2026-2027

INSTITUTIONAL CATALOG

South Dade Technical College

13990 SW 264 ST, Homestead, FL 33032

305-248-5723

SOUTHDADETECH.EDU

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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/or career advancement.

CORE VALUES

- Commitment
- Excellence
- Professionalism
- Honestly
- Integrity
- Respect

ACCREDITATIONS

Commission of the Council on Occupational Education (COE)

7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350

Telephone: 770-396-3898/FAX 770-396-3790
www.council.org

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

1503 Edwards Ferry Road, NE
Leesburg, VA 20176

Telephone: (703) 669-6650/77 Fax: (703) 669-6125
https://aseeducationfoundation.org/

To view documents describing the approval, accreditation, or licensure of this institution, provide a written request to the Director.

DIRECTOR'S MESSAGE

Greetings to South Dade Technical College Faculty, Staff, and Students:

Welcome to the 2026-2027 school year at South Dade Technical College! As we begin this new chapter together, I am delighted to welcome both our returning students and those joining us for the first time. We are proud to have you as part of a community dedicated to learning, growth, and career success.

At South Dade Technical College, our mission is to provide students with the knowledge, skills, and hands-on experience needed to excel in today's workforce and pursue meaningful career opportunities.

Our faculty, staff, and support teams work tirelessly to ensure that every student has access to the resources needed to reach their goals. Whether you are beginning a new career pathway, advancing your current profession, or developing new skills, we are here to support you every step of the way.

As Director, I encourage you to stay engaged, embrace new challenges, and take advantage of the many opportunities available to you both inside and outside the classroom. Success is built through dedication, perseverance, and a willingness to learn, and I am confident that each of you has the potential to achieve great things.

Thank you for choosing South Dade Technical College as part of your educational journey. We look forward to celebrating your accomplishments and witnessing your growth throughout the year. Together, we will continue building a strong future for our students, our community, and our workforce.

Wishing you a successful, rewarding, and inspiring school year ahead!

Warm regards,

Ms. Llennery Peña

Director

HISTORY

South Dade Technical College (SDTC) has proudly served the South Miami-Dade community for more than 50 years, helping students achieve their educational, career, and workforce goals through high-quality instruction and hands-on training.

The institution began in 1969 as an adult night school credit recovery program at South Dade Senior High School in Miami, Florida. As community needs grew, the program expanded and relocated in 1987, becoming the South Dade Adult Education Center, offering both day and evening classes to adult learners.

In 2002, Miami-Dade County Public Schools expanded career training opportunities by establishing the Skills Center Campus as a branch location and partnering with the Homestead Job Corps as a vocational extension site. These additions strengthened the institution's commitment to workforce development and career preparation.

Reflecting its continued growth and expanded educational mission, the School Board of Miami-Dade County officially renamed the institution South Dade Educational Center on January 16, 2013. On December 10, 2014, the institution received its current name, South Dade Technical College, recognizing its role as a premier provider of career and technical education in South Miami Dade.

During the 2025-2026 school year, all programs and services were consolidated into a single campus located at 13990 SW 264th Street, Homestead, Florida, 33032, creating a centralized learning environment that provides students with convenient access to academic programs, career training, student services, and industry-focused resources.

Today, SDTC continues its legacy of excellence by offering affordable, accessible, and career-driven education that prepares students for success in high-demand industries and lifelong learning.

Why Choose South Dade Technical College?

- More than 50 years of service to the South Miami-Dade community
- Career and technical programs aligned with workforce needs
- Adult education and high school completion opportunities
- English language learning programs
- Affordable training for in-demand careers
- Experienced instructors with industry expertise
- Flexible day and evening scheduling options
- Student-centered support services designed for success

Campus Location

South Dade Technical College
13990 SW 264th Street
Homestead, FL 33032
Phone: (305) 248-5723

Hours of Operation
Monday - Thursday: 8:00 AM - 9:00 PM
Friday: 8:00 AM - 4:00 PM

South Dade Technical College empowers students to build brighter futures through career-focused education, workforce training, and opportunities that lead to meaningful employment and lifelong success.

Satellite Locations

- EnFamilia, Inc.

PROGRAM OVERVIEW

South Dade Technical College offers a wide range of Career and Technical Education (CTE) certificate programs across several high-demand career clusters, including:

- Architecture & Construction
- Transportation, Distribution & Logistics
- Health Science
- Human Services

In addition, the Adult General Education (AGE) curriculum supports adult learners through:

- English for Speakers of Other Languages (ESOL)
- Adult Basic Education (ABE)
- Integrated Education and Training (IET)
- Adult High School
- Basic Skills Remediation

Students receive personalized support from guidance counselors, while case managers help new students explore career pathways, provide ongoing assistance, and monitor progress to ensure success.

OPEN-ENTRY/OPEN-EXIT PROGRAMS

Many programs at SDTC follow an open-entry/open-exit model, allowing students to enroll at any point during the trimester. However, some programs—particularly in the Health Science field—require specific start dates and may have waiting lists.

Prospective students should consult with a counselor or instructor to learn about the specific admission requirements for their program of interest.

DUAL ENROLLMENT

The Dual Enrollment Program at South Dade Technical College began in 2009 to provide Career and Technical training for 10th, 11th, and 12th grade students at:

- Homestead Senior High School
- South Dade Senior High School
- Miami Southridge Senior High School
- Dorothy Wallace COPE Center South
- South Miami Senior High School
- Miami Killian Senior High School
- Arthur and Polly Mays Conservatory of the Arts

Admission is selective and based on a formal application process. Each applicant is evaluated individually through a comprehensive review of academic records and a personal interview. To be considered for admission, students must meet the following criteria:

- A minimum GPA of 2.0
- Strong attendance and conduct history
- Demonstrated motivation to pursue a career in a specific field
- Positive recommendations from teachers and counselors

This process ensures that each student admitted is well-prepared and committed to their educational and career goals.

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

- Master Automotive Service Technology 1

- Electricity
- Heat, Ventilation, AC, and Refrigeration Technology
- Hemodialysis Technician
- Medical Assisting
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy

BOOKSTORE

The campus bookstores offer a variety of textbooks and workbooks for students currently enrolled 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 the school Director must approve.

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/2025/07/Book-Store-Price-List-2025.pdf

LOST AND FOUND

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

ADULT GENERAL EDUCATION (AGE) DIGITAL LEARNERS' LAB

Room 405

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 copyright is the legal protection of intellectual property provided by the laws of the United States to the owners of the 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. Still, 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, including 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 online at: https://www.southdadetech.edu/gainful-employment-disclosure/.

TECHNOLOGY SUPPORT

Multiple computer labs are available across campus to support student learning. Each lab is equipped to enhance instruction and provide students with hands-on experience in a technology-rich environment. These labs are located 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 2025 Annual Security Report complies with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act (Clery Act), 24 CFR 668.46, and the Violence Against Women Reauthorization Act of 2013 (VAWA).

Crimes should be reported to the appropriate site administrator, security personnel, and/or school police for the purpose of issuing timely warning notices and including incidents in the Annual Crime Statistics Report for that campus. The crime statistics for SDTC are maintained and provided by the

Miami-Dade Schools Police Department (M-DSPD), which has authority over all of the district's public schools. 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 Memoranda of Understanding established with the numerous municipalities in Miami-Dade County, FL. Criminal incidents are reported to M-DSPD, which documents them 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.

M-DSPD provides SDTC with 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 hard copy of the report can be obtained from the Office of Student Services. 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 maintains a comprehensive security plan outlining procedures for both internal and external emergencies. In accordance with school district policies, security lockdown drills and fire drills are conducted regularly throughout the year to ensure preparedness.

STUDENT IDENTIFICATION

All students are required to wear a **valid South Dade Technical College ID badge** visibly at all times while on campus.

- ID badges are issued during registration for **$5.00.**
- Replacement Fee is **$5.00**

PARKING

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

RECORD RETENTION

The Florida Department of State, Division of Library and Information Services establish the official standards for managing public records, including their retention, destruction, and preservation. These

standards are authorized under Florida Statute 257.36 and apply to all public records as defined in Florida Statute 119.011. In alignment with these laws, Miami-Dade County Public Schools (M-DCPS) enforces School Board Policy 8320, which designates the Records and Forms Management Office as the authority responsible for overseeing the retention and disposition of public records. This office also manages the review and approval of all district-wide forms to ensure consistency and compliance.

All schools and district offices within M-DCPS are required to follow the Records Retention Schedule, which specifies how long records must be kept, when they should be transferred, and when they can be disposed of. The schedule includes detailed guidelines for various types of records and highlights the most commonly used records across the district. For support with implementing these procedures or managing district forms, staff are encouraged to visit the Records and Forms Management Office website at forms.dadeschools.net or call (305) 995-3289.

ACADEMIC YEAR

The academic year is divided into three trimesters, each approximately 16 weeks long:

- Fall Trimester: August-December
- Winter Trimester: January-April
- Spring Trimester: April-July

.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

2026-2027 SCHOOL CALENDAR

TECHNICAL COLLEGES / ADULT EDUCATION CENTER

AUGUST 2026

M	T	W	T	F
~~3~~	4	5	6	7
(10)	(11)	(12)	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER 2026

M	T	W	T	F
	1	2	3	4
~~7~~	8	9	10	11
14	15	16	17	18
(21)[a]	22	23	24	25
28	29	30		

OCTOBER 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2026

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

DECEMBER 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	(18)[a]
~~21~~	~~22~~	~~23~~	~~24~~	~~25~~
~~28~~	~~29~~	~~30~~	~~31~~	

JANUARY 2027

M	T	W	T	F
				~~1~~
4	5	6	7	8
11	12	13	14	(15)[a]
~~18~~	19	20	21	22
25	26	27	28	29

FEBRUARY 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
~~15~~	16	17	18	19
22	23	24	25	26

MARCH 2027

M	T	W	T	F
1	2	3	4	5
8	9	(10)[a]	11	12
15	16	17	18	19
~~22~~	~~23~~	~~24~~	~~25~~	~~26~~
(29)[a]	30	31		

APRIL 2027

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY 2027

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

JUNE 2027

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

JULY 2027

M	T	W	T	F
			1	2
~~5~~	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	(29)	30

AUGUST 2027

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

- 2025-2026 Available to opt
- New Teachers Report
- Teacher Planning Day
- District-wide Professional Learning Day
- [a] Teacher Planning Day available to opt
- Recess Day (10 and 11.5 month)
- 2027-2028 School year
- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Available to opt

DAYS IN GRADING PERIOD
1 - 82
2 - 65
3 - 69

216 Days Total

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

ADMISSIONS

Any individual who is 16 years of age or older and officially withdrawn from the K–12 system is eligible to enroll at South Dade Technical College. Applicants with special needs may be referred to Vocational Rehabilitation or other appropriate agencies. These agencies collaborate with the college to determine when an individual is ready to begin an adult education program.

Prospective students may register directly for courses without pre-entrance requirements by completing the necessary registration forms and paying the applicable tuition and fees.

Students enrolling in Adult General Education (AGE) programs must take a basic skills test before registration to determine appropriate placement.

Students entering a Career and Technical Education (CTE) program with 450 or more instructional clock hours must complete a basic skills examination within the first six (6) calendar weeks of enrollment.

Students are exempt from the basic skills test if they meet one of the following criteria:

- Hold a Florida Standard High School Diploma issued in 2003-2004 or later.
- Possess an Associate of Applied Science (AAS), Associate of Arts (AA), or higher degree.

Admission to CTE programs may require additional steps and approval from a counselor. These may include:

- Proof of high school graduation or GED transcript
- Completion of a program orientation
- Meeting minimum entrance test scores

If test results or counseling indicate that a student does not meet the requirements for their chosen program, an alternate program or remedial coursework will be recommended.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Students who have previously attended another post-secondary institution must request that official transcripts be sent directly to the admissions office. This request, along with the transcripts, should be submitted at the time of initial registration. The school will not finalize enrollment or certification for financial aid or other programs until all prior transcripts have been received and reviewed.

All previous education and training will be evaluated by the program instructor or academic advisor to determine if credit can be granted. If credit is accepted, the student's tuition and required training hours will be adjusted accordingly.

CHANGE OF PROGRAM

Students who wish to change their program of study may do so under specific conditions. A program change is allowed if the previous program was not interrupted due to misconduct, neglect, or lack of academic effort. However, if the interruption was due to unsatisfactory conduct or progress, a change may still be considered if the new program aligns with the student's interests, abilities, and goals, and there is a reasonable expectation of improved performance. To begin the process, students must meet with a counselor and consult with any relevant offices, such as financial aid or academic advising, to ensure the change is appropriate and properly documented.

COUNSELING

South Dade Technical College offers a comprehensive Student Services program to all students, providing individual, small-group, and large-group counseling to address the personal/social, educational, and career needs of all students. Counselors are available:

Student Services Building

Monday – Thursday: 8:00 a.m. – 9:00 p.m.
Friday: 8:00 a.m. – 3:30 p.m.

STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 states that, "No qualified handicapped person shall, based on 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 offered to students who self-identify and request accommodation. Accommodations are provided through 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 does not have the facilities or staff to provide medical assistance. If a student has a medical condition that could lead to an emergency, they should inform their instructor or counselor upon enrollment. School personnel will then follow the appropriate protocol outlined by MDCPS to contact emergency services.

M-DCPS GRADING SYSTEM

The majority of CTE programs are competency-based and use a variety of methods to assess students' mastery of the program, including competency checklists, written tests, performance tests, and student portfolios. A final grade is issued when an OCP is earned.

Grade	Numeric Value	Interpretation	GPA
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	0

TESTING FOR CTE STUDENTS

Students enrolled in Career and Technical Education (CTE) programs that are 450 hours or longer are required by the State of Florida to demonstrate basic skills in reading and math. This is done by taking a district approved test such as the CASAS GOALS within the first six weeks of starting the program. If a student meets the required score levels, no further testing is needed. If the student does not pass, they will receive additional support such as tutoring or remediation and will have opportunities to retest.

In most cases, students must meet basic skills requirements in order to graduate; however, there are several important exceptions. Students may be fully exempt from testing if they already hold an associate degree or higher, are considered college-ready, or are enrolled in a registered apprenticeship program. Additionally, students who do not pass the test may still be able to complete their program by earning an approved industry certification or license that is aligned with their field of study. This option, known as the certification exemption pathway, allows students to graduate even if they have not met the required test scores. Other exemptions may apply to students with documented disabilities or those who have completed private school or home education programs if proper documentation is provided.

Students are encouraged to complete their testing early, take advantage of tutoring services if needed, and speak with their advisor or testing center for guidance on testing requirements or exemption options.

ATTENDANCE POLICY

Students are expected to attend all classes daily and on time. Regular attendance is essential for academic success and is the responsibility of each student. In the event of an absence due to unforeseen circumstances, students must submit appropriate documentation to justify the absence and are responsible for requesting and completing any make-up assignments upon return.

Attendance is recorded daily by instructors using the FOCUS platform. Students enrolled in Career and Technical Education (CTE) or Adult General Education (AGE) programs who are absent for six (6) consecutive class meetings are withdrawn from the class. **CTE students are required to complete at least 67% of scheduled clock hours each trimester.**

Student attendance will be reviewed every 30 days through the FOCUS platform. Any student who does not meet the minimum 67% attendance requirement, as outlined in the Standards of Academic Progress (SAP), will be subject to disciplinary measures in accordance with the M-DCSP Post-Secondary Student Code of Conduct.

Excessive absences or tardiness will result in referral to a counselor and will be grounds for disciplinary action according to the M-DCSP Post-Secondary Student Code of Conduct. Additionally, students must maintain continuous enrollment. Withdrawal will result in cancellation of financial aid/educational benefits (VA, DFAP, Fee Waiver).

CAREER TECHNICAL EDUCATION STANDARDS OF ACADEMIC PROGRESS (SAP)

South Dade Technical College is committed to maintaining high standards of academic progress for all students enrolled in Career Technical Education (CTE) programs. These standards are aligned with the Florida Department of Education (FLDOE) Curriculum Frameworks, which define the approved number of clock hours required for each training program.

Students are expected to complete their training programs within the designated clock hours approved by FLDOE. Extensions beyond the approved program length are not permitted. Students who exceed the maximum hours may incur additional costs or risk losing eligibility for financial aid and other benefits. It is the student's responsibility to monitor their progress throughout the program. To review accumulated or remaining hours, students may consult with a counselor or registration clerk.

Attendance and Academic Monitoring

Student attendance and academic progress are tracked using the district's FOCUS platform. Instructors record hourly attendance and grades daily to ensure accurate monitoring. Early departures, tardiness, and class cuts are recorded as missed clock-hour time. Designated school officials, including administrators, counselors, Financial Aid Officers (FAO), and School Certifying Officials (SCO), periodically review student progress using the FOCUS Attendance Chart and Student Academic Report.

To maintain satisfactory academic progress, students must:

- Achieve a minimum cumulative GPA of 2.0 each trimester.
- Complete at least 67% of scheduled clock hours each trimester.

Failure to meet these standards may result in consequences as outlined in the Miami-Dade County Public Schools Post-Secondary Code of Student Conduct, including loss of funding, academic probation, suspension, or recommendation for dismissal.

Intervention and Advising

Students who exhibit patterns of poor attendance, frequent absences, or inadequate academic performance will be referred for intervention. This process is designed to provide support, identify challenges, and help students get back on track academically. An instructor, counselor, or an administrator may initiate intervention.

In accordance with School Board policy, students must be notified in writing if they are at risk of failing or performing unsatisfactorily during any grading period. Upon notification, a conference will be scheduled involving the student, instructor, counselor, and administrator. During this meeting, an academic improvement plan or contract will be developed to address the student's needs and prevent further academic decline or dismissal from the program.

SAP Statuses

Warning

Students who fall below SAP standards anytime during a trimester may receive a formal warning. This serves as an opportunity to improve performance before further action is taken.

Probation

Students who do not meet SAP at the end of a trimester will be placed on academic probation for one trimester. During this probationary period, students must demonstrate improvement to continue in their program.

Suspension

If SAP is not met by the end of the probationary trimester, students may be denied re-registration for the next enrollment period. This decision requires administrative approval and is based on factors such as poor attendance, unsatisfactory coursework, or failure to meet industry-specific skill standards. The institution reserves the right to suspend a student's eligibility for continued financial aid or educational benefits based on established attendance and academic patterns.

Reinstatement Policy

Students suspended due to unsatisfactory academic progress or attendance may petition for reinstatement. Reinstatement may be granted if mitigating circumstances beyond the student's control directly impacted on their ability to meet SAP standards. Acceptable circumstances include, but are not limited to:

- Serious illness or injury of the student
- Serious illness or death in the student's immediate family
- Mandatory court appearance or jury duty
- Emergency financial hardship or changes in employment
- Unanticipated changes in child-care responsibilities
- Activation for military service

The school administration and designated personnel will review all petitions. Supporting documentation may be required. Each case will be evaluated individually, and students must provide evidence to support their request.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS (SAP)

To remain eligible for financial aid, students must meet Satisfactory Academic Progress (SAP) requirements, which are evaluated using both qualitative (grades) and quantitative (pace/time) standards.

Student Responsibilities

To maintain SAP, students must:

- Earn a minimum grade of "C" or maintain a GPA of 2.0 or higher.
- Complete their program within 150% of the published program length.
- complete at least 67% of the scheduled clock hours for which they are enrolled.

SAP is measured cumulatively and is required by federal regulations (34 CFR 668.34). It ensures students are making consistent progress toward their educational goals.

SAP Evaluation Schedule

- Federal Pell Grant Recipients: Satisfactory Academic Progress (SAP) is evaluated at the end of each payment period.
- Other Aid Recipients: SAP is assessed at the end of each academic trimester.

SAP Monitoring and Documentation

The Financial Aid Office (FAO) reviews all periods of enrollment to determine SAP. The SAP report includes:

- Attendance data from the district's FOCUS platform
- Academic performance based on weekly assessments, class/shop work, externships, and practicums.
- Pace of completion toward program goals

The FAO confirms that students have completed 67% of the maximum scheduled hours for which they are enrolled.

Financial Aid Officer Responsibilities

To ensure compliance with SAP policy, the Financial Aid Officer will:

- Review SAP at the end of each payment period.
- Limit financial aid awards to the number of hours required to complete the program.
- Begin the eligibility period on the student's program start date.
- Measure progress based on calendar time and clock hours.
- Include transfer hours and grades in SAP calculations.
- Count incomplete courses (I), recycled hours, and withdrawn hours toward SAP.

Financial Aid Warning

If a student fails to meet SAP:

1. A meeting is scheduled with the designated official.

2. The student is placed on Financial Aid Warning for one enrollment period.
3. The student remains eligible for aid during this period.

If SAP is not met by the end of the warning period, the student's financial aid is canceled.

FINANCIAL AID APPEALS PROCESS

Students may appeal a financial aid cancellation by submitting a Financial Aid Student Appeals Form (FM 6863) within five (5) business days of receiving the cancellation notice. The appeal must include:

- A written explanation of the mitigating circumstances
- Supporting documentation (e.g., physician's note, medical records)
- Any additional relevant materials

Appeals Review

Appeals are reviewed by the Financial Aid Appeals Committee, which includes:

- An Administrator
- The Financial Aid Officer
- A Counselor

The committee meets as needed and provides a written decision within 48 hours of the hearing. The decision is final, and students are allowed one appeal per program.

Appeal Outcomes

Approved Appeal

- The student is placed on Financial Aid Probation for one payment period.
- The student remains eligible for Title IV funds.
- The FAO and instructors closely monitor progress.

Denied Appeal

- The student must attend classes for one payment period without financial aid.
- If SAP is achieved during this period, Title IV aid is reinstated.

If the student fails to meet SAP while on probation, they will be notified of ineligibility for future aid and will be financially responsible for all academic expenses until SAP is reestablished.

TRANSFERS

Program Transfers Within the School

Students requesting transfer between programs must do so in writing, Program transfers require approval from the instructor, counselor, and a Student Services administrator. Once approved, the Registration Office will process the transfer.

- Financial aid recipients are permitted one transfer between Career and Technical Education (CTE) programs.
- Non-program completers are allowed only one program transfer.

Tuition Adjustments are handled on a case-by-case basis and are at the discretion of an administrator and business office.

Transfers from Other Institutions

Students who have completed vocational hours at another Miami-Dade County Public School may transfer those hours. Students from other institutions must provide an official transcript or evidence of competency mastery. Placement and advancement in the program will be determined by the instructor following transcript evaluation. Once evaluated, students will complete the enrollment process for the requested program.

WITHDRAWAL POLICY

Official Withdrawal

Students may officially withdraw by notifying the registrar, teacher, counselor, or Financial Aid Office (FAO) via phone, email, or in person. Students may complete the Career and Technical Education Withdrawal Form (Form 7752) and submit it to the registrar.

Unofficial Withdrawal

A student is unofficially withdrawn if they are absent for six (6) consecutive class meetings in either Adult General Education (AGE) or Career and Technical Education (CTE) programs. Students who do not attend class within the first three (3) days of initial registration are withdrawn as “no-shows.”

Financial Aid Receipts Withdrawal

For both official and unofficial withdrawals, the withdrawal date is determined by the student’s last day of attendance, as recorded in the school’s electronic gradebook. The Financial Aid Office (FAO) uses this date to perform the Return to Title IV (R2T4) calculation, which determines how much federal aid the student has earned and whether any funds must be returned. Financial aid awards are based on continuous enrollment. If a student withdraws, their financial aid is canceled. To reinstate aid, the student must meet with the FAO, and the award will be recalculated based on current eligibility.

If a student withdraws before the financial aid disbursement date, they may not be eligible to receive the full award for that payment period. In accordance with Title 34, Part 668.22 of the Code of Federal Regulations, the school will only collect the amount the student has deferred against their Federal Pell Grant for tuition, registration, and program costs. The student is responsible for paying any remaining balance not covered by the Pell Grant.

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

The Applied Academics for Adult Education (AAAE) Laboratory provides basic skills remediation to support students enrolled in Career and Technical Education (CTE) programs. Using the ABE (Adult Basic Education) examination, the lab identifies students' strengths and areas for improvement in reading, language, and mathematics. This targeted remediation helps students meet the basic skills requirements necessary to earn a CTE certificate. Students whose test scores fall one to two grade levels below the required benchmarks for their CTE program are required to participate in AAAE remediation.

LICENSURE PROGRAMS

Certain programs require students to pass a licensure examination to enter the workforce. These currently include:

- Barbering
- Cosmetology
- Nails
- Facials

Preparation for licensure exams is an integral part of the curriculum in these programs. Licensure exam pass rates are reported annually to the Commission of the Council on Occupational Education (COE) as part of the institution's accountability and compliance reporting.

GRADUATION REQUIREMENTS

Graduation requirements for each program are outlined in the school catalog and the Florida Department of Education (FLDOE) Curriculum Frameworks. Students are encouraged to review these resources to ensure they meet all academic and attendance criteria for successful program completion.

Diplomas are issued 6–8 weeks after the graduation date.

FINANCIAL AID INFORMATION

South Dade Technical College offers a range of financial aid options to assist eligible students in funding their education. Available programs include:

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

Eligibility for Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), FSAGCE, DFAP, and Fee Waiver programs is determined through the Free Application for Federal Student Aid (FAFSA). Career and Technical Education (CTE) students are strongly encouraged to complete the FAFSA annually to assess financial need, as a new application is required for each academic year. The application is available at https://studentaid.gov/

The Financial Aid Office is in Student Services building 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 (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 standard high school diploma or GED certificate.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.

VERIFICATION

FAFSA Information

Students who complete the Free Application for Federal Student Aid (FAFSA) may be selected for verification by the Central Processing System (CPS). This process requires confirmation of the information submitted to the FAFSA before any federal aid can be awarded.

- Verification selection is indicated by flags on the student's Institutional Student Information Record (ISIR) or Financial Submission Summary (FSS) received by South Dade Technical College.
- The Financial Aid Office will contact the students to request the necessary documentation.
- Students must submit all required verification documents within ten (10) calendar days to maintain eligibility for federal financial aid.
- The verification process is conducted in accordance with Title 34, CFR 668.51–668.61 of the Code of Federal Regulations.
- The FAO may select the student for verification if conflicting information exists.

High School Diploma

To be eligible for Federal Student Aid (FSA) and State Financial Aid, students must possess a valid high school diploma or its equivalent. An official transcript must be submitted as proof.

Acceptable documentation includes:

- A standard high school diploma and official transcript
- A state-issued GED diploma and transcript from a Department of Education
- A foreign or international diploma that has been officially evaluated and verified as equivalent to a U.S. high school diploma.
- A private school or home school diploma, subject to review and approval by the school counselor and Financial Aid Officer

All documents must be original, legible, and submitted with the financial aid application. Submission of fraudulent or falsified documents will result in denial of admission, suspension, expulsion, and/or possible criminal prosecution.

RETURN TO TITLE IV

South Dade Technical College complies with federal regulations regarding the return of Title IV funds when a student withdraws from their program. The Return to Title IV (R2T4) calculation is completed by the Financial Aid Office (FAO) within 45 days of the date the school determines the student has officially withdrawn.

Calculation of Return Amount

The amount of Title IV funds to be returned is determined by the FAO using the following criteria:

- The school returns the lesser of:
    - The total amount of unearned aid, or
    - The institutional charges multiplied by the percentage of unearned aid.
- This calculation determines the difference between the Title IV aid due from the school and the total aid to be returned.

If a student is required to repay federal financial aid, South Dade Technical College will return the funds to the U.S. Department of Education on the student's behalf. This may result in a debt obligation to the student.

Post-Withdrawal Disbursement

If a student has completed at least 60% of the program and did not receive all the aid, they may be eligible for a post-withdrawal disbursement. The FAO will notify the students in writing of any revised disbursement after the R2T4 calculation is completed.

Outstanding Balances & Holds

If the student owes unpaid tuition, fees, or an overpayment after the return of funds, they are financially responsible for the remaining balance due to the institution. Students who fail to pay outstanding tuition and fees will have a financial administrative hold placed on their accounts. This hold will prevent enrollment in any Miami-Dade County Public Schools until the financial obligation is resolved. An overpayment of unearned Title IV funds will be reported to the U.S. Department of Education and may impact the student's future eligibility for federal student aid.

Order of Return of Title IV Funds

Returned funds are distributed in the following order, as required by federal regulations:

1. Unsubsidized Direct Loans (excluding Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. TEACH Grants
7. Iraq and Afghanistan Service Grants

LEAVE OF ABSENCE (LOA) FOR FINANCIAL AID RECIPIENTS

A Leave of Absence (LOA) is a temporary interruption in a student's program of study and should be requested only in cases of emergency or extenuating circumstances. While on an approved LOA:

- The student will not incur additional charges.
- The student enrollment contract will be extended.
- Upon return, a new enrollment contract and updated dates will be used to calculate financial aid awards.

Acceptable Reasons for an LOA include, but are not limited to:

- Military service
- Medical emergencies
- Jury duty
- Loss of employment
- Family or employment emergencies
- Other documented extenuating circumstances

Student Responsibilities

- Request the LOA in writing before the leave begins.
- Include the reason for the leave and the requested start and end dates.
- Sign and date the written request.
- Consult with a Financial Aid Advisor to discuss the impact on financial aid.
- Obtain prior approval from the Financial Aid Office (FAO)

Late requests may be considered if accompanied by a written explanation of the unforeseen circumstances that prevented timely submission.

Duration and Limitations

- LOAs should be reasonable in duration, preferably not exceeding forty-five calendar days.
- While discouraged, multiple LOAs may be granted if unforeseen circumstances arise.
- The total duration of all LOAs must not exceed 180 days within 12 months.
- Veteran students may not receive VA educational benefits while on leave of absence; VA enrollment certification is terminated at the last date of attendance.

Failure to Return from LOA

If a student does not return from an approved LOA by the expected return date:

- The student will be considered withdrawn, effective on the first day of the LOA.
- A Return to Title IV (R2T4) calculation will be performed to determine the return of federal financial aid.

CREDIT BALANCES

In accordance with Title 34 CFR 668.164(e), when the total amount of Title IV, Higher Education Act (HEA) program funds disbursed exceeds the student's tuition, fees, room and board, and other authorized institutional charges, a Title IV credit balance is created.

South Dade Technical College follows these procedures:

- The Financial Aid Office (FAO) identifies and calculates the credit balance.
- The credit balance is paid directly to the student or parent (in the case of a Parent PLUS Loan).
- Payments are issued within fourteen calendar days from the date the credit balance is created.
- The FAO prepares an ACH/EFT Payment Request and submits it to the Business Office for processing and disbursement.

The FAO and the Business Office are responsible for ensuring that all Federal Pell Grant disbursements are processed in compliance with federal regulations.

DISBURSING OF TITLE IV

Disbursements of federal financial aid are made in accordance with Chapter 3 of the current Federal Student Aid Handbook, available at fsapartners.ed.gov.

Payment Periods

- For programs of 900 hours or more, the payment period is divided into two equal periods of 450 hours.
- For programs between 600 and 899 hours, the payment period is half the total program length.

The award year is determined by the student's FAFSA application date and first day of attendance. While multiple disbursements may occur within a single payment period, this does not create additional payment periods.

Eligibility and Satisfactory Academic Progress

- Students must maintain Satisfactory Academic Progress (SAP) to remain eligible for disbursements.
- A student becomes ineligible for aid if it becomes mathematically impossible to complete the program within 150% of the scheduled hours.

Grant Check Distribution and Unclaimed Funds

- Students are responsible for picking up grant checks on time.

- If a check is not claimed within 21 calendar days of the disbursement date, the institution may credit the student's account for allowable charges, in accordance with 34 CFR 690.78(c).
- Students are notified by email, phone, or via U.S. mail of any unclaimed checks within the 21-day window. This process is documented using the Notice of Unclaimed/Stale Checks (FM 5537).
- Unclaimed financial aid checks are returned to the original funding source. Reissuance of funds is considered on a case-by-case basis.

TITLE IV AWARDS POLICY

The amount of federal financial aid a student receives at South Dade Technical College is based on financial need. This need is calculated by subtracting the Student Aid Index (SAI)determined through the Free Application for Federal Student Aid (FAFSA) from the total cost of attendance. Once eligibility is confirmed, the Financial Aid Office will issue an award letter outlining the type and amount of aid the student is eligible to receive.

Federal grant funds, such as the Pell Grant, are awarded by the U.S. Department of Education to students who demonstrate financial need and meet all federal eligibility requirements. These awards are contingent upon the actual receipt of funds from federal, state, or district sources. The Financial Aid Office reserves the right to revise or cancel awards at any time due to changes in a student's financial situation, academic progress, or enrollment status.

Students are required to report any additional sources of financial assistance not previously disclosed. This includes, but is not limited to:

- Scholarships
- Grants
- Loans
- Veterans' benefits
- Social Security income
- Fee waivers

Failure to report these resources may result in adjustments to the financial aid award.
Students may register for classes using a deferment based on their anticipated financial aid. However, the deferment amount must not exceed the student's eligibility for that payment period. Any difference between the deferment and the total cost of registration is the student's responsibility. Students must sign deferment agreements covering tuition, books, and supplies. After registration, any outstanding charges will be deducted from the award, and the remaining balance will be disbursed to the student.

Students must notify the Financial Aid Office immediately of any changes to their:

- Name or address
- Marital status
- Enrollment status (e.g., withdrawal, leave of absence)

All changes must be supported with appropriate documentation.
Financial aid is not automatically renewed each year. Students must complete a new FAFSA annually to determine continued eligibility. The application is available at https://studentaid.gov.

Providing false or misleading information on financial aid applications or related documents is a serious offense and may result in:

- Denial or cancellation of financial aid
- Disciplinary action by the institution
- Fines, imprisonment, or both under federal law

Financial aid awards are based on continuous enrollment. If a student withdraws from the program, the award may be canceled. Students who re-enter must meet with the Financial Aid Office to reactivate their award, which may be recalculated based on current eligibility and enrollment status.

TUITION, FEES, & OTHER COST

Tuition and fees are due at the time of registration each trimester. The State of Florida sets the tuition rate based on a per contact hour model, within an approved range. Current tuition rates and associated fees are published in the class schedule and are subject to change without prior notice.

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, such as laboratory, textbooks, tools, and uniforms vary according to the program. A fee is charged for duplicate student IDs, transcripts, and certificates.

CAREER & TECHNICAL EDUCATION	
In-State Tuition	$ 2.56/hr.
Out-of-State Tuition	$ 10.25/hr.
Application fee	$ 20.00
Lab fee	$ 30.00
Liability Insurance Fee (Health Science)	$ 30.00
Student ID Fee	$ 5.00

ADULT GENERAL EDUCATION	
Tuition	$ 30.00
Student ID Fee	$ 5.00
Testing Fee	$ 8.00

FLORIDA RESIDENCY

As a result of Florida Statute 1009.21, effective July 1, 2010, and Florida Statute 1009.22, effective July 1, 2011, an applicant seeking to enroll in Career and Technical Education courses must provide 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 will be charged out-of-state tuition fees for Career and Technical Education programs. Florida residency is defined as documentation verifying 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 IET) 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 the family, etc.) that preclude a student's enrollment, the school Director/designee may honor a request for full or partial refund of fees if:

- The request is made, in writing, before 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 withdrawal request must be made before 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 Director 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 they are 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 a 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 the family, etc.) that preclude a student's enrollment, the school Director/designee may honor a request for full or partial refund of fees if:

- The request is made, in writing, before the end of the course.
- Supporting documentation (where appropriate) must be provided.

Students receiving Title IV federal financial aid who withdraw from their program must contact the Financial Aid Office. Refunds are calculated in accordance with the federal Return to Title IV (R2T4) regulations under 34 CFR §668.22.

Federal aid is awarded with the expectation of full-time attendance. If a student withdraws before completing 60% of the trimester, a prorated portion of the aid must be returned. After 60%, the student is considered to have earned the full amount.

Both the institution and the student may be responsible for returning unearned funds. The school may recover any portion it returns on the student's behalf.

For full details, refer to the 2026–2027 Federal Student Aid Handbook, Volume 5, Chapter 1.

TUITION & FEES FOR VETERAN SUPPORTED STUDENTS

The Department of Veterans Affairs will only provide educational benefits for the length of time listed on the Florida Department of Education's Program Curriculum Frameworks and within the advertised hours in the school's catalog. If a student's enrollment exceeds these hours, the student will be financially responsible for any additional tuition and fees.

South Dade Technical College complies with 38 USC 3679(e) for students using Post-9/11 GI Bill® (Chapter 33) or Veteran Readiness and Employment (Chapter 31) benefits. Under this provision, students will not be penalized for delayed VA payments. Specifically:

- No late fees will be charged.
- Access to classes, libraries, and facilities will not be denied.
- Additional funding will not be required to cover tuition and fees.

To qualify, students must submit:

- Chapter 33: Certificate of Eligibility (COE) or Statement of Benefits
- Chapter 31: Valid/current VA Form 28-1905

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs. For more information, visit www.benefits.va.gov/gibill.

Pending Payment Policy

In accordance with federal regulations, Chapter 33 and Chapter 31 beneficiaries may attend approved courses for up to 90 days while awaiting VA payment. To be eligible:

- Submit a Certificate of Eligibility or VA Form 28-1905
- Provide a written request to use VA benefits.

- Ensure all documentation is submitted no later than the first day of class.

The 90-day period begins once the school certifies tuition and fees after receiving the required documents.

During this time, the school will not impose penalties, deny access, or require loans or alternative funding due to delayed VA payments.

Note: The State Approving Agency (SAA) or the VA may approve or disapprove certain courses or programs. In some cases, the VA may grant a waiver.

Refund Policy (Non-Accredited Programs Only)

For non-accredited programs, veterans or an eligible person who fails to enter, withdraw, or discontinue before completion are entitled to a pro-rata refund of tuition, fees, and other charges. The refund will cover all amounts paid that exceed the portion of the course completed, calculated based on:

- The ratio of completed instructional days or hours to the total course length.

The school may retain:

- A registration fee not exceeding $10.
- A breakage fee equal to the actual cost of breakage
- A consumable supplies fee equal to the value of supplies actually used.

This policy complies with 38 CFR § 21.4255.

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

The Student Right-to-Know Act requires institutions to disclose specific information about the general student population. The Campus Security Act of 1990 requires the Clery Act postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. To comply with these provisions, security reports are available on the school's website and in the Student Services Office.

During student orientation, a South Dade Technical College (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.stml

GRIEVANCE PROCEDURES

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

The purpose of this grievance procedure is to resolve issues equitably at the lowest administrative level possible. This procedure does not apply to alleged discrimination based on race, sex, disability, or other federally protected civil rights. Proceedings will be kept as informal and confidential as appropriate at all levels. Each grievance level must be followed in proper order, except in emergencies.

Level One (Information Procedures)

The aggrieved person must first discuss the grievance with their immediate supervisor, typically the teacher, to resolve the matter informally. If the issue is not resolved, the student must submit a written grievance to the Administrator of Student Services, including:

- The nature of grievance (within five [5] school days)
- The result of the previous discussion
- Dissatisfaction with the decision previously rendered

The Administrator of Student Services will respond in writing within three (3) school days of receiving the grievance.

Level Two (Formal Procedures)

Formal grievance procedures apply to cases involving alleged 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. They also apply to cases of harassment, including sexual harassment.

If the student is not satisfied with the outcome at Level One, they may submit the grievance to the Director within five (5) school days. The Director will meet with the student, who may bring a mutually agreed-upon representative. A decision will be issued within five (5) school days of the meeting and shared with all parties involved.

If the student remains dissatisfied, they may submit the grievance in writing to:

Office of Postsecondary Career & Technical Education

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 Occupational Education. Concerns that cannot be resolved with the school and/or district may be referred to:

Executive Director, Dr. Kirk Nooks

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898, ext. 21

Complaints involving discrimination may also be directed 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
Email: ocr@ed.gov

ocr@ed.gov

DISCRIMINATION, BULLYING, HARASSMENT: COMPLAINT PROCEDURES FOR STUDENTS

M-DCPS does not discriminate based on 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 requests 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 8:00 AM -4:30 PM

STUDENT RECORDS

Miami-Dade County Public Schools maintain 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 to 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, the school environment must 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.careerinayear.com/wp-content/uploads/2025/09/Postsecondary_Code_of_Student_Conduct_Handbook_2025-2026.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 is found in the South Dade Technical College Annual Security Report. https://www.southdadetech.edu/wp-content/uploads/2023/09/SouthDadeTechnicalCollege-1.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.

DRESS CODE REQUIREMENTS

South Dade Technical College is committed to preparing students for success in the workforce. To support a safe, respectful, and professional learning environment, all students are expected to follow the dress code outlined below:

1. Footwear

- Shoes with metal cleats are not permitted.
- Clogs, thongs, sandals, bedroom slippers, or any footwear without back straps are prohibited.
- Safety shoes are required in all industrial labs and shop areas.

2. Clothing Messages and Symbols
   - Clothing must not display messages, images, or symbols that are offensive or inappropriate.
   - Prohibited content includes references to drugs, alcohol, tobacco, sex, violence, or profanity.
3. Prohibited Clothing Items
   - Mini-shorts, micro-mini skirts, cut-offs, and oversized pants.
   - Tank tops, tube tops, and see-through blouses without appropriate undergarments (e.g., camisole or slip).
   - Clothing that exposes bare backs, midriffs, or features plunging necklines.
   - Hats or bandanas, unless worn for religious purposes.
4. Uniform Requirements
   - Most programs require students to wear uniforms or attire appropriate to their field of training.
   - Students must comply with specific uniform guidelines as outlined by their program instructors.

Failure to comply with the dress code may result in disciplinary action, as detailed in the Post-Secondary Code of Student Conduct.

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, who receive funding under any program administered by the U.S. Department of Education, the right 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 is provided at part of the registration packet.

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 an access request. A student should submit to the registrar, dean, or head of the academic department a written request that identifies the record(s) the student wishes to inspect. The school official will plan 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 are 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 to the technical college's Director/Chief Executive Officer, clearly identify the part of the record the student wants to change, 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 students 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 except 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 en-forcement 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 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 are:

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 the 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 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, before 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 conduct 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://studentprivacy.ed.gov/ferpa

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. The program includes ESOL, Adult High School, ABE, and GED.

ADMISSION REQUIREMENTS

The Comprehensive Adult Student Assessment System (CASAS GOALS 2) is a required examination used to determine appropriate placement in Adult Basic Education (ABE) and Integrated Education and Training (IET) programs. The Comprehensive Adult Student Assessment System (CASAS STEPS) is required to ensure proper placement in the English for Speakers of Other Languages (ESOL) program.

To enroll in Adult General Education programs, students must be at least 16 years of age and must not be currently enrolled in a K–12 educational program.

LENGTH OF COURSE & COST

ABE	Reading/Language/Math – variable
Adult High School	1 trimester to 2 years
ESOL	One trimester minimum per level
IET	Based on Program Structure - variable

Tuition AGE	$ 30.00/trimester
IET/CTE	$ 2.56/clock hour
Student ID	$ 5.00/trimester
Testing Fee	$ 8.00/trimester

Tuition and fees for Adult General Education programs are non-refundable.
Students are responsible for purchasing the required textbooks and workbooks for their class.

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 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.

ADULT HIGH SCHOOL

The Adult High School program provides eligible students with the opportunity to earn a standard high school diploma. To graduate, students must complete either the 24-credit standard diploma option or

the 18-credit ACCEL option, as established by the State of Florida. Students are also required to maintain a minimum cumulative grade point average (GPA) of 2.0 and successfully pass all required statewide assessments or achieve approved concordant or comparative scores in applicable courses.

This program is designed to support adult learners in completing their secondary education and preparing for post-secondary education, training, and employment.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

English for Speakers of Other Languages (ESOL) courses assist students in developing literacy skills to help 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.

INTEGRATED EDUCATION AND TRAINING (IET)

The Integrated Education and Training (IET) program provides concurrent instruction in adult education, workforce preparation, and career and technical training to support accelerated student achievement. Instruction is delivered within career-focused pathways, allowing students to build foundational skills while earning industry-recognized credentials.

Program offerings include Hemodialysis Technician, HVAC, Automotive Service Technology, Medical Assisting, Phlebotomy, and Pharmacy Technician. The IET program is designed to prepare students for employment, postsecondary education, and career advancement.

TECHNOLOGY SUPPORT FOR ADULT GENERAL EDUCATION

English for Speakers of Other Languages (ESOL) students are scheduled for weekly sessions in the ESOL computer language lab. During these sessions, they strengthen their reading, listening, and speaking skills using Futures, MyEnglishLab, and Pace AI software. Students engage with mini-videos, practice listening and repeating, record words, phrases, and sentences, and complete interactive activities such as multiple-choice, true/false, matching, and fill-in-the-blank exercises.

Adult Basic Education (ABE) students also participate in weekly lab sessions. In these sessions, they build their reading, language, and mathematics skills using Essential Education software. The program provides targeted practice to help students prepare for the CASAS GOALS 2 assessment and, in some cases, supports their readiness for a selected Career and Technical Education (CTE) course.

CAREER & TECHNICAL EDUCATION (CTE) PROGRAMS

COE ACCREDITED PROGRAMS

BARBERING

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

The purpose of this program is to prepare students for employment as barbers. Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination.

The content includes, but is not limited to, communication skills, leadership skills, human relations skills, and employability skills, safe and efficient work practices; Florida barber law and rules, knowledge of barbering and its related chemistry, bacteriology, anatomy, and physiology; and development of skill in performing the manipulative technique required in the practice of barbering.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Human Services

Program Number	I120403
CIP Number	0612040202
Grade Level	30, 31
Program Length	900 hours/ 36 weeks/ 3 trimesters
CTSO	SkillsUSA
SOC Codes	39-5011 Barbers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 9 Communications (Reading & Language): 9
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $2,304.00 Out-of-State Tuition $ 9,225.00 Fees: $55 per trimester Books & Supplies: $600.00
Licensing & Certification Information	This program meets the Licensure requirements for this profession in Florida and is regulated by the Florida Department of Business & Professional Regulation, Florida Barbers' Board.
Industry Certifications	State of Florida Barbering License

OCP	Course Number	Course Title	Teacher Certification	Length
A	COS0160	Barber 1A	BARBERING 7 G	320 hours
	COS0161	Barber 2A		150 hours
	COS0162	Barber 3A		300 hours
	COS0163	Barber 4A		130 hours

COSMETOLOGY

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Cosmetology program is prepared for employment as a licensed Hairdresser, Hairstylist, and Cosmetologist. Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry: planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Human Services

Program Number	D500100
CIP Number	0612040102
Grade Level	30, 31
Program Length	1200 hours / 48 weeks/ 4 trimesters
CTSO	SkillsUSA
SOC Codes	39-5012 Hairdressers, Hairstylists, and Cosmetologists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 8 Communications (Reading & Language) :8
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $3,072.00 Out-of-State Tuition $ 12,300.00 Fees: $55 per trimester Books & Supplies: $1,300.00
Licensing & Certification Information	This program meets the Licensure requirements for this profession in Florida and is regulated by the Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.
Industry Certifications	State of Florida Cosmetology License

OCP	Course Number	Course Title	Teacher Certification	Length
A	CSP0009	Grooming and Salon Services Core, Facials, and Nails	COSMETOL @7 7G	225 hours
	COS0002	Cosmetologist and Hairdresser 1		300 hours
	COS0003	Cosmetologist and Hairdresser 2		300 hours
	COS0009	Cosmetologist and Hairdresser 3		375 hours

FACIALS SPECIALTY

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem- solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facial Specialty Certification.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry: planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Human Services

Program Number	I120425
CIP Number	0612040806
Grade Level	30, 31
Program Length	220 hours/ 9weeks/ 1 trimester
CTSO	SkillsUSA
SOC Codes	39-5094 Skin Care Specialists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $563.20 Out-of-State Tuition $ 2,255.00 Fees: $55 per trimester Books & Supplies: $600.00
Licensing & Certification Information	This program meets the Licensure requirements for this profession in Florida and is regulated by the Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.
Industry Certifications	State of Florida Board of Cosmetology: Facial Specialist License.

OCP	Course Number	Course Title	Teacher Certification	Length
A	CSP0266	Facials Specialist	FACIAL TEC 7 G COSMETOL @7 7 G	220 hours

NAILS SPECIALTY

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem- solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

The content includes, but is not limited to: communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nail specialist and the related chemistry; bacteriology, anatomy, and physiology; and development of skills in performing the techniques required in the practice of nail specialist occupations.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Human Services	
Program Number	I120415
CIP Number	0612041005
Grade Level	30, 31
Program Length	180 hours/ 8 weeks/ 1 trimester
CTSO	SkillsUSA
SOC Codes	39-5092 Manicurists and Pedicurists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $460.80 Out-of-State Tuition $ 1,845.00 Fees: $55 per trimester Books & Supplies: $500.00
Licensing & Certification Information	This program meets the Licensure requirements for this profession in Florida and is regulated by the Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.
Industry Certifications	State of Florida Board of Cosmetology: Nail Specialist

OCP	Course Number	Course Title	Teacher Certification	Length
A	CSP0016	Manicure and Pedicure Specialist	NAIL TEC 7 G COSMETOL @7 7 G	180 hours

HVAC/R1

Heating, Ventilation, Air-Conditioning/Refrigeration 1

PURPOSE

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration, and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to designing, testing, and repairing heating, ventilation, air-conditioning, and cooling (HVAC) systems.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Architecture and Construction	
Program Number	C400410
CIP Number	0615050111
Grade Level	30, 31
Program Length	750 hours/ 30 weeks/ 2 trimesters
CTSO	SkillsUSA
SOC Codes	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computations (Mathematics): 10 Communications (Reading & Language):9
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $1,920.00 Out-of-State Tuition $ 7,687.50 Fees: $55 per trimester Books & Supplies: $0
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	HVAC Excellence (HVAC Excellence Employment Ready)

OCP	Course Number	Course Title	Teacher Certification	Length
A	ACR0000	Introduction to HVAC/R	AC HEAT ME @7 G REFRG MECH 7 G	250 Hours
B	ACR0001	HVAC/R Fundamentals		250 Hours
C	ACR0012	HVAC/R Service Practices		250 Hours

HVAC/R2

Heating, Ventilation, Air-Conditioning/Refrigeration 2

PURPOSE

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification before leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration, and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to designing, testing, and repairing heating, ventilation, air-conditioning/refrigeration (HVAC/R) systems.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Architecture and Construction	
Program Number	C400420
CIP Number	0615050112
Grade Level	30, 31
Program Length	600 hours/ 24 weeks/ 2 trimester
CTSO	SkillsUSA
SOC Codes	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computations (Mathematics): 10 Communications (Reading & Language): 9
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $1,536.00 Out-of-State Tuition $ 6,150.00 Fees: $55 per trimester Books & Supplies: $0
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	HVAC Excellence (HVAC Excellence Employment Ready)

OCP	Course Number	Course Title	Teacher Certification	Length
A	ACR0013	HVAC/R Intermediate Service Practices	AC HEAT ME @7 G REFRG MECH 7 G	250 Hours
B	ACR0044 **OR** ACR0045	HVAC/R Advanced Service Practices (formerly 'Air-Conditioning, Refrigeration and Heating Technician') * **OR** HVAC/R Advanced Commercial and Industrial Service Practices (formerly 'Refrigeration Mechanic') *		350 Hours **OR** 350 Hours

Master Automotive Service Technology 1

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Program Number	T400700
CIP Number	0647060411
Grade Level	30, 31
Program Length	1050 hours/ 42 weeks/ 3 trimesters
CTSO	SkillsUSA
SOC Codes	49-3023 – Automotive Service Technicians and Mechanics
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading & Language): 9
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $2,688.00 Out-of-State Tuition $ 10,762.50 Fees: $55 per trimester Books & Supplies: $400.00
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	National Institute for Automotive Service Excellence

OCP	Course Number	Course Title	Teacher Certification	Length
A	AER0014	Automobile Services Assistor	AUTO IND @7 %7 %G AUTO MECH @7 7G	300 hours
B	AER0418	Automotive Brake System Technician		150 hours
C	AER0453	Automobile Suspension and Steering Technician		150 hours
D	AER0360	Automotive Electrical/Electronic System Technician		300 hours
E	AER0110	Engine Repair Technician		150 hours

Master Automotive Service Technology 2

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Program Number	T400800
CIP Number	0647060412
Grade Level	30, 31
Program Length	750 hours/ 30 weeks/ 2 trimesters
CTSO	SkillsUSA
SOC Codes	49-3023 – Automotive Service Technicians and Mechanics
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading & Language): 9
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $1,920.00 Out-of-State Tuition $ 7,687.50 Fees: $55 per trimester Books & Supplies: $400.00
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
Industry Certifications	National Institute for Automotive Service Excellence

OCP	Course Number	Course Title	Teacher Certification	Length
A	AER0503	Automotive Engine Performance Technician	AUTO IND @7 %7 %G AUTO MECH @7 7G	300 hours
B	AER0257	Automatic Transmission and Transaxle Technician		150 hours
C	AER0274	Manual Drivetrain and Axle Technician		150 hours
D	AER0172	Automotive Heating and Air Conditioning Technician		150 hours

Pharmacy Technician

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 and USP 800 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Health Science

Program Number	H170500
CIP Number	0351080506
Grade Level	30, 31
Program Length	1050 hours/ 42 weeks/ 3 trimesters
CTSO	HOSA, SkillsUSA
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other, 29-2052 Pharmacy Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 11 Communications (Reading & Language): 10
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $2,688.00 Out-of-State Tuition $ 10,762.50 Fees: $55 per trimester Insurance: $20.00 Books & Supplies: $550.00
Licensing & Certification Information	This program qualifies students to sit for the Pharmacy Technician Certification (PTCE) national exam. The Board of Pharmacy approves this program. 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

OCP	Course Number	Course Title	Teacher Certification	Length
A	HSC0003	Basic Healthcare Worker	PHARMACY 7G	90 hours
B	PTN0084	Pharmacy Technician 1		360 hours
	PTN0085	Pharmacy Technician 2		300 hours
	PTN0086	Pharmacy Technician 3		300 hours

Hemodialysis Technician

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The content includes but is not limited to communication and interpersonal skills, legal and ethical responsibilities, renal health-illness concepts, hemodialysis skills, emergency procedures including CPR and first aid, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Health Science

Program Number	H170207
CIP Number	0351101100
Grade Level	30, 31
Program Length	600 hours/ 24 weeks/ 2 trimester
CTSO	HOSA
SOC Codes	29-2012 – Medical and Clinical Laboratory Technicians, 29-2099 – Health Technologists and Technicians, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading & Language): 10
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $1,536.00 Out-of-State Tuition $ 6,150.00 Fees: $25 per trimester Books & Supplies: $550.00
Licensing & Certification Information	This program satisfies renewal education requirements for HIV/AIDS, Domestic Violence, and Medical Errors per the Department of Health. Instructors may issue certificates for renewal. For licensure eligibility, see Florida Statute 456.0635.
Industry Certifications	CMS-required certification exams are offered by NNCC and BONENT. Students must complete the Core before taking the Skill Standards Assessment with instructor approval and a portfolio.

OCP	Course Number	Course Title	Teacher Certification	Length
A	HSC0003	Basic Healthcare Worker	REG NURSE 7 G HEMO TEC 7 G PRAC NURSE @7 %7%G (Must be a Registered Nurse)	90 hours
B	MLT0368	Dialysis Technician 1		255 hours
	MLT0369	Dialysis Technician 2		255 hours

Medical Assisting

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Health Science career cluster.

This program is designed to prepare students for employment as medical assistants.

The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

Career Certificate Program Program Type: Career Preparatory Career Cluster: Health Science	
Program Number	H700300
CIP Number	0351080105
Grade Level	30, 31
Program Length	900 hours/ 36 weeks/ 3 trimesters
CTSO	HOSA
SOC Codes	31-9092 Medical Assistants 31-9099 Healthcare Support Workers, All Other 43-4171 Receptionists and Information Clerks 31-9097 Phlebotomists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading & Language): 10
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $2,304.00 Out-of-State Tuition $ 9,225.00 Fees: $55 per trimester Insurance$ 20.00 Books & Supplies: $550.00
Licensing & Certification Information	There are no State Board Certification or Licensure requirements for this profession in Florida.
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)

OCP	Course Number	Course Title	Teacher Certification	Length
A	MEA0003	Introduction to Medical Assisting and Pharmacology	MED ASST 7G LPN 7G c REG NURSE 7 G	250 hours
	MEA0502	Introduction to Medical Office Procedures		100 hours
B	MEA0521	Phlebotomist		75 hours
C	MEA0574	Laboratory Procedures		80 hours
D	MEA0543	EKG Aide		75 hours
E	MEA0584	Clinical Assisting		130 hours
F	MEA0943	Practicum Experience		190 hours

Phlebotomy

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The purpose of this program is to prepare students for employment as phlebotomists.

The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

Career Certificate Program
Program Type: Career Preparatory
Career Cluster: Health Science

Program Number	H170302
CIP Number	0351100901
Grade Level	30, 31
Program Length	165 hours/ 7 weeks/ 1 trimester
CTSO	HOSA
SOC Codes	31-9097 Phlebotomists 31-9099 Healthcare Support Workers, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A
Schedule	Monday-Friday 8:00 AM - 2:00 PM
Cost	In-State Tuition $422.40 Out-of-State Tuition $ 1,691.25 Fees: $85 per trimester Insurance: $20.00 Books & Supplies: $350.00
Licensing & Certification Information	Although there is no state licensure required for phlebotomists, graduates with the 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 the American Medical Technologists (AMT).
Industry Certifications	NHA Certified Phlebotomy Technician, CPT

OCP	Course Number	Course Title	Teacher Certification	Length
A	HSC0003	Basic Healthcare Worker	PHLEB 7G LAB TECH @7 7G MED ASST 7G LPN 7G PARAMEDIC @7 7G REG NURSE 7 G RESP THER @7 7G PRAC NURSE @7 %7%G (Must be a Registered Nurse)	90 hours
B	MEA0520	Phlebotomist		75 hours

HIGH SCHOOL DUAL ENROLLMENT
CTE PROGRAMS

AUTOMOTIVE SERVICE TECHNOLOGY 1

PROGRAM OBJECTIVE

Our program is designed to prepare high school 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 Vocational Credits
A	Automobile Services Assistor	Maximum 7.0 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 GPA of 2.0, excellent attendance and conduct records, motivation to pursue a career in a specific field, and recommendations from 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.

PROGRAM OFFERED

Homestead Senior High School

Miami Southridge Senior High School

Arthur & Polly Mays Conservatory of Arts

ELECTRICITY

PROGRAM OBJECTIVE

Our program is designed to prepare students for employment or advanced training in a variety of construction and 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 Vocational Credits
A	Electrician Helper	Maximum 8.0 credits
B	Residential Electrician	
C	Commercial Electrician	

ENTRANCE REQUIREMENTS

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

PROGRAM OFFERED

Homestead Senior High School

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

HEMODIALYSIS TECHNICIAN

PROGRAM OBJECTIVE

The purpose of this program is to prepare students for employment as 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 600 hours, as listed below.

OCP	Course Title	High School Vocational Credits
A	Basic Healthcare Worker	Maximum 3.5 credits
B	Dialysis Technician 1	
	Dialysis Technician 2	

ENTRANCE REQUIREMENTS

Requirements for admission include a minimum GPA of 2.0, excellent attendance and conduct records, motivation to pursue a career in a specific field, and recommendations from 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 these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

PROGRAM OFFERED

Homestead Senior High School

South Dade Senior High School

Medical Academy of Science Technology MAST

Miami Southridge Senior High School

Arthur & Polly Mays Conservatory of Arts

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 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 Vocational Credits
A	Introduction to HVAC/R1	6.0 credits
B	HVAC/R Fundamentals	
C	HVAC/R Service Practices	

ENTRANCE REQUIREMENTS

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

PATIENT CARE TECHNICIAN

PROGRAM OBJECTIVE

This program prepares students for careers as patient care technicians and advanced nursing assistants, providing broad skills for both acute and long-term care settings.

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 6 Occupational Completion Points (OCPs), as illustrated below:

OCP	Course Title	High School Vocational Credits
A	Nurse Assistant	Maximum 3.5 Credits
B	Accelerated Home Health Aide	
C	Patient Care Assistant	
D	Allied Health Assistant	
E	Adv. Allied Health Assistant	
F	Patient Care Technician	

ENTRANCE REQUIREMENTS

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

Dorothy M. Wallace COPE Center

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

Southridge Senior High School

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

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 6 Occupational Completion Points (OCPs), as illustrated below:

OCP	Course Title	High School Vocational Credits
A	Introduction to Medical Assisting and Pharmacology	8.0 credits
B	Introduction to Medical Office Procedures	
C	Phlebotomist	
D	Laboratory Procedures	
E	EKG Aide, MA	
F	Clinical Assisting	
	Practicum Experience	

ENTRANCE REQUIREMENTS

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

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 Vocational Credits
A	Basic Healthcare Worker	7.0 credits
B	Pharmacy Technician 1	
	Pharmacy Technician 2	
	Pharmacy Technician 3	

ENTRANCE REQUIREMENTS

Requirements for admission include a minimum GPA of 2.0, excellent attendance and conduct records, motivation to pursue a career in a specific field, and recommendations from 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
Homestead Senior High School
South Dade Senior High School
Miami Southridge Senior High School
Arthur & Polly Mays Conservatory of Arts
Miami Killian Senior High School

PHLEBOTOMY

PROGRAM OBJECTIVE

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

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 Vocational Credits
A	Basic Healthcare Worker	1 credit
B	Phlebotomist	

ENTRANCE REQUIREMENTS

Requirements for admission include a minimum GPA of 2.0, excellent attendance and conduct records, motivation to pursue a career in a specific field, and recommendations from 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 these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

DAY/TIME PROGRAM OFFERED

Homestead Senior High School

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

The Florida Department of Education (FLDOE) and/or Miami-Dade County Public Schools certify south Dade Technical College's Administrative and Instructional personnel. Each instructor has met or exceeded the teacher certification requirements in their respective subjects as indicated on the 2026-2027 FLDOE Curriculum Frameworks, accessible at:
https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2026-27-frameworks/

Administrative & Support Staff		
Director	Llennery Pena	Lpena118@dadeschools.net
Associate Director	Ismary Gondar	igondar@dadeschools.net
Assistant Director	Armando Sosa	Asosa2@dadeschools.net
Counselor	Veronica Rivera	veronicarivera@dadeschools.net
Financial Aid Officer & Veterans, School Certifying Official	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_l@dadeschools.net
Payroll/Personnel Specialist II	Noemi Perales	Nperales@dadeschools.net
Treasurer	Jeasline Decossa	338934@dadeschools.net
Data Input Specialists II	Catina Carrazana	ccarrazana@dadeschools.net
	Dolores Pedraza	doloresp@dadeschools.net
	Melisa Jaimes	313308@dadeschools.net
Computer Specialist	Errol Keating	ekeating@dadeschools.net
Security Specialist	Monserrate 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 McDuffy	243439@dadeschools.net
Custodian	Damilsys Ferrer	318618@dadeschools.net
Custodian	Gloria Bustamante	315458@dadeschools.net
Custodian	Malena Nueva	329269@dadeschools.net
Full-Time Faculty		
High School Mathematics	Ernesto Sainz de la Torre	sainzdelatorre@dadeschools.net
High School English	Esosa Ekhator	ekhatore@dadeschools.net
High School Social Studies	Ricardo Reyes	322240@dadeschools.net

HVAC R1 & R2	Derek Bostick	142683@dadeschools.net
Master Automotive Service Tech. 1 & 2	Phillip Williams	diesel@dadeschools.net
Master Automotive Service Tech. Apprenticeship	Alan Mejia	344664@dadeschools.net
Pharmacy Technician	Joyce Griffiths	joycegriffiths@dadeschools.net
Hemodialysis	Devon Anderson	349534@dadeschools.net
Medical Assisting		
Cosmetology	Verushka Torres	311923@dadeschools.net
Barbering	Dania Beckwith	316535@dadeschools.net
Part-Time Faculty		
AGE	Martha Guio	Mguio1@dadeschools.net
AGE	Evelio Jimenez	333893@dadeschools.net
AGE/AM Coach	Nancy Mesa	316170@dadeschools.net
AGE	Manuel Avila	mavila@dadeschools.net
AGE	Katalin Bishop	303666@dadeschools.net
AGE	Lakinya Nairn	l.nairn@dadeschools.net
ABE	Jacqueline Grogan	142059@dadeschools.net
AGE	Argelia Novoa	261438@dadeschools.net
AGE	Jennifer Romero	222151@dadeschools.net
AGE	Teresa Jefferson	245010@dadeschools.net
AGE	Veronica Medrano	vdmedrano@dadeschools.net
AGE	Claude Chianesse	cchianesse@dadeschools.net
IET	Bianca Vidales	bianca.vidales@dadeschools.net
ABE	Ernesto Sainz de la Torre	322527@dadeschools.net
Master Automotive Service Tech. 1 & 2	Phillip Williams	diesel@dadeschools.net
Electrician Dual Enrollment	Miguel Pardal	320805@dadeschools.net
Medical Assisting Dual Enrollment	Griselle Torres	348251@dadeschools.net
Medical Assisting Dual Enrollment	Zulma Rivas	zrivas@dadeschools.net
Nursing Dual Enrollment	Marcia Crespo	324995@dadeschools.net
Facials Specialty	Juversandra Orozco	349945@dadeschools.net
Nails Specialty	Maria Ramirez	339652@dadeschools.net
Part-Time Administrative & Support Staff		
Assistant Directors PM	Michael Vergara	mvergara@dadeschools.net
	Vivian Lugo	vlugo@dadeschools.net

Counselors	Jan Burlison	jburlison@dadeschools.net
Case Manager	Rose Blemur	rmblemur@dadeschools.net
Clerical	Vianca Jaimes	335176@dadeschools.net
	Nara Danger	338771@dadeschools.net
	Ashley King	346950@dadeschools.net
SAVES Coordinators	Rose Blemur	rmblemur@dadeschools.net
	Jeasline Decossa	338934@dadeschools.net
Security Specialists	Serge Fremont	269714@dadeschools.net
	Pablo Orellana	323095@dadeschools.net
	Antonio Sesma	308007@dadeschools.net
Testing Clerks	Elizabeth Rodriguez	erodriguez55@dadeschools.net
	Brenda Ledesma	Brenda_l@dadeschools.net

Out-of-State Tuition and Fee Waiver for Military Affiliated Students

Required Information

In accordance with Florida Statute 1009.26(13) and (14), out-of-state tuition and fees shall be waived for covered eligible individuals (Chapters 30, 31, 33, 35, 1606, 1607, and Transfer of Entitlement (TOE), or Active-Duty member outside of the state) **who meet any ONE of the following.** Check the appropriate box below and submit this signed form along with the appropriate supporting documents to the address at the bottom of this form. By signing this form, I acknowledge approval of this Out-of- State Tuition and Fee Waiver does not constitute a change in my designated residency status.

☐ Honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, and the National Guard

- Copy of DD214 Certificate of Release
- Proof of residing in Florida. This may include but is not limited to a copy of Florida driver's license, Florida identification card, or a copy of lease.
- Additional documentation that may be required

☐ Any student who is entitled to and uses education assistance provided by the United States Department of Veterans Affairs who physically resides in the state of Florida while enrolled as a degree or certificate seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program. I acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for anyterm.

I do not elect to utilize VA educational assistance.

- Copy of VA Certificate of Eligibility (COE)
- Proof of residing in Florida. This may include, but is not limited to copy of Florida driver's license, Florida identification card or copy of lease
- Additional documentation that may be required

☐ Active-Duty member of the Armed Forces of the United States residing or stationed OUTSIDE of the state of Florida who are enrolled as a degree or certificate seeking student. Tuition and fees charged to as student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program.

- Proof of Active-Duty status

Out-of-State Tuition and Fee Waiver for Military Affiliate Students

☐ Individual using educational assistance from the U.S. Department of Veterans Affairs under Chapter 31, Veterans Readiness & Employment {VR & E) who physically resides in the state of Florida while enrolled in the institution. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program. 1 acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for any term.

I do not elect to utilize VA educational assistance.

- Copy of VAF 28-1905
- Proof of residing in Florida. This may include but is not limited to copy of Florida driver's license, Florida identification card or COPY of lease.
- Additional documentation that may be required

Student Name (Print)	Signature	Date

☐ **Lindsey Hopkins Technical College**
750 NW 20th St, Miami, FL 33147
Office: (305) 324-6070

☐ **D.A. Dorsey Technical College**
7100 NW 17th Ave, Miami Fl 33147
Office: (305) 693-2490

☐ **Robert Morgan Educational Center & Technical College**
18180 SW 122 Ave, Miami, Fl 33177
Office: (305) 253-9920

☐ **William H. Turner Technical Arts Adult Education Center**
10151 NW 19th Ave, Miami, Fl 33147
Office: (305) 691-8324

☐ **George T. Baker Aviation Technical College**
3275 NW 42nd Avenue, Miami Fl 33142
Office: (305) 871-3143

☐ **Miami Lakes Educational Center and Technical College** *Main Campus*
5780 NW 158th Street, Miami Lakes, Fl 33014
(305)557-1100

Parkway Educational Complex
2349 NW 175th St, Miami Gardens, Fl 33056
Office: (305) 624-9613

☐ South Dade Technical College
13990 SW 264th Street
Homestead, FL 33032

Office: (305) 248-5723

ISAKSON AND ROE, SECTION 1018 REQUIREMENTS

Overview

Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. The Veterans Health Care and Benefits Improvement Act of 2020 adds new requirements for educational institutions participating in VA educational assistance programs. Effective June 15, 2021, these provisions apply to Institutions of Higher Learning and Non-College Degree institutions beginning August 1, 2021.

Codified Requirements

SECTION 1: Schools must provide covered individuals (students using benefits under chapters 30, 31, 32, 33, 35 of title 38, or chapter 1606 of title 10) with a personalized shopping sheet including:

- Estimated total cost of the course (tuition, fees, books, supplies, and other costs)
- Estimated cost of living expenses.
- Amount covered by VA Education Benefits
- Other federal financial aid offered by the institution.
- Estimated student loan debt upon graduation.
- Graduation rates
- Job-placement rates (if available)
- Acceptance of transfer credits, including military credits
- Additional requirements for licensure or certification
- Information to compare aid packages across institutions.

Shopping sheets must be provided within 15 days after tuition and fees are determined for the academic year if changes occur.

School Policies

Schools must maintain policies that:

- Inform students of available federal financial aid not administered by VA.
- Alert students of potential eligibility before arranging loans or alternative financing.
- Prohibit automatic course/program enrollment.
- Require student approval for course enrollment.
- Allow readmission for service members temporarily unavailable due to military service.
- Accommodate short absences for military service.

Graduation Requirements

Schools must provide covered individuals with graduation requirements and timelines. Accredited Institutions must obtain approval from an accrediting agency for each new course or program.

Point of Contact

Schools must designate an employee to assist covered individuals and their families with:

- Academic Counseling
- Financial Counseling
- Disability Counseling
- Other educational support

SECTION 2

State Approving Agency Actions

The State Approving Agency will take action if an institution:

- Use deceptive or persistent recruiting techniques.
- Misrepresents incentive compensation.
- Make three or more unsolicited contacts in one month.
- Engages in same-day recruitment and registration.
- Provides incentive payments based on enrollment or financial aid decisions (per 38 U.S.C. § 3696(d)(1))

5517 - PROHIBITION ON DISCRIMINATION AND HARASSMENT AGAINST STUDENTS BASED ON PROTECTED CATEGORIES

I. Discrimination and Harassment

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.

The Board does not, as a condition of employment, membership, certification, licensing, credentialing, or passing an examination, subject individuals to training, instruction, or other required activity that is prohibited under F.S. 760.10 and F.S. 1000.05. Prohibited discrimination occurs when any student or employee is subjected to training or instruction that is unlawful under these provisions. The prohibited activities should not be construed to exclude discussion of the concepts listed therein as part of a larger course of training or instruction, provided such training or instruction is given objectively without endorsement of the concepts.

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

Office of Civil Rights Compliance (CRC)
Executive Director/District Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, FL 33132
Phone: (305) 995-1580
Fax: (305) 995-2047
crc@dadeschools.net
http://crc.dadeschools.net/

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

Division of Special Education
504 Coordinator
1501 N.E. 2nd Avenue, Suite 409
Miami, FL 33132
Phone: (305) 995-1796
Fax: (305) 523-0591
ese@dadeschools.net
http://ese.dadeschools.net/

II. Retaliation and Other Violations

The Board will take immediate steps to discipline individuals for:

Retaliating against a person who has made a report or filed a complaint alleging unlawful discrimination or harassment, or who has participated as a witness in a discrimination or harassment investigation.

Filing a malicious or knowingly false report or complaint of discrimination or harassment.

Disregarding, failing to investigate adequately, or delaying investigation of allegations of prohibited discrimination or harassment, when responsibility for reporting and/or investigating unlawful discrimination or harassment charges comprises part of one's 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.

III. 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 extracurricular programs unless the complainant makes the complaint maliciously or with knowledge that it is false. Investigation of an allegation shall not proceed solely based on 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.

IV. 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 outlined 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.

V. 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 Policy 8320, Policy 8330, or the District's records retention schedule.

VI. 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.

VII. 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.

VIII. 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 outlined in Policy 5517.01. In accordance with Florida law, Policy 5517.03 defines Dating Violence or Abuse. Policy 5136.02 defines Sexting.

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Revised 10/21/20.
Revised 10/19/22.

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Legal
F.S. 110.1221
F.S. 784.049
F.S. 1000.05
F.S. 1006.07
F.S. 1006.147
F.S. 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

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, as amended - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. 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, as amended (ADEA) - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963, as amended - prohibits gender discrimination in the 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 qualified students with disabilities.

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, color, sex, gender, national origin, religion, marital status, or disability in public education.

Florida Civil Rights Act of 1992 - secures all individuals within the state freedom from discrimination because of race, color, religion, sex, pregnancy, 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 38 U.S.C. § 4312 (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 discrimination against students, employees, or applicants on the basis of age, citizenship status, color, disability, ethnic or national origin, FMLA, gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sexual harassment, sexual orientation, social and family background, and any other legally prohibited basis. Retaliation for engaging in a protected civil rights activity is also prohibited.

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

Office of Civil Rights Compliance (CRC)
District Director/Title IX Coordinator
155 NE 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net
Website: https://tinyurl.com/MDCPS-CRC

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

Department of Exceptional Student Education
1501 NE 2nd Ave, Suite 407
Miami, Florida 33132
Phone: (305) 995-2037 TDD: (305) 995-2400
Email: ese@dadeschools.net
Website: https://ese.dadeschools.net