 12:00 Noon

Vending machines are located in our student lounge located in Building 2 and offer a variety of snacks and beverages.

MAINTENANCE

When small repairs or service is required, staff is expected to complete a ***Maintenance Request*** which is accessed via Outlook/ATC SharePoint Conference. The completed request will go to our Head Facilities Service Person. Every effort will be made to fill requests in a timely manner.

The on-site repairperson will determine if a repair needs to be referred to District Maintenance and, if so, the Head Facilities Service Person will initiate the request. Do not sign-off on any District Maintenance work completed on campus. All sign-offs need to be handled by our facilities personnel.

For emergency situations, call the front desk at 754-322-2800.

TECHNOLOGY REQUESTS/ASSISTANCE

To better serve the Technology needs of the **Arthur Ashe Campus** and to better address the need for accountability all Technology requests need to have **TICKET** or Work Order to represent a request. Please note that this ticket can only be opened from inside the District Network (SBBC) and not from home.

PARKING

“Staff Only” parking spaces are provided for teachers and staff. Students are issued a parking decal by the Registrar and must park in designated student areas.

“No Parking” and Fire Lane designations must be observed and will be enforced by school security and/or local police.

The School Board of Broward County, Florida is not responsible for damage to, or loss from, automobiles or other vehicles parked or operated on school property.

PRINTING/COPYING

There is a high volume copy machine for staff use in Building 2. Please be aware of copyright rules and regulations. When in doubt, check with the ATC media specialist.

Teachers have been assigned to a copy specialist. Please place all copy projects in their mailboxes. After the copy job is completed the materials will be returned to you.

All printing that will be purchased from outside sources requires prior administrative approval and should be directed to Terri Harvey. Please allow sufficient time (minimum 3 weeks) for project completion.

ROOM RESERVATIONS AND/OR FOOD FUNCTION REQUESTS

Rooms are available for school related meetings, trainings and distance learning activities. All requests for rooms must be submitted to Terri Harvey (754-322-2814).

Food requests must be approved by administration and Atlantic Technical College guidelines must be followed.

TECHNICAL RESOURCE CENTER

The Career Assessment Center located on the Arthur Ashe, Jr. Campus is available for student use Monday through Friday except for Planning Days and Early Release days. Students may utilize computers and resource materials as related to their field of study.

All computer workstations have Internet access, Microsoft Office and other basic software installed.

TELEPHONES

For Instructions on the use of the AVAYA Phone System (Faxing and Long-Distance) please call the Technology Department at (754) 322-2825 or (754) 322-2826.

Online instructions are available via Outlook/ ATC Share Point Conference site under the following headings:

- Atlantic Technical C Conf
- ATC-Arthur Ashe Campus Conf
- ATC-AA-Micro Tech
- AVAYA Phones

ARTHUR ASHE, JR. CAMPUS TELEPHONE NUMBERS

Andre Newton, Assistant Director 754-322-2808

Terri Harvey, Adult Student Support 754-322-2803
Cristina Urena, AGE Department Head 754-322-2814
Elaine Coke, Practical Nursing/Patient Care Technician Dept. Head 754-322-2838

Main Office	754-322-2800	Facilities	754-322-2809
Office Fax	754-322-2829	Book Store	754-322-2810
Registrar	754-322-2810	Admissions	754-322-2818
Technology	754-322-2825	Testing	407-3020

ACCIDENTS/INJURIES

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

**Call 911, if necessary then
NOTIFY ADMINISTRATION AT ONCE, 754-322-2800.**

When first reporting accident/injuries to administration, be as specific as possible regarding the nature and severity of the accident/injury. This will aid in response time and in providing appropriate information to emergency personnel. An ***Accident Report (form #51)*** must be submitted that day.

Students who are injured or become ill while on campus are financially responsible for any and all medical or emergency services administered. Each student **must** carry his/her own hospitalization insurance. In-school and 24-hour accident insurance is available to all students for a nominal fee. This insurance is highly recommended. Student insurance information is available from Department Secretary and/or the Administration files.

EVACUATION 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 teachers' responsibility to inform all students of the procedure for leaving the facility during a fire drill or other emergency.

FIRE DRILL: During the evacuation drill, teachers should complete the following checklists:

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

Office personnel will evacuate the building under the supervision of the administrator. Designated personnel will determine how long it took to evacuate their areas, check their assigned building, and report to administration.

TORNADO DRILL:

1. **TORNADO WATCH FORECAST**: This means that tornadoes are expected in or near our area. In the office, a radio or television set will be tuned to a local station for information and advice from our local government or the weather bureau. If possible, keep watching the sky, especially to the south and southwest. (When a tornado watch is announced during the approach of a hurricane, however, watch the sky to the east.) If you see any revolving, funnel-shaped clouds, report them immediately to administrator who will notify the local police department, sheriff’s office, or weather bureau office. Do not use the phone to get information and advice- depend on radio or television. DO NOT PASS ON RUMORS OR EXAGGERATE REPORTS OF DAMAGE.
2. **BROWARD COUNTY SCHOOL SYSTEM TORNADO DRILL PROCEDURES**:
 - a. **WARNING SYSTEM**: Utilizing the public address system – “This is a Tornado Drill. All students and staff report to their assigned areas.” This will be followed by two (2) long rings of the class bell, repeated five (5) times.
 - b. **EVACUATION ROUTE AND SHELTER ASSIGNMENT**:
 - i. In most cases, classes will remain in the same rooms. Some classrooms, however, are assigned to other locations. Teachers must be familiar with these areas and the evacuation route to be used.
 - ii. Custodial personnel are assigned to round up students in outdoors areas during a tornado **WARNING**.
 - c. **ASSIGNED AREAS**: Everyone is to remain in classrooms or areas specifically assigned.

EMERGENCY EVACUATION ROUTES

If You Are Located	In These Rooms...	Please Proceed To...
Administration	All rooms that begin with 201	The south exit. Cross the south parking lot. Continue to the south sidewalk (the fence at the end of the property).
Technical/Security Wing	203E, 205, 206, 207, 208 and 211	The south exit. Cross the south parking lot. Continue to the south sidewalk (the fence at the end of the property).
Medical Wing	217, 220, 221, 222 and 223	The north exit. Cross the north parking lot. Continue to the baseball field.
Career Center	All rooms that begin with 202 or 203	Either of the two south exits. Cross the south parking lot. Continue to the south sidewalk (the fence at the end of the property).
ESOL/ABE/GED Wing	213, 226, 227, 232, 233, 234, 235, 236 and 237	Either the north or east exit (depending on the exit you choose). Remain on the sidewalk until you reach the east entrance (the fence at the end of the property).
Building 1	196	Either the west or south exit. Continue south until you reach the south sidewalk (the fence at the end of the property).

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