

South Dade Technical College



2021-2022 Student Handbook



Skills Center Campus

28300 S.W. 152 Avenue
Leisure City, FL 33033
305 247-7839

Homestead Campus

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



WELCOME

Welcome to South Dade Technical College. Our administration, faculty and staff are committed to providing you with the support you need to successfully reach your educational goals. Our focus is to continue to provide excellent academic and Career and Technical Education programs. These programs will prepare you to meet your goals and be more competitive in the workforce. With the Career Pathways Program, counselors and case managers will guide all Adult General Education (AGE) students to reach new levels of achievement and success.

South Dade Technical College is accredited by the Commission of the Council on Occupational Education (COE). Under COE accreditation, our Career and Technical Education program completers will be recognized as having met the highest standards in their field. Additionally, this will allow us to further assist eligible students in obtaining federal financial aid. As a South Dade Technical College student, you are encouraged to enter our doors with the highest expectations of yourself and to be prepared for academic gains and personal growth. Our administrators, instructors, counselors and case managers are all here to answer any questions or concerns and to ensure that you have a pleasant, rewarding, and successful educational experience.

South Dade Technical College

Skills Center Campus

28300 S.W. 152nd Avenue
Leisure City, FL 33033
305-247-7839

Monday - Friday

8:00 am - 4:00 pm



South Dade Technical College

Homestead Campus

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

Monday - Thursday

8:00 am - 9:00 pm

Friday

8:00 am - 4:00 pm

REGISTRATION REQUIREMENTS

After meeting admission requirements, students may register for classes at the Homestead Campus and/or the South Dade Skills Center Campus.

Students taking Adult General Education (AGE), Adult Basic Education (ABE), General Education Development (GED), or English for Speakers of Other Languages (ESOL), classes must participate in the Career Pathways Orientation Program. Students will be assigned to a case manager who will guide them through the registration process.

STUDENT TESTING

Students entering the ESOL program are required to take the Comprehensive Adult Student Assessment Systems (CASAS) language placement test. Students entering the ABE or GED programs are required to take the Test for Adult Basic Education (TABE) for placement. Similarly, students entering Career and Technical Education (CTE) programs consisting of 450 clock hours or more in length are also required to take the TABE upon entry into their program of study. The purpose of testing is to verify grade levels for individualized instruction and program completion. Additional assessments may also be administered to establish occupational program goals and objectives for students.

TUITION- PAYMENT FOR SERVICES CAN BE PAID IN FORM OF CASH OR MAJOR CREDIT CARD.

All students enrolled in Career Technical Education (CTE) programs in a Miami-Dade County Public School are required to pay tuition as established by the Florida Legislature. Students who have lived in the State of Florida during the past twelve consecutive months are considered "in-state" students \$2.56 per hour. Students not meeting this criteria are considered "out-of-state" students \$10.25 per hour. A list of approved documents for the verification of "in-state" status may be obtained from the registration staff. Adult General Education Courses cost \$30.00 block tuition per trimester, non-resident fees do not apply to Adult General Education Courses. See your counselor for costs pertaining to individual CTE classes/programs.

ADDITIONAL COSTS/Fees

Application fee for Career and Technical programs per trimester	\$15
Material fee for all Career and Technical programs per trimester	\$15
Health Occupations students pay a liability insurance fee	\$15
All students pay student identification fee per trimester	\$5
Adult General Education Students pay Testing Fee per trimester	\$5
Students must purchase books, kits and/or uniforms, if applicable	Varies

Our Vision

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

Our Mission

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
Excellence
Honesty
Integrity
Professionalism
Respect

STUDENT ID

All students are required to have a current school picture ID. Badges must be worn at all times while in the school building as part of our facility security plan.

STUDENT PARKING

Parking is available in the rear parking lot of the Homestead Campus and on the North and South parking lots of the South Dade Skills Center Campus. Students may not park in spaces marked for staff. Disabled spaces are available and clearly marked on both campuses. Illegally parked vehicles will be ticketed and/or towed at the owner's expense.

LOST AND FOUND

Bring any lost articles that are found on campus to the Main Office. Students who have lost articles should report the loss to the Main Office as soon as possible. Any lost item will be returned to the corresponding owner with proof of identification.

ACCIDENT REPORTS

Report all accidents to faculty and/or staff in the Main Office. Accident report forms must be filled out completely and submitted to an administrator or counselor.

EMERGENCY EVACUATION

Emergency evacuation and lock down drills are held numerous times throughout the school year. Familiarize yourself with the evacuation routes posted in your classroom. During a drill or emergency evacuation situation, follow the posted evacuation route quickly and in an orderly fashion. Remain clear of the building until the "all clear" signal is given and re-entry into the building is requested. During a lockdown emergency, all doors will be locked; and you will be required to remain in your classroom. An "all clear" announcement will be made when the situation is over.

POST-SECONDARY CODE OF STUDENT CONDUCT

All students are required to adhere to the *Post-Secondary Code of Student Conduct* as established by Board Policy 5500. Students have the responsibility to become familiar with the *Post-Secondary Code of Student Conduct* and to observe all school and classroom rules.

The primary objective of the Miami-Dade County Public Schools Post-Secondary/CTE programs is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her poten-

tial for learning and the development of positive relationships.

The purpose of this document is to assist post-secondary students, teachers and school administrators in the consistent maintenance of an environment which will enhance the achievement of this objective. To enhance its effectiveness, this *Post-Secondary Code of Student Conduct* addresses not only the role of the students, and the school, but also addresses:

- Grounds for disciplinary action;
- Procedures for taking disciplinary action; and
- Responsibilities and rights of students

Those individuals governed by this document are Post-Secondary students, 16 years of age and older who no longer participate in the *secondary* educational program.

STUDENT ATTENDANCE

Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time, unless circumstances beyond their control prevent them from doing so. Students must provide the school an adequate explanation for an absence with appropriate documentation. Students are responsible for requesting make-up assignments from their teachers for absences upon their return to school.

STUDENT DRESS CODE

Cleanliness, personal appearance and hygiene, and appropriate dress are important in setting the tone for proper school and social conduct. There is considerable evidence to indicate that there is a close relationship between pupil dress, behavior, and success. Students are expected to adhere to the dress code as stipulated in the *Secondary Code of Student Conduct* and supported by School Board Policy. It should be noted that selected CTE programs require uniforms as part of the training process.

STUDENT TELEPHONES & MESSAGES

Students may use the designated telephone in the Main Office for emergency calls. Messages will not be delivered to students except in the event of an emergency.

UNAUTHORIZED USE OF ELECTRONIC DEVICES

Use of cell phones and unauthorized electronic devices is not permitted during class. Continued unauthorized use of cell phones and electronic devices will be subject to corrective action as outlined in the *Secondary Code of Student Conduct*.

FINANCIAL AID IS AVAILABLE FOR STUDENTS WHO QUALIFY

For information on financial aid, please visit our web site <http://www.southdadetech.edu/financial-aid/> and/or Miami-Dade County Public Schools Financial Aid Website: <http://www.southdadetech.edu/financial-aid/district-financial-aid-resources/>

GRIEVANCE PROCEDURES AND COMPLAINTS

Students wishing to file a complaint or grievance may do so by contacting the guidance counselor. A student can submit a written complaint to the site administrator. If the complaint is not addressed or resolved, the student may request a conference with the school principal. If the student complaint is not reached at the level, the student may contact the district office. Students with complaints about program services or curriculum issues can contact Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone number: 770-396-3898/FAX: 770-396-3790, www.council.org/, or to the Florida Department of Education at: Florida Department of Education, 325 West Gaines Street, Suite 1544 Tallahassee, Florida 32399-0400, Telephone: 850-245-9468 <http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>

Refund Policy:

Adult General Education

AGE fees, ID fees and lab fees are **non-refundable**.

Career Technical Education Courses

Students are eligible for Postsecondary Career/Technical Education refunds within 5 days of the beginning of the class start date or registration date, whichever is later.

- An ***Application for Refund by Check/Credit*** (Form 2057, Rev. 08-14) must be completed.
- Cash payments are refunded by internal funds checks.
- Credit Card refunds will only be applied to the credit card used for payment.
- See attached full refund policy.

Bookstore and Supplies

All bookstore and supply sales are final.

EXTENDED REFUND POLICY

Students will be eligible for a full refund of Postsecondary Career/Technical Education tuition and fees if the student is withdrawn within 5 days of the class start date.

- Students will be eligible for a full refund of Adult General Education tuition, test fees and ID fees prior to the start of the AGE class or if the student never attends the class.
- Students will be eligible for a partial refund of Postsecondary Career/Technical Education tuition fees up to 5 days after the class start date. The partial refund amount will be equivalent to the total of class hours not attended. There will be no partial refund of Adult General Education fees.
- Partial payments made for Postsecondary Career/Technical classes are NON-Refundable after the start of class.
- Students will be eligible for a refund of fees for Postsecondary Career/Technical Education courses less than three (3) weeks or ninety (90) hours in duration if the request for withdrawal is made prior to the second course meeting.
- A student is entitled to a full or partial refund of tuition fees if a course is cancelled by the school principal or designee.
- Refunds when due, can be made without a request from a student. The refund must be made within forty-five days of the student's withdrawal date.
- The Application for refund by Check/Credit (Form-2057, Rev. 08-14) must be completed and approved for all eligible refunds.
- Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees.
- In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that prevent a student from attending class, the school principal/designee may honor a request for full or partial refund of fees provided that:
 - the request from the student is made in writing (does not apply to students enrolled in a COE accredited CTE program);
 - and when appropriate, supporting documentation should be provided; 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 withdraw from their program while receiving Title IV (Pell Grant) funds, will receive a refund based on the Federal post-withdrawal calculation formula. For additional information, see the Financial Aid Office.
- When a student's fees are subsidized by an agency and the student withdraws, the agency can submit a written request for refund only if the student's hours of attendance are less than 50% of the course scheduled hours.



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2021-2022 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

August 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
^o 16	^o 17	18	19	20
23	24	25	26	27
30	31			

September 2021				
M	T	W	T	F
		1	2	3
8	7 ^a	8	9	10
13	14	15	16 ^a	17
20	21	22	23	24
27	28	29	30	

October 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24 ^a	25	26
29	30			

December 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21 ^a
24	25	26	27	28
31				

February 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15 ^a
18	19	20	21	22
25	26	27	28	29

May 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

July 2022				
M	T	W	T	F
				1 ^a
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2022				
M	T	W	T	F
1	2	3 ^o	4 ^o	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day - (No Opt)
District-wide Professional Development
- Recess Day
- Beg/End of Grading Period
- Legal Holiday

- Available to opt
- Teacher Planning Day available to opt

Days in Grading Period	
1 - 77	
2 - 66	
3 - 73	

For information on employee opt days, please refer to back of calendar.

Anti-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 - No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@dadeschools.net Website: <https://hrdadeschools.net/civilrights>

Revised 07/2020

School Board of Miami Dade County, FL

SCHOOL BOARD MEMBERS

Ms. Perla Tabares Hantman, Chair

Dr. Steve Gallon III, Vice-Chair

Ms. Lucia Baez-Geller

Dr. Dorothy Bendross-Mindingall

Ms. Christi Fraga

Dr. Lubby Navarro

Dr. Marta Pérez

Ms. Mari Tere Rojas

Ms. Luisa Santos

SUPERINTENDENT OF SCHOOLS

Mr. Alberto M. Carvalho

SCHOOL OPERATIONS

ADULT EDUCATION & TECHNICAL COLLEGE

Mrs. Valtena G. Brown, Deputy Superintendent/Chief Operating Officer

Mr. Luis E. Diaz, Assistant Superintendent

Dr. Reginald H. Johnson, Administrative Director

Mr. Arnold Montgomery, Administrative Director

Mr. René Mantilla, District Director

Ms. Renny L. Neyra, District Director

SOUTH DADE TECHNICAL COLLEGE

ADMINISTRATIVE STAFF

Dr. Susana Mauri, Principal

Ms. Benigna Cejas, Vice Principal

Mr. Modesto Gutierrez, Assistant Principal

Mr. Phaion Hicks, Assistant Principal

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



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA ADHERES TO A POLICY OF NONDISCRIMINATION IN EDUCATIONAL PROGRAMS/ACTIVITIES AND EMPLOYMENT AND STRIVES AFFIRMATIVELY TO PROVIDE EQUAL OPPORTUNITIES TO ALL.