



2014-2015

Student Handbook and Code of Conduct

The mission of Manatee Technical Institute is to meet and exceed our community's training and educational expectations.

Visit our website at: www.ManateeTech.edu

Acknowledgment of Responsibility

(Students *under* 18 years of age)

Each parent/guardian of a student and each student enrolled at Manatee Technical Institute must sign and return this page to the Main Office to acknowledge receipt of the website address for the *Student Handbook and Code of Conduct*.

WEBSITE ADDRESS: www.ManateeTech.edu/current-students/handbook

Each school will maintain records of such signed statements.

I acknowledge that I have been given the website address to electronically access the *Student Handbook and Code of Conduct*. I acknowledge that I have read and discussed this information with my child.

Parent's/Guardian's Signature

Date

I acknowledge receipt of the website address to electronically access the *Student Handbook and Code of Conduct* and I have read and discussed it with my parent/guardian and agree to abide by the rules contained therein.

Student's Name

Date

Student's Date of Birth (DOB)

Student ID Number



**RETURN TO MTI WITHIN THREE DAYS UPON
RECEIPT OF THE WEBSITE INFORMATION**

Acknowledgment of Responsibility

(Students 18 years of age and older)

Each student enrolled at Manatee Technical Institute must sign and return this page to the Main Office to acknowledge receipt of the website address for the *Student Handbook and Code of Conduct*.

WEBSITE ADDRESS: www.ManateeTech.edu/current-students/handbook

Each school will maintain records of such signed statements.

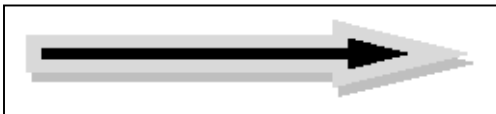
I acknowledge receipt of the website address to electronically access the *Student Handbook and Code of Conduct* and I have read and agree to abide by the rules contained therein.

Student's Name

Date

Student's Date of Birth (DOB)

Student ID Number



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JURISDICTION OF THE SCHOOL BOARD

Prohibition of Discrimination

MTI is a part of the School Board of Manatee County. No employee, student, applicant for admission or applicant for employment, volunteer, vendor, or member of the public, shall, on the basis of race, color, national origin, sex, gender orientation, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of or be subjected to discrimination or harassed under any educational programs, activities, services, or in any policies or practices by the School District of Manatee County. Any student who believes he or she has been discriminated against or has been harassed by an employee, student, or other third party, who is subject to control of the School Board, is encouraged to use the appropriate grievance procedures set forth in policy. Complaints should be forwarded to the following Equity Coordinator:

Rebecca Wells
Equity Coordinator
Manatee County Schools
P.O. Box 9069 Bradenton, FL 34206-9069
941-708-8540 extension 3035

STUDENT ATTENDANCE

1. Students are expected to be in class, on time, ready to learn. There are no excused or unexcused absences. The student is either present or absent. Students attending an approved field trip or other school-sponsored activity are marked present.
2. If a student is unable to attend a scheduled class or field trip, the student shall contact the instructor to self-report the absence.
3. Any student with five absences during a 9-week grading period may be withdrawn based on the instructor's recommendation.
4. Three partial attendance days (student is late or leaves early) count as one absence.
5. In compliance with Florida statute, any adult student with 6 consecutive absences shall be withdrawn. The withdrawal date shall be the first of the six days the student was absent.
6. *A. First Withdrawal for Poor Attendance:* A student withdrawn due to poor attendance may apply for readmission for the next semester. The student will be readmitted with an Attendance Contract. See Program policies for more information.
B. Second Withdrawal for Poor Attendance: A student withdrawn for poor attendance a second time must be out of school until the next school year begin and may apply for readmission; the student will be accepted on a space-available basis. An Attendance Contract must be signed before the student is allowed to re-enter the program. See Program policies for more information.
7. *C. Third Withdrawal for Poor Attendance:* Any student withdrawn for poor attendance a third time may apply for readmission after one school year. See Program policies for more information.

Secondary Policy: Attendance will be based on each quarter: After five cumulative absences in a quarter the student will be asked to see his/her counselor and will receive an official warning about future absences. If attendance does not improve the next quarter, the student will be withdrawn at the end of the semester and denied enrollment at MTI for at least one semester based on the instructor's recommendation. High school students who drive to campus or ride with a driver are expected to arrive and leave the classroom at regular MTI school hours (not high school bus hours). Three tardies are equal to one absence. Students are asked to call their instructors in their classrooms at least 15 minutes prior to the start of class when they are unable to attend. There are no excused or unexcused absences. Students are either in attendance or they are absent.

STUDENT ATTENDANCE con't.

Leave of Absence:

If a student needs an extended absence, administration must pre-approve a leave of absence. A student may have only one leave of absence in a school year. However, the director may grant subsequent leaves for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act (FMLA) of 1993. A student taking an approved leave retains in-school status. A student who does not return from the approved leave of absence will be considered withdrawn. A leave of absence request form may be obtained from the student's counselor.

STUDENT DISCIPLINE

For a detailed description of Student Discipline, you can locate the Manatee County Code of Student Conduct on the District website at www.manateeschools.net.

FAILURE TO REVIEW THE STUDENT CODE OF CONDUCT WILL NOT RELIEVE A STUDENT (OR THE PARENT/GUARDIAN) OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE CODE OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO SCHOOL DISTRICT OF MANATEE COUNTY PROPERTY.

Disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions beginning with Level 1, petty acts of misconduct; culminating in Level 4 offenses, the most serious threats to school safety. Corrective responses to infractions become progressively more severe as one moves upward in the levels of misconduct. It is the administrator's responsibility to determine the level of the offense that has been committed and the appropriate response. In certain circumstances, a combination of corrective measures may be appropriate.

LEVEL 1 - Disciplinary Infractions and Administrative Actions

Infractions	Administrative Actions
<ul style="list-style-type: none">• Cell Phones and Wireless Communication or Electronic Devices that are Visible, Activated, or Inappropriately Used During Regular School Hours or on School Bus• Disrespect for Others• Disruptive Conduct (minor)• Dress Code Violation• Failure to Comply with School Rules• Failure to properly display student ID• Inappropriate Behavior• Inappropriate Gestures, Language or Materials• Medication Policy Violation (Over the Counter or legitimate prescription)• Public Display of Affection• Violation of Attendance Procedures	<ul style="list-style-type: none">• Counseling and direction• Verbal reprimand• Withdrawal of privileges• Return of property, payment for same or restitution for damages• Behavioral contract

LEVEL 2 - Disciplinary Infractions and Administrative Actions

Infractions	Administrative Actions
<ul style="list-style-type: none"> • Aggression, Non-Physical • Blackmail • Bullying- 1st Offense • Cheating or Plagiarism • Contraband • Defiance • Disrespect for Others (repeated) • Disrespect to Staff or Authority • Disruptive Conduct (repeated) • Failure to Comply with School Rules • Failure to properly display student ID (Repeated) • False or Misleading Information • Harassment - 1st Offense • Intentional Damage of Personal/School Property (\$26-\$200) (LE-Optional) • Medication Policy Violation (OTC or legitimate prescription) - repeated • Profane, Obscene or Abusive Language, Gestures or Materials (Including Internet) • Repeated Misconduct of a Level 1 or 2 Infraction • Theft (Less than \$300) (LE-Optional) • Threat • Tobacco (Possession/Use if under the age 18) (S) (LE-Optional) • Tobacco (Possession/Use if 18 years of age or older) • Unauthorized Use of Other Person's Name, Signature, or Identifying Number 	<ul style="list-style-type: none"> • Behavioral contract • Confiscation of unauthorized materials • Suspension from school ** • Return of property, payment for same, or restitution for damages • Temporary or permanent removal from extracurricular/co-curricular program or activity

**** FS 1006.09(1)(b) Written notification, within 24 hours, by U.S. Mail
 (LE) Notify Law Enforcement
 (S) SESIR Report to DOE**

LEVEL 3 - Disciplinary Infractions and Administrative Actions

Infractions	Administrative Actions
<ul style="list-style-type: none"> • Aggression, Physical • Alcohol Possession or Use (S) (LE- Optional) • Bullying – Repeated (S) (LE- Optional) • Computer Fraud (Accessing or Breaking into files that are unauthorized) (LE- Optional) • Contraband • Criminal Street Gang Activity (LE) • Dating Violence • Display or Use of any Chemical Self-Defense Spray (LE- Optional) • Disorderly Conduct (Disruption) (S) (LE Optional). • Disrespect to Staff (Repeated) • Drugs – Poss./use 1st Offense; Prescription Drugs; Illegal Drugs (S) (LE- Optional) • Endangerment • Extortion, Threats, Intimidation (S) (LE Optional) • False Fire Alarms/Expelling a Fire Extinguisher (S) (LE- Optional) • Fighting - No Mutual Combat, No Injury and No Weapon • Fireworks/Fireworks with Fuses (LE Optional) • Harassment (repeated) (S) (LE) • Inhalant/Inhaling/Huffing (LE- Optional) • Intentional Damage of Personal/School Property (\$201 to \$1,000) (LE) • Open Defiance • Other Serious Misconduct (S) (LE) • Repeated Misconduct of a Level 2 or 3 Infraction (LE-Optional) (≠) • Sexual Harassment (S) (LE) (DCF) • Sexual Offenses (Lewd Behavior or Indecent Exposure) (S) (LE) (DCF) • Theft (over \$300) (S) (LE) • Trespassing (S) (LE) • Unauthorized Use of Internet • Vandalism under \$1000 (LE-Optional) • Weapons possession (LE) 	<ul style="list-style-type: none"> • Behavioral contract • Suspension from school ** • Temporary or permanent removal from extracurricular/co-curricular program or activity • Return of property, payment for same, or restitution for damages • Confiscation of unauthorized materials

**** FS 1006.09 Written notification, within 24 hours, by U.S. Mail**

(LE) Notify Law Enforcement

(S) SESIR Report to DOE

(≠) Report to Law Enforcement and/or SESIR if original

(DCF) Notify Department of Children & Families

LEVEL 4 - Disciplinary Infractions and Administrative Actions

Infractions	Administrative Actions
<ul style="list-style-type: none"> • Alcohol – Repeated or Distribution (S) (LE) • Arson (S) (LE) • Battery (S) (LE) • Bomb Threats or Explosions (S) (LE) • Burglary (S) (LE) • Criminal Street Gang Activity (repeated) (LE) • Cyber Attack (Introducing Programs or Tools into Network Server) (LE) • Drugs- Repeated; Prescription Drugs; Illegal Drugs, distribution (S) (LE) • False Accusation – Teacher or School Board Employee (LE) • Fighting – Injury or Weapon or Not Mutual Combat (S) (LE-Optional) • Firearms (S) (LE) • Force or Violence against School Employees or Volunteers (S) (LE) • Hazing (LE-Optional) • Inciting, Leading or Participating in a Major Student Disruption (S) (LE) • Other More Serious Misconduct (S) (LE) • Repeated Misconduct of a Level 3 Infraction (LE-Optional) (≠) • Serious Campus Disruption (S) (LE) • Sexual Battery (S) (LE) (DCF) • Sexual Offenses (Sexual Contact, Lewd Behavior of a More Serious Nature) (S) (LE) (DCF) • Victimization/Extortion or Threats/Intimidation of More Serious Nature (S) (LE) • Vandalism over \$1000 (S) (LE) • Weapons – Repeated or Use of (S) (LE) 	<ul style="list-style-type: none"> • Suspension from school ** • Extended suspension * • Recommendation for Expulsion

**** FS 1006.09(1)(b) Written notification, within 24 hours, by U.S. Mail
(LE) Notify Law Enforcement**

(S) SESIR Report to DOE

(≠) Report to Law Enforcement and/or SESIR if original infraction is reportable

(DCF) Notify Department of Children & Families

STUDENT INFORMATION

Expectations & Responsibilities:

MTI expects students to be active learners that are responsible for achieving the following standards of excellence: Diligence and sustained effort in their schoolwork and activities; respect for themselves, other students, the staff, and school property; and actions which will be a credit to themselves, their family, their school, and community. Students can expect from MTI the best possible educational opportunities, a faculty that is sensitive and responsive to their individual learning needs, and courteous and respectful treatment from other students and staff.

Accidents & Injuries:

In the event of an accident or injury on campus, students are responsible for notifying the instructor or other MTI personnel immediately. Faculty/staff will handle injuries such as superficial lacerations or abrasions. Emergency medical services will be contacted for a serious injury or medical condition. All students should have an emergency contact card on file in Student Services.

Limited Student Accident Insurance – All students will pay \$14 the first time they register. This is for annual coverage. Full-time Job Prep and Adult Education students attending any campus day or night are covered, as are clinicals and field trips. Students attending Community Education classes are not covered at their home schools and do not pay the fee. All accidents must be reported to an instructor or available staff member immediately.

Cell Phones:

All cell phones should be on vibrate and out of sight during classroom time. Texting while in class is prohibited. Students may use cell phones before and after school, while on break and during lunch. Cell phones may be used in class if the instructor has given permission to do so for a school related purpose. If an EVACUATION is ever announced, cell phones are NOT to be used as they could inadvertently trigger a remote control explosive device.

Drills & Emergencies:

Regulations require that a fire drill be held periodically during the school year. MTI will also have at least two tornado drills each school year. In addition, the school also has other emergency drills. Each exit in the school is clearly indicated. During all drills, follow the instructor's directions. To turn in a false alarm is a criminal offense. In case of emergency situations requiring evacuation, students should follow evacuation routes. In other emergency situations, students should go to the designated safety areas inside the buildings as directed.

Drug Screenings:

All students must participate in a drug screening at MTI. Students will be asked to submit to a urinalysis and/or hair screening administered at a random time during the school year. Drug screenings are completely confidential and will be shared only with appropriate school personnel (and parents or guardians of high school students under the age of 18).

Negative Test: Students return to class.

Positive Test: Student, parents (if student is under 18), instructors, guidance counselor, assistant director and director will be immediately notified. The student will be allowed to stay in class for first offense, but will be put on a school probationary program. At the student's expense, the student must enroll in a substance abuse program approved by the school. If the student does not finish a substance abuse program:

1. He/she will not be allowed to stay in class or re-enter until the next semester.

2. The student's paper work for licensure will not be submitted nor will they receive a certificate of completion from MTI until a substance abuse program has been completed. After the completion of the substance abuse program or re-enrolling, the student will be tested again at the student's expense.

Second Positive Test: Student will be suspended for 10 days. Student must complete another treatment program prior to re-enrollment. Re-enrollment in the program at the next enrollment period will be on a probationary basis.

If the student does not finish a substance abuse program:

1. The student will not be allowed to stay in class and will be asked not to come back until next school year.
2. The student's paper work for licensure will not be submitted nor will they receive a certificate of completion from MTI until a substance abuse program has been completed.

Third Positive Test: The student will be withdrawn from the program permanently. The student's paper work for licensure will not be submitted nor will they receive a certificate of completion from MTI.

Grievances:

All students are entitled to due process. If you believe you have been treated unfairly, you can expect that your grievance will be settled in a timely and fair manner.

1. When initiating a grievance, the student should first make every reasonable effort to resolve the issue with the instructor or staff member concerned. If the situation cannot be resolved, the student must:
2. See his or her Career Counselor, Program Director or Allied Health Coordinator to discuss the grievance. During this meeting the counselor/director/coordinator will assist the student with documenting the grievance, actions taken towards resolution, and results of those actions taken. If resolution could not be reached, the student will:
3. Make an appointment with the campus Assistant Director. During this meeting, the Career Counselor will be present as the Student Advocate. All further actions taken and results of those actions must also be documented. If resolution is not reached by this point, the Assistant Director will organize a Grievance Hearing consisting of a non-partisan group that will review all of the documentation compiled and separately discuss the grievance with the student and the instructor. The members of the group will then discuss the findings and arrive to a mutually agreed upon resolution. This resolution will be presented separately to the student and instructor. If the student is not satisfied with the Grievance Hearing resolution, the next step is to:
4. Make an appointment to meet with the MTI Director. All documentation collected, including the resolutions derived from the Grievance Hearing, will be forwarded to the MTI Director for review prior to the meeting with the student. If resolution could not be reached at the school level, the student may:
5. Seek resolution at the district level from the following individuals in the following order: Director of Adult, Career and Technical Education; Deputy Superintendent of Instruction; Superintendent of Schools; and finally, the School Board of Manatee County. If the issue cannot be resolved at the district level, the student may contact the school's accrediting agency, the Council on Occupational Education, 7840 Roswell Road, Building 330, Suite 325, Atlanta, GA 30350, (800) 917-2081 or (770) 396-3898.

Grading System:

Adult and high school students receive grades quarterly and are graded under the same standards used in Manatee County school system:

A: 90-100; **B:** 80-89; **C:** 70-79; **D:** 60-69; **F:** 0-59 See Program supplement for details.

ID Badges:

All students must wear the school's identification badge. It must be visible at all times while on campus. IDs are purchased upon initial enrollment for \$10. It is to be worn below the shoulder and above the waist. If lost or misplaced, a new ID must be purchased in the Book Store for \$20.

Parking Permits:

All student-driven vehicles must have a parking sticker that can be purchased from the front office in the Administration Building. The cost is \$20; the sticker must be displayed on the driver's side of the vehicle's windshield.

Program Transfers:

Any student who wishes to transfer from one career prep program to another should see a counselor. Since each program has its own entrance requirements, openings, and start dates, the counselor can assist in making this decision. Some programs may have common student performance standards; the counselor can provide accurate information. Please note, transferring programs after the start date will have an impact on students using Financial Aid to pay for registration costs or books.

Refund Policy:

Manatee Technical Institute has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges. Refunds will not be processed until all financial obligations have been cleared.

Books and uniforms purchased at the MTI Bookstore may be refunded within 10 days of the date of purchase. Students need to see bookstore personnel for refunds.

To return books, they must be unused with no marks. If the book was purchased in shrink wrap, the shrink wrap must still be intact.

Uniforms must be undamaged and not washed or worn. If the uniform was special ordered, there are no refunds.

Uniforms or books purchased from an outside vendor must adhere to that vendor's refund policy. Books and uniforms purchased from the Criminal Justice Academy are non-refundable.

Tuition and fees refunds are as follows:

1. If, before the first class meeting, MTI cancels a class, denies a student's enrollment, or a student withdraws:
 - a. TUITION – 100% refund
 - b. FEES – All fees refunded except registration/application fee/parking fees (if issued)
2. If a student is enrolled or enrolls during a quarter, but withdraws within the first 2 weeks of enrollment (including no-shows):
 - a. TUITION – 100% refund
 - b. FEES – Any amount over \$100 refunded, excluding registration, application, and parking fees (if issued).
3. If a student is enrolled and withdraws on or after the 15th calendar day of the program's start date or student's official enrollment date:
 - a. TUITION – No refund
 - b. FEES – No refunds

*There is no refund for any class of less than 32 hours. There is no refund for personal enrichment classes if the student attends one class. There is no refund for the Test of Adult Basic Education (TABE).

Refunds for students who are in the military and are called to active duty will be made on an individual basis by an Assistant Director and/or the Director.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within 3 days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Students may request a refund through a counselor at the time they complete their withdrawal form. However, MTI will refund tuition and fees without a request from the student. All refunds will be distributed within 45 days of the completed refund request or once a student's unofficial withdrawal has been ascertained. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days). An official or unofficial withdrawal is determined by the next class meeting after the last date of attendance. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

Please note that MTI does not require up-front payment for an entire program. Actual refunds will be made based on actual payments received at the time a refund is deemed necessary.

Smoking – District Tobacco-Free Policy:

Use of ALL tobacco products is prohibited on all school board owned or leased property, including, but not limited to, all interior and exterior parts of schools, administration buildings, ancillary facilities, work sites, athletic fields and facilities, and vehicles, as well as at any event sponsored by schools or the district. Violation of this policy will subject employees to appropriate discipline.

Any non-employee who has been given notice of this policy by a school official and fails to comply will be asked to leave the premises. Any person who is asked to leave the premises and refuses or who leaves but returns without permission shall be deemed a trespasser and shall be subject to arrest.

Tobacco products include, but are not limited to, real or electronic cigarettes, cigars, pipes, or blunts; rolling/loose tobacco; smokeless tobacco such as chewing tobacco, dip, or snuff; or any other substance containing tobacco, or product simulating the use of or effects of tobacco.

Uniforms:

MTI has program-specific uniform policy. The counselor will be able to provide information regarding color, styles, and price. All students are required to wear their program's uniform shirts (and pants, and specific shoes, if required) and follow the School Board Policies listed in the Manatee County Code of Student Conduct on the District website at www.manateeschools.net.

Hats, visors, bandanas or other head apparel are not allowed. Also, no visible pierced body jewelry (other than that worn on the ear) is allowed.