

SOUTH DADE TECHNICAL COLLEGE



SCHOOL CATALOG 2016 - 2017

**Dr. Susana Mauri
Principal**



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SOUTH DADE TECHNICAL COLLEGE

109 N.E. 8 Street - Homestead, FL 33030
(305) 248-5723

ADMINISTRATION

Dr. Susana Mauri, Principal
Mr. Angelo Vazquez, Vice-Principal
Ms. Tammy Edouard, Assistant Principal
Mr. Phaion Hicks, Assistant Principal
Mr. Walter Hall

VISION STATEMENT

We are committed to providing quality educational programs and services for adult learners.

MISSION STATEMENT

Our mission is to guide and prepare learners in attaining their highest academic goals and competency levels to qualify them for initial employment and/or career advancement.

CORE VALUES

- | | | | |
|---|------------|---|-----------------|
| ✓ | Commitment | ✓ | Professionalism |
| ✓ | Excellence | ✓ | Integrity |
| ✓ | Honesty | ✓ | Respect |

PRINCIPAL'S MESSAGE

I am honored to have been awarded Principalship of South Dade Technical College. As your Assistant Principal, I worked alongside outstanding, dedicated, caring, and well-trained professionals who focused on academic excellence for our students. As Principal, my priority is to ensure that all of our students have every opportunity to learn, grow, and become academically successful. Our teachers will continue to provide intellectually stimulating and meaningful learning experiences and activities to all of our students. Faculty and staff members will be active role models, exude a positive attitude, and dedicate themselves to making a difference in the lives of our students. I would like to extend a warm welcome to all students. The administration, faculty, and staff want to reassure you that we are here to provide you with the support you need to successfully reach your educational goals.

Dr. Susana Mauri, Principal

ACCREDITATIONS

South Dade Technical College is accredited by the
**Commission of the Council on
Occupational Education (COE)**



7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Telephone: (800) 917-2081

The Health Science Programs
are approved by the following:

Practical Nursing

Florida Board of Nursing

Department of Health Board of Nursing
4052 Bald Cypress Way Bin C-02
Tallahassee, FL 32399-3252
Telephone: (850) 245-4125
Fax: (850) 617-6460



The Automotive Service Technology
Program and Auto Collision and Repair Program are
approved by the following:

The National Automotive Technicians Education Foundation, Inc. (NATEF)

101 Blue Seal Drive, S.E. Suite 101
Leesburg, VA 20175
Telephone: (703) 669-6650
Fax: (703) 669-6125



In order to review the documents describing the approval,
accreditation, or licensure of this institution, provide a
written request to the principal.

GENERAL INFORMATION

HISTORY

South Dade Technical College was established in 1969 as an adult night school credit recovery program operating out of South Dade Senior High School's facility located at 28401 SW 167th Avenue, Miami, Florida. In 1987, South Dade Adult was established as South Dade Adult Education Center and moved to a day and night stand alone adult education center located at 109 NE 8th Street Homestead, Florida. In an effort to conserve and consolidate operational expenditures, in 2002 the Miami-Dade County Public School District established the Skills Center Campus as a branch of the Main Campus and the Homestead Job Corp as an extension site for vocational offerings. On January 16, 2013, the School Board of Miami-Dade County approved the renaming of the school to South Dade Educational Center. On December 10, 2014, the School Board approved to rename South Dade Educational Center to South Dade Technical College.

FACILITIES

South Dade Technical College is a full-service career/technical school that offers adults applied technology and academic programs on a full-time and/or a part-time basis at the:

- ✓ South Dade Technical College-Homestead Campus
- ✓ South Dade Technical College – South Dade Skills Center Campus
- ✓ Chapman Partnership, Inc.
- ✓ Mexican American Council, Inc.
- ✓ Branches, Inc.
- ✓ En Familia, Inc.
- ✓ Homestead Senior High School
- ✓ South Dade Senior High School

The School operates:

Homestead Campus:

Monday-Thursday 8:00 a.m. – 9:00 p.m.

Friday 8:00 a.m. – 4:00 p.m.

Skills Center Campus:

Monday-Friday 8:00 a.m. – 4:00 p.m.

PROGRAM OVERVIEW

Career/technical post-secondary certificate programs are offered in different career clusters: Architecture and Construction, Arts, Education and Training, Health Science. The Adult General Education (AGE) curriculum covers English for Speakers of Other Languages (ESOL), Adult Basic Education (ABE) and General Educational

Development (GED) test preparation to obtain a high school diploma and basic skills remediation. Guidance counselors assist all students. Case managers work on introducing new students to career pathways, providing support, and following-up to ensure their progress.

OPEN-ENTRY/OPEN-EXIT PROGRAMS

Many programs are open-entry/open-exit which means that students may enroll at any time during the trimester. Some programs, particularly in the health science area, require a specific entry date and may have an enrollment waiting list. Prospective students are encouraged to check with a counselor, and/or instructor to determine the specific admission requirements of their program of interest.

DUAL ENROLLMENT

The Dual Enrollment Program at South Dade Technical College was instituted in 2014 to provide career/technical training for 11th and 12th grade students in the following high schools:

- ✓ Homestead Senior High School

Admission is by application only. Students are selected on an individual basis after a review of academic records and a personal interview. Requirements for admission include a minimum GPA of 2.0, excellent attendance and conduct records, motivation to pursue a career in a specific field and recommendations by teachers and counselors.

High school credits and Occupational Completion Points (OCPs) are awarded upon completion of any of the following courses:

- ✓ Electricity
- ✓ Medical Assisting
- ✓ License Practical Nursing

BOOKSTORE

A currently enrolled student may purchase books and supplies in the bookstore. Valid student identification (ID) badge is required to make purchases.

Homestead Campus
109 N.E. 8th Street, Homestead, FL 33030
305 248-5723 Extension 2121

Bookstore Hours	
Monday – Friday:	8:00 a.m. – 12:30 p.m.
Monday – Thursday:	3:00 p.m. – 8:00 p.m.

South Dade Skills Center Campus
28300 S.W. 152nd. Ave., Leisure City, FL 33033
305 247-7839

Bookstore Hours	
Monday – Friday:	9:00 a.m. – 2:00 p.m.

LOST AND FOUND

Articles that are found are taken to the registration office. Students are required to provide some type of identification when making any claim.

ADULT GENERAL EDUCATION (AGE) DIGITAL LEARNERS LAB

South Dade Skills Center Campus – Room 172
Homestead Campus – Room 205

COPYRIGHT POLICY

SDTC adheres to Miami-Dade County School Board Policy “2531 - Copyrighted Works” in compliance with copyright laws and fair use guidelines.

Students are reminded that a copyright is the legal protection of intellectual property that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film and multimedia works. Many people understand that printed works such as books and magazine articles are covered by copyright laws but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use. Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities. For more information regarding copyright expectations and penalties please visit the U. S. Copyright Office website at: www.copyright.gov

CONSUMER INFORMATION

South Dade Technical College’s website address to access Consumer Information is:

<https://southdadetech.edu>

A paper copy of the school’s Consumer Information is available upon written request to the Financial Aid Officer.

TECHNOLOGY SUPPORT

There are various computer laboratories that facilitate learning. They are stationed in English for Speakers of Other Languages (ESOL) classrooms, Adult General Education (AGE) classrooms, Health Science classrooms, and the Digital Learning Lab.

SECURITY

South Dade Technical College has a security plan detailing procedures to follow in the event of both internal and external emergencies. Both security lockdowns and fire drills are held periodically throughout the year, as per school district mandates.

STUDENT IDENTIFICATION

A valid South Dade Technical College Identification Badge (ID) must be worn visibly at all time by all students. Student ID badges are obtained by paying \$5.00 fee at the time of registration. A replacement ID badge is \$5.00 and may be obtained in the registration office.

PARKING

Parking is permitted in the designated areas. Students should make certain that their vehicles are parked properly as not to block the exit, other vehicles, driveways, gates or areas designed for handicap parking. The school shall not be responsible for vandalism or damage to vehicles parked on school property.

**2016- 2017 SCHOOL CALENDAR
ADULT/VOCATIONAL EDUCATION**



STUDENT SERVICES

ADMISSIONS

Any person 16 years of age or older, officially withdrawn from the K-12 program, may enroll in the programs offered. Any individual with special needs applying for admission will be referred to Vocational Rehabilitation or other appropriate agencies which will work closely with the school in determining when the individual is ready to be accepted for admission to the adult program.

Career/technical students who wish to enter programs of 450 clock hours of instruction or more must complete a basic skills examination within the first six (6) calendar weeks after admission into the program, even if they hold a high school diploma. Exceptions from the basic skills testing requirements include students possessing an associate of applied science or arts, baccalaureate graduate-level degree; students who have passed or are exempt from the college level communication and computation examination; and/or students who are exempt from the college entry-level examination. Students with disabilities may request testing accommodations, if they provide written documentation verifying their disability.

Prospective students may register directly for many courses that do not have pre-entrance requirements by completing registration and paying an application fee plus tuition, if required. For certain adult career/technical programs, primarily in the field of health sciences, prospective students must meet with a counselor prior to enrollment because of additional admissions requirements including proof of high school graduation or GED transcripts; minimum scores on an entrance test and orientation sessions. If counseling and/or testing indicate that students do not qualify for the original program choice, then an alternate program or remediation recommended. Students enrolling in adult education programs are required to take a basic skills test for placement prior to registration to determine the appropriate level of study.

COUNSELING

South Dade Technical College offers a comprehensive Student Services program to all students through individual, small and large group counseling to address personal/social, educational and career needs of all students. Counselors are available Monday through Friday from 8:00 a.m. to 3:30 p.m. at South Dade Skills Center Campus and Monday through Friday from 8:00 a.m. to 1:30 p.m. and Monday – Thursday from 5:00 p.m. to 9:00 p.m. at Homestead Campus.

SERVICES FOR STUDENTS WITH DISABILITIES

The Student Services program offers services for students with special needs. Students must see a guidance counselor for more information about available programs and services.

STUDENT HEALTH

South Dade Technical College has no facilities or personnel to render medical assistance of any type. If a student has a medical problem that might result in an emergency situation, the student should inform the instructor or counselor upon enrollment of the condition. School personnel will follow protocol to notify emergency services.

ATTENDANCE POLICY

All students are expected to attend class regularly. Attendance is maintained by the teacher on a daily basis through the electronic grade book. Students who fail to report to class during their first three (3) days of his/her initial registration will be withdrawn as a *no-show*. All students who accumulate six (6) consecutive absences are dropped automatically from the class. Excessive absences that interfere with academic progress may be grounds for disciplinary action.

Attendance policies for veterans receiving benefits for attending school are covered in a brochure distributed to each veteran upon enrollment in school. These brochures are available in the registration office and may be obtained upon request.

CHANGE OF PROGRAM

Students may transfer from one program to another program within the institution or from other institutions by obtaining the recommendation of counselors and instructors. Transferring students are assessed by instructors to determine the highest achieved competency in order to assist them in continuing their education at the appropriate level.

WITHDRAWAL POLICY

Withdrawal of students occurs upon the sixth consecutive absence for adult general education classes and Career/Technical Education (CTE) classes. Students who fail to report to class during the first three (3) days of initial registration will be withdrawn as a *no-show*. Students may also officially withdraw by notifying the registrar.

FINANCIAL INFORMATION

FINANCIAL AID

Students enroll in CTE classes are encouraged to complete the Free Application for Federal Student Aid, (FAFSA) for the current year. The application can be accessed at www.fafsa.ed.gov. Students are required to complete a new FAFSA for each academic year. District Financial Aid (DFAP) and Fee Waiver programs are also available on a limited basis. Eligibility for these funding sources requires completing the FAFSA application. In addition, the applicant must provide documentation verifying financial need. For students to maintain eligibility and financial aid, they must establish and maintain a Satisfactory Academic Progress (SAP). Financial Aid Office is located in room A-131 (Skills Center Campus).

GENERAL ELIGIBILITY REQUIREMENTS

In order to be eligible for financial aid, a student must comply with the following eligibility requirements:

1. Hold United States citizenship or United States permanent resident status.
2. Make satisfactory progress in academics and attendance.
3. Not be in default or owe a refund for any aid previously received.
4. Register with the United States Selective Service, if required by federal law.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

Technical Colleges of Miami-Dade County Public Schools in conjunction with federal regulations have established the following standards of academic progress for PELL Grant recipients, which must be met to continue receiving financial assistance. These standards become effective when the student starts the program, not when the student applies for financial aid. For returning students the standards start the first day of class in the next trimester.

A. To establish satisfactory progress a student must meet the following:

The Satisfactory Academic Progress form must be utilized by the Financial Aid Officers in order to document and monitor students' progress at the completion of each payment period. The Satisfactory Academic Progress Report form (FM 5431) is completed by the career/technical teachers and returned to the Financial Aid Officer. The student's current grade derived from

class/shop work assessment appears in the electronic gradebook and the district's Vocational Tracking System. The school's Registrar will confirm that the student has completed the scheduled number of hours enrolled.

The Satisfactory Academic Progress criteria that are expected from all students are as follows:

- ✓ Satisfactorily attain a minimum grade of "C" or better or GPA of 2.0 and above
- ✓ Satisfactorily complete outcomes within 150% of the length of the program.
- ✓ Successfully complete 67% of the maximum scheduled hours for which the student is enrolled

If a student fails to make Satisfactory Academic Progress as reflected on their Satisfactory Academic Progress Report form, a meeting will be held with the student and the Financial Aid Officer. The student will be placed on "Financial Aid Warning" for one payment period. The Financial Aid Officer will closely monitor the student's progress and if the student regains Satisfactory Academic Progress while they are on "Financial Aid Warning", they will be considered as being in academic compliance.

If the student fails to achieve Satisfactory Academic Progress, while on "Financial Aid Warning", they will be notified of the cancellation of their financial aid award. They will have the opportunity to appeal such action and can submit a Financial Aid Student Appeals form (FM 6863) obtained from the Financial Aid Officer in order to request an appeal. All requests for appeal will be heard by the school's Financial Aid Appeals Committee which will be comprised of an administrator, financial aid officer, and counselor. The committee shall convene as needed and will carefully review all information and documentation related to the student's appeal. The committee will render a written decision to the student within 48 hours of the appeal hearing using the Student Appeals form (FM 6863). The decisions of the Financial Aid Appeals Committee are final.

If the student's appeal is approved, a meeting will be held with the student and the Financial Aid Officer and the student will then be placed on "Financial Aid Probation" status for one payment period. Reinstatement of a student's financial aid after an appeal is denied can only be attained if the student attends a trimester without financial assistance and achieves Satisfactory Academic Progress for that payment period. Students will be entitled to one (1) appeal hearing during the entire length of the program.

The Financial Aid Officer and teachers will work together to closely monitor a student's progress while on "Financial Aid Probation" and should the student regain Satisfactory Academic Progress during the next evaluation, the student will be considered as being in academic compliance and his/her eligibility will be reinstated. If a

student does not make Satisfactory Academic Progress while on “Financial Aid Warning” or “Financial Aid Probation”, a meeting will be held with the student and the Financial Aid Officer and the student will be informed that he/she will not be eligible for the payment period following “unsatisfactory” academic progress report.

Students will be financially responsible for their academic expenses until they have successfully reestablished Satisfactory Academic Progress.

Students who exceed maximum hours of eligibility will be considered as not making Satisfactory Academic Progress and will no longer be eligible for financial aid. Financial Aid Officer will be able to effectively monitor all students’ hours and academic grades in order to make the necessary Satisfactory Academic Progress determinations.

Students are considered as ineligible when it becomes mathematically impossible for him/her to complete the program within 150% of the length of the program.

Students who transfer will have their hours and grades earned at the previous school counted towards their Satisfactory Academic Progress.

Any student who has received an Incomplete (“I”) in a course or has recycled hours or grades, will have these hours and grades counted towards their Satisfactory Academic Progress.

If a student withdraws, their existing hours and grades upon re-entering will be counted towards their Satisfactory Academic Progress.

B. Appeals Concerning Unsatisfactory Progress

If notified that financial aid is cancelled, the student may appeal such action. The appeal should be in writing and include the following documents:

1. A letter by the student describing mitigating circumstances.
2. A physician’s note and/or medical records, if the appeal is based on a medical reason.
3. Any additional documents.

The decision of the appeal committee is final. A student will receive written notification of the decision. After an appeal is denied, reinstatement is possible if a student attends one trimester without financial assistance and maintains satisfactory progress for that trimester. A student may be granted only one appeal during the entire program of study.

- C. The number of trimesters a student will be eligible to receive Pell Grant will be limited by the number of hours required to complete the program.

Length of Maximum Trimesters

Program (Hrs.)	of Eligibility
600	3
750	3
900	4
1080	5
1200	5
1440	6
1550	7
1800	8

If a student exceeds the maximum trimesters of eligibility as defined in the above chart, the student will be considered as not making satisfactory academic progress and will no longer be eligible for Pell Grant financial aid. Additionally, a student is allowed to change programs once. A student will lose financial aid eligibility if he/she transfers more than allowed.

D. Verification

Federal regulations require that the school validates income and other information reported on Student Aid Report (SAR) with the parent’s/student’s IRS Transcript and attached schedules. When discrepancies occur, the corrected SAR must be resubmitted to the federal processor. The financial aid office reserves the right to require other documentation when deemed necessary before the student becomes eligible for Federal Financial Aid.

TUITION FEES

Each trimester, tuition and fees are collected at the time of registration for classes. The State of Florida determines the range of tuition per contact hour. Current fees are listed in the Class Schedule and are subject to change without notice.

Career/Technical Program:	
Resident (In-State)	\$ 2.56/hour
Non-Resident (Out-Of-State)	10.25/hour
Career/Technical Student Application fee	\$ 15.00
Student IDs...	\$5.00
Adult General Education:	

Resident (In-State)	\$30.00
Resident (Out-of-State)	\$30.00
Test Fee	\$5.00

When student fees are paid by credit card, the name and address of the registering student must match the credit card information.

Other Fees/Costs

Other fees/costs such as laboratory, textbooks, tools and uniforms vary according to the program. A fee is charged for duplicate transcripts and certificates.

REFUND POLICY

Adult General Education

(AGE) fees, ID fees, lab fees, AGE test and application fees are non-refundable after class starts, unless the course is cancelled.

Postsecondary Career/Technical Education

Students will be eligible for a full refund of Adult, Postsecondary Career/Technical Education tuition, test fees and insurance fees if withdrawn within 5 days of the beginning of the class start date or the student registration date, whichever is later.

The five (5) 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.

A student is entitled to a full refund of fees if a course is cancelled by the school principal or designee, provided that the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the State requirement shall be refunded.

Refunds when due, can be made without requiring a request from a student. The school must forward an Application for Refund by Check/Credit (Form-2057, Rev. 08-14) to the student and it must be completed and approved for all eligible refunds. A request for refund must be made within forty-five days of the withdrawal date.

Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees.

Students who paid fees but were entitled to a waiver, voucher or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher or agency payment is presented to the school within 15 school days of the beginning of the term.

In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/designee may honor a

request for full or partial refund of fees provided that the request is made in writing prior to the end of the course; supporting documentation (where appropriate) must be provided; and if the 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 was given.

Students who receive 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, contact the Financial Aid office.

If student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the scheduled hours and if the request is made in writing.

ACADEMIC POLICIES

GRADING SYSTEM

Grade	Numeric Value	Interpretation	Grade Point
A	90 -100%	Outstanding	4
B	80 -89%	Good	3
C	70 -79%	Satisfactory	2
D	60 -69%	Minimal; improvement needed	1
F	0 -59%	Unsatisfactory	0
I	0%	Incomplete (secondary only)	0

The grading system used for dual enrollment students and selected technical programs, primarily those in the post-secondary health science area, follows the MCDPS Grading System.

A majority of the CTE programs are competency based and use a variety of means to assess students' mastery of the program including competency checklists, written tests, performance tests and student portfolios. A final grade is given at the time an OCP is earned.

UNSATISFACTORY PROGRESS

The School Board of Miami-Dade County, Florida requires that all students be notified in writing at any time during a grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or program. An acknowledgment of such notification is obtained. A conference must be called among the teacher, student, counselor, and administrator to create a contract to assist the student and avert a possible action leading to dismissal or failure.

PROBATION

All students ages 18 and under are admitted into all programs in the first trimester on a probationary basis. After the first trimester of study, depending on academic progress, the probationary status may be lifted. An adult student with an extensive disciplinary case management record from high school, who has been referred twice in one trimester or who has accumulated three referrals more than one trimester will be placed on probation. Instructors will refer a student to counselors for reasons such as tardiness, lack of attendance, poor performance and in-class disruption. This probation will extend for the remainder of the enrolled trimester. When the probation takes place within the last four weeks of the trimester, the probationary period will extend to the end of the next enrolled trimester.

TEST OF ADULT BASIC EDUCATION (TABE)

Students who want to enter CTE programs, but have not met the minimum basic skills levels established by the State of Florida for completion of their selected program, may need to register for remediation in Adult Basic Education (ABE) classes and/or the Applied Academics for Adult Education (AAAE) laboratory concurrently with their CTE program or prior to entering their selected program.

For students who enroll in a CTE program, basic skills testing in mathematics, language and reading must be completed no later than six weeks from the time of entry. South Dade Technical College uses the Test of Adult Basic Education (TABE) for all basic skills testing. All students must be administered a basic skills test, with the following exceptions:

- ✓ Students possessing an Associate of Arts or Associate in Science, Baccalaureate, or Graduate-level Degree, or those who have passed the College Level Academic Skills Test (CLAST) and/or have met the minimum requirements on college placement exams. Students must present an official copy of the degree, transcript and/or documentation of test scores, as evidence of the above.
- ✓ Students enrolling in job preparatory programs of less than 450 clock hours of instruction.

Students who have passed a state, national or industry licensure exam are exempt from post-testing on the basic skills test, Test of Adult Basic Education (TABE), although they must take an initial test within six weeks of entering a CTE program. Every school year, the State of Florida submits updates to the TABE exemption list based on industry licensure exams.

PROGRESS RECORDS

Hours of attendance and earned OCPs summaries for students enrolled in career/technical programs can be obtained through Data-In-Your-Hands (DIYH), created by the Adult Education Data Systems team to provide data in a timelier and user-friendly manner.

Verification of enrollment and hours of attendance for students enrolled in AGE classes can also be obtained through DIYH.

Grades and transcripts for students completing OCPs or full programs are kept in the Student Services Department together with the Certificate Request Clearance Packet. Grades for completion of OCPs are manually posted in FOCUS by the registrar. In addition, instructors must report students' attainment of competencies and grades in the FOCUS.

Students who have completed vocational hours within any Florida public school system may transfer the hours. All others, upon furnishing a transcript or evidence of mastery of specific competencies, may be advanced in their program of study based on the assessment of the instructor.

South Dade Technical College requires that all Veterans' Administration (VA) students report all previous education and training. The school will evaluate such and grant credit as appropriate, with training with the student and U.S. Department of Veterans' Affairs so notified.

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

Applied Academics for Adult Education (AAAE) Laboratory provides basic skills remediation in a CTE Education forum. The ABE examination is used to determine the students' strengths and weaknesses in reading, language and mathematics. This type of remediation assists students in meeting the grade level requirements for the receipt of a CTE Education certificate. Students whose test scores fall one or two grade levels below the CTE program's basic skills requirement for completion of the program are required to remediate in the Applied Academics for Adult Education Laboratory.

LICENSURE PROGRAMS

Currently, the programs for which a passing score on a licensure examination is required to enter the workforce are: Practical Nursing, Pharmacy Technician, Early Childhood, Center Director, Nails and Facials. This information is submitted to the Commission on Occupational Education (COE) as part of the institution's annual report. Students are prepared to take a licensure examination as an integral part of the course of study.

STUDENTS' RIGHTS

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. The Campus Security Act of 1990 requires Clearly Act post-secondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. In order to comply with the provisions of the law, security reports are available on the school's website and in the building operations office.

GRIEVANCE PROCEDURES FOR STUDENTS

A student should discuss any issue that may be considered as a grievance with the instructor. If the resolution is not reached at this level, the student will request a conference with the appropriate administrator, and then if need with the principal. If the student is still not satisfied, the student has the right to appeal to the Region Director at the district level.

DISCRIMINATION, BULLYING, HARASSMENT: COMPLAINT PROCEDURES FOR STUDENTS

M-DCPS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by the law in its educational programs, services or activities or in its hiring or employment practices. Please refer to School Board Policies:

- 5517 Anti-Discrimination/ Harassment (Students)
- 5517.02 Discrimination/ Harassment Complaint Procedures
- 5517.01 Bullying and Harassment for students

Questions, complaints or request for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office,

155 NE 15 Street, Suite P104E, Miami, FL 33132,
PH: 305-995-1580
Email: crc@dadeschools.net
Hours: Monday – Friday 8:00am -4:30pm

STUDENT RECORDS

Miami-Dade County Public Schools maintains educational records in accordance with state and federal laws. Educational records are maintained to facilitate the

instruction, guidance and educational progress of students in programs operated under the authority and direction of the School Board of Miami-Dade County. These records include the data necessary to facilitate the orderly educational progress of students as stated in School Board Policy 8320, Student Records. The document Student Educational Records, published by the Division of Student Services, contains the guidelines and district directives regarding student records and outlines the rights accorded eligible students.

AMERICANS WITH DISABILITIES ACT

South Dade Technical College complies with the Americans with Disabilities Act (ADA), which protects citizens of the United States who possess physical or mental disabilities. The school complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973, which states that "no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If it is determined that an individual is a qualified person with disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional programs."

STUDENT CONDUCT AND DISCIPLINE

The primary objective of South Dade Technical College and Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships; thus, it is necessary that the school environment be free from disruptions that interfere with teaching and learning activities. A Post-Secondary Student Code of Conduct has been developed by the school district to ensure that students have an environment conducive to learning.

Additional information regarding the Student Code of Conduct can be found at:

<http://www.southdadetech.edu/wp-content/uploads/2017/02/Student-Code-of-Conduct.pdf>

SMOKING

No smoking (School Board of Miami-Dade County Policy #5512), alcoholic beverages, illegal drugs/mood modifiers, or any gambling devices will be allowed in schools or on Board property. Weapons, including licensed, concealed weapons, are prohibited, except when in the possession of law enforcement officers during the execution of their official duties.

APPROVED DRESS CODE

The primary purpose of the school is to prepare students for employment, and the work force. Items of dress that pose a risk to health and safety, cause classroom disturbances or create objectionable noise are forbidden. Students must adhere to the following specific regulations concerning dress:

No metal cleats on shoes, no clogs, thongs, sandals, bedroom slippers or other shoes without back straps. Safety shoes are recommended in industrial lab/shops.

No written messages or pictures or symbols on clothing which portray ideas which may interpret to be harmful to the health, safety and welfare of students such as messages related to drugs, smoking, alcohol, sex and profanity.

Mini-shorts, micro-mini-skirts, cut-offs or oversized pants, tank tops, tube tops, see-through blouses without a camisole or whole slip, bare backs, bare midriffs or plunging neck lines; No hats or bandanas, except for religious purposes;

Students enrolled in most programs are required to wear uniforms or apparel suitable to the training.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). It gives students who are 18 years or older who attend a postsecondary institution, including South Dade Technical College, that receive funding under any program administered by the U.S. Department of Education, the rights to have access and control over the disclosure of personally identifiable information from their educational records. The entire document is available on the school website.

ADULT GENERAL EDUCATION (AGE)

Adult General Education (AGE) courses provide students with the opportunity to improve the level of literacy skills required to lead productive lives. Students perform and progress at their own pace depending on ability, levels of achievement, and educational goals. Program includes ESOL, ABE and GED.

ADMISSION REQUIREMENTS

The Test of Adult Basic Education (TABE) is a required examination to ensure placement in the appropriate level in Adult Basic Education (ABE) and General Education Development (GED) preparation classes. The

Comprehensive Adult Student Assessment System (CASAS) test is required for appropriate placement in the English for Speakers of Other Languages (ESOL) program. Students must be at least 16 years of age and not currently enrolled in another K-12 program in order to enroll in all Adult General Education classes.

LENGTH OF COURSE	
ABE	Reading/Writing/Math – variable
ESOL	One trimester minimum per level
GED	One trimester minimum

COST

Adult General Education courses will be assessed a fees as follows:

Tuition: \$30.00 per term.
 Test Fee: \$5.00 per term.
 ID Fee: \$5.00 per term.

Student must purchase textbooks and workbooks for required classes.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education courses provide basic literacy, mathematics and writing skills to those students who are performing below ninth grade level. Instruction is delivered in the areas of reading, mathematics and language. The emphasis of these courses is to assist adults to function in today's competitive society, to encourage further educational endeavors and to improve employment opportunities.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

English for Speakers of Other Languages (ESOL) courses assist students in developing literacy skills to help students communicate in English, succeed in Career/Technical Education programs, find and keep a job and advance in chosen careers. There are five consecutive levels of language instruction in ESOL. These levels are configured logically and sequentially for language acquisition.

GENERAL EDUCATIONAL DEVELOPMENT PROGRAM (GED)

This course prepares students for the General Educational Development (GED) test, often referred to as the high school equivalency exam. It consists of reading comprehension, mathematics, writing, social studies and science and provides a review for students taking the GED

test. Upon receiving a passing score on the GED examination, the student is issued a State of Florida High School diploma.

TECHNOLOGY SUPPORT FOR ADULT GENERAL EDUCATION

English for Speakers of Other Languages (ESOL) students are scheduled to attend on a weekly basis the ESOL computer language laboratory where they get additional practice in reading, listening and speaking English. Through the use of the Burlington English and Rosetta Stone. Students view mini-videos, listen, repeat, record words, phrases, and sentences and interact with the program to complete multiple-choice, true/false, matching and fill-in-the-blank exercises.

Adult Basic Education (ABE) classes are scheduled into the ABE labs on a weekly basis. Students get additional practice in reading, language and mathematics. Through the use of Instruction Targeted for TABE Success (ITTS), the student completes exercises which prepare him/her for the Test of Adult Basic Education (TABE) and for the CTE class of their choice.

ADULT HIGH SCHOOL

To obtain a standard adult education diploma, a student must earn either the standard 24 credits or 18 credits under the ACCEL option, maintain a minimum 2.0 GPA and successfully complete all required statewide exams (or earn concordant or comparative scores in respective courses) in accordance with State of Florida guidelines.

***CAREER AND TECHNICAL
EDUCATION (CTE) PROGRAMS***

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

PROGRAM OBJECTIVE

Our program is designed to prepare students for employment or advanced training in the heating, air conditioning refrigeration and ventilation industry.

PROGRAM STRUCTURE

This program consists of 750 hours and is a planned sequence of instruction consisting of three Occupational Completion Points (OCPs), as illustrated below:

OCP	Course Title	Course
A	Air Conditioning, Refrigeration and Heating Helper	250 Hours
B	Air Conditioning, Refrigeration and Heating Mechanic Assistant	250 Hours
C	Air Conditioning, Refrigeration and Heating Mechanic	250 Hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an adult education career & technical program.

BASIC SKILLS REQUIREMENTS

Student must score a minimum of 10 in Math, 9 in Language and Reading on the Test of Adult Basic Education (TABE).

LABORATORY ACTIVITIES

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course.

DAY/TIME PROGRAM OFFERED

Monday-Friday 8:00 AM - 2:00 PM

AUTOMOTIVE SERVICE TECHNOLOGY

PROGRAM OBJECTIVE

Our program is designed to prepare students for employment in the Transportation, Distribution and Logistics career cluster.

PROGRAM STRUCTURE

This program consists of 1050 hours and is a planned sequence of instruction consisting of 5 Occupational Completion Points (OCPs), as illustrated below:

OCP	Course Title	Course
A	Automobile Services Assistor	300 Hours
B	Automotive Brake System Technician	150 Hours
C	Automobile Suspension and Steering Technician	150 Hours
D	Automotive Electrical/Electronic System Technician	300 Hours
E	Engine Repair Technician	150 Hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an adult education career & technical program.

BASIC SKILLS REQUIREMENTS

Student must score a minimum of 10 in Math, 9 in Language and Reading on the Test of Adult Basic Education (TABE).

LABORATORY ACTIVITIES

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course.

DAY/TIME PROGRAM OFFERED

Monday-Friday 8:00 AM - 2:00 PM

BASIC HEALTHCARE WORKER

PROGRAM OBJECTIVE

This program is the core class for all programs in the healthcare field.

PROGRAM STRUCTURE

This program consists of 90 hours.

Upon completion of the program, the instructor will provide a certificate to the student verifying that the requirements have been met.

OCP	Course Title	Course Length
A	Basic Healthcare Worker	90 Hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an adult education career & technical program.

BASIC SKILLS REQUIREMENTS

There is no TABE Test requirement for this course.

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. Instruction and learning activities are provided in a lab setting using hands-on experiences.

DAY/TIME PROGRAM OFFERED

Monday-Friday 8:00 AM - 2:00 PM

CHILD CARE CENTER DIRECTOR

PROGRAM OBJECTIVE

This program is approved by the Florida Department of Children and Families (DCF) as meeting the course requirement for child care center directors. Students who complete the program, and meet other requirements, are eligible for the Florida Child Care Director Credential.

PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of one occupational completion point (45 Hours)

OCP	Course Title	Course Length
A	Child Care Center Director	45 Hours

ENTRANCE REQUIREMENTS

FLORIDA DIRECTOR CREDENTIAL CORE REQUIREMENTS

Possess a High School diploma or GED, Complete the Department of Children and Families Part I Introductory Child Care Courses (5 courses, 30 hours), Complete the DCF *Special Needs Appropriate Practices* course or a minimum of 8 hours of in-service training on children with disabilities. Possess an active Staff Credential.

IN ADDITION, THE DIRECTOR CREDENTIAL, LEVEL I REQUIRES - Completion of one DCF approved course in the curriculum content area *Overview of Child Care Management* (this course meets that requirement)

DAY/TIME PROGRAM OFFERED

Wednesday 8:00 AM - 2:00 PM

CULINARY ARTS

PROGRAM OBJECTIVE

Our program is designed to prepare students to take part in food and beverage preparation, kitchen and dining room assistance, as well as assistance to bakers and cooks.

PROGRAM STRUCTURE

This program consists of 1200 hours and is a planned sequence of instruction consisting of four Occupational Completion Points (OCPs), as illustrated below.

OCP	Course Title	Course Length
A	Food Preparation	300 Hours
B	Cook, Restaurant	300 Hours
C	Chef/Head Cook	300 Hours
D	Food Service Management	300 Hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an adult education career & technical program.

BASIC SKILLS REQUIREMENTS

Student must score a minimum of 9.0 in Math, Language and Reading on the Test of Adult Basic Education (TABE).

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes

related to this occupation.

DAY/TIME PROGRAM OFFERED

Monday-Friday 8:00 AM - 2:00 PM

EARLY CHILDHOOD

PROGRAM OBJECTIVE

Our program is designed to prepare students for employment as a Child Care Worker, Preschool Teacher Aide, and Preschool Teacher.

PROGRAM STRUCTURE

This program consists of 600 hours (120 hours of classroom instruction and 480 hours of direct work with children) and four Occupational Completion Points (OCPs).

OCP	Course Title	Course Length
A	Child Care Worker 1	150 Hours
B	Child Care Worker 2	150 Hours
C	Teacher Aide (Preschool)	150 Hours
D	Preschool Teacher	150 Hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an adult education career & technical program.

BASIC SKILLS REQUIREMENTS

Student must score a minimum of 9.0 in Math, Language and Reading on the Test of Adult Basic Education (TABE).

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. Instruction and learning activities are provided in a lab setting using hands-on experiences. Activities provide instruction in the use of manipulative equipment; language development, creative art, music, science, dramatic play, developmentally appropriate practices, brain research, classroom management and established early Childhood/Child Development competencies. Observation and supervised work experience with young children are a requirement for this program.

DAY/TIME PROGRAM OFFERED

Monday-Friday 8:00 AM - 2:00 PM

FACIALS SPECIALIST

PROGRAM OBJECTIVE

This program is designed to prepare students for employment as a Licensed Skin Care/Facial Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification and obtaining a state license.

PROGRAM STRUCTURE

The Facials Specialty program consists of 260 classroom hours.

OCP	Course Title	Length
A	Facials/Skin Care Specialist	260 Hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an adult education career & technical program.

BASIC SKILLS REQUIREMENTS

There is no TABE Test requirement for this course.

LABORATORY ACTIVITIES

Laboratory activities are an integral part of the program. These activities include instruction in the use of safety procedures, materials, and processes related to this occupation.

DAY/TIME PROGRAM OFFERED

Monday-Friday 8:00 AM - 2:00 PM

MEDICAL ASSISTING

PROGRAM OBJECTIVE

Our program is designed to prepare students for employment as medical assistants. This program should meet the Standards of Guidelines of an Accredited Educational Program for the Medical Assistant.

PROGRAM STRUCTURE

This program consists of 1300 hours and is a planned sequence of instruction consisting of five Occupational Completion Points (OCPs), as illustrated below.

OCP	Course Title	Course Length
A	Basic Healthcare Worker	90 Hours
B	Introduction to Medical	250 Hours

	Assisting	
	Medical Office Procedures	75 Hours
C	Phlebotomist, MA	75 Hours
D	EKG Aide, MA	75 Hours
E-1	Clinical Assistant	230 Hours
E-2	Pharmacy for Medical Assisting	90 Hours
E-3	Laboratory Procedures	125 Hours
E-4	Administrative Office Procedures	90 Hours
E-5	Practicum Experience	200 Hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an adult education career & technical program.

BASIC SKILLS REQUIREMENTS

Student must score a minimum of 10.0 in Math, Reading and Language on the Test of Adult Basic Education (TABE).

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations.

DAY/TIME PROGRAM OFFERED

Monday-Friday 8:00 AM - 2:00 PM

NAILS SPECIALIST

PROGRAM OBJECTIVE

The purpose of this program is to prepare students for employment as a Licensed Manicurist and Pedicurist.

PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of a core and one occupational completion point (240 hours).

Course Title	Hours
Manicurists and Pedicurists	240 hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an adult

education career & technical program.

BASIC SKILLS REQUIREMENTS

There is no TABE Test requirement for this course.

LABORATORY ACTIVITIES

Laboratory activities are an integral part of the program. Instruction and learning activities are provided in a laboratory setting using hands-on experiences with chemicals, implements, and equipment appropriate to the programs content and in accordance with safety and sanitation practices in the trade.

DAY/TIME PROGRAM OFFERED

Monday-Friday 8:00 AM - 2:00 PM

PHARMACY TECHNICIAN

PROGRAM OBJECTIVE

Our program is designed to prepare students for employment as Pharmacy Technicians, Community Pharmacy Technicians, or Pharmacy Aides.

PROGRAM STRUCTURE

This program consists of 1050 hours and is a planned sequence of instruction consisting of two Occupational Completion Points (OCPs), as illustrated below.

Upon completion of the program, the instructor will provide a certificate to the student verifying that the requirements have been met.

OCP	Course Title	Course Length
A	Basic Healthcare Worker	90 Hours
B	Pharmacy Technician 1	360 Hours
	Pharmacy Technician 2	300 Hours
	Pharmacy Technician 3	300 Hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an adult education career & technical program.

BASIC SKILLS REQUIREMENTS

Student must score a minimum of 11.0 in Math and 10.0 in Reading and Language on the Test of Adult Basic Education (TABE).

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety

procedures, tools, equipment, materials, and processes related to these occupations.

DAY/TIME PROGRAM OFFERED

Monday-Friday 8:00 AM - 2:00 PM

PHLEBOTOMY

PROGRAM OBJECTIVE

The purpose of this program is to prepare students for employment as phlebotomists & healthcare support workers.

PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of 2 occupational completion points. The length of the program is 165 hours as listed below.

OCP	Course Title	Course Length
A	Basic Healthcare Worker	90 Hours
B	Phlebotomist	75 Hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an Adult Education Career & Technical Program.

BASIC SKILLS REQUIREMENTS

There is no TABE Test requirement for this course.

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

DAY/TIME PROGRAM OFFERED

Monday-Friday 8:00 AM - 2:00 PM

UNARMED PRIVATE SECURITY OFFICER

PROGRAM OBJECTIVE

The purpose of this program is to prepare students for employment as Class "D" licensed Unarmed Private Security Officers.

PROGRAM STRUCTURE

OCP	Course Title	Course Length
A	Private Security Officer	40 Hours

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program in order to register for an adult education career & technical program.

BASIC SKILLS REQUIREMENTS

There is no TABE Test requirement for this course.

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. This program includes activities that provide practical experience in managing security including verbal and non-verbal skills to defuse conflict, cooperating with emergency personnel, directing traffic, preparing and delivering courtroom testimony, and responding to and analyzing results of case studies of security incidents.

EVENING PROGRAM OFFERED

Monday-Thursday 6:00 PM - 8:30 PM

HOMESTEAD SENIOR HIGH SCHOOL DUAL ENROLLMENT PROGRAMS

ELECTRICIAN

PROGRAM OBJECTIVE

Our program is design to prepare students for employment or advanced training in a variety of construction electrical industries

PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of three occupational completion points as follows:

OCP	Course Title	Course Length
A	Electrician Helper	300 Hours
B	Residential Electrician	450 Hours
C	Commercial Electrician	450 Hours

ENTRANCE REQUIREMENTS

Requirements for admission include a minimum GPA of 2.0, excellent attendance and conduct records, motivation to pursue a career in a specific field and recommendations by teachers and counselors.

BASIC SKILLS REQUIREMENTS

There is no TABE Test requirement for this course.

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations.

DAY/TIME PROGRAM OFFERED

Monday-Friday 7:20 AM - 2:20 PM

MEDICAL ASSISTING

PROGRAM OBJECTIVE

Our program is designed to prepare students for employment as medical assistants. This program should meet the Standards of Guidelines of an Accredited Educational Program for the Medical Assistant.

PROGRAM STRUCTURE

This program consists of 1300 hours and is a planned sequence of instruction consisting of five Occupational Completion Points (OCPs), as illustrated below.

OCP	Course Title	Course Length
A	Basic Healthcare Worker	90 Hours
B	Medical Office Receptionist	100 Hours
C	Phlebotomist, MA	75 Hours
D	EKG Aide, MA	75 Hours
E	Medical Assistant 1	320 Hours
	Medical Assistant 2	320 Hours
	Medical Assistant 3	320 Hours

ENTRANCE REQUIREMENTS

Requirements for admission include a minimum GPA of 2.0, excellent attendance and conduct records, motivation to pursue a career in a specific field and recommendations by teachers and counselors.

BASIC SKILLS REQUIREMENTS

There is no TABE Test requirement for this course.

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations.

DAY/TIME PROGRAM OFFERED

Monday-Friday 7:20 AM - 2:20 PM

PRACTICAL NURSING

PROGRAM OBJECTIVE

Our program is designed to prepare students for employment in the Health Science career cluster.

PROGRAM STRUCTURE

This program consists of 1350 hours and is a planned sequence of instruction consisting of three Occupational Completion Points (OCPs), as illustrated below:

OCP	Course Title	Course
A	Basic Healthcare Worker	90 Hours
B	Nurse Aide and Orderly (Articulated)	75 Hours
C	Practical Nurse 1	285 Hours
	Practical Nurse 2	450 Hours
	Practical Nurse 3	450 Hours

ENTRANCE REQUIREMENTS

Requirements for admission include a minimum GPA of 2.75, excellent attendance and conduct records, motivation to pursue a career in a specific field and recommendations by teachers and counselors.

BASIC SKILLS REQUIREMENTS

There is no TABE Test requirement for this course.

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to this occupation.

DAY/TIME PROGRAM OFFERED

Monday-Friday 7:20 AM - 2:20 PM

VETERANS TRAINING

ELIGIBILITY ENTITLEMENT

The Post-9/11 GI-Bill (Chapter 33)

http://www.gibill.va.gov/benefits/post_911_gibill/index.html

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

[For more information see our Post-9/11 GI Bill pamphlet](#)

Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees, vocational/technical training, on-the-job training, flight training, correspondence training, licensing and national testing programs, entrepreneurship training, and tutorial assistance. All training programs must be approved for GI Bill benefits.

This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following your release from active duty. The Post-9/11 GI Bill also offers some service members the opportunity to transfer their GI Bill to dependents.

Some of the benefits the Post-9/11 GI Bill will pay include:

Your full tuition & fees directly to the school for all public school in-state students. For those attending private or foreign schools tuition & fees are capped at the national maximum rate. If you are attending a private Institution of Higher Learning in AZ, MI, NH, NY, PA, SC or TX you may be eligible for a higher tuition reimbursement rate.

For those attending a more expensive private school or a public school as a non-resident out-of-state student, a program exists which may help to reimburse the difference. This program is called the [“Yellow Ribbon Program”](#).

A monthly housing allowance (MHA)

- An annual books & supplies stipend
- A one-time rural benefit payment

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Benefits of the Yellow Ribbon Program

http://www.gibill.va.gov/benefits/post_911_gibill/yellow_ribbon_program.html

The Post-9/11 GI Bill will pay you:

- All resident tuition & fees for a public school
- The lower of the actual tuition & fees or the national maximum per academic year for a private school
- An exception to this exists for students enrolled in private schools in AZ, MI, NH, NY, PA, SC or TX. In these cases we will pay the lower of the actual tuition & fees or the highest public in-state undergraduate tuition & fees

Your actual tuition & fees costs may exceed these amounts if you are attending a private school or are attending a public school as a nonresident student.

Institutions of Higher Learning (Degree Granting Institutions) may elect to participate in the Yellow Ribbon Program to make additional funds available for your education program without an additional charge to your GI Bill entitlement.

Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the amount of tuition and fees that will be contributed. VA will match that amount and issue payment directly to the institution.

Eligibility

Only veterans are entitled to the maximum benefit rate (based on service requirements) or their designated transferees may receive this funding. Active duty service members and their spouses are not eligible for this program (child transferees of active duty service members may be eligible if the service member is qualified at the 100% rate).

Therefore, you may be eligible if:

- You served an aggregate period of active duty after September 10, 2001, of at least 36 months;
- You were honorably discharged from active duty for a service connected disability and you served 30 continuous days after September 10, 2001;

- You are a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on a veteran's service under the eligibility criteria listed above.

How will I Know My School is Participating in the Yellow Ribbon Program? You must be enrolled in an approved program offered by an IHL.

Montgomery GI Bill

http://www.gibill.va.gov/benefits/montgomery_gibill/index.html

The Montgomery GI Bill (MGIB) is available for those who enlist in the U.S. Armed Forces. MGIB encompasses both the [Montgomery GI Bill-Active Duty \(Chapter 30\)](#) and [The Montgomery GI Bill-Selected Reserve \(Chapter 1606\)](#). Under Chapter 30, Active Duty members enroll and pay \$100 per month for 12 months; and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation. Under Chapter 1606, a reservist must be actively drilling and have a 6-year obligation in the Selected Reserve to be eligible.

Montgomery GI Bill Active Duty (MGIB-AD)

http://www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html

The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30.

\$600 Buy-up Program

Some service members may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill benefits. The additional contribution must be made while on active duty. For more information contact your personnel or payroll office.

The Montgomery GI Bill - Active Duty, called "MGIB" for short, provides up to 36 months of education benefits to eligible veterans for:

- College
- Technical or Vocational Courses
- Correspondence Courses
- Apprenticeship/Job Training

- Flight Training
- High-tech Training
- Licensing & Certification Tests
- Entrepreneurship Training
- Certain Entrance Examinations

Who is Eligible? You may be an eligible veteran if you have an Honorable Discharge, AND you have a High School Diploma or GED or in some cases 12 hours of college credit, AND you meet the requirements of one of the categories below:

CATEGORY I

- Entered active duty for the first time after June 30, 1985
- Had military pay reduced by \$100 a month for first 12 months
- Continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you entered the Selected Reserve within a year of leaving active duty and served 4 years ("2 by 4" Program)

CATEGORY II

- Entered active duty before January 1, 1977
- Served at least 1 day between 10/19/84 and 6/30/85, and stayed on active duty through 6/30/88, (or 6/30/87 if you entered the Selected Reserve within 1 year of leaving active duty and served 4 years)
- On 12/31/89, you had entitlement left from Vietnam-Era GI Bill

CATEGORY III

- Not eligible for MGIB under Category I or II
- On active duty on 9/30/90 AND separated involuntarily after 2/2/91,
- OR involuntarily separated on or after 11/30/93,
- OR voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
- Before separation, you had military pay reduced by \$1200

CATEGORY IV

- On active duty on 10/9/96 AND you had money remaining in a VEAP account on that date AND you elected MGIB by 10/9/97
- OR entered full-time National Guard duty under title 32, USC, between 7/1/85, and 11/28/89 AND you elected MGIB during the period 10/9/96, through 7/8/97

- Had military pay reduced by \$100 a month for 12 months or made a \$1200 lump-sum contribution

How Much Does VA Pay?

The monthly benefit paid to you is based on the type of training you take, length of your service, your category, and if DOD put extra money in your MGIB Fund (called "kickers"). You usually have 10 years to use your MGIB benefits, but the time limit can be less, in some cases, and longer under certain circumstances.

How Can I Apply?

You can apply by filling out [VA Form 22-1990](#), Application for Education Benefits.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under MGIB-AD except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Selected Reserve (MGIB-SR)

http://www.gibill.va.gov/benefits/montgomery_gibill/elected_reserve.html

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

You may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, and vocational flight training programs. Remedial, refresher and deficiency training are available under certain circumstances.

Eligibility for this program is determined by the Selected Reserve components. VA makes the payments for this program.

You may be entitled to receive up to 36 months of education benefits.

Your eligibility for the program normally ends on the day you leave the Selected Reserve.

One exception to this policy exists if you are mobilized (or recalled to active duty from your reserve status), in this case your eligibility may be extended for the amount of

time you are mobilized PLUS four months. For example, if you are mobilized for 12 months your eligibility period is extended for 16 months (12 months active duty PLUS 4 months.) So even if you leave the reserves after mobilization, you may have additional eligibility to the MGIB-SR.

If your unit is deactivated during the period beginning on October 1, 2007 through September 30, 2016 or you are involuntarily separated (for reasons other than misconduct) you will retain your original period of eligibility which is 14 years from the date of your first 6 year obligation with the selected reserves.

Eligibility

To qualify, you must meet the following requirements:

- Have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985. If you are an officer, you must have agreed to serve six years in addition to your original obligation. For some types of training, it is necessary to have a six-year commitment that begins after September 30, 1990;
- Complete your initial active duty for training (IADT);
- Meet the requirement to receive a high school diploma or equivalency certificate before completing IADT. You may not use 12 hours toward a college degree to meet this requirement;
- Remain in good standing while serving in an active Selected Reserve unit. You will also retain MGIB - SR eligibility if you were discharged from Selected Reserve service due to a disability that was not caused by misconduct. Your eligibility period may be extended if you are ordered to active duty.

How to Apply

Your unit will give you a DD Form 2384-1, Notice of Basic Eligibility, when you become eligible for the program. Your unit will also code your eligibility into the Department of Defense personnel system so that VA may verify your eligibility.

You should then make sure that your selected program is approved for VA training. If you are not clear on this point, VA will inform you and the school or company about the requirements.

Obtain and complete [VA Form 22-1990](#), Application for Education Benefits. Send it to the VA regional office with jurisdiction over the State where you will train.

If you have started training, take your application and your Notice of Basic Eligibility to your school or employer. Ask them to complete VA Form 22-1999, (not available

online) Enrollment Certification, and send all the forms to VA.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under MGIB-SR except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Reserve Educational Assistance (REAP)

http://www.gibill.va.gov/benefits/other_programs/reat.html

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

\$600 Buy-up Program

Some reservists may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill benefits. You must be a member of a Ready Reserve component (Selected Reserve, Individual Ready Reserve, or Inactive National Guard) to pay into the "buy-up" program.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under REAP except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Survivors & Dependents Assistance (DEA)

http://www.gibill.va.gov/benefits/other_programs/dea.html

Summary of Benefits

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of

certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Eligibility

You must be the son, daughter, or spouse of:

- A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- A veteran who died from any cause while such permanent and total service-connected disability was in existence.
- A service member missing in action or captured in line of duty by a hostile force
- A service member forcibly detained or interned in line of duty by a foreign government or power.
- A service member who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability. This change is effective December 23, 2006.

Period of Eligibility

If you are a son or daughter and wish to receive benefits for attending school or job training, you must be between the ages of 18 and 26. In certain instances, it is possible to begin before age 18 and to continue after age 26. Marriage is not a bar to this benefit. If you are in the Armed Forces, you may not receive this benefit while on active duty. To pursue training after military service, your discharge must not be under dishonorable conditions. VA can extend your period of eligibility by the number of months and days equal to the time spent on active duty. This extension cannot generally go beyond your 31st birthday, there are some exceptions.

If you are a spouse, benefits end 10 years from the date VA finds you eligible or from the date of death of the veteran. If the VA rated the veteran permanently and totally disabled with an effective date of 3 years from discharge a spouse will remain eligible for 20 years from the effective date of the rating. This change is effective October 10, 2008 and no benefits may be paid for any training taken prior to that date.

For surviving spouses (spouses of service members who died on active duty) benefits end 20 years from the date of death.

How to Apply

You should make sure that your selected program is approved for VA training. If you are not clear on this point, VA will inform you and the school or company about the requirements.

Obtain and complete VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance. Send it to the VA regional office with jurisdiction over the State where you will train. If you are a son or daughter, under legal age, a parent or guardian must sign the application.

If you have started training, take your application to your school or employer. Ask them to complete VA Form 22-1999, Enrollment Certification, and send both forms to VA.

Section 301 of Public Law 109-461 adds a new category to the definition of "eligible person" for DEA benefits. The new category includes the spouse or child of a person who:

VA determines has a service-connected permanent and total disability; and at the time of VA's determination is a member of the Armed Forces who is hospitalized or receiving outpatient medical care, services, or treatment; and is likely to be discharged or released from service for this service-connected disability.

Persons eligible under this new provision may be eligible for DEA benefits effective December 23, 2006, the effective date of the law.

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service related condition. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Special Restorative Training is available to persons eligible for DEA benefits. The Department of Veterans Affairs may prescribe special restorative training where needed to overcome or lessen the effects of a physical or mental disability for the purpose of enabling an eligible person to pursue a program of education, special vocational program or other appropriate goal. Medical care and treatment or psychiatric treatments are not included.

Special Vocational Training is also available to persons eligible for DEA benefits. This type of program may be

approved for an eligible person who is not in need of Special Restorative Training, but who requires such a program because of a mental or physical handicap.

Veterans Educational Assistance Program (VEAP)
http://www.gibill.va.gov/benefits/other_programs/veap.html

Summary of Benefits

VEAP is available if you elected to make contributions from your military pay to participate in this education benefit program. Your contributions are matched on a \$2 for \$1 basis by the Government. You may use these benefits for degree, certificate, correspondence, apprenticeship/ on-the-job training programs, and vocational flight training programs. In certain circumstances, remedial, deficiency, and refresher training may also be available.

Benefit entitlement is 1 to 36 months depending on the number of monthly contributions. You have 10 years from your release from active duty to use VEAP benefits. If there is entitlement not used after the 10-year period, your portion remaining in the fund will be automatically refunded.

Eligibility

To qualify, you must meet the following requirements:

- Entered service for the first time between January 1, 1977, and June 30, 1985;
- Opened a contribution account before April 1, 1987;
- Voluntarily contributed from \$25 to \$2700;
- Completed your first period of service; and
- Were discharged or released from service under conditions other than dishonorable.
- If you are currently on active duty and wish to receive VEAP benefits, you must have at least 3 months of contributions available.

Contributions may be withdrawn if you do not meet the basic eligibility requirements or if you formally request a refund of the contributions withheld.

How to Apply

You should make sure that your selected program is approved for VA training. If you are not clear on this point, VA will inform you and the school or company about the requirements.

Obtain and complete VA Form 22-1990, Application for Education Benefits. Send it to the VA regional office with jurisdiction over the State where you will train. If you are

not on active duty, send copy 4 (Member Copy) of your DD Form 214, Certificate of Release or Discharge from Active Duty. If you are on active duty, you must have your enrollment approved by your base Education Services Officer, and you must have your service verified by your Commanding Officer.

If you have started training, take your application and Member Copy of DD Form 214 to your school or employer. Ask them to complete VA Form 22-1999, Enrollment Certification, and send all the forms to VA.

If you wish to withdraw your contributions from VEAP, obtain and complete VA Form 22-5281, Application for Refund of Educational Contributions, and send it to your nearest VA regional office.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under VEAP except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in.

Vocational Rehabilitation Program (Vet-Rehab) Chapter 31

<http://www.vba.va.gov/bln/vre/>

The Vocational Rehabilitation and Employment (VR&E) Program is authorized by Congress under Title 38, USC, Chapter 31 and Code of Federal Regulations, Part 21. It is sometimes referred to as the Chapter 31 program. This program assists Veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. For Veterans with service-connected disabilities so severe that they cannot immediately consider work, this program offers services to improve their ability to live as independently as possible.

Services that may be provided by the VR&E Program include:

- Comprehensive rehabilitation evaluation to determine abilities, skills, and interests for employment
- Vocational counseling and rehabilitation planning for employment services
- Employment services such as job-training, job-seeking skills, resume development, and other work readiness assistance
- Assistance finding and keeping a job, including the use of special employer incentives and job accommodations

- On the Job Training (OJT), apprenticeships, and non-paid work experiences
- Post-secondary training at a college, vocational, technical or business school
- Supportive rehabilitation services including case management, counseling, and medical referrals
- Independent living services for Veterans unable to work due to the severity of their disabilities

Who is Eligible for VR&E Services?

Active Duty Service Members are eligible if they:

- Expect to receive an honorable discharge upon separation from active duty
- Obtain a memorandum rating of 20% or more from the VA
- Apply for Vocational Rehabilitation and Employment (VR&E) services

Veterans are eligible if they:

- Have received, or will receive, a discharge that is other than dishonorable
- Have a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the Department of Veteran Affairs (VA)
- Apply for Vocational Rehabilitation and Employment (VR&E) services

Basic period of Eligibility

The basic period of eligibility in which VR&E services may be used is 12 years from the latter of the following:

- Date of separation from active military service, or
- Date the veteran was first notified by VA of a service-connected disability rating.

The basic period of eligibility may be extended if a Vocational Rehabilitation Counselor (VRC) determines that a Veteran has a Serious Employment Handicap

What Happens after Eligibility is established?

The Veteran is scheduled to meet with a Vocational Rehabilitation Counselor (VRC) for a comprehensive evaluation to determine if he / she is entitled for services. A comprehensive evaluation includes:

- An assessment of the Veteran's interests, aptitudes, and abilities
- An assessment of whether service connected disabilities impair the Veteran's ability to find and / or hold a job using the occupational skills he or she has already developed

•Vocational exploration and goal development leading to employment and / or maximum independence at home and in the Veteran's community

What is an Entitlement Determination?

A Vocational Rehabilitation Counselor (VRC) works with the Veteran to complete a determination if an [employment handicap](#) exists. An employment handicap exists if the Veteran's service connected disability impairs his / her ability to obtain and maintain a job. Entitlement to services is established if the veteran has an employment handicap and is within his or her 12-year basic period of eligibility and has a 20 % or greater service-connected disability rating.

If the service connected disability rating is less than 20%, or if the Veteran is beyond the 12-year basic period of eligibility, then a serious employment handicap must be found to establish entitlement to VR&E services. A serious employment handicap is based on the extent of services required to help a Veteran to overcome his or her service and non-service connected disabilities permitting the return to suitable employment.

What Happens after the Entitlement Determination is made?

The Veteran and Vocational Rehabilitation Counselor (VRC) work together to:

- Determine transferable skills, aptitudes, and interests
- Identify viable employment and / or independent living services options
- Explore labor market and wage information
- Identify physical demands and other job characteristics
- Narrow vocational options to identify a suitable employment goal
- Select a VR&E program track leading to an employment or independent living goal
- Investigate training requirements
- Identify resources needed to achieve rehabilitation
- Develop an individualized rehabilitation plan to achieve the identified employment and / or independent living goals

What is a Rehabilitation Plan?

A rehabilitation plan is an individualized, written outline of the services, resources and criteria that will be used to achieve employment and / or independent living goals. The plan is an agreement that is signed by the Veteran and the Vocational Rehabilitation Counselor (VRC) and is updated as needed to assist the Veteran to achieve his / her goals.

Depending on their circumstances, veterans will work with their VRC to select one of the following five tracks of services ([see definitions for more detail](#)):

- Reemployment (with a former employer)
- Direct job placement services for new employment
- Self-employment
- Employment through long term services including OJT, college, and other training
- Independent living services

What happens after the Rehabilitation Plan is developed?

After a plan is developed and signed, a Vocational Rehabilitation Counselor (VRC) or case manager will continue to work with the Veteran to implement the plan to achieve suitable employment and / or independent living. The VRC or case manager will provide ongoing counseling, assistance, and coordinate of services such as tutorial assistance, training in job-seeking skills, medical and dental referrals, adjustment counseling, payment of training allowance, if applicable, and other services as required to help the Veteran achieve rehabilitation. Summary of the Vocational Rehabilitation and Employment Program (Chapter 31) Process

A VA Veteran who is eligible for an evaluation under Chapter 31 must first apply for services and receive an appointment with a Vocational Rehabilitation Counselor (VRC). The VRC will work with the Veteran to determine if an employment handicap exists as a result of his or her service connected disability. If an employment handicap is established and the Veteran is found entitled to services. The VRC and the Veteran will continue counseling to select a track of services and jointly develop a plan to address the Veteran's rehabilitation and employment needs.

The rehabilitation plan will specify an employment or independent living goal, identify intermediate goals, and outline services and resources that VA will provide to assist the Veteran to achieve his / her goals. The VRC and the Veteran will work together to implement the plan to assist the Veteran to achieve his or her employment and / or independent living goals.

A Veteran found not to be entitled to services; the VRC will help him or her locate other resources to address any rehabilitation and employment needs identified during the evaluation. Referral to other resources may include state vocational rehabilitation programs; Department of Labor employment programs for disabled veterans; state, federal or local agencies providing services for employment or small business development; internet-

based resources for rehabilitation and employment; and information about applying for financial aid.

Veterans Retraining Assistance Program (VRAP)
<http://benefits.va.gov/vow/education.htm>

Congress passed, and the President has signed into law, the VOW to Hire Heroes Act of 2011. Included in this new law is the Veterans Retraining Assistance Program (VRAP). VRAP offers up to 12 months of training assistance to unemployed Veterans.

The VRAP offers 12 months of training assistance to Veterans who:

- Are at least 35 but no more than 60 years old
- Are unemployed on the date of application
- Received an other than dishonorable discharge
- Are not be eligible for any other VA education benefit program (e.g.: the Post-9/11 GI Bill, Montgomery GI Bill, Vocational Rehabilitation and Employment Assistance)
- Are not in receipt of VA compensation due to unemployability
- Are not enrolled in a federal or state job training program

The program is limited to 45,000 participants from July 1, 2012, through September 30, 2012, and 54,000 participants from October 1, 2012, through March 31, 2016. Participants must attend full-time in order to receive up to 12 months of assistance equal to the monthly full-time payment rate under the Montgomery GI Bill–Active Duty program (\$1,564 effective October 1, 2012). DOL will offer employment assistance to every Veteran who participates upon completion of the program.

Participants must be enrolled in a VA approved program of education offered by a community college or technical school. The program must lead to an Associate Degree, Non-College Degree, or a Certificate, and train the Veteran for a high demand occupation.

VRAP Applications Are Open

VA is accepting VRAP applications now. Please visit eBenefits to apply. Remember, to complete the application, you will need to know your direct deposit information (bank routing number and account number), the name and location of your school, the program you wish to pursue, and the applicable high demand occupation you wish to train in.

Withdrawal Information

It's important for VA to know if you do not plan on using your benefits---we could open your spot to someone else.

If you received a Certificate of Eligibility for VRAP but no longer wish to participate in the program, you can let us know by sending us an email via the GI Bill website at www.GIBill.va.gov. Click on the "Submit a Question" button in the middle of the page, login to your account and click "Ask a Question." You must have an account to submit a question. If you do not have an account, you can set one up by clicking [here](#).

Please place "Withdraw from VRAP" in the subject line and provide the following information in the body of your email:

- Full Name
- File Number (Social Security Number)
- Why you no longer need or want to participate in the program

High Demand Jobs

VRAP will provide training for programs of education that lead to a high demand occupation, as determined by the Department of Labor. [Click here to see a listing of high demand occupations.](#)

VETERANS BENEFITS/CONTACTS

Eligibility for VA Benefits

You may be eligible for VA benefits if you are a:

- Veteran, Veteran's dependent
- Surviving spouse, child or parent of a deceased Veteran
- Uniformed service member
- Present or former reservist or National Guard member

How to Apply for VA Benefits

VA has several ways to apply for your benefits depending on your category and status.

The Pre-Discharge Program

<http://www.benefits.va.gov/PREDISCHARGE/index.asp>

A joint VA and Department of Defense(DOD) program that affords service members the opportunity to file claims for [disability compensation](#) up to 180 days prior to separation or retirement from active duty or full time National guard or Reserve duty (Titles 10 and 32).

You can apply for disability compensation through one of the following:

- Benefits Delivery at Discharge (BDD)
- Quick Start
- Overseas Intake Sites

The VONAPP (Veterans On Line Application)

The VONAPP (Veterans On Line Application) website is an official U.S. Department of Veterans Affairs (VA) website that enables service members, veterans and their beneficiaries, and other designated individuals to apply for benefits using the Internet.

Apply at your local Regional Offices

VA Regional Offices can assist you with filing the appropriate VA forms. In addition, VSO's (Veteran Service Organizations) can assist you as well by answering general questions and even petitioning on your behalf for services they believe you are qualified to receive.

Telephone Certification for Education and training

Monthly verification of attendance before payment is issued if you are attending an Institution of Higher Learning (IHL) or NON-College Degree (NCD) program can now be certified directly to a toll free phone for the following:

- Montgomery GI Bill - Active Duty
- Montgomery GI Bill - Selected Reserve
- Reserve Educational Assistance Program - REAP
- Veterans Retraining Assistance Program - VRAP

The number to call is 1-877-823-2378.

VETERANS ADMINISTRATION REQUIREMENTS

New Students

Veterans who have never used their VA benefits are to complete VA Form 22-1990 and turn it into the Financial Aid Office, Room C4, along with a certified copy of your DD214, a marriage and/or birth certificates, and divorce decrees.

Previously Enrolled Students

Veterans who have previously received benefits at another school must complete VA Form 22-1995 (Change of Program or Place of Training) and submit the form to the Financial Aid Office along with any changes in marital/family status that may have occurred since originally applying previously. A transcript of your prior training must be submitted. (Related or Non-related)

Continuing Students

Veterans who have attended South Dade Technical College in the past and are entering again in the same program must notify the Financial Aid Office so that they can be certified for the remaining length of course for which they may be still allowed to receive VA benefits. The Financial Aid Office does not automatically re-certify a veteran when he/she re-enters a program.

Credit For Previous Education and Training

A VA student who previously attended another post-secondary institution or higher learning institute (college or university) must put in a request in writing institution to have their official transcripts(s) forwarded to the VA Clerk in the Financial Aid Office at South Dade Technical College. If the transcript has not been received prior to the end of his/her initial term, South Dade Technical College will re-certify the student for VA educational benefits. South Dade Technical College will re-certify the student after the transcript has been received.

The VA student's previous training and/or experience will be evaluated by the program instructor at South Dade Technical College. Should credit(s) be accepted and/or granted, the VA student's tuition and training will be reduced proportionally. A written notice of transferrable credits will be sent to the VA and the student.

All transcripts of previous training should be submitted within the first trimester of attendance. Failure to do so may result in a suspension of VA educational benefits.

Limitation of Hours For Each Program

Each course is approved for a certain number of hours of training. The VA does not grant extensions for additional hours of training if the veteran has not completed the program within that length of time. The veteran will be billed with an overpayment if he/she accepts money from the VA for more hours than the allotted time for the program. When the school reports the beginning date of the veteran's attendance, the date the veteran is expected to complete the program is also reported at the same time. The veteran's check will automatically be stopped on that date. A veteran can check the number of hours he/she has accumulated in his/her program by seeing a counselor or a registration clerk in Financial Aid Office, Room C4.

Change of Program

A veteran may make an optional change of program if his previous program was not interrupted or discontinued due to his/her own misconduct, neglect, or lack of application. Where a veteran's program has been interrupted or discontinued due to lack of satisfactory

conduct or progress, he may make a change of program if it is found that:

1. The program of education which the veteran proposes to pursue is suitable to his/her aptitudes, interests, and abilities.
2. There exists a reasonable likelihood that there will not be a recurrence of unsatisfactory conduct or progress.

Attendance Policy

VA students are required to attend all classes. Instructors shall submit veteran students' daily attendance records and progress reports to the Financial Aid Office once per month.

Full-time veterans are to be withdrawn from the program on the third absence of each month or on the fifteenth (15) hours of accumulated absences, whichever occurs first. These absences do not have to be consecutive. Part-time veterans are withdrawn on the third absence of each month or on the twelfth (12) hours of accumulated absences, whichever occurs first.

A veteran is not permitted to re-enter a program on veteran status for one month after being dropped from veteran status. The only exceptions to this policy are: proof of medical attention, mandatory court appearance before a judge, jury duty, active military service or death in immediate family. In order to be re-entered for these reasons, or to have an absence considered satisfactory, proof of such absence must be presented as it occurs to the Financial Aid Office the day the veteran returns to school. If a veteran brings in a medical excuse signed by the doctor, it must specifically list each day the veteran was absent due to medical reasons. An excuse stating a veteran was under the doctor's care from the 10th of the month to the 17th will not suffice. These medical excuses will be kept in the veteran's permanent file in the Financial Aid Office.

Veterans should be careful in observing the attendance policies as any temporary interruption of attendance during the month will cause a delay in VA checks.

South Dade Technical College enforces policies relative to standards of progress and conduct required of its students. These include, but are not limited to, placing students on probation for a period of one month when their reported progress is less than satisfactory in any program they are pursuing. These students are referred to the Guidance Department. If satisfactory progress is not reported, the student is notified that he/she cannot complete the program within the approved number of training

School holidays, teacher planning days, spring vacation days, or any other days the school is not in session are reported to the Veterans Administration as absences. Exceptions to this are periods between trimesters, (unless paid for them), Federal holidays such as July 4th, New Year's Day, Thanksgiving, Christmas, etc.

Important: Veterans must attend class the last school day before the Christmas Break in order to be paid for the Christmas Holidays.

Partial absences and tardiness – Teachers are required to report the exact clock hours of attendance for each veteran. If a veteran comes to class late, leaves early or returns from a break period late, these periods of tardiness will be accumulated and will be reported to the VA as absences.

When attendance is reported to the VA Office on the attendance certification cards, we are required to report attendance of 2 1/2 hours as a full day absence.

We are required by law to drop veterans from their program because of poor attendance or unsatisfactory progress. The final decision whether to allow a student to re-enter belongs to the school, not the Veterans Administration.

It is the responsibility of the veteran to notify the Financial Aid Office on any change of programs, course hours, instructors, etc., to avoid any loss of benefits.

STANDARDS OF PROGRESS

Each VA student is expected to complete his/her program within the number of training hours approved by the Bureau of State Approving for Veterans Training, Florida Department of Veteran Affairs.

1. Complete attendance and progress records are maintained on each veteran who is certified as eligible for veterans' educational benefits.

hours and then terminated from VA educational benefits and the Veterans Administration will be notified of unsatisfactory progress.

2. A VA student whose educational benefits have been terminated for unsatisfactory progress may petition the school to be re-certified after one trimester has elapsed.

3. VA students will be provided a written progress or grade report at the end of each trimester. A copy of the report will be placed in the student's permanent file maintained by the school.

Student Conduct

All veterans are advised that the regulations set forth in the Student Handbook and Student Catalog supplied to all students applies to everyone.

**SOUTH DADE TECHNICAL COLLEGE
2016 – 2017**

Administrative and Support Staff		
Principal	Dr. Susana Mauri	smauri@dadeschools.net
Vice Principal	Angelo Vazquez	aevazquez@dadeschools.net
Assistant Principal	Tammy S. Edouard	tedouard@dadeschools.net
Assistant Principal	Phaion P. Hicks	phaionhicks@dadeschools.net
Counselor	Oscar DeLeon	odeleon@dadeschools.net
Financial Aid Officer	Jacqueline Chavarria	jchavarria@dadeschools.net
Office Manager	Diana P. Agurto-Alamo	dagurto@dadeschools.net
Registrars	Nancy Angervil	nancyangervil@dadeschools.net
	Claudia Moran	cmoran@dadeschools.net
Treasurer	Maria Alegre	Alegre.m@dadeschools.net
Payroll Specialist/Assistant	Irmgard Sandel-Paris	isparis@dadeschools.net
Data Input Specialists II	Mercedes Esquivel	esquivel@dadeschools.net
	Catina Carrazana	ccarrazana@dadeschools.net
	Dolores Pedraza	doloresp@dadeschools.net
	Maria Ruisanchez	236147@dadeschools.net
Network Infrastructure Support	Errol Keating	ekeating@dadeschools.net
Security Specialist	Robert Wynter	155599@dadeschools.net
Head Custodian	Ronald Hush	r_hush@dadeschools.net
Lead Custodian	Albert Mc Duffy	243439@dadeschools.net
Custodians	Jorge Barreto	jbarreto1@dadeschools.net
	Patty Williams	pawilliams@dadeschools.net
	Gloria Bustamante	315458@dadeschools.net
Full-Time Faculty		
High School Science	Isabel Conde	iconde@dadeschools.net
High School Mathematics	Sheryl Tucker	stucker@dadeschools.net
High School English	Nigel Bullard	317010@dadeschools.net
AGE	TBA	TBA
AGE	Mayda Miranda	mirandame@dadeschools.net
AGE	Nora Hentschel	norahentschel@dadeschools.net
A/C & Refrigeration	Derek Bostick	142683@dadeschools.net
Automotive Service Tech.	Gustavo Fernandez	gusjfernandez@dadeschools.net
Nursing	Barbara Souto	228070@dadeschools.net
Nursing	Terri Mitov	tmitov@dadeschools.net
Medical Assisting	Magdalena DeLeon	msdeleon@dadeschools.net
Culinary Arts	Myrna Betancourt	mbetancourt@dadeschools.net

Pharmacy Tech.	Joyce Griffiths	joycegriffiths@dadeschools.net
Part-Time Faculty		
High School Social Studies	Gregory Castaneda	Skills Center Campus
AGE	Jacqueline Grogan	Homestead Campus
AGE	Julie Montfort	Homestead Campus
AGE	Oderay Veliz	Homestead Campus
AGE	Angel Ortiz	Homestead Campus
AGE	Madelin Buch	Homestead Campus
AGE/PM Coach	Migdalia Canova-Anckle	Homestead Campus
AGE	Jacqueline Torres-Quinones	Homestead Campus
AGE	Caroline Laroche	Homestead Campus
AGE	Laura Fernandez	Homestead Campus
AGE	Nicole Gonzalez	Homestead Campus
AGE	Brandon Holt	Homestead Campus
AGE	Raydell Hernandez-Garcia	Homestead Campus
AGE	Kenney Cenat	Homestead Campus
AGE	Mercy Throckmorton	Homestead Campus
AGE	Lakinya Nairn	Homestead Campus
AGE	Natashia Mark	Homestead Campus
AGE	Kenneth Mc Guire	Homestead Campus
AGE	Ursula Mc Guire	Homestead Campus
AGE	Cherylise Washington	Homestead Campus
AGE	Tionne Martin	Homestead Campus
AGE	Georgette Mondesire	Homestead Campus
AGE	Derrick Tate	Homestead Campus
AGE	Martha Guio	Branches, Mexican-American Council
AGE	Maria Avonce	EnFamilia
Job Placement Specialist	Maria Reyes	Skills Center Campus
Medical Assisting	Carmen Saez	Skills Center Campus
Early Childhood	Rosemary Cohn	Skills Center Campus
Nursing	Roberto Milanés	Homestead Senior High School
Nails/Facials	Verushka Torres	Skills Center Campus
Electrical	Miguel Parda	Homestead Senior High School
Part Time Administrative and Support Staff		
Assistant Principal	Walter Hall	Walt77hall@dadeschools.net
Counselor	Jan Burlison	jburlison@dadeschools.net
	Heather Jean-Louis	Hjean-louis@dadeschools.net
Tutor	Orfa Cruz	146132@dadeschools.net
Case Managers	Mario Aguero	312878@dadeschools.net

	Rose Blemur	rblemur@dadeschools.net
	Francena Koch	kochfrancenaj@dadeschools.net
	Vally Bastien	Vbastien@dadeschools.net
	Maria Ruisanchez	236147@dadeschools.net
Clerical	Melisa Jaimes	313308@dadeschools.net
	Brenda Ledesma	Brenda_l@dadeschools.net
	Rita Horton	rhorton@dadeschools.net
	Orvelinda Garcia	318488@dadeschools.net
SAVES	Irmgard Sandel-Paris	isparis@dadeschools.net
Security Specialist	Monserate Viruet	279855@dadeschools.net
	Clifford Townsend	194883@dadeschools.net
	Antonio Sesma	308007@dadeschools.net
	Haman Andrews	163858@dadeschools.net
Testing Clerks	Cecile Keating	261271@dadeschools.net
	Ana Maturell	260518@dadeschools.net
	Catina Carrazana	ccarrazana@dadeschools.net
	Elizabeth Rodriguez	erodriguez55@dadeschools.net
Custodian	Damilsys Ferrer	318618@dadeschools.net

School Board of Miami Dade County, FL

SCHOOL BOARD MEMBERS

Dr. Lawrence S. Feldman, Chair

Dr. Marta Pérez, Vice-Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

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Ms. Lubby Navarro

Dr. Martin Karp

Ms. Lubby Navarro

Ms. Tere Rojas

SUPERINTENDENT OF SCHOOLS

Mr. Alberto M. Carvalho

SCHOOL OPERATIONS ADULT & COMMUNITY EDUCATION

Mrs. Valtena G. Brown	Deputy Superintendent /Chief Operating Officer
Mr. Robert Gornto	Assistant Superintendent
Dr. Reginald H. Johnson	Administrative Director
Mr. Luis E. Diaz	Administrative Director
Mr. Rene Mantilla	District Director

SOUTH DADE TECHNICAL COLLEGE ADMINISTRATIVE STAFF

Dr. Susana Mauri	Principal
Mr. Angelo Vásquez	Vice-Principal
Ms. Tammy Edouard	Assistant Principal
Mr. Phaion Hicks	Assistant Principal
Mr. Walter Hall	Assistant Principal

ANTI-DISCRIMINATION/HARASSMENT (STUDENTS)

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and all requirements and regulations of the U.S. Department of Education. The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination/harassment, which includes Title IX of the Education Amendments of 1972. Title IX prohibits sexual harassment and other sexual misconduct such as unwelcome touching, graphic verbal comments, sexual jokes, slurs, gestures or pictures. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of prohibited discrimination or harassment against students by employees, other students and their parents or guardians, or third parties. This policy prohibits discrimination and harassment at all School District operations, programs, and activities on school property or at another location if it occurs during an activity sponsored by the Board.

For additional information about Title IX or any other discrimination/harassment concerns contact:

Title: Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator

Address: 155 N.E. 15th Street, Suite P104E
Miami, FL 33132

Phone: (305) 995-1580

Fax: (305) 995-2047

E-mail: crc@dadeschools.net

Website: <http://crc.dadeschools.net/>

For information on Section 504 of the Rehabilitation Act of 1973 or any other student disability concerns contact:

Title: Division of Special Education
504 Coordinator

Address: 1501 N.E. 2nd Avenue, Suite 409
Miami, FL 33132

Phone: (305) 995-1796

Fax: (305) 523-0591

E-mail: ese@dadeschools.net

Website: <http://ese.dadeschools.net/>

The Board will take immediate steps to discipline individuals for:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful discrimination/harassment, or who has participated as a witness in a discrimination/harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of discrimination/harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of prohibited discrimination/harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

The District compliance officer will supervise compliance with Federal and State regulations and address complaints in accordance with law and Policy [5517.02](#). The Board will provide proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Reports and Complaints

Students are encouraged to promptly report incidents of discriminatory or harassing conduct to their Principal or the Office of Civil Rights Compliance (CRC) so that the conduct can be addressed before it becomes severe, pervasive, or persistent.

Students who believe they have been harassed or discriminated against are entitled to use the complaint process in Policy [5517.02](#). Students and parents are encouraged to present complaints of discrimination or harassment by other students or employees to the Principal, complaints against employees will be referred by the Principal to the CRC Office as soon as possible after the alleged conduct occurs while the facts are known and potential witnesses are available. During the investigation, the complainant and the subject of the complaint shall be provided an opportunity to present witnesses and evidence relevant to the complaint. The Principal shall apply the [Code of Student Conduct](#) to allegations of discrimination/harassment by students.

The investigative process through CRC involves the investigation of complaints of harassment and discrimination based on the protected categories. The CRC office investigates each case within a reasonable time.

Documentation of investigations of complaint and of any corrective action taken by the school site and throughout

the District will be maintained by the department that conducted the investigation. Records of ongoing investigations are kept confidential until a final determination is made on each case. During the investigative process, appropriate preventive measures will be taken to protect the victims and the school community. Subsequent to the completion of a case, the complainant and the subject of the complaint will be provided with written notification of the outcome of the investigation. The District will take remedial action, as necessary, to address and resolve any substantiated complaint of discrimination or harassment and to prevent its recurrence.

Initiating a complaint will not adversely affect the complainant's participation in educational or extra-curricular programs unless the complainant makes the complaint maliciously or with knowledge that it is false. Investigation of an allegation shall not be proceed solely on the basis of an anonymous complaint without first attempting to ascertain the identity of the complainant. If after such efforts, the complainant remains anonymous, the investigation will proceed to the extent possible.

Privacy/Confidentiality

The District respects the privacy of students, the individual(s) against whom the complaint is filed, and the witnesses consistent with the Board's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations. All records generated under this policy and Policy [5517.02](#) shall be maintained as confidential to the extent permitted by law.

The complaint process in Policy [5517.02](#) is not intended to interfere with student rights to pursue complaints with the United States Department of Education, Office for Civil Rights, or the Florida Department of Education. The CRC Office processes such complaints according to the procedures and standards set forth by Federal and State agencies.

Education and Training

The Board promotes preventative educational measures to create greater awareness of unlawful harassment and discrimination. The Superintendent shall provide appropriate training to members of the School District community related to the implementation of this policy and Policy [5517.02](#).

Sexual Conduct

Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.

F.S. 110.1221, 1000.05, 1006.07

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

42 U.S.C. 1983

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