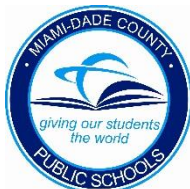




SOUTH DADE
TECHNICAL
COLLEGE



Dr. Ericka Caldwell-Clinch
Principal



National Automotive Technicians
Education Foundation



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



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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

Dr. Jose L. Dotres

SCHOOL OPERATIONS

ADULT EDUCATION & TECHNICAL COLLEGE

Mr. Luis Diaz, Chief Operating Officer
Mr. Rene Mantilla, Assistant Superintendent
Mr. Reginald Fox, Administrative Director
Dr. Susana Mauri, District Director
Ms. Renny L. Neyra, District Director
Ms. Angela Thomas-Dupree, District Director

SOUTH DADE TECHNICAL COLLEGE

ADMINISTRATIVE STAFF

Dr. Ericka Caldwell-Clinch, Principal
Scott Parker, Vice Principal
Mr. Modesto Gutierrez, Assistant Principal
Mr. Phaion Hicks, Assistant Principal

CONTENTS

| | |
|---|-----------|
| VISION STATEMENT, MISSION STATEMENT, CORE VALUES | 6 |
| PRINCIPAL'S MESSAGE..... | 6 |
| ACCREDITATIONS..... | 6 |
| GENERAL INFORMATION..... | 7 |
| HISTORY..... | 7 |
| FACILITIES..... | 7 |
| HOURS OF OPERATION..... | 7 |
| PROGRAM OVERVIEW..... | 7 |
| OPEN-ENTRY/OPEN-EXIT PROGRAMS..... | 7 |
| DUAL ENROLLMENT..... | 7 |
| BOOKSTORE..... | 8 |
| LOST AND FOUND..... | 8 |
| ADULT GENERAL EDUCATION (AGE) DIGITAL LEARNERS LAB..... | 8 |
| COPYRIGHT POLICY..... | 8 |
| CONSUMER INFORMATION..... | 8 |
| GAINFUL EMPLOYMENT DISCLOSURE..... | 8 |
| TECHNOLOGY SUPPORT..... | 8 |
| CAMPUS SECURITY REPORT & CAMPUS POLICY..... | 8 |
| SECURITY..... | 9 |
| STUDENT IDENTIFICATION..... | 9 |
| PARKING..... | 9 |
| ACADEMIC YEAR..... | 9 |
| 2022-2023 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION..... | 10 |
| STUDENT SERVICES..... | 11 |
| ADMISSIONS..... | 11 |
| COUNSELING..... | 11 |
| SERVICES FOR STUDENTS WITH DISABILITIES..... | 11 |
| STUDENT HEALTH..... | 11 |
| FINANCIAL AID..... | 12 |
| FINANCIAL AID INFORMATION..... | 12 |
| GENERAL ELIGIBILITY REQUIREMENTS..... | 12 |
| FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS..... | 12 |
| VERIFICATION..... | 13 |
| RETURN TO TITLE IV..... | 14 |
| LEAVE OF ABSENCE FOR FINANCIAL AID RECIPIENTS..... | 14 |
| CREDIT BALANCES..... | 14 |
| DISBURSING OF TITLE IV..... | 14 |
| TITLE IV AWARDS POLICY..... | 15 |
| TUITION & FEES..... | 16 |

| | |
|--|-----------|
| TUITION FEES..... | 16 |
| REFUND POLICY..... | 16 |
| ACADEMIC POLICIES..... | 18 |
| GRADING SYSTEM..... | 18 |
| UNSATISFACTORY PROGRESS..... | 18 |
| PROBATION..... | 18 |
| TEST OF ADULT BASIC EDUCATION (TABE) | 18 |
| PROGRESS RECORDS..... | 18 |
| ATTENDANCE POLICY..... | 19 |
| TRANSFERS..... | 19 |
| WITHDRAWAL POLICY..... | 19 |
| APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE) | 20 |
| LICENSURE PROGRAMS..... | 20 |
| STUDENTS' RIGHTS..... | 21 |
| STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990..... | 21 |
| GRIEVANCE PROCEDURES FOR STUDENTS..... | 21 |
| DISCRIMINATION, BULLYING, HARASSMENT: COMPLAINT PROCEDURES FOR STUDENTS..... | 22 |
| STUDENT RECORDS..... | 22 |
| AMERICANS WITH DISABILITIES ACT..... | 22 |
| STUDENT CONDUCT AND DISCIPLINE..... | 22 |
| DRUG, ALCOHOL, & SMOKING POLICY..... | 22 |
| WEAPONS | 23 |
| APPROVED DRESS CODE..... | 23 |
| FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT..... | 23 |
| ADULT GENERAL EDUCATION (AGE) | 26 |
| ADMISSION REQUIREMENTS..... | 26 |
| LENGTH OF COURSE..... | 26 |
| COST..... | 26 |
| ADULT BASIC EDUCATION (ABE) | 26 |
| ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)..... | 26 |
| GENERAL EDUCATIONAL DEVELOPMENT PROGRAM (GED) | 26 |
| TECHNOLOGY SUPPORT FOR ADULT GENERAL EDUCATION..... | 26 |
| ADULT HIGH SCHOOL..... | 26 |
| CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS (COE ACCREDITED)..... | 27 |
| HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY HVAC/R1..... | 28 |
| HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY HVAC/R2..... | 28 |
| AUTOMOTIVE SERVICE TECHNOLOGY 1..... | 29 |
| AUTOMOTIVE SERVICE TECHNOLOGY 2..... | 29 |
| COSMETOLOGY..... | 30 |
| FACIALS SPECIALTY..... | 31 |
| NAILS SPECIALTY..... | 31 |
| MEDICAL ASSISTING | 32 |
| PHARMACY TECHNICIAN..... | 33 |
| EARLY CHILDHOOD EDUCATION..... | 34 |

| | |
|--|---------------|
| CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS (M-DCPS CERTIFIED PROGRAMS)..... | 35 |
| BARBERING..... | 36 |
| PHLEBOTOMY..... | 36 |
| PRACTICAL NURSING..... | 38 |
| HOMESTEAD & SOUTH DADE SENIOR HIGH SCHOOL DUAL ENROLLMENT PROGRAMS..... | 38 |
| HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY HVAC/R1..... | 39 |
| AUTOMOTIVE SERVICE TECHNOLOGY 1..... | 39 |
| ELECTRICITY..... | 40 |
| NURSING ASSISTANT..... | 40 |
| MEDICAL ASSISTING..... | 41 |
| PHARMACY TECHNICIAN..... | 42 |
| PRACTICAL NURSING..... | 42 |
| 2022-2023 FACULTY AND STAFF..... | 43 |
| SCHOOL BOARD OF MIAMI DADE ANTI-DISCRIMINATION/HARASSMENT (STUDENTS) | 46 |
| NON DISCRIMINATION POLICY..... | 49 |



FOR MORE INFORMATION CALL
305.247.7839

SOUTH DADE TECHNICAL COLLEGE

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

Welcome to South Dade Technical College (SDTC), where we believe wholeheartedly in "Creating Opportunities for Success!" You have made the right choice as you move forward to broadening your horizons. Here at South Dade Technical College, we believe we are indeed training ground for all students to launch into the next level for Career & Technical Education. With over nine Career & Technical Education (CTE) programs under the Council on Occupational Education (COE) Accrediting agency, we fully prepare students to impact the global community in which they live. Our faculty members are industry certified to properly train our students in skills and theory for the designated CTE program of choice. Our programs also include English to Speakers of Other Languages (ESOL) and Adult General Education courses which serves as a bridge into our CTE programs.

Our goal is to ensure a quality education for all students regardless of their needs. It is further our belief that with the full support of the faculty and staff, there is no achievement too hard for students to attain. Here at SDTC, all students can expect to be engaged in a rigorous curriculum, assessed according to the state curriculum frameworks and diligently prepared to pass industry certification exams/course assessments. After successful completion at SDTC, students can further expect to be prepared to enter the workforce as a multitalented and multiskilled individual.

In closing, we are here for the successful development of our students to not only obtain employment but to sustain it as well. In addition, we endeavor to continue establishing partnerships with community businesses and local municipalities. As we move forward, "Creating Opportunities for Success," we are confident and excited about the future and what it has to offer.

With SDTC Pride,

Dr. Ericka Caldwell-Clinch, Principal

ACCREDITATIONS

South Dade Technical College is accredited by:

Commission of the Council on Occupational Education (COE)

7840 Roswell Road, Building 300, Suite 325

Atlanta, Georgia 30350

Telephone: 770-917-2081/FAX 770-396-3790

www.council.org



The Health Science Programs are approved by:

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 Programs are approved by:

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



National Automotive Technicians
Education Foundation

To view 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 and 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
- Mexican American Council, Inc.

HOURS OF OPERATION

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 and 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 and Technical training for 10th, 11th and 12th grade students at:

Homestead Senior High School

South Dade Senior High School

Miami South Ridge Senior High School

Miami Macarthur Educational Center

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 2.0 GPA, 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:

- Heat, Ventilation AC and Refrigeration Technology
- Automotive Service Technology
- Electricity
- Medical Assisting
- Practical Nursing
- Pharmacy Technician
- Nursing Assistant
- Emergency Medical Responder
- Early Childhood Education

BOOKSTORE

The campus bookstores offer a variety of textbooks and workbooks for students currently enroll in a program. A Valid student identification (ID) badge is required to make purchases. An eligible student may use financial aid to purchase books and supplies from the bookstore. All bookstore purchases are final unless there are extenuating circumstances which must be approved by the school principal.

| | |
|---|-----------------------|
| Homestead Campus 109 N.E. 8th Street, Homestead, FL 33030 305 248-5723 Extension 2121 | |
| Monday – Friday: | 8:00 a.m. – 1:00 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 | |
| Monday – Friday: | 8:00 a.m. – 3:00 p.m. |
| Store Hours are subject to change without notice | |

Current textbook Information can be found on the school's website:

<https://www.southdadetech.edu/wp-content/uploads/2021/02/CTE-BOOK-PRICES-Revised-2-1-2021.pdf>

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 A 120

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: www.southdadetech.edu

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

GAINFUL EMPLOYMENT DISCLOSURES

Gainful Employment Disclosures are required by the U.S. Department of Education and are provided to new and prospective students. These disclosures provide general information about each of the programs offered at South Dade Technical College pertaining to the following:

- Length of program
- Course completion time
- Average cost for in-state tuition & fees
- Number of students borrowing money
- Whether or not the program meets licensure requirements in the state of Florida

Program specific Gainful Employment Disclosures may be found on-line at:

<https://www.southdadetech.edu/gainful-employment-disclosure/>

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.

CAMPUS SECURITY REPORT AND CAMPUS POLICY

The South Dade Technical College 2022 Annual Security Report complies with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act (Clery Act), Act 24 CFR 668.46, and the Violence Against Women Reauthorization Act of 2013 (VAWA).

Persons should report crimes to the appropriate site administrator, security personnel and/or school police to

issuing a timely warning notice and inclusion in the Annual Crime Statistics Report for that campus.

Crime statistics for SDTC are maintained and provided by the Miami-Dade Schools Police Department (M-DSPD). M-DSPD works closely with the Miami-Dade Police Department and other municipal police departments to respond to school incidents and emergencies as part of City Compacts and Memorandum's of Understandings established with the numerous municipalities in Miami-Dade County FL. Criminal incidents are reported to M-DSPD which documents these incidents via the Police Offense Incident Reports. School administrators also document incidents using the district's Automated Incident Response System (AIRS), which archives and maintains a log of all major incidents for district schools.

The M-DSPD provides SDTC the crime statistics required to complete the Annual Security Report (ASR) mandated by the Clery Act for the last three calendar years. The report is made available to the public, employees, faculty, and staff at <http://southdadetech.edu>. A hardcopy of the report can be obtained from the Office of Student Services Skills Center Campus. The school will notify all students, faculty, and staff of the availability of the Annual Security Report once it is finalized and submitted to the United States Department of Education.

SECURITY

South Dade Technical College has a security plan detailing procedure 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 times 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.

ACADEMIC YEAR

The academic year is divided into three trimesters of approximately 16 weeks in length. Trimesters begin in August, January, and April. Diplomas will be distributed 6-8 weeks after graduation date.



SCHOOL ACADEMIC CALENDAR



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2022-2023 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

| | | | | | | | | | | | | | | |
|---------------|----|----------------|----------------|----------------|-----------------|----|----|----|-----------------|-----------------|----|----------------|----|----------------|
| August 2022 | | | | | September 2022 | | | | | October 2022 | | | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | 3 | 4 | 5 ^a | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | 26 ^a | 27 | 28 | 29 | 30 | 31 | | | | |
| November 2022 | | | | | December 2022 | | | | | January 2023 | | | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| | 1 | 2 | 3 | 4 | | | | 1 | 2 | 2 | 8 | 4 | 8 | 8 |
| 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 ^a | 23 ^a | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | 26 | 27 | 28 | 29 | 30 | 30 | 31 | | | |
| February 2023 | | | | | March 2023 | | | | | April 2023 | | | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| | | 1 | 2 | 3 | | | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 ^a |
| 6 | 7 | 8 | 9 | 10 | 6 | 7 | 8 | 9 | 10 | 10 | 11 | 12 | 13 | 14 |
| 13 | 14 | 15 | 16 | 17 | 13 | 14 | 15 | 16 | 17 | 17 | 18 | 19 | 20 | 21 |
| 20 | 21 | 22 | 23 | 24 | 20 | 21 | 22 | 23 | 24 | 24 | 25 | 26 | 27 | 28 |
| 27 | 28 | | | | 27 | 28 | 29 | 30 | 31 | | | | | |
| May 2023 | | | | | June 2023 | | | | | July 2023 | | | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | 26 | 27 | 28 | 29 | 30 | 31 | | | | |
| August 2023 | | | | | | | | | | | | | | |
| M | T | W | T | F | | | | | | | | | | |
| | 1 | 2 ^a | 3 ^a | 4 ^a | | | | | | | | | | |
| 7 | 8 | 9 | 10 | 11 | | | | | | | | | | |
| 14 | 15 | 16 | 17 | 18 | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | | | | | | | | | | |
| 28 | 29 | 30 | 31 | | | | | | | | | | | |

New Teachers Report
 Teacher Planning Day
 Teacher Planning Day - (No Opt)
 District-wide PD
 Legal Holiday
 Recess Day
 Recess Day (10 month)
 Beg/End of Grading Period
 Available to opt
 Teacher Planning Day available to opt

| Days in Grading Period | |
|------------------------|--|
| 1 - 82 | |
| 2 - 66 | |
| 3 - 68 | |

STUDENT SERVICES

ADMISSIONS

Any person 16 years of age or older, who is officially withdrawn from the K-12 program, is eligible to enroll in South Dade Technical College. Any individual with special needs applying for admission is referred to Vocational Rehabilitation or other appropriate agencies. These agencies work closely with South Dade Technical College to determine when an individual is ready to be accepted for admission into an adult program.

A prospective student may register directly for courses that do not have pre-entrance requirements by completing registration forms and paying required fees and tuition.

A student enrolling in adult education programs is required to take a basic skills test for placement prior to registration to determine the appropriate level of study.

A student who enters a Career and Technical Educational (CTE) program, with 450 plus instructional clock hours, is required to complete a basic skills examination within the first six (6) calendar weeks after admission into a CTE program.

Exceptions from the basic skills testing requirements are given to students who have one of the following:

- A Florida Standard High School Diploma issued after 2006 or
- An Associate of Applied Science or Arts or higher

Entrance into CTE programs may have additional requirements and require counselor approval. Program requirements may include:

- High school graduation or GED transcripts
- Orientation
- Minimum scores on entrance test

If counseling and/or test scores indicate that the student does not qualify for the original program choice, then an alternate program or remediation is recommended.

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:

South Dade Skills Center Campus

Monday - Friday 8:00 a.m. - 3:30 p.m.

Homestead Campus

Monday - Friday 8:30 a.m. - 1:30 p.m.

Monday - Thursday 5:00 p.m. - 9:00 p.m.

STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 states that, "No qualified handicapped person, shall on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal assistance". If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional program.

The Student Services program offers services for students with special needs. Services for traditional post-secondary adult students with disabilities are provided in the regular adult/vocational classroom. They are provided to students who self-identify and request accommodations. The accommodations are provided via the Section 504 Accommodation Plan for Post-Secondary Adult Vocational Education Students. Students may request accommodation by speaking to an adult/vocational counselor. Additional information can be found at:

<http://adultswithdisabilities.dadeschools.net/post-secondary.asp>

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, the student should inform the instructor or counselor upon enrollment of the condition. School personnel will follow protocol to notify emergency services.



FINANCIAL AID

FINANCIAL AID INFORMATION

South Dade Technical College offers the following financial aid:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Florida Public post-secondary Career Education Student Assistance Grant (FSAG-CE)
- Tuition Fee Waiver
- District Financial Aid (DFAP)
- Veteran Educational Benefits
- Skills for Academic, Vocational and English Studies (SAVES)

Pell Grants, FSEOG, FSAGCE, DFAP, and Fee Waiver programs eligibility determination are made using the Free Application for Federal Student Aid (FAFSA). CTE Students are encouraged to complete the FAFSA for the current year to order to verify financial need. Eligible students are required to complete a new FAFSA for each academic year. The application can be accessed at <https://studentaid.gov/>

The Financial Aid Office is in room A-131 (South Dade Skills Center Campus) to assist students with need-based aid and Veterans benefits.

For more information on the S.A.V.E.S. program, contact the S.A.V.E.S coordinator at the main campus (305) 248-5723.

GENERAL ELIGIBILITY REQUIREMENTS

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

- United States citizenship, permanent resident, or eligible non-citizen
- Maintains satisfactory progress in academics and attendance.
- Not be in default or owe a refund for any aid previously received.
- Have a high school diploma or GED certificate.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

The Student

To meet Satisfactory Academic Progress (SAP) the student must meet the following standards:

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

The Financial Aid Officer

To comply with the South Dade Technical College’s SAP policy, the Financial Aid Officer will ensure that:

- SAP standards are reviewed for each student at the end of a payment period.
- The number of payment periods that a student is awarded financial aid is limited by the number of hours required to complete the program.
- The period of eligibility commences on the date the student enters the program.
- The quantitative measure is based on the calendar time and based on the student’s clock hours.
- A student who transfers will have his hours and grades earned at the previous school counted towards their Satisfactory Academic Progress.
- Incomplete courses (“I”), recycled hours, and grades are counted towards student’s Satisfactory Academic Progress.
- If a student withdraws, existing hours and grades, upon re-entering, are counted towards Satisfactory Academic Progress.

Clock Hour Pace Example:

- At 450 scheduled hours, student completed 300 hours: $300/450 = 67\%$,
- Expressed in calendar time, 10 weeks/15 weeks = 67 %.
- If this criterion is not met, the student is no longer eligible for financial aid and their award will be canceled.

The institution’s SAP Report Form is utilized by the Financial Aid Officer (FAO) to document and monitor a student’s progress at the successful completion of 67% of

the maximum scheduled hours for which the student is enrolled. The SAP Report Form (FM 5431) is completed by teachers and returned to the FAO. The form indicates the student's attendance data, pace towards program completion, and grades based on weekly academic assessments derived from class/shop work, externships, and other practicum. The school registrar confirms the student's attendance to ensure they have successfully completed the 67% of the maximum scheduled hours for which they are enrolled.

Financial Aid Warning

If a student fails to make Satisfactory Academic Progress, as reflected on the SAP Report, a meeting is held with the student and the FAO. The student is then placed on "Financial Aid Warning" for one payment period. The FAO will closely monitor the student's progress. Warning status lasts for one payment period only, during which the student may continue to receive FSA funds.

If the student fails to achieve Satisfactory Academic Progress, while on "Financial Aid Warning," an award cancellation notice is provided to the student by the FAO.

Financial Aid Appeals Process

The student may appeal the cancellation of the financial aid award by submitting a Financial Aid Student Appeals Form (FM 6863) within five (5) business days of award cancellation notice. The appeal should be in writing and include the following documents:

- A letter by the student describing mitigating circumstances and reason why satisfactory progress was not made
- A physician's note and/or medical records if the appeal is based on a medical reason
- Any additional documents to justify appeal

All requests for appeals are heard by South Dade Technical College Financial Aid Appeals Committee. The committee is comprised of an Administrator, Financial Aid Officer, and Counselor. The committee shall convene as needed to carefully review all information and documentation related to the student's appeal. The committee renders a written decision to the student within 48 hours of the appeal hearing using the Student Appeals Form (FM 6863). The decision of the Financial Aid Appeals Committee is final. The student is entitled to one (1) appeal hearing during the entire length of the program.

Approval of Appeal

A meeting is held with the student and the Financial Aid Officer to place the student on "Financial Aid Probation" status for one payment period. Student may receive Title IV funds while on "Financial Aid Probation."

Denial of Appeal

Student must attend classes for one (1) payment period without financial assistance. If the student achieves Satisfactory Academic Progress for that payment period, Title IV aid is reinstated.

The Financial Aid Officer and teachers work together to closely monitor student's progress while on "Financial Aid Probation." Once the student regains Satisfactory Academic Progress, he is considered as being in academic compliance and his eligibility is reinstated. If the student does not make Satisfactory Academic Progress while on "Financial Aid Probation," a meeting is held with the student and the Financial Aid Officer to inform the student that he is no longer eligible for the payment period following his unsatisfactory academic progress report.

The student is financially responsible for academic expenses until successfully reestablishing Satisfactory Academic Progress.

VERIFICATION

FAFSA Information

A student who has completed a Free Application for Federal Student Aid (FAFSA), is subject to verification of the information submitted when completing the application. When a student is selected for verification by the Central Processing System (CPS), verification must be completed before the student can receive federal aid. Verification flags are noted on a student's SAR or the ISIR received by South Dade Technical College.

The school financial aid office has the authority to contact the student for documentation and information needed to address verification requirements. A student applying for Title IV funds must comply with the requested information. To maintain eligibility of federal financial aid, the student must submit required documents requested for verification within 10 calendar days. The verification process is in accordance with Title 34, Articles 668.51-61, of the Code of Federal Regulations (CFR).

High School Diploma

To receive Federal Student Aid (FSA) funds, a student must have a valid high school diploma or an equivalent (Official transcript must be submitted).

Foreign/international diplomas must be officially verified as an equivalent to a U.S. high school diploma.

State issued department of education General Educational Development (GED) diplomas are accepted.

Private high school and home school diplomas are evaluated by the school counselor and financial aid officer for approval.

Original and legible documents must be submitted with your financial aid application. Presenting falsified or fraudulent documents will result in denial of admission to South Dade Technical College, suspension, expulsion, and/or possible criminal prosecution.

RETURN TO TITLE IV

South Dade Technical College will return Title IV funds based on the R2T4 within 45 days of the date the school determined the student withdrew. The amount of the return is determined by the FAO. The school will return the lesser amount of the aid, as compared to the institutional charges, multiplied by the percentage of unearned aid. This amount will be the difference between Title IV aid due from the school, and the amount of Title IV aid to be returned. Any federal financial aid that a student is required to repay will be returned to the Department of Education by South Dade Technical College on the student's behalf. If the student did not receive all earned financial aid funds and has completed at least 60% of the program, a post-withdrawal disbursement may be due.

The FAO notifies the student, in writing, of the revised disbursement after the Return to Title IV Funds calculation is completed. If the student owes unpaid tuition and / or fees, the student is responsible for the full payment due to the institution.

Title IV funds are returned in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- FSEOG for which a return of funds is required

- TEACH Grants for which a Return is required
- Iraq and Afghanistan Service Grant, for which a Return is required.

Students who do not comply with payment of tuition and fees to the school, will have a financial administrative hold. The student will not be able to enroll in any Miami-Dade County Public Schools until this obligation is satisfied.

The FAO submits a monthly list of withdrawn financial aid recipients with calculated R2T4 to an administrator and monitors the process to ensure that all funds are returned to Title IV accordingly.

LEAVE OF ABSENCE FOR FINANCIAL AID RECIPIENTS

South Dade Technical College does not recognize excused absences or leave of absences. Students may withdraw for a period and re-enter when necessary. When required, R2T4 calculations are completed.

CREDIT BALANCES

Title 34 CFR 668.164(e) stipulates that when a Title IV, Higher Education Act (HEA) program funds exceed the amount of tuition, fees, room and board, and other authorized charges the following applies:

- the school assesses the student,
- South Dade Technical College pays the resulting credit balance,
- credit balance is paid directly to the student or parent and
- payments are made within 14 days.

In accordance to Title 34 CFR 668.164(e), the school Financial Aid Officer (FAO) is responsible to ensure all Federal Pell Grant disbursements are processed. In addition, credit balance is processed and paid to the student within 14 days. The FAO prepares an Automatic Clearing House/Electronic Funds Transfer (ACH/EFT) Payment Request and submits the documents to the business office for disbursement.

DISBURSING OF TITLE IV

Financial aid disbursements are scheduled as student meets requirements in accordance with, Chapter 3 of the current Federal Student Aid Handbook and Chapter 1 of Federal Student Aid Blue Book that can be accessed at <https://fsapartners.ed.gov/knowledge-center/fsa-handbook>

Payment periods for full-time and part-time programs are scheduled as follows:

- Programs 900 hours or more in length, the payment period is 450 hours representing half of the academic year.
- Programs that are 899 to 600 hours in length, the payment period is half of the program length.

The award year is dependent upon the date of the application and the first day of attendance. Multiple disbursements may be made within a single payment period. However, making multiple disbursements within a payment period does not create new or additional payment periods.

A student is ineligible when it becomes mathematically impossible to complete a program within 150% of the hours scheduled for the program.

Disbursements are not approved unless the student meets the criteria to maintain Satisfactory Academic Progress.

The student is responsible for picking up grant checks. If a student has not picked up check within 21 calendar days after the disbursement date, the institution may credit the student's account. In accordance with Code of Federal Regulations 34 CFR 690.78(c), the institution credits allowable outstanding charges for the award year incurred by the eligible student.

Students are notified via U.S. mail of unclaimed check within 21 days of issuance. This process is documented with Notice of Unclaimed/Stale Checks FM 5537. Unclaimed Financial aid checks are returned to the funding source. Reissuance of funds will be determined on a case-by-case basis.

TITLE IV AWARDS POLICY

The amount of financial aid a student receives depends on financial need. Financial need is the difference between educational expenses and Estimated Family Contribution (EFC). The amount the EFC is derived from the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office issues the student an award letter listing the type and amount of aid the student is eligible to receive.

Federal grant funds are awarded by the United States Department of Education to a student who demonstrates financial need. Pell Grant is available to a student who

enrolls in an eligible program and meets all requirements set by the Department of Education.

Awards are contingent upon actual receipt of funds from the federal, state and/or district funding sources.

The Financial Aid Office reserves the right to revise or cancel an award at any time due to changes in financial or academic status of a student.

Students must report to the Financial Aid Office any other financial assistance (scholarships, loans, grants, fee waivers, veterans' benefits, and social security income) not previously reported.

Students may register with a deferment based on expected financial aid award. Deferments must not exceed the financial aid eligibility for the payment period. The student is responsible for the difference between the deferment and the registration costs. The student must approve and sign deferment agreements for tuition, books, and supplies. After registration, any money owed will be deducted from the actual award received for the student. Once these deductions have been made, the balance of awards will be disbursed to the student.

Student must notify the Financial Aid Office immediately of any changes in name, address, marital status, felony drug conviction, or enrollment status with appropriate verification documentation.

Financial aid awards are not renewed automatically. A new FAFSA application must be submitted each year. New forms are available each year and can be accessed at <https://studentaid.gov/>

Intentional false statements or misrepresentations on any of the federal financial aid application materials will subject student to a fine or imprisonment, or both, under provisions of federal law.

Awards are based on continuous enrollment without interruption. If a student withdraws from school, award may be cancelled. Student must see the Financial Aid Officer to reactivate the award should they re-enter. The award may then be recalculated.



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 and Technical Program: | |
|---|----------|
| Resident (In-State)/hour | \$ 2.56 |
| Non-Resident (Out-Of-State)/hour | \$ 10.25 |
| Student Application fee | \$ 15.00 |
| Lab & Material Fee | \$ 15.00 |
| Liability Insurance (Medical Trades Only) | \$ 15.00 |
| Student ID | \$ 5.00 |
| Adult General Education: | |
| Tuition | \$ 30.00 |
| Student ID | \$ 5.00 |
| 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.

Florida Residency

As a result of Florida Statute 1009.21, July 1, 2010, and Florida Statute 1009.22, which became effective on July 1, 2011, an applicant seeking to enroll in Career and Technical Education courses, must show proof of Florida residency. A student is eligible for in-state tuition and fees once Florida residency is verified. A student who cannot verify residency is charged out-of-state tuition fees for Career and Technical Education programs. Florida residency is defined as documented which verify that a student has lived or resided in the State of Florida for twelve (12) consecutive months. This does not refer to other definitions of residency established by other

entities, including the U.S. Citizenship and Immigration Service (USCIS).

REFUND POLICY

Adult General Education (Non-Accredited Programs)

Adult General Education (Adult High School, ESOL, Adult Basic Education and GED) fees, ID fees, lab fees, AGE test and application fees are non-refundable after class starts.

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 if:

- the request is made, in writing, prior to the end of the course; and
- supporting documentation (where appropriate) must be provided

Postsecondary Career and Technical Education

Students are eligible for a full refund of Career and Technical Education (CTE) tuition, test fees and insurance fees if withdrawn within five days of the beginning of the class start date or the student registration date, whichever is later.

The five-day policy shall not apply to CTE courses less than three weeks or 90 hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than two days.

A student is entitled to a full refund of fees if a course is cancelled by the school principal or designee, if 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 more than 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.05-20) 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.

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

A student who paid fees but is 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.

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.

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 if:

- the request is made, in writing, prior to the end of the course.
- supporting documentation (where appropriate) must be provided.

Students who receive Title IV funds and withdraw from the program, must contact the Financial Aid Office to receive a refund based on the Federal withdrawal calculation formula. South Dade Technical College financial aid refund policy conforms to the provisions of Title 34 Part 668.22, Code of Federal Regulations (CFR). These provisions are detailed in Volume 4 Chapter 1

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2021-2022/vol4/appx-b-schools-financial-management-systems>

Federal Financial Aid (Title IV) is awarded to a student under the assumption that the student will attend school for the entire period for which assistance is awarded. When there is an interruption in a student's attendance, Return to Title IV funds may be required.

When a Return of Title IV funds is required, both South Dade Technical College and the student have a responsibility for returning funds. Funds that are not the responsibility of the school to return, must be returned by the student. The school can exercise the option to collect any funds from the student that must be returned.

VETERAN'S REFUND POLICY (non-accredited programs only)

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total

charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The school may retain a registration fee of no more than \$10, a breakage fee for no more than the exact amount of breakage, and fee for consumable supplies for no more than the amount of supplies actually consumed
–38CFR21.4255



\$40
CAN CHANGE
YOUR LIFE!

NOW ENROLLING!

- CITIZENSHIP & GED PREPARATION
- AND MUCH MORE!
- ENGLISH FOR SPEAKERS OF OTHER LANGUAGES



FOR MORE INFORMATION CALL
305.558.8000



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 FOCUS.

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

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 FOCUS.

ATTENDANCE POLICY

The student has the responsibility to take advantage of his educational opportunity by attending all classes daily and on time. However, if unforeseen circumstances arise that prevent the student from attending class; the student must provide appropriate documentation to justify absences. The student is responsible for requesting make-up assignments from teachers for absences upon returning to school. The student is expected to attend class regularly. Attendance is maintained daily by teachers through the electronic gradebook. A student with excessive absences or tardiness is referred to a counselor for advisement.

Federal financial aid recipients have additional attendance requirements that include the following:

- The student must be enrolled continuously without interruption. If a student withdraws from school, awards may be cancelled.
- The student must satisfactorily complete his program of study within 150% of the length of the program. 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.
- If a student exceeds the maximum trimesters of eligibility as defined in the above chart, the student is considered as not making Satisfactory Academic Progress and is no longer eligible for Pell Grant financial aid.

| Program Hours of Eligibility | Maximum Trimesters Allowed |
|------------------------------|----------------------------|
| 600 | 3 |
| 750 | 3 |
| 1050 | 5 |
| 1300 | 6 |

Veteran students should view the section on Veteran's Training for specific attendance requirements.

TRANSFERS

Program Transfers Within the School

Program transfers must be approved by instructors, counselor, and a student service administrator using the "Request for Transfer" form. If approved, the registration office processes the transfer request. A financial aid recipient is allowed one transfer of CTE programs.

Students transferring to a higher priced class will be required to pay the difference at the time of the transfer. Students transferring to a lower-priced class will:

- Will be entitled to a refund of the difference if transfer occurs within two weeks from the date of registration.
- Will not be entitled to a refund if transfer occurs after two weeks from the date of registration. If a student has received a refund for a class and wishes to re-enroll, the student's tuition will be charged according to the fee schedule in effect at that time.

Transfers from Other Institutions

A student who has completed vocational hours within any Miami-Dade County Public School may transfer their hours. All others, upon providing an official transcript or evidence of mastery of specific competencies, may be advanced in their program of study based on the assessment of the instructor. After evaluation of official transcripts, student is directed to complete the enrollment process for the requested program.



SOUTH DADE
TECHNICAL
COLLEGE



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.

WITHDRAWAL POLICY

Official Withdrawal

A student may officially withdraw by notifying the registrar, teacher, counselor, or financial aid officer by phone, email, or in-person. It is recommended that a student completes the Career Technical Education Withdrawal Form-7752 and submit to the school registrar.

Unofficial Withdrawal

The unofficial withdrawal of a student occurs upon the sixth consecutive absence for adult general education (AGE) classes and Career and Technical Education (CTE) classes. A student who fails to report to class during the first three (3) days of initial registration is withdrawn as a "no-show."

Financial Aid Receipts Withdrawal

For official and unofficial withdrawals, the withdrawal date is the student's last day of attendance as reflected in the school's electronic gradebook. The FAO uses the Return to Title IV calculation to determine the amount owed from the last date of attendance.

Awards are based on continuous enrollment without interruption. If the student withdraws from school, financial aid awards are canceled. A returning student must meet with the FAO to reactivate the award; the award is then recalculated.

If a student withdraws from school before the disbursement date, he may not be eligible to receive the full award for the payment period. In accordance Title 34 Part 668.22 CFR, the school will only collect monies which the student has charged (deferred) against his Federal Pell Grant for tuition, registration, and program costs. The student is responsible for any remaining balances not covered by the Federal Pell Grant award.

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: Barbering, Cosmetology, Practical Nursing, Pharmacy Technician, Early Childhood, 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 Cleary Act post-secondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. To comply with the provisions of the law, security reports are available on the school's website and in the Student Services office.

During student orientation, a SDTC case manager provides new students with digital copies of the current School Catalog, Student Handbook, Annual Security Report, and Student Code of Conduct.

The state agency's complaint process for students and staff is outlined in the School Catalog and Student Handbook. Additional Information may be accessed at <http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.shtml>

GRIEVANCE PROCEDURES

An informal grievance is an alleged violation, misunderstanding or misinterpretation of school policy by any member of the student body.

The purpose of this grievance procedure shall be to settle equitably, at the lowest administrative level possible, differences and issues relating to school policy. This procedure does not apply to alleged discrimination relating to race, sex, disability, or other federally legislated civil rights. The proceedings shall be kept as informal and confidential as may be appropriate at all levels of the procedure. Each grievance level shall be observed and used in proper order. Exceptions may be made in emergencies.

Level One (Information Procedures)

The aggrieved person must first discuss their grievance with their immediate supervisor with the objective of resolving the matter informally. It is acknowledged that the teacher is the student's immediate supervisor. The aggrieved person and the supervisor shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. If, as a result of

the discussion between the complainant and the supervisor the matter is not resolved to the satisfaction of the complainant, then the aggrieved shall set forth the grievance in writing to the administrator of Student Services to include:

- The nature of the grievance within five (5) days
- The result of previous discussion
- Dissatisfaction with decisions previously rendered

The administrator of Student Services shall communicate the decision to the aggrieved in writing within three (3) school days of the written grievance.

Level Two (Formal Procedures)

Formal grievance procedures for students apply to those situations in which students believe themselves to be victims of discrimination based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.

These formal complaint procedures also apply to situations in which students believe themselves to be victims of harassment, including sexual harassment.

If the aggrieved student is not satisfied with the disposition of the grievance at level one, they may within five (5) school days present their grievance to the Principal. The Principal and the aggrieved will meet and the aggrieved may have mutually agreed upon representation present.

Within five (5) days after the meeting, the Principal should render a decision. A copy of the decision shall go to the aggrieved person and all others involved.

This must be done within five (5) school days after the decision from level two.

If the aggrieved person is not satisfied with the disposition of the grievance at level two, they may file the grievance in writing to:

**Office of Adult/Vocational, Alternative and
Community Education Programs
Miami-Dade County Public Schools
1450 NE Second Avenue
Miami, Florida 33132**

South Dade Technical College is accredited by the Commission of the Council on Occupation Education.

Concerns which cannot be resolved with the School and/or District may be referred to:

Executive Director, Dr. Gary Puckett
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone (770) 396-3898, ext. 21

Complaints alleging discrimination on any of the above bases may also be made to:

The Office for Civil Rights
U.S. Department of Education, Customer Service Team
Hotline # 1-800-421-3481 or (202) 205-5413
Fax # (202) 205-9862 TTY (877) 521-2172
ocr@ed.gov

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 because 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:

<https://www.southdadetech.edu/wp-content/uploads/2021/08/MDCPS-Postsecondary-Handbook.pdf>

DRUGS, ALCOHOL, SMOKING

Smoking, alcoholic beverages, illegal drugs/mood modifiers, and gambling devices are not allowed in schools or on Board property.

(School Board of Miami-Dade County Policy #5512),
(School Board of Miami-Dade County Policy #5530)

Additional information on SDTC's drug and alcohol policy can be found in South Dade Technical College Annual Security Report.

https://www.southdadetech.edu/wp-content/uploads/2021/08/AnnualSecurityReportSouthDadeTechnicalCollege_compressed.pdf

WEAPONS

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.

Policies and procedures concerning the privacy of student records are governed by the Family Education Rights and Privacy Act of 1974 (Public Law 93-380). FERPA sets limits on the disclosure of personally identifiable information

from school records and defines the rights of students to review records and request changes to them. SDTC's Waiver for Release of Educational Records Form can be accessed on the school's website.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the technical college receives a request for access. A student should submit to the registrar, dean, head of the academic department, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the technical college to amend a record should write the technical college's principal/chief executive officer, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the technical college decides not to amend the record as requested, the technical college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the technical college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The technical college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the technical college in an administrator, supervisor, instructor, or

support staff member (including law enforcement unit personnel and health or medical staff); a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for the technical college.

Upon request, the technical college discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request, or the disclosure is initiated by the parent or eligible student.

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

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

In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA. See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory

information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within SDTC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA), a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.

(§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively

serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.

(§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Source: U.S. Department of Education, Laws and Guidance/General, Family Policy Compliance Office (FPCO)

<https://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

Last Modified 08/25/2021

Creating Opportunities for Success



ADULT GENERAL EDUCATION (AGE)

Adult General Education (AGE) non-accredited 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 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 tuition and fees are non-refundable. Courses will be assessed 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 weekly in the ESOL computer language laboratory. They receive additional practice in reading, listening, and speaking using 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 weekly basis. Students receive additional practice in reading, language, and mathematics. Using Instruction Targeted for TABE Success (ITTS), the student completes exercises to prepare him/her for the Test of Adult Basic Education (TABE) and a 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 & TECHNICAL EDUCATION (CTE) PROGRAMS



COE ACCREDITED PROGRAMS



HEATING, VENTILATION, AIR- CONDITIONING/REFRIGERATION HVAC/R 1

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 | Introduction to HVAC/R | 250 Hours |
| B | HVAC/R Fundamentals | 250 Hours |
| C | HVAC/R Service Practices | 250 Hours |

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program 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

LICENSING AND CERTIFICATION INFORMATION

There are no State Board Certification or Licensure requirements for this profession in Florida.

Recommended Industry Certifications:

Environmental Protection Agency (EPA)
HVAC Excellence (HVAC Excellence Employment Ready)
OSHA 10 Construction Safety Certification

HEATING, VENTILATION, AIR- CONDITIONING/REFRIGERATION HVAC/R 2

PROGRAM OBJECTIVE

The purpose of this program is to prepare students for employment or advanced training in the heating, air conditioning, and refrigeration and ventilation industry.

PROGRAM STRUCTURE

This program consists of 600 hours and is a planned sequence of instruction consisting of three Occupational Completion Points (OCPs), as illustrated below:

| OCP | Course Title | Course |
|-----|--|-----------|
| A | HVAC/R Intermediate Service Practices | 250 Hours |
| B | HVAC/R Advanced Service Practices -OR- HVAC/R Advanced Commercial and Industrial Service Practices | 350 Hours |

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program 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

LICENSING AND CERTIFICATION INFORMATION

There are no State Board Certification or Licensure requirements for this profession in Florida.

Recommended Industry Certifications:

Environmental Protection Agency (EPA)
HVAC Excellence (HVAC Excellence Employment Ready)
OSHA 10 Construction Safety Certification

AUTOMOTIVE SERVICE TECHNOLOGY 1

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 | Auto. Suspension and Steering Technician | 150 Hours |
| D | Auto. Electrical/Electronic System Tech. | 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 to register for an adult education career & technical program.

BASIC SKILLS REQUIREMENTS

Student must score a minimum of 10 in Math, 9 in Lang. and Read. 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

LICENSING AND CERTIFICATION INFORMATION

There are no State Board Certification or Licensure requirements for this profession in Florida.

Recommended Industry Certifications

National Institute for Automotive Service Excellence

AUTOMOTIVE SERVICE TECHNOLOGY 2

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 750 hours and is a planned sequence of instruction consisting of 4 Occupational Completion Points (OCPs), as illustrated below:

| OCP | Course Title | Course |
|-----|--|-----------|
| A | Automotive Engine Performance Technician | 300 Hours |
| B | Automotive Transmission and Transaxle Technician | 150 Hours |
| C | Manual Drivetrain and Axle Technician | 150 Hours |
| D | Automotive Heating and Air Conditioning Technician | 150 Hours |

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program 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

LICENSING AND CERTIFICATION INFORMATION

There are no State Board Certification or Licensure requirements for this profession in Florida.

Recommended Industry Certifications

National Institute for Automotive Service Excellence

COSMETOLOGY

PROGRAM OBJECTIVE

This program is designed to prepare students for employment as a Licensed Hairdresser, Hairstylist, and Cosmetologist.

PROGRAM STRUCTURE

The Cosmetology program consists of 1200 classroom hours.

| OCP | Course Title | Length |
|-----|--|-----------|
| A | Grooming and Salon Services Core, Facials and Nails | 225 hours |
| | Cosmetologist Hairdresser 1 | 300 hours |
| | Cosmetologist Hairdresser 2 | 300 hours |
| | Cosmetologist Hairdresser 3 | 375 hours |

ENTRANCE REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

Student must score a minimum of 8 in Math, Language, and 9 in Reading on the Test of Adult Basic Education (TABE).

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

LICENSING AND CERTIFICATION INFORMATION

This program meets the Licensure requirements for this profession in Florida.

Industry Certifications

State of Florida Board of Cosmetology: Cosmetologist License



FACIALS SPECIALTY

PROGRAM OBJECTIVE

This program is designed to prepare students for employment as a Licensed Skin Care/Facial Specialist.

PROGRAM STRUCTURE

The Facials Specialty program consists of 220 classroom hours.

| OCP | Course Title | Length |
|-----|------------------------------|-----------|
| A | Facials/Skin Care Specialist | 220 Hours |

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program 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

LICENSING AND CERTIFICATION INFORMATION

This program meets the Licensure requirements for this profession in Florida.

Industry Certifications

State of Florida Board of Cosmetology: Facial Specialist License

NAILS SPECIALTY

PROGRAM OBJECTIVE

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

PROGRAM STRUCTURE

The Nails Specialty program consists of 180 classroom hours.

| Course Title | Hours |
|-----------------------------|-----------|
| Manicurists and Pedicurists | 180 hours |

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program 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

LICENSING AND CERTIFICATION INFORMATION

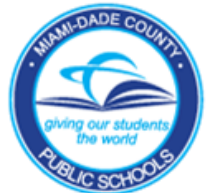
This program meets the Licensure requirements for this profession in Florida.

Industry Certifications

State of Florida Board of Cosmetology: Nail Specialist License



**SOUTH DADE
TECHNICAL
COLLEGE**



MEDICAL ASSISTING

PROGRAM OBJECTIVE

Our program is designed to prepare students for employment as medical assistants. This program meets 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 Assisting | 250 Hours |
| | Medical Office Procedures | 75 Hours |
| C | Phlebotomist, MA | 75 Hours |
| D | EKG Aide, MA | 75 Hours |
| E | Clinical Assistant | 230 Hours |
| | Pharmacy for Medical Assisting | 90 Hours |
| | Laboratory Procedures | 125 Hours |
| | Administrative Office Procedures | 90 Hours |
| | Practicum Experience | 200 Hours |

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program 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

LICENSING AND CERTIFICATION INFORMATION

There are no State Board Certification or Licensure requirements for this profession in Florida.

Recommended Industry Certifications

American Medical Technologist Registered Medical Assistant (RMA)

American Association of Medical Assistants-Certified Medical Assistant (CMA)

National Healthcareer Association

- Certified Clinical Medical Assistant (CCMA)
- Certified Administrative Medical Assistant (CMAA)
- Certified Phlebotomy Technician (CPT)
- Certified EKG Technician (CET)



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.

| 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 |

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

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program 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

LICENSING AND CERTIFICATION INFORMATION

This program qualifies students to sit for the Pharmacy Technician Certification (PTCE) national exam. This program is approved by the Board of Pharmacy. Program completers who wish to work as Pharmacy Technicians in the State of Florida must register with the Board of Pharmacy (465.014 F.S.).

Industry Certifications

Pharmacy Technician Certification Board



EARLY CHILDHOOD EDUCATION

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 to register for an adult education career & technical program. Student must have a high school diploma or its equivalent.

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

CERTIFICATION AND LICENSURE REQUIREMENT

This program is approved by the Florida Department of Children and Families (DCF) as meeting the training requirements for childcare personnel/ preschool teachers, 65C-22.003.

Industry Certifications:

Early Childhood Professional Certificate (ECPC)

Florida Department of Education (DOE)

DCF Staff Credential

Child Development Associate (CDA)



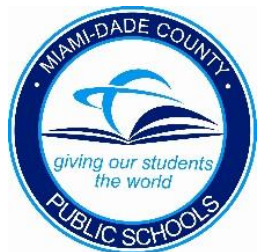
SOUTH DADE
TECHNICAL
COLLEGE



CAREER & TECHNICAL EDUCATION (CTE) PROGRAMS



M-DCPS APPROVED PROGRAMS



BARBERING

PROGRAM OBJECTIVE

This program is designed to prepare students for employment as a Licensed Barber.

PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of 1 occupational completion point. The length of the program is 900 hours as listed below.

| OCP | Course Title | Length |
|-----|--------------|-----------|
| A | Barber 1A | 320 hours |
| | Barber 2A | 150 hours |
| | Barber 3A | 300 hours |
| | Barber 4A | 130 hours |

ENTRANCE REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

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

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

LICENSING AND CERTIFICATION INFORMATION

This program meets the Licensure requirements for this profession in Florida.

Industry Certifications

State of Florida Barbering License

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 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

CERTIFICATION AND LICENSURE REQUIREMENT

Although there is no state licensure required for phlebotomists, graduates with required amounts of work experience may obtain certification from national credentialing agencies such as the American Society of Clinical Pathologists (ASCP) and the American Society of Phlebotomy Technicians (ASPT), and American Medical Technologists (AMT).

Recommended Industry Certifications:

NHA Certified Phlebotomy Technician, CPT

PRACTICAL NURSING

PROGRAM OBJECTIVE

Our program is designed to prepare students for employment as Licensed Practical Nurses. This program is planned to meet the Florida State Board of Nursing standards and prepares graduates to take the examination to practice as a Licensed Practical Nurse.

PROGRAM STRUCTURE

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

| OCP | Course Title | Course Length |
|-----|---|---------------|
| A | Practical Nursing Foundations 1 | 300 hours |
| B | Practical Nursing Foundation 2 | 300 hours |
| | Medical Surgical Nursing 1 | 300 hours |
| | Medical Surgical Nursing 2 | 300 hours |
| | Comprehensive Nursing and Transitional Skills | 150 hours |

ENTRANCE REQUIREMENTS

Student must be at least 16 years of age and not enrolled in the K-12 program to register for an adult education career & technical program. Student must have a high school diploma or its equivalent.

BASIC SKILLS REQUIREMENTS

Student must score a minimum of 11.0 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

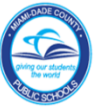
Monday-Friday 8:00 AM - 2:00 PM

LICENSING AND CERTIFICATION INFORMATION

This program meets the Licensure requirements for this profession in Florida.



SOUTH DADE
TECHNICAL
COLLEGE



HIGH SCHOOL DUAL ENROLLMENT CTE PROGRAMS



HEATING, VENTILATION, AIR CON., & REFRIGERATION HVAC/R1

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 high school elective credits and is a planned sequence of instruction in 10th - 12th grade. This program consists of 3 Occupational Completion Points (OCPs), as illustrated below:

| OCP | Course Title | High School Elective Credits |
|-----|--------------------------|------------------------------|
| A | Introduction to HVAC/R1 | Maximum 3.0 credits |
| B | HVAC/R Fundamentals | |
| C | HVAC/R Service Practices | |

ENTRANCE REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

Dual enrollment students are required to take a basic skill examination within six weeks of entry into the course.

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

Homestead Senior High School
Monday-Friday (A or B Schedule) 7:20 AM - 2:20 PM

South Dade Senior High School
Monday-Friday (A or B Schedule) 7:20 AM – 2:20 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 high school elective credits and is a planned sequence of instruction in 10th - 12th grade. This program consists of 5 Occupational Completion Points (OCPs), as illustrated below:

| OCP | Course Title | High School Elective Credits |
|-----|--|------------------------------|
| A | Automobile Services Assistor | Maximum 3.0 credits |
| B | Automotive Brake System Technician | |
| C | Automobile Suspension and Steering Technician | |
| D | Automotive Electrical/Electronic System Technician | |
| E | Engine Repair Technician | |

ENTRANCE REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

Dual enrollment students are required to take a basic skill examination within six weeks of entry into the course.

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

Homestead Senior High School
Monday-Friday (A or B Schedule) 7:20 AM - 2:20 PM

ELECTRICITY

PROGRAM OBJECTIVE

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

PROGRAM STRUCTURE

This program consists of high school elective credits and is a planned sequence of instruction in 10th - 12th grade. This program consists of 3 Occupational Completion Points (OCPs), as illustrated below:

| OCP | Course Title | High School Elective Credits |
|-----|-------------------------|------------------------------|
| A | Electrician Helper | Maximum 3.0 credits |
| B | Residential Electrician | |
| C | Commercial Electrician | |

ENTRANCE REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

Dual enrollment students are required to take a basic skill examination within six weeks of entry into the 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

Homestead Senior High School

Monday-Friday (A or B Schedule) 7:20 AM - 2:20 PM



NURSING ASSISTANT

PROGRAM OBJECTIVE

This program is designed to prepare students for employment as nursing assistants, nursing aides, and orderlies, nurse aides in nursing homes or SOC Code 31-1014 Nursing Assistants

PROGRAM STRUCTURE

This program consists of high school elective credits and is a planned sequence of instruction in 12th grade. This program consists of 1 Occupational Completion Point (OCPs), as illustrated below:

| OCP | Course Title | High School Elective Credit |
|-----|------------------------|-----------------------------|
| A | Nurse Aide and Orderly | 1.0 credit |

ENTRANCE REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

Dual enrollment students are required to take a basic skill examination within six weeks of entry into the 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

Homestead Senior High School

Monday-Friday (A or B Schedule) 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 high school elective credits and is a planned sequence of instruction in 10th - 12th grade. This program consists of 5 Occupational Completion Points (OCPs), as illustrated below:

| OCP | Course Title | High School Elective Credits |
|-----|------------------------------------|------------------------------|
| A | Basic Healthcare Worker | Maximum 3.0 credits |
| B | Introduction to Medical Assisting | |
| | Medical Office Procedures | |
| C | Phlebotomist, MA | |
| D | EKG Aide, MA | |
| E | Clinical Assisting | |
| | Pharmacology for Medical Assisting | |
| | Laboratory Procedures | |
| | Administrative Office Procedures | |
| | Practicum Experience | |

ENTRANCE REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

Dual enrollment students are required to take a basic skill examination within six weeks of entry into the 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.

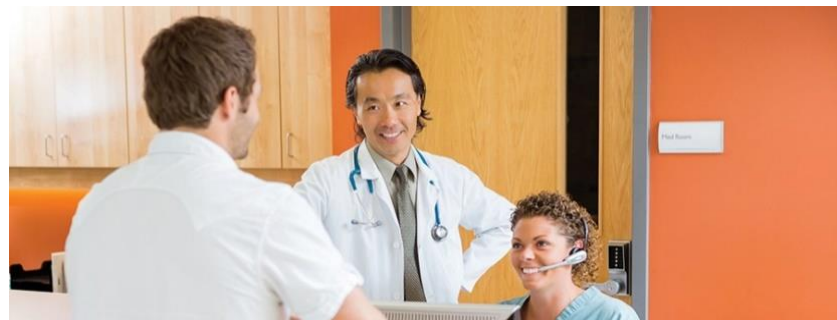
DAY/TIME PROGRAM OFFERED

Homestead Senior High School

Monday-Friday (A or B Schedule) 7:20 AM - 2:20 PM



SOUTH DADE
TECHNICAL
COLLEGE



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 high school elective credits and is a planned sequence of instruction in 10th - 12th grade. This program consists of 2 Occupational Completion Points (OCPs), as illustrated below:

| OCP | Course Title | High School Elective Credits |
|-----|---|------------------------------|
| A | Practical Nursing Foundation 1 | Maximum 3.0 credits |
| | Practical Nursing Foundation 2 | |
| B | Medical Surgical Nursing 1 | |
| | Medical Surgical Nursing 2 | |
| | Comprehensive Nursing & Transitional Skills | |

ENTRANCE REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

Dual enrollment students are required to take a basic skill examination within six weeks of entry into the 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

Homestead Senior High School

Monday-Friday (A or B Schedule) 7:20 AM - 2:20 PM

South Dade Senior High School

Monday-Friday (A or B Schedule) 7:20 AM – 2:20 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 high school elective credits and is a planned sequence of instruction in 10th - 12th grade. This program consists of 2 Occupational Completion Points (OCPs), as illustrated below:

| OCP | Course Title | High School Elective Credits |
|-----|-------------------------|------------------------------|
| A | Basic Healthcare Worker | Maximum 3.0 credits |
| B | Pharmacy Technician 1 | |
| | Pharmacy Technician 2 | |
| | Pharmacy Technician 3 | |

ENTRANCE REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

Dual enrollment students are required to take a basic skill examination within six weeks of entry into the 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

Homestead Senior High School

Monday-Friday (A or B Schedule) 7:20 AM - 2:20 PM

South Dade Senior High School

Monday-Friday (A or B Schedule) 7:20 AM – 2:20 PM

FACULTY & STAFF

South Dade Technical College's Administrative and Instructional personnel are certified by the Florida Department of Education (FLDOE) and/or Miami-Dade County Public Schools. Each instructor has met or exceeded the teacher certification requirements in their respective subjects as indicated on the 2022-2023 FLDOE Curriculum Frameworks which can be accessed at: <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2022-23-frameworks/>

| Administrative & Support Staff | | |
|----------------------------------|----------------------------|----------------------------------|
| Principal | Dr. Ericka Caldwell-Clinch | ecaldwell@dadeschools.net |
| Vice Principal | Scott Parker | sparker@dadeschools.net |
| Assistant Principal | Modesto Gutierrez | mgutierrez40@dadeschools.net |
| Assistant Principal | Phaion P. Hicks | phaionhicks@dadeschools.net |
| Counselor | Oscar DeLeon | odeleon@dadeschools.net |
| | Maria Acevedo | 331608@dadeschools.net |
| Financial Aid Officer | Jacqueline Chavarria | jchavarria@dadeschools.net |
| Office Manager | Angela Fennema | afennema@dadeschools.net |
| Registrars | Nancy Angervil | nancyangervil@dadeschools.net |
| | Claudia Moran | claudiamoran@dadeschools.net |
| | Brenda Ledesma | Brenda_I@dadeschools.net |
| Treasurer | Teresita Garcia | tagarcia@dadeschools.net |
| | Dayneris Castillo | Dayneriscastillo@dadeschools.net |
| Data Input Specialists II | Catina Carrazana | ccarrazana@dadeschools.net |
| | Dolores Pedraza | doloresp@dadeschools.net |
| | Maria Ruisanchez | 236147@dadeschools.net |
| | Noemi Perales | nperales@dadeschools.net |
| | Ashley Moorehead | 315284@dadeschools.net |
| Computer Specialist | Errol Keating | ekeating@dadeschools.net |
| Security Specialist | Monserate Viruet | 279855@dadeschools.net |
| | Alberto Rivera | 269303@dadeschools.net |
| | Diego Escobar | 328474@dadeschools.net |
| Head Custodian | Ronald Hush | r_hush@dadeschools.net |
| Lead Custodian | Albert Mc Duffy | 243439@dadeschools.net |

| | | |
|--|----------------------------|---------------------------------|
| Custodians | Damilsys Ferrer | 318618@dadeschools.net |
| Custodians | Gloria Bustamante | 315458@dadeschools.net |
| | Malena Nueva | 329269@dadeschools.net |
| Full-Time Faculty | | |
| High School Science | Isabel Conde | iconde@dadeschools.net |
| High School Mathematics | Ernesto Sainz de la Torre | sainzdelatorre@dadeschools.net |
| High School English | Nigel Bullard | 317010@dadeschools.net |
| High School Social Studies | Ricardo Reyes | 322240@dadeschools.net |
| AGE | Nora Hentschel | norahentschel@dadeschools.net |
| HVAC R1 & R2 | Derek Bostick | 142683@dadeschools.net |
| Automotive Service Tech. 1 & 2 | Axel Corado | acorado@dadeschools.net |
| Pharmacy Technician | Joyce Griffiths | joycegriffiths@dadeschools.net |
| Nursing | Loree Van Leer | 336569@dadeschools.net |
| Medical Assisting | Carmen Saez | clsaez@dadeschools.net |
| Medical Assisting | Maria Berrones | mberrones@dadeschools.net |
| Cosmetology, Nails, Facials Specialty | Verushka Torres | 311923@dadeschools.net |
| Part-Time Faculty | | |
| AGE | Julie Montfort | 203702@dadeschools.net |
| AGE | Martha Guio | Mguio1@dadeschools.net |
| AGE/AM Coach | Margarita Felix | fmargarita@dadeschools.net |
| AGE | Evelio Jimenez | 333893@dadeschools.net |
| AGE | Viviana Gomez | 332528@dadeschools.net |
| AGE/PM Coach | Migdalia Canova-Anckle | mcanova@dadeschools.net |
| AGE | Jacqueline Torres-Quinones | j.torresquinones@daeschools.net |
| AGE | Maria Elena Saiz-Conde | msaizconde@dadeschools.net |
| AGE | Lakinya Nairn | l.nairn@dadeschools.net |
| AGE | Cherylise Washington | chelwalis@dadeschools.net |
| AGE | Tania Ledesma | 322524@dadeschools.net |
| AGE | Rosa Arjona-Medina | 337522@dadeschools.net |
| AGE | Linda Sarmiento | 304907@dadeschools.net |
| AGE | Maria Woodard | 234032@dadeschools.net |

| | | |
|---|---------------------------|----------------------------------|
| GED | Marta Munoz-Bello | 301739@dadeschools.net |
| GED | Ernesto Sainz de la Torre | 322527@dadeschools.net |
| Barbering | Victor Ramos | 333364@dadeschools.net |
| Early Childhood | Susana Sardinias | 254106@dadeschools.net |
| Electrician Dual Enrollment | Miguel Pardal | 320805@dadeschools.net |
| Nursing Dual Enrollment | Marcia Crespo | 324995@dadeschools.net |
| Culinary Dual Enrollment | Jeanette Vargas | jeanvargas@dadeschools.net |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Part-Time Administrative & Support Staff | | |
| Counselor | Jan Burlison | jburlison@dadeschools.net |
| Case Managers | Reginald Joseph | reggyjoseph@dadeschools.net |
| | Maria Ruisanchez | 236147@dadeschools.net |
| Job Placement Specialist | Francisco Barrera | 336945@dadeschools.net |
| Clerical | Melisa Jaimes | 313308@dadeschools.net |
| | Vianca Jaimes | 335176@dadeschools.net |
| | Nara Danger | 338771@dadeschools.net |
| | Maria Ramirez | 339652@dadeschools.net |
| SAVES Coordinator | Dayneris Castillo | Dayneriscastillo@dadeschools.net |
| | Jeasline Decossa | 338934@dadeschools.net |
| Security Specialist | Alberto Sarduy | 250923@dadeschools.net |
| | Antonio Sesma | 308007@dadeschools.net |
| | Daniels, Keera | 332657@dadeschools.net |
| Testing Clerks | Elizabeth Rodriguez | erodriguez55@dadeschools.net |
| | Brenda Ledesma | Brenda_I@dadeschools.net |

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 and 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 and harassment, which includes Title IX of the Education Amendments of 1972. Title IX prohibits all forms of sex discrimination and unwelcome sexual conduct, including conditioning any aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct, sexual assault, dating or domestic violence, stalking, and all forms of sexual harassment that a reasonable person would determine so severe, pervasive, and objectively offensive that it denies a student access to an education program or activity. Such conduct may include, but is not limited to, unwelcome touching, graphic verbal comments, sexual jokes, slurs, gestures, or pictures, whether in-person or through any other method, including sexual cyber-harassment. 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 locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the prohibited conduct occurs, including but not limited to such events occurring on school property, during any school-related or school-sponsored program or activity, and on school-sponsored transportation. This policy also prohibits retaliation against a person who has made a report or filed a formal complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

For additional information about Title IX or any other discrimination or 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.s Act of 1990.

Reports and Complaints

Students who believe they have been the victim of discrimination, harassment or retaliation are entitled to use the complaint procedures in Policy [5517.02](#), or, if the complaint involves sexual harassment prohibited by Title IX, to file a formal complaint in accordance with the District's Title IX Sexual Harassment Manual and request an investigation. Reports will be addressed as soon as possible after the alleged conduct occurs while the facts are known, and potential witnesses are available. When a sexual harassment report is made, supportive measures will be offered, and the formal complaint process will be explained to the complainant. During an investigation of prohibited conduct, the complainant and the respondent shall be provided an equal opportunity to present witnesses and evidence relevant to the complaint. The Principal shall apply the Code of Student Conduct to allegations of discrimination and harassment by students, except as otherwise specified in law or regulation.

Initiating a report or formal 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 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.

The Superintendent shall develop guidelines setting forth the conditions and requirements to implement this policy in accordance with federal and state laws, regulations, and Board policies. The District's Title IX Coordinator is authorized to coordinate the Board's Title IX obligations.

Privacy/Confidentiality

The District respects the privacy of students, including the complainant, the respondent, and the witnesses, consistent with the Board's legal obligations to investigate, take appropriate action, and comply with any

regulatory, 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, except as otherwise set forth in law or regulation.

The complaint processes in Policy [5517.02](#) and/or the *Title IX Sexual Harassment Manual* are 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.

Retention of Investigatory Records and Materials

All individuals responsible for receiving reports, applying formal complaint procedures, and/or conducting investigations under this policy, Policy [5517.02](#), Policy [5517.03](#), and/or the Title IX Sexual Harassment Manual shall retain all information, documents, electronically stored information (ESI), and electronic media created and/or received as part of the report, complaint, or investigation. The information shall be retained immediately upon receipt of specific information and/or written notice that could lead to an investigation, formal complaint, or potential litigation.

The information, documents, ESI, and electronic media retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media created or received a part of a sexual harassment complaint procedure shall be retained for not less than seven (7) years. All other types of investigations shall be maintained for not less than three (3) years, but longer if required by Policies 8320, 8330 or the District's records retention schedule.

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](#). The District's sexual harassment

training information shall be retained for not less than seven (7) years.

Employee 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.

Effect of Other Policies

The definition of harassment that is not based upon protected categories is contained within the Code of Student Conduct, referenced in Policy [5500](#). Florida law also defines Bullying and Harassment, as set forth in Policy [5517.01](#). In accordance with Florida law, Policy [5517.03](#) defines Dating Violence or Abuse. Policy [5136.02](#) defines Sexting.

F.S. 110.1221, 784.049, 1000.05, 1006.07, 1006.147, 1006.148

F.A.C. 6A-19.008

20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)

20 U.S.C. 1681 et seq.

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 1983

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

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

34 C.F.R. Part 106

National School Boards Association Inquiry and Analysis – May 2008

Effective 7/1/11

Revised 11/19/13

Revised 10/21/20

© Neola 2018

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.

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 sex, 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 contact 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: <http://hrdadeschools.net/civilrightsRev: 07/20>