

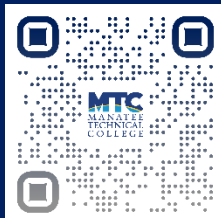
2023 - 2024

STUDENT

HANDBOOK



**Book an Appointment
with your Career
Counselor**



**ManateeTech.edu
MTCdashboard.net**

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Welcome!

We are pleased that you have decided to become part of the MTC family. We will advise and assist you in acquiring the knowledge, skills, and abilities to secure employment, professional advancement, and personal achievement. Whether you are training for a career, updating your skills, or learning English, you have made a smart choice by enrolling at Manatee Technical College!

For more than 50 years, MTC has served Southwest Florida by providing innovative high-demand workforce training options that include industry certifications and accreditations to help ensure career success. You are about to embark on an exciting educational journey that will lead to a bright future.

We look forward to supporting your academic and personal success at Manatee Technical College.

Welcome!

Contact Information

Manatee Technical College Main Campus

6305 State Road 70 East, Bradenton, FL 34203

941.751.7900

Manatee Technical College East Campus

5520 Lakewood Ranch Blvd., Bradenton, FL 34211

941.752.8100

Website: ManateeTech.edu **Email:** MTC@manateeschools.net

Accreditation

Manatee Technical College is accredited by the Commission on Occupational Education (COE).

Requests for additional information on the policies, standards, or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Accrediting Commission – Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

(770) 396-3898, Fax (770) 396-3790

www.council.org

Mission and Vision

The **mission** of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

The **vision** of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.

Student Expectations

Students are active learners in meeting MTC's goals of excellence. We encourage diligence and sustained effort in their work and activities; respect for themselves, other students, the staff, and college property; actions which will be a credit to themselves, their family, their school, and our community. This handbook outlines the expectations students should have of their school and its staff.

ACADEMICS

Completion of Certification and Licensure

It is the expectation that all students/graduates upon completion of certification exams or licensure exams will provide a copy of their certificate or license to their instructor. Documentation will be submitted within seven days of receiving the certification or licensure.

Grading System*

Adult and high school students receive grades quarterly and are graded under the same standards used in the School District of Manatee County.

A: 90-100; **B:** 80-89; **C:** 70-79; **D:** 60-69; **F:** 0-59

An incomplete grade ("I") will be changed to a letter grade upon completion of all course requirements within 10 school days, under normal circumstances. If after 10 days the course requirements are not completed, the incomplete grade will become an "F."

*Please note that some programs may require more stringent grading policies due to licensure and/or state certification requirements.

Graduation

Who is allowed to participate in a Graduation Ceremony?

Career and Technical Education Students: Any Manatee Technical College (MTC) student who has completed all program and assessment requirements two weeks prior to the set graduation date.

GED® Students: GED® students must have attended an Adult Education program at MTC at the time of passing the last test section. If the GED® graduate is still enrolled in Adult

Basic Education (ABE) courses, the student must complete the final post-test. The GED® graduate must have given MTC permission for online test score access through the official “GED® Manager.” All students must be clear of financial responsibilities.

What steps do I need to take to participate in the Graduation Ceremony?

Complete all coursework and assessment requirements by two weeks prior to the set graduation date.

1. Maintain a current email and mailing address at MTC so that information can be sent regarding deadlines and participation information.
2. Order a cap and gown and register for graduation at MTC in April.
3. Make sure all deficiencies/fees have been paid by two weeks before set graduation date.

Graduation commencement is a formal, reserved, and dignified ceremony. All who participate are asked to follow some basic rules of etiquette for such an occasion.

Graduate Dress Code

- Tassels start on the right side of your cap.
- Wear your cap flat on your head.
- **No Decorated Caps.** If your cap is decorated, you must purchase a new one.
- The gown should fall midway between the knee and ankle.
- **Men:** Wear dark trousers, a neatly pressed, light colored dress shirt with a dark tie, dark socks, and dress shoes under the gown.
- **Women:** Wear a dress, skirt, or dark dress slacks with a light-colored blouse and dress shoes under the gown (we suggest comfortable shoes in case you will be climbing stairs).
- **NO shorts, jeans, athletic shoes, or flip-flops.**

Student Frameworks

All students will have access to the current Florida Department of Education (FLDOE) curriculum frameworks and student performance standards for their program. The content of the class will be based on these frameworks. Grades and Occupation Completion Points (OCP)s will be submitted to the Student Records Office at the end of each OCP and will be based on student performance of the frameworks. Other training may be incorporated into the program as part of the curriculum such as CPR, first aid, forklift, OSHA, employability skills, entrepreneurship, or parliamentary procedures.

Student Records and Transcripts

A student's school records are kept by the Student Services/Records office. If the student is under the age of 18 and enrolled in postsecondary education, he/she controls their privacy. However, if the student is dual-enrolled and under the age of 18, Federal Law prohibits revealing this information to anyone without a parent's permission. The Student Records Office, located at the Main Campus aids all students, past and present. Office hours are Monday, Tuesday, Wednesday, and Friday 7:30 a.m. – 3:30 p.m. and Thursday 7:30 a.m. – 6 p.m. (except Holidays and all School District of Manatee County breaks). Summer hours may vary. For additional information, please call 941.751.7900 x 46013.

Transcripts

Your official Transcript, housed with Manatee Technical College Student Records, is bound by the Federal law – FERPA (Federal Educational Rights and Privacy Act of 1974). MTC maintains transcripts on campus for the past 5 years for Career and Technical Students. Older transcripts will be provided by the School District of Manatee County Records Management department. All records requests for Manatee Technical College Career and Technical Education students must be made online at <https://manateeschoolsfl.scribder.com/>. An official picture ID (Driver's License, State ID, etc.) is required. There is a fee for all records requests.

To obtain your GED® Transcripts or a copy of your GED® Diploma, please contact 1.877.352.4331 or go to <https://ged.com> and select request a duplicate diploma or request transcript.

ADMISSIONS

Admissions

Admission Policy for Applicants without a High School Diploma

All Career and Technical Education adult applicants to Manatee Technical College are urged to earn a valid high school diploma or its equivalent (GED®) prior to admission. However, the college will accept students without a diploma in most programs, who will benefit by attending a Manatee Technical College training program.

Most Career and Technical Education programs will admit students with a state-validated standard high school diploma based on program openings. They will admit students who have not earned a high school diploma, GED®, or have a diploma from a non-accredited high school whose math and language/reading achievement levels meet

exit standards. (State validated: <https://fsapartners.ed.gov/sites/default/files/2021-04/2122ESAHBkVol1Master.pdf>).

Admission to Career and Technical Education Programs with a High School Diploma

Prospective students should check with a counselor regarding the admission status for an individual program.

Certain Career and Technical Education Programs such as the Florida Law Enforcement Academy, Practical Nursing, Paramedic, etc., have strict admissions standards set by the program's certifying agency. These standards include but are not limited to passing a background check, passing a drug screening, and having a clean driving history. All applicants to these programs must have a state validated standard high school diploma or its equivalent. Please refer to individual program information sheets for specific information.

Student and Exchange Visitor Information for International and Non-immigrant Students

Manatee Technical College (MTC) is NOT a Student and Exchange Visitor Program (SEVP) certified institution and does NOT participate in the Student and Exchange Visitor Information System (SEVIS), nor does MTC participate in the F, J or M visas programs.

Accreditations that are accepted by Manatee Technical College for Admission

Please see this website for a listing of all accrediting agencies that MTC accepts. <https://www.ice.gov/news/releases/feature-sevp-requires-us-schools-update-accreditation-information-sevis>

Dual Enrollment

Dual Enrollment is the enrollment of students in college classes while still in high school. For MTC to provide dual enrollment classes, it is necessary to assure the same standards of instruction as in all other college classes, including academic practices and collegiate learning environment. Dual Enrollment students are governed by the School District of Manatee County student code of conduct and by MTC's code of conduct. Dual enrollment students can be dismissed from MTC to their districted high school for good cause.

To be eligible for participation in the Dual Enrollment program, students must meet

all the qualifications listed below:

- 10th - 12th grade classification (Age 16 minimum).
- Unweighted GPA of 2.0.
- Written approval from the high school signed by a school official.
- Written approval of the student's parent or legal guardian if the student is under 18 years of age.
- Have taken the Basic Skills Assessment test.
- Filled out an online application through <https://www.manateetech.edu/apply-now/>.

Students who are taking Dual Enrollment classes at MTC are not eligible to apply for Federal Financial Aid such as Pell grants until they have earned a high school diploma. This is because Financial Aid recipients are expected to have completed high school. However, your efforts in dual enrollment classes may influence your future financial aid eligibility. Financial Aid offices in every college in the country are required to keep track of every student's academic progress. This measurement is called Satisfactory Academic Progress which has the following requirements:

- Students must maintain a minimum of a 2.0 grade point average (GPA) at their high school.
- Students must satisfactorily complete (pass) at least 70% of the program in which they enroll.

If a student is projected to graduate from high school before the scheduled completion date of an Occupational Completion Point (OCP) (postsecondary course), the student may not register for that course (OCP) through dual enrollment. The student may apply to the postsecondary institution and pay the required registration, tuition, and fees if the student meets the postsecondary institution's admissions requirements (1007.263).

A dual-enrolled student attends MTC tuition-free. Dual enrollment students also receive their textbooks, registration, and lab fees free. Issued textbooks are the property of MTC and failure to return textbooks at the end of the program will result in a hold on their final OCP certificate. A student will be required to pay for any lost or damaged textbooks before their final OCP certificate can be issued.

All dual enrollment students are required to purchase uniforms, student ID, and personal specialized equipment needs.

Basic Skills Assessment for Career and Technical Education (CTE) Courses

Instruction and State Board of Education Rule 6A-10.040 Florida Administrative Code (F.A.C.) requires students who enroll in a career certificate or applied technology diploma program offered for career credit of 450 hours or more to complete an entry-level examination within the first six weeks after admission into the program. No assessment is required for programs with less than 450 hours.

The purpose of assessment is to determine whether or not the student has the basic skills necessary to be successful in the chosen CTE program. Assessment instruments meeting this requirement are annually adopted in Rule 6A-10.040, F.A.C. and include:

- Any common placement test where a minimum score has been achieved pursuant to Rule 6A-10.0315, F.A.C.
- Tests of Adult Basic Education (TABE) 11 & 12.
- Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series
- 2014 GED® Tests: Reasoning through Language Arts and Mathematics Reasoning where a minimum score (145) as required in Rule 6A-6A.6.021, Florida Administrative Code (F.A.C.) has been achieved, on each test.

Exceptions and Exemptions from the Basic Skills Examination

- Adult students with disabilities may be exempted from meeting the basic skills level required to earn a Career Certificate of Completion and be reported as a completer.
- Students who are exempt from basic skills exit requirements include those who:
 - Possess a college degree at the associate in applied science (AAS) level or higher:
 - A student who demonstrates readiness for public postsecondary education pursuant to S. 1008.30, F.S. and applicable rules adopted by the State Board of Education by achieving or exceeding standard test scores established herein and enrolls in a Florida College System (FCS) institution within two years after achieving such scores.
 - A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a valid Florida standard high school diploma.
 - A student who is serving as an active-duty member of any branch of the United States Armed Services

- Students who have taken the 2014 GED® and scored at least 145 on each subject and a total score of 580 or higher across all 4 subjects.
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled; or
- Is enrolled in an apprenticeship program that is registered with FLDOE in accordance with Chapter 446.
- If a student has met or exceeded standard scores in one area of one test, another test may be used to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A - 10.315, F.A.C.).
- Students enrolled in school district or FCS institution law enforcement training academies are not subject to basic skills exit requirements in s. 1004-91 F.S. or Rule 6A-10.040 F.A.C. The Florida Department of Law Enforcement (FDLE) has designated the Florida Basic Abilities Test (FBAT) for use with these students; please refer to s.943.17(6), F.S. for more information.
- A student who has taken the 2014 GED® and attained the minimum achievement scores on both the Reasoning through Language Arts (RLA) and Mathematic Reasoning, does not need to be tested.
- If a student does not meet the exit requirements, it is possible the student may be enrolled into the program. However, the student will not be able to graduate until exit requirements have been met.

A student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.

If the student does not meet exit requirement score for Reading and/or Math, the student is required to retake those portions of the exam where exit requirements were not met.

If the student is not exempt the following rules apply:

1. The student is required to take the assessment within six weeks of being admitted. Note that the requirement is admitted, not enrolled. If a student has applied to MTC, the countdown clock on the six weeks commences when the guidance counselor admits the student to MTC in Campus Solutions.
2. The assessment cannot be used as a pre-requisite for admissions or placement.
3. Basic Skills for CTE programs are exit requirements not entry or placement requirements. A student may enter the CTE program before reaching minimum basic

skills levels but may not receive a local Career Certificate of Completion until basic skills requirements are met, except students exempted in accordance with s.1004.91, F.S

4. Students who do not achieve the minimum level of basic skills required for completion (final OCP) from his or her CTE program will not be awarded a Career Certificate of Completion. However, adult students with disabilities may be exempted from meeting the basic skills level to earn a Career Certificate of Completion and be reported as a completer. S.1004.91 (3),
5. Dual enrolled students who have not met the basic skills requirements, may complete the program prior to high school graduation and then be counted as a completer once they have received their high school diploma. All of the requirements for full program completion would need to be earned by the end of the reporting year for the year in which there was enrollment.

Basic Skills Remediation and Retesting Requirements

The student may retest under the following circumstances:

- Remediation hours have been completed and documented.
- The student has waited three months.

Reading and Math- CASAS 900 Series

- CASAS recommends re-testing students after 70-100 instructional hours (testing should not occur before at least 40 hours of instruction).

Basic Skills Remediation

Following admission to a program, if a student is unable to demonstrate the basic skills exit requirements, remediation will be provided. After remediation, the student can retest using the same assessment instrument before the completion of the program. A student only needs to meet the basic skills requirements to exit from the program.

To enroll in remediation, students contact

MTCACADEMICSUPPORT@manateeschools.net or call 941.752.8100 x 47144. No fee is charged for students already enrolled in a program at MTC; otherwise, a one-time \$25.00 fee is required, payable through Revtrak.

After remediation, if the student's basic skills scores do not meet the program's exit requirements, the student may:

- Remediate further and retest.
- Pass a related state, national or industry licensure examination or certification defined by FLDOE and posted on the website:
<http://www.fldoe.org/core/fileparse.php/5652/urlt/2019-20-basicskills-with-License-exempt.rtf>
- Be exempt from meeting the basic skills requirements of the program if they are a student with a disability and provide appropriate documentation and request an exemption based upon the disability.

Remediation is available to assist students in attaining the required basic skills levels. The remediation may be provided concurrently with enrollment in the CTE program, or, in certain cases (i.e., programs with waiting lists), prior to entry into the CTE program.

Basic Skills Assessment Accommodations

To receive accommodations for the CTE Basic Skills test, documentation must be provided to a counselor prior to scheduling the first test. Example: Copies of IEP's, 504's, ESOL services.

Rescheduling

Failure to attend a scheduled test date will result in forfeiture of your testing fee. Should an unforeseen situation arise, and your test need to be rescheduled, please contact the Testing Center by phone at 941.751.7900 x 46123 or email

MTCtestingcenter@manateeschools.net. Rescheduling is a one-time courtesy.

Students with a Disability

Manatee Technical College accepts secondary students with documented disabilities identified in the Individualized Education Plan (IEP) or 504 Plan that indicates the student can benefit from the training offered at MTC. Adult students with disabilities are to self-disclose and self-identify their disabilities to their career counselor. He/she must provide current documentation of disability from qualified personnel, such as physicians, school records, vocational rehabilitation, etc. Upon determination of eligibility, a 504 Plan will be written. Plans will be placed in the appropriate student's folder and on file in the Disability Resource Center coordinator's office.

Job Planning

The student is responsible to find their own job. Your instructor has many business and industry contacts in the field and is a good resource to help connect you to potential job openings. Your instructor and other staff members, including the Business and Industry Specialist, will be able to assist you when you reach program completion. In addition, please check the MTC Career Board frequently for current job postings, found online on the MTC website at <https://www.ManateeTech.edu>.

FINANCIAL

Financial Aid

The Financial Aid Office provides financial assistance to students who, without such aid, would be unable to attend. Grants and scholarships do not have to be repaid; however, students must make satisfactory progress in their programs in order to continue to be eligible for awards. We do not offer student loans.

Financial Aid for Ability-to-Benefit Students: Manatee Technical College *does not offer* non-high school graduates “ability-to-benefit” status to qualify them for federal financial aid.

Financial Aid awards are processed on, or about, your published disbursement date. Your aid will cover any outstanding balance, showing in your account, for the term. Any overage will be issued in the form of a check and mailed to your address of record. This credit balance check is to help with other educational expenses such as food, housing, etc. In the event of an over award, the student is responsible to return those funds. Payment should be made directly onto the student’s account using his or her student portal or through the cashier at the Main Campus of MTC. Funds are never returned directly to the Financial Aid Office.

FAFSA

All students seeking financial assistance must complete the Free Application for Federal Student Aid (FAFSA). This application is available online at: <https://studentaid.gov/>. Our Federal School Code for all campuses is 015496. Adult applicants are required to complete a FAFSA at <https://studentaid.gov/> to qualify for the following services:
CareerSource Suncoast Bradenton, 600 8th Ave. West, Palmetto, FL 34221
941.358.4200 <https://careersourcesuncoast.com/>

CareerSource Suncoast Sarasota

3660 N. Washington Blvd. Sarasota, FL 34234

941.358.4200

<https://careersourcesuncoast.com/>

Federal Financial Aid (Title IV) Available at Manatee Technical College

Pell Grant

We are a clock hour school. Federal Regulation mandates that students attend all the hours of each Pell Grant Payment Period to be eligible for additional funding. Students must also maintain a minimum grade of “C” to remain eligible for Federal Aid. Students will be evaluated after 450 clock hours or at half of their program length if the program is less than 900 clock hours.

Federal Supplemental Education Opportunity Grant (FSEOG)

This grant is awarded to students with exceptional financial need. The student’s need is determined by completing a FAFSA. Awards will be given based on funds available and the number of students with exceptional need, as determined by their FAFSA.

Federal Work Study

This federal program provides jobs to students to earn money to help pay for their educational expenses. Students must have an unmet need as determined by the completion of the FAFSA in order to be considered for employment. Students must be enrolled in a program of 600 clock hours or more to be eligible. Applicants will be required to be fingerprinted for a background check before they are eligible to work. This process can only start after class begins. Students holding a Bachelors’ Degree are eligibility for the Federal Work Study program.

Veterans Educational Benefits

We are certified by the Florida State Approving Agency for Veterans Educational Benefits. Veterans may apply for educational benefits online at <https://www.va.gov/education/how-to-apply/>. Veterans are also encouraged to complete a FAFSA to determine their eligibility for additional funds.

State and Local Scholarships Florida’s Bright Futures Scholarships

Students who use Bright Futures to register, but do not complete their entire registration

period, will be required to pay back unearned awards or they will lose their Bright Futures eligibility.

Florida Student Assistance Grant

This grant is open to Florida Residents with financial need, as determined by the completion of the FAFSA, and who are enrolled in a technical program that is at least 450 clock hours. Students cannot be in default on any student loans or have a bachelor's degree. Proof of Florida Residency is required.

Florida Prepaid College Fund

Florida Prepaid Plans are Educational Savings Plans that are purchased on behalf of a student to be used at any qualified educational institution. Once enrolled, qualified students should present a current prepaid college fund document to Student Financials Coordinator. This document entitles students to use these funds to pay for their ***TUITION*** only.

Manatee Technical College Scholarship

This scholarship typically assists up to 50% of the costs of tuition only. Fees are not covered. In order to be considered for this scholarship, students are required to complete a FAFSA. This scholarship is open to Florida Residents, with a need, based on their cost of attendance. Students cannot be in default on any student loans or have a bachelor's degree.

Leave of Absence

If a Career and Technical Education 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, or military reasons. A student taking an approved leave retains their in-school status. A student who does not return from the approved leave of absence will be considered withdrawn. A leave of absence request can be initiated by making an appointment with your career counselor who can direct you on how to proceed. Students cannot be guaranteed reentry in the same class or semester if the leave of absence is extensive, see program policies for more information.

Adult Education students are not permitted to take a leave of absence due to statutory requirements and MTC attendance policy.

Payments

Please note that MTC does not require up-front payment for an entire Career and Technical Education program. All fees for each Occupational Completion Point (OCP) will be due 7 days before the start of that OCP. MTC policy is that students may not attend classes if they have an outstanding balance. All Financial Aid checklist items must be complete, and received by Financial Aid, 14 days prior to the payment date. Adult Education programs must be paid in advance, on a semester basis.

Refund Policy

Manatee Technical College 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.

A. Online Bookstore Return Policy

Any online purchases must be returned via the MTC Online Bookstore website according to the rules stated on the site. Purchases made on the Marketplace will be subject to the seller's return policy.

B. Main Campus Store Return Policy

All uniforms, and merchandise refunds and/or exchanges must be made *within five days of purchase*.

The original receipt is required for a refund. Clothing must be returned unwashed, and unworn, in the same condition they were sold in. Any returns eligible for a cash refund requires the completion of our Official Refund Form. Please contact the Main Campus Store for this form. This process can take up to six weeks to receive a refund check through the mail.

Books and uniforms purchased from the Criminal Justice Academy are non-refundable. For uniforms purchased from an outside vendor or online, the student must follow that vendor's refund policy.

C. Career and Technical Education Programs

Tuition and fees refunds are as follows:

1. If, before the first class meets, MTC cancels a class, denies a student's enrollment, or a student withdraws:
 - a. TUITION: 100% refund

- b. FEES: All fees refunded except application fee
- 2. If a student is enrolled, or enrolls in an OCP, but withdrawals prior to the end of the 5th class day:
(Exception: OCP's that are less than 32 hours).
 - a. TUITION - 100% refund
 - b. FEES - All fees refunded, excluding application, and administration fees
- 3. If a student is enrolled and withdraws after the 5th class day of the programs start date:
 - a. TUITION - No refunds
 - b. FEES - No refunds except for drug testing/background checks (if the test or check has not yet been performed) and certification fees.

Remaining balances of \$5.00 or less will not be refunded.

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 CTE (Basic Skills Assessment) test.

Refunds for students who are in the military and are called to active duty will be approved on an individual basis by the director and/or an assistant 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, MTC will refund tuition and fees without a request from the student. All refunds will be processed within 45 days of the completed refund request or after a students' unofficial withdrawal has been ascertained. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once per 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.

D. Adult Education Programs

Tuition and fee refunds are as follows:

1. If, **before the first class meets**, MTC cancels a class, denies a student's enrollment, or a student withdraws:
 - a. TUITION: 100% refund
 - b. FEES: All fees refunded except application fee
2. Students may request a refund through a counselor prior to their class start date
3. No refunds will be provided to Adult Education students after the start of their scheduled class(es).

Additional Information

Anyone eligible and requesting a cash refund must fill out our **Official Refund Form**. This process can take **up to six weeks** to receive a refund check through the mail.

Program Transfers

Any student who wishes to transfer from one Career and Technical Education program to another must 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 for registration costs, including any aid used from Financial Aid to purchase books. Students must contact financial aid to determine eligibility in another program. Any student who wishes to transfer from full time to part time or from part time to full time must see a counselor for approval and must meet with financial aid to determine continued eligibility. These changes may not be approved.

Veterans

We are certified by the Florida State Approving Agency for Veterans Educational Benefits. Veterans may apply for educational benefits online at <https://www.va.gov/education/how-to-apply/>.

Veterans are also encouraged to complete a FAFSA to determine eligibility for additional Federal/State grants funding. MTC does not participate in Student Loans.

Army, Coast Guard, Marine Corps, and Navy Transcripts

Space Force Transcripts are currently being added.

<https://jst.doded.mil/official.html>

Air Force Transcripts

<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/>

Educational Benefits Available

Chapter 33: Post-9/11 GI Bill®

Chapter 30: Montgomery GI Bill® – Active-Duty

Chapter 31: Veteran Readiness and Employment

Chapter 35: Dependents' Educational Assistance

Chapter 1606: Montgomery GI Bill® – Selected Reserve

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

Tuition Assistance

MTC will accept approved tuition assistance vouchers from the Air Force, Army, Coast Guard, Marine Corps, Navy, and National Guard. MTC does not participate in Student Loans.

Pay Rates

You can check the current pay rates here: <https://www.va.gov/education/gi-bill-comparison-tool/>.

You can explore our programs on our website. On each program page, you will find the contact information for the career counselor of that program who can help you enroll. During the enrollment process, you will learn about the graduation requirements and the time it will take you to complete that program. The career counselor of that program is also your Academic Adviser.

HEALTH AND SAFETY

Campus Security Report

This report contains emergency information, crime definitions, and crime statistics for Manatee Technical College. It is designed to provide information concerning safety and security on all Manatee Technical College campuses should an emergency occur.

The document is located on this webpage: <https://www.manateetech.edu/quick-docs/>

Controlling the Spread of Communicable Diseases

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety. To protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization under Policy 5320, and other means for controlling communicable disease spread through normal interaction in the school setting as set forth in Policy 8450.

Counseling/Treatment Programs

MTC is committed to providing each of its students and staff with a drug-free environment in which to attend classes and work. From a safety perspective, the users of drugs or alcohol may impair the well-being of students and staff, interfere with MTC's educational environment, and result in damage to college property. Therefore, it is the college's policy that the unlawful manufacturing, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances or alcohol is prohibited on all MTC campuses or as part of any college-sponsored activity. MTC encourages the identification and treatment of alcohol and chemical dependency in its early stages before school or work is affected. Students interested in speaking with someone on campus may contact a career counselor at 941.751.7900. The following organizations offer drug/alcohol counseling and treatment programs:

- Alcoholics Anonymous: <https://www.aa.org>
- Centerstone: <https://centerstone.org/locations/florida/>
- <https://centerstone.org/locations/florida/facilities/centerstone-bradenton-hospital-and->

- Manatee County Health Department: <http://manatee.floridahealth.gov>

Drills & Emergencies

Regulations require that multiple fire drills be held periodically during the school year. MTC will also have at least two tornado drills each school year. In addition, the college also has other emergency drills. Each exit in each campus building is clearly indicated. During all drills, follow the instructor's directions. Causing a false alarm or reporting an alarm that is false, is a criminal offense in the State of Florida. 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 or exit the building if safe to do so.

Drug Screenings

Students must participate in a drug screening at MTC because the programs listed below involve heavy machinery. If under the influence, the student could cause harm to themselves or others. The programs that require drug screening are as follows: Advanced Manufacturing, Automotive Service (due to the electric over hydraulic lifts and strut spring compressor), Auto Collision (due to electric over hydraulic lift, welders, and jib crane), Carpentry and Building Trades & Construction Design (due to the routers, joiners, planers, table saws, and roof work), Diesel Mechanic (due to the electric over hydraulic lifts and strut spring compressor), Emergency Medical Technician, Florida Law Enforcement Academy, Fire Fighter I & II, Fire Fighter/Emergency Medical Technician Combined, Marine Service (due to jib crane and motor testing station similar to a dynamometer for marine engines), Electrician (because the final course in the program is Industrial Electricity), Electrical and Instrumentation Technology, Heating, Ventilation and Air Conditioning, Industrial Technology, Machining, Paramedic, Welding (due to the grinders and possibility for explosion from gases).

If an internship, apprenticeship, or clinical site requires a drug test prior to allowing the student on their site, the student will be subject to a suspicion-less drug test at their expense. These programs include all nursing programs, Dental Assisting, EMT, Fire Fighter, Paramedic, Medical Assisting, Pharmacy Tech, and Surgical Technology.

Drug testing will be done randomly throughout the academic year. During the drug test, the students will be asked to submit to a urinalysis. Drug screenings are completely confidential and will only be shared with appropriate college personnel, and parents or

guardians of high school students under the age of 18. Students must test negative to remain in the program and avoid consequences.

Exceptions will be made if medical documentation is provided explaining the validity of a legally prescribed chemical presence. All prescriptions must be in the original container and dated within one year. This does not include a physician's order or referral.

If a student tests positive, it will result in immediate withdrawal. The student would not be eligible to return until the next term the OCP is available AND provide a negative drug screening from an authorized drug testing company. The student can contact their career counselor for the most updated list of these companies.

Please note that some licensure programs may have more restrictive policies regarding a positive test. See the program counselor for these requirements. **Again**, those that test positive are excluded from certain programs based on the health, safety, and welfare of themselves and others. If a student is in a dual-enrolled high school program, the parent will be notified, the high school will be notified, and the student will be returned to their districted high school.

Reasonable Suspicion: If any student during the school year exhibits suspicious behavior in or around Manatee Technical College or clinical site, the instructor will immediately secure help from a second instructor, administrator, or faculty member. The emergency hotline for drug testing will be called immediately. The student will be escorted to the office to wait for the drug testing company to come and test the student. Reasonable suspicion may result in a urinalysis test. If alcohol is suspected, the student may be subject to a breath-test.

Refusal of Testing: If a student leaves for any reason before or after the drug testing company arrives, it will be considered a positive drug test and appropriate consequences will be followed.

Challenge of Testing: If the student feels that his/her drug test is a "false positive", the results will be sent automatically to the lab for further testing. The student will remain out of the program until the results are returned.

Drug/Alcohol Abuse and Prevention

No student or staff shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.

No student may unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drugs, hallucinogenic drugs, amphetamines, barbiturate, marijuana, anabolic steroid or any other “controlled substance” before, during, after school hours on any Manatee Technical College, or at college-sponsored activities or events.

Harassment

District technical colleges shall inform students and employees at orientation and on their websites of the existence of the Florida Department of Law Enforcement sexual predator and sexual offender registry website and the toll-free telephone number that gives access to sexual predator and sexual offender public information pursuant to Florida law. The Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website may be accessed at:

<https://offender.fdle.state.fl.us/offender/sops/home.jsf>. FDLE toll-free number: 1.888.357.7332 (for TTY Accessibility: 1.877.414.7234)

No one should be subjected to harassment or bullying at this school for any reason. It is expected that all students will treat others in ways that convey respect and consideration for individuals, regardless of race, marital status, national origin, creed, religion, gender, sexual orientation, age, or disability. Both bullying and harassment are prohibited at the college, during college-related activities (whether on or off campus), and through the use of computers or other electronic devices, which is known as cyberbullying.

Cyberbullying and harassment are also prohibited through the use of off-campus internet posting, phone calls, or text messaging if such behavior disrupts the orderly environment of any district school, college, or activity or interferes with the educational opportunities of others.

Such conduct referencing or directed at an individual or group that demeans the person/group based on race, ethnicity, religion, gender, sexual orientation, creed, age, disability, or other extraneous factors is prohibited and shall be grounds for disciplinary action. Disciplinary action for students found or deemed guilty of bullying or harassment will be dependent upon, but not limited to, the student’s attitudes, intent, the effect on other students and/or staff, mitigating circumstances, and the student’s disciplinary history. Consequences and appropriate remedial action for students who engage in bullying or harassment may range from positive behavioral interventions up to and including suspension, reassignment to an alternative program, and expulsion.

Racial harassment – includes name-calling, taunting, gestures, intimidation, conduct, jokes, pictures, and slurs is prohibited. Such conduct referencing or directed to individuals or groups that demeans them based on race or ethnicity is prohibited and is grounds for disciplinary action, including suspension and/or expulsion.

Sexual harassment and “sexting” - includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive college or work environment. This can include:

- Sexually suggestive looks or gestures.
- Sexual jokes, pictures, or teasing.
- Pressure for dates or sex.
- Sexually demeaning comments in person, online or on social media.
- Deliberate touching, cornering, or pinching.
- Attempts to kiss or fondle.
- Threats, demands, or suggestions that favors are granted in exchange for sex or tolerance of sexual advances

If while under the jurisdiction of the School District you post, send or forward to anyone else a nude or sexually revealing photo of a person through the internet or text message, or if you show such photos to other people, you will be suspended from the college, and you may be recommended to be withdrawn. You may also be subject to arrest for violation of child pornography laws if the student in the photo is a minor. If you are found to have sent any such images or messages to other students or faculty of the college, regardless of time or location, you still may be subject to college-based consequences under Florida cyberbullying and harassment laws.

Disciplinary action for students guilty of sexual harassment will be dependent upon, but not limited to, the student’s attitudes, intent, the effect on other students and/or staff, mitigating or aggravating circumstances, and the student’s disciplinary history. Based on these factors, discipline may be imposed, up to and including suspension or withdrawal. Law enforcement may be contacted. Please refer to the School District of Manatee County Student Code of Conduct for further information.

Hazing

Students shall not participate, or conspire for others to participate, in harassing acts that may injure, degrade, disgrace, or put others at risk in any way. Hazing may result in suspension or withdrawal.

Severe Weather

Manatee Technical College will follow the severe weather closings of the School District of Manatee County. Monitor the situation on the TV or online or listen to local weather reports for announcements of school closings.

Student Accidents & Injuries

In the event of an accident or injury on campus, students are responsible for notifying the instructor or other MTC 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 emergency contact information in our PeopleSoft: Campus Solutions student information system.

Limited Student Accident Insurance – Full-time, Career Preparation and Adult Education students attending any campus day or night are covered, as are students on clinicals and field trips. Students attending Continuing Education are not covered. High school students are covered through the district's policy and do not pay the fee. Again, all accidents must be reported to an instructor or available staff member immediately. Student accident insurance is a secondary insurance policy. Students should file an initial claim with their own insurance first.

Technology and Internet Safety Policy

Technology is an integral part of your educational experience and must be used in a way that is consistent with the goals of the School District of Manatee County (SDMC). Technology includes, but is not limited to, computers, other electronic devices, software, email, the Internet, and other network resources. Your use of technology is a privilege, and you are responsible for using it appropriately. This includes the use of district technology while off school property. Refer to the discipline matrix for possible disciplinary consequences.

The following are improper uses of technology:

- a. Photographing, recording, or using images of any person without their knowledge or consent.
- b. Accessing pornographic or obscene images, language, or materials, including screen savers.
- c. Transmitting any material in violation of federal, state, local law, School Board policy, regulation, or the District Code of Student Conduct. This includes but is not

limited to copyrighted material; threatening, obscene or pornographic material; test questions or answers; student work products; trade secrets; and computer viruses or malware.

- d. Using technology for commercial activities unless explicitly permitted by the School Board.
- e. Modifying the original SDMC pre-set software image including, but not limited to loading software applications not authorized by SDMC; changing the computer name; changing or removing operating system extensions; altering security/filtering software; altering the pre-loaded operating system or application; or taking apart the computer for access to internal parts.
- f. Downloading music, games, or videos at any time on a district computer.
- g. Using cellular phones or other wireless communication devices during unauthorized times of the school day. Cellular phones, tablets, and other electronic devices may only be used on campus before or after school unless your school has different policy restrictions, or you have permission from an administrator or designee.
- h. Using email, instant messaging, texting, web pages or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community, including engaging in cyber-bullying, harassment, or “sexting.”
- i. Gaining or attempting to gain unauthorized access to SDMC networks, computer servers, or data files.
- j. Gaining or attempting to gain unauthorized access to non-SDMC networks, computer servers, or data files utilizing SDMC equipment.
- k. Using profanity, obscenity, or other language which may be offensive to another person, or reposting personal communications without the author’s prior consent, when using computer network access.
- l. Downloading or printing any material that is deemed inappropriate by the School District.
- m. Attempting to log on to the SDMC network or other district-affiliated systems using another’s identity or password.
- n. Sharing logins and passwords to the SDMC network.
- o. Bypassing or attempting to bypass SDMC filtering software.
- p. Unauthorized disclosure use and dissemination of personal information regarding students, unauthorized online access by students, including hacking and other unlawful activities, and access by students to inappropriate matters on the Internet is prohibited.

NOTE: There is no right or expectancy of privacy on District provided or owned technology. College officials may review any information or files on such technology at any time.

Tobacco-Free Policy

Use of ALL tobacco products is prohibited on all School District of Manatee County owned or leased property, including, but not limited to, all interior and exterior parts of any campus, ancillary facilities, work sites and facilities, parking lots and vehicles, as well as at any event sponsored by MTC or the School District of Manatee County. Any non-employee who has been given notice of this policy by a college 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, any vaping products, cigars, pipes or blunts; rolling/loose tobacco; smokeless tobacco such as chewing tobacco, dip, snuff, snus, or any other substance containing tobacco, nicotine or product simulating the use of effects of tobacco.

POLICIES/PROCEDURES

Acknowledgment of Responsibility

Failure to review the student code of conduct will not relieve the 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. By enrolling at Manatee Technical College, you agree to abide by this Student Handbook.

Academic Integrity

As a part of the School District of Manatee County, Manatee Technical College is committed to fostering a culture of academic integrity. Students, instructors, administration, and parents understand that hard work produces great results.

As a student at Manatee Technical College, you agree that:

- I learn best when I complete my own work.
- I am responsible for protecting my own work.
- Asking for help when I do not understand how to complete my work is a positive practice.
- It is important to give credit to sources and their authors.

There are academic and disciplinary consequences for cheating.

- **CHEATING** includes all the following, **but is not limited to:**
 - Copying the work of others or claiming someone else's work to be mine.
 - Allowing others, including family, friends, or classmates to complete my work.
 - Completing work for someone else.
 - Using archived work from previous terms.
 - Sharing answers, questions, or work, unless specifically instructed to do so by my classroom teacher.
 - Participating in inappropriate testing behavior.
 - Using electronic devices, the Internet, or social media to achieve any of the above.
 - Plagiarizing, whether it is done intentionally or accidentally.
 - Representing work generated by artificial intelligence (AI) to be mine or submit such work in a way inconsistent with my teachers' expectations.
- **PLAGIARISM** includes all the following, **but is not limited to:**
 - Copying from sources without directly quoting and properly citing those sources.
 - Paraphrasing from sources without citing those sources or taking ideas from sources without citing those sources.

Attendance

Career & Technical Education Students and Adult Education Students

- Students are expected to be in class, on time and 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 college-sponsored activity are marked present.
- If a student is unable to attend a scheduled class or field trip, the student shall contact the instructor to self-report the absence.
- Any student with five full absences or a combination of partial absences during a quarter may be withdrawn based on the instructor's or career counselor's recommendation.
- Two partial attendance days (missing more than an hour including being late or leaving early) count as one absence.
- Three tardies or three leaving the class early count as an absence.
- In compliance with Florida statute, any adult student with six consecutive absences shall be withdrawn. The withdrawal date shall be the first of the six days the student was absent.

- Please note that some programs may require more stringent attendance policies due to licensure and/or state certification requirements.
- ***First Withdrawal for Poor Attendance:*** A student withdrawn due to poor attendance may apply for readmission for the next semester. Students previously withdrawn for attendance reasons and who are later readmitted will be required to comply with a Performance Improvement Plan to remain in the program. See Specific Program policies for more information.
- ***Second Withdrawal for Poor Attendance:*** A student withdrawn for poor attendance a second time must be out of school until the next school year begins and may apply for readmission; the student will be accepted on a space-available basis. A Performance Improvement Plan must be signed before the student can re-enter the program. See Specific Program policies for more information.
- ***Third Withdrawal for Poor Attendance:*** Any student withdrawn for poor attendance a third time may apply for readmission after one school year. See Specific Program policies for more information. Please note that some programs may require more stringent attendance policies due to licensure and/or state certification requirements.

Adult Education Students

In addition to the policies in the above section, the following also apply to Adult Education courses:

100% Online GED® preparation and ESOL Courses

- Online GED® preparation and ESOL students must complete at least 10 hours of work in their assigned online program(s) each week. Failure to complete 10 hours of coursework in any given week may result in withdrawal from the online GED® preparation and/or ESOL class.
- In compliance with Florida statute, any 100% online Adult Education Student with six consecutive absences, the equivalent of zero hours of online work in a one-week period, may be withdrawn.

Hybrid GED® preparation and ESOL courses

- Hybrid GED® preparation and ESOL students must complete at least five hours of work in their assigned online program(s) each week AND attend face-to-face classes two days each week. Failure to complete 10 hours of course work, five hours of online work AND five hours of face-to-face class in any given week may result in withdrawal from online GED® preparation and/or ESOL class.
- In compliance with Florida statute, any hybrid Adult Education student with six consecutive absences, the equivalent of zero hours of online work who also does

not attend class twice in the same week, shall be withdrawn.

100% Face-to-Face students

- In compliance with Florida statute, any face-to-face Adult Education student with six consecutive absences shall be withdrawn.

Dual Enrollment

- High school students are expected to follow the MTC attendance policies.
- High school students who drive to campus or ride with a driver are expected to arrive and leave the classroom at regular MTC school hours (not high school bus hours).

Cell/Mobile 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 college-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. During a lockdown, you must silence your cell phone.

Dress Code

The dress and grooming of district students shall be neat and clean, promoting a safe and positive educational environment. Apparel that disrupts educational activities and processes of the school may result in the removal of the student from the regular learning environment until acceptable apparel can be secured for the student. Failure to comply with the dress code may result in disciplinary consequences outlined in state statute and the district discipline matrix.

Requirements for student dress in all schools are listed below:

- a. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- b. Shorts, skirts, divided skirts, dresses, and culottes are allowed. They must be mid- thigh length or longer.
- c. All trousers, pants, or shorts must fully cover undergarments, including boxer shorts.
- d. All clothing, jewelry, or tattoos shall be free of the following: profanity; violent images, wording, or suggestion; sexually suggestive phrases or images; gang

related symbols; alcohol, tobacco, drugs, or advertisements for such products.

- e. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers. Each program may specify footwear needed for safety in the classroom.

Further Clarification/other requirements:

- a. Form-fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
- b. See-through or mesh fabric clothing may only be worn over clothing meeting requirements.
- c. Clothing must be an appropriate size, with the waist of the garment worn at the student's waist.
- d. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- e. Sunglasses may not be worn inside unless a parent provides a doctor's note to the school. Field trips are an exception.
- f. Bandanas or sweatbands are not allowed to be visible on school grounds during regular school hours.
- g. Hats or other head coverings may be worn during outside activities and may not be worn during any portion of the regular school day without the expressed permission of the director or designee.
- h. If the school has a mandatory school uniform policy, the student must adhere to those requirements.

ID Badges

All students must always wear their MTC identification badge. It must be always visible while on campus. IDs are part of the administrative fee during initial enrollment. 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 \$10.

Lost and Found

All articles found on campus are to be turned in to the Administration Office. Lost articles not claimed may be disposed of after 30 days.

Manatee Technical College and the School District of Manatee County are not responsible for lost, stolen, or broken items while on campus.

Parking

All student-driven vehicles must have a parking tag that can be obtained from the MTC Outfitters store on the Main Campus or from the front desk in the Conard Building at East Campus. Students must have a valid driver's license to be issued a parking permit. The cost is part of the administrative fee; the tag must always be displayed on the vehicle. No skateboards or hoverboards are allowed on campus. Manatee Technical College nor the School District of Manatee County is responsible for damage or theft to cars, trucks, bicycles, or motorcycles, etc., or their contents. Do not park in visitor spots or in disabled parking unless you are a visitor or have the proper permit.

Searches and Seizures

You, your locker, vehicle, purse, backpack, and other personal possessions may be searched if there is a reasonable belief (suspicion) that any of them contain drugs, weapons, contraband, or other items not permitted on campus. If you refuse to consent to a legal search while on school property or under the jurisdiction of school personnel, administrative action may be taken that would be consistent with possessing any unauthorized or illegal items you were suspected of carrying. Running or fleeing from staff so as to prevent a justified search may also be grounds for similar administrative action. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. Routine checks by the dogs are not considered a search; however, an alert by the dog gives reasonable suspicion for a search. Dogs may not check students themselves to determine probable cause for a search. The use of trained dogs is a safety precaution to provide you with a safe school in which to learn. Metal detectors may be used on campus.

Student Discipline

For a detailed description of Student Discipline, you can locate the School District of Manatee County Code of Student Conduct on the District website at www.manateeschools.net. Click on "Parents and Students" then "Student Code of Conduct."

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. BY ATTENDING MTC, YOU AGREE TO ABIDE BY THIS HANDBOOK.

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 safety. Corrective responses to infractions become progressively more severe as one moves upward in the levels of misconduct. It is the administrator's or their designee'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. **It is important to understand that certain programs might have different and more severe corrective measures based on program guidelines. These guidelines will be explained to students when enrolled in the programs.**

LEVEL 1 - Disciplinary Infractions and Administrative Actions

Infractions	Administrative Actions
<ul style="list-style-type: none">• Disrespect for Others• Disruptive behavior• Dress Code Violation• Failure to properly display student ID (1st Offense)• Horseplay• Inappropriate Behavior (minor)• Medication Policy Violation (Over the Counter or legitimate prescription) – possession or use only• Tardy to Class• Technology – Inappropriate Use or unauthorized use• Violation of Attendance Procedures	<ul style="list-style-type: none">• Counseling and redirection• Verbal reprimand• Return of property, payment for same or restitution for damages• Performance Improvement Plan• Suspension after Multiple Infractions

LEVEL 2 - Disciplinary Infractions and Administrative Actions

<p>Infractions</p> <ul style="list-style-type: none"> • Aggression, Non-Physical • Bullying - 1st Offense • Cheating or Plagiarism • Contraband – Possession • Defiance • Disrespect to Staff or Authority • Endangerment • Harassment - 1st Offense • Inappropriate Behavior (major) • Possession of E-Cigarette/Vape • Theft (Less than \$750) (LE-Optional) • Tobacco (Possession/Use if under the age 18) (S) (LE-Optional) • Tobacco (Possession/Use if 18 years of age or older) • Vandalism (under \$1,000) (LE – Optional) 	<p>Administrative Actions</p> <ul style="list-style-type: none"> • Performance Improvement Plan • Confiscation of unauthorized materials • Suspension from the college** • Return of property, payment for same, or restitution for damages • Temporary or permanent removal from extracurricular/co-curricular program or activity such as a field trip, graduation or other event
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** FS 1006.09(1)(b) Written notification, within 24 hours, by U.S. Mail
 (LE) Notify Law Enforcement
 (S) SESIR Report to Florida Department of Education

LEVEL 3 - Disciplinary Infractions and Administrative Actions

Infractions

- Aggression, Physical
- Alcohol Possession or Use or distribution (S) (LE-Optional)
- Bullying – Repeated (S) (LE-Optional)
- Contraband
- Dating Violence or Abuse
- Drugs – Poss./use (S) (LE-Optional)
- Fighting
- Gang Related Activity
- Harassment (repeated) (S) (LE)
- Hazing
- Other Serious Misconduct
- Sexting (LE-Optional) (DCF-Optional)
- Sexual Harassment (S) (LE) (DCF)
- Sexual Other (S) (LE) (DCF)
- Theft (over \$750) (S) (LE)
- Trespassing (S) (LE)
- Vandalism under \$1,000 (LE-Optional)

Administrative Actions

- Performance Improvement Plan
- Suspension from the college**
- 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
- Recommendation for Expulsion/Withdrawal

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

(LE) Notify Law Enforcement

(S) SESIR Report to Florida Department of Education

(≠) Report to Law Enforcement and/or SESIR if original, Department of Children and Families (DCF).

LEVEL 4 - Disciplinary Infractions and Administrative Actions

Infractions	Administrative Actions
<ul style="list-style-type: none"> • Arson (S) (LE) • Battery (S) (LE) • Disruption on Campus (S) (LE) • Drugs, distribution (S) (LE) • False Accusation • Fighting (S) (LE-Optional) • Other Major (S) (LE – Optional) • Physical Attack (S) (LE – Optional) • Robbery (S) (LE) • Sexual Assault (S) (LE) • Sexual Battery (S) (LE) (DCF) • Threat (S) (LE) • Weapon-like contraband possession • Weapons – Possession or Use of (S) (LE) (LE-Optional) 	<ul style="list-style-type: none"> • Suspension from the college** • Extended suspension ** • Recommendation for Expulsion /Withdrawal

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

(LE) Notify Law Enforcement (S) SESIR Report to Florida Department of Education

(≠) Report to Law Enforcement and/or SESIR if original infraction is reportable Notify Department of Children & Families

Talent/Participant Release

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA requires that the School District of Manatee County, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from a child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from education records in certain publications. Examples include but are not limited to:

- Advertisements
- Press Releases
- Honor Roll or other lists.
- Graduation programs; and
- SkillsUSA, HOSA, Honor Societies, activity sheets.
- Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.
- Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and law enforcement agencies.

If you are over the age of 18 and object, you must object in writing to your instructor who will inform Manatee Technical College Administration.

If parents of a minor do not want the School District to disclose directory information from their child's education records without prior written consent, they must notify the District in writing by September 15th of each year or within 30 days of receiving this annual notice. The School District has designated the following information as directory information:

- Student's name.
- Electronic mail address.
- Photograph or other likeness.
- Date and place of birth.
- Major field of study.

- Dates of attendance.
- Grade level.
- Participation in officially recognized activities.
- Degrees, honors, and awards received.
- The most recent school attended.

NOTE: Objecting to the release of directory information may result in your name, photograph, video/audio and other directory information being excluded from publications and press releases. Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access school records. Copies of school records are available for a minimal copying charge. If you have any questions about these rights, please contact your school office.

Uniforms

MTC has a program-specific uniform policy. All students are required to wear their program's uniform shirts (and pants, and specific shoes, if required). Refer to individual Program Guidelines for exact details, including program-specific information regarding hair, makeup, and jewelry.

Video Cameras on Campus

Video surveillance is in use on each campus.

Weapons and Firearms

According to Florida Statute 790.115(2)(a) students will not possess any firearm, destructive device, or other weapon as defined in F.S. 790.001(13). Withdrawal from the program is required, even if you brought the firearm or weapon for self-defense. The Director or designee may give permission to utilize a gun or weapon while on campus or at a school function when the gun or weapon is part of the curriculum of the MTC Law Enforcement program drills and at the firing ranges.

NOTE: Per F.S. 790.115, the School District of Manatee County strictly prohibits any firearms from being stored in student vehicles parked on any school grounds or at any school-sponsored event. Any violation is immediately reported to law enforcement. If you bring weapon-like contraband to school, to any school function, or onto any school sponsored transportation, or if you use any non-weapon as a weapon to threaten or injure others, you will be withdrawn from your program and reported to law enforcement.

STUDENT SUPPORT

Equity, Diversity, and Inclusion Policy

The School District will ensure equal opportunity and access in relation to all stakeholders: students, families, and staff within the School District community, by valuing, acknowledging, recognizing, and celebrating everyone in our school system. We are committed to inspiring our school community to be accepting, open-minded, and willing to learn from individuals from various backgrounds.

The School District has adopted policies and procedures that promote diverse and equitable access for all stakeholders: students, families, and staff within the School District community regardless of race, color, national or ethnic origin, language, culture, gender, sex, gender identity, gender expression, sexual orientation, religious and spiritual beliefs, age (except as authorized by law), political beliefs, marital status, handicapping condition(s), social and family background (collectively protected characteristics), or physical and learning abilities.

<https://go.boarddocs.com/fl/mancofl/Board.nsf/Public#> (po9142)

Freedom of Expression

The free expression of student opinion is an important part of education in a democratic republic. A student's verbal and written expression of private opinion on college premises is to be encouraged if it does not disrupt the educational process or interfere with the rights of others.

Distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a disruption of the educational process is likely to result or does result from such activity. Disruption includes:

- Inability to conduct classes or school activities, or inability to move students to/from class or other activities.
- Breakdown of student order.
- Widespread shouting or boisterous conduct.
- Physical violence, fighting, or harassment of any kind among students.
- Intimidation, harassment, or other verbal conduct (including swearing, disrespectful or insulting speech to students, teachers, administrators, or college personnel) creating a hostile educational environment.

- Defamation or untrue statements.
- Statements that attack ethnic, religious, gender, or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response will result in suspension or possible withdrawal.
- Student participation in a boycott, sit-in, stand-in, walk-out or similar activity.
- Speech encouraging disobedience of college rules or health and safety standards (such as apparel advertising alcohol, drugs, tobacco, etc.)
- Official college publications (such as our Program Guide or any other publication) and student expression that occurs under circumstances where it is sponsored or endorsed by the college (such as speech at student assemblies or dramatic productions) are not private speech of students. Rather, they are public communicative activities of the college, over which the college retains control to the extent permitted by the First Amendment and state statutes. Such speech shall be subject to regulation not only under the standards set forth in the paragraph above but also for any other legitimate educational reasons as determined by the college. Students who violate the standards for verbal and written expression shall be subject to corrective action or disciplinary action, up to and including suspension or being withdrawn.

Prohibition of Discrimination and Title IX

Manatee Technical College (MTC) is part of the School District of Manatee County. The School Board does not discriminate on the basis of race, color, ethnicity, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), ancestry, genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities. It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations. The Superintendent shall appoint a compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries, or complaints are dealt with promptly in accordance with the law. S/He shall also require that 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 Age Discrimination in Employment Act will be provided to staff members and the public. Any sections of the District's collectively bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar

to that in the Board's statement above.

Please see the following link for contact information www.manateeschools.net/titleix

Student Clubs / Activities

HOSA-Future Health Professionals

HOSA-Future Health Professionals is a global student-led career and technical organization endorsed by the U.S. Department of Education and the Health Science Education Division of the Association for Career and Technical Education (ACTE). The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience. Its purpose is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science Education instructional program. HOSA provides opportunities for students to develop, practice and refine their technical, leadership, and teamwork skills to achieve a seamless transition from education to a health care career. The MTC postsecondary/collegiate chapter is open to any student enrolled in a postsecondary health science program during the current school year.

National Technical Honor Society

The National Technical Honor Society is an honor organization for students who achieve outstanding success in vocational-technical education. It is America's foremost scholastic honor for excellence in workforce education. Fewer than two percent of America's secondary and postsecondary students are nominated for membership into this prestigious organization. Students are nominated by their instructors and a ceremony is held bi-annually to induct new members.

SkillsUSA

SkillsUSA is a national career and technical student organization that serves trade, industrial, and technical students, and instructors. SkillsUSA is dedicated to developing a well-rounded education by enhancing leadership, citizenship, safety, and skill training. Members compete on regional, state, and national levels in their skill areas as well as leadership and occupationally related contest areas. The instructors at Manatee Technical College support and encourage participation in this student organization.

National Adult Education Honor Society

The National Adult Education Honor Society is a national organization providing “meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs and to create adult education awareness with school administrators and state legislators.” Students are nominated by their instructors “based on dependable attendance, a cooperative attitude, and work ethic.”

Student 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.
2. If the situation cannot be resolved, the student should see his or her career counselor, or program director to discuss the grievance. During this meeting, the counselor/director/coordinator will assist the student in documenting the grievance, the actions that need to be taken towards resolution, and the results of those actions taken.
3. If a resolution could not be reached, the student will make an appointment with the campus Assistant Director. During this meeting, the Career Counselor can be present as the student’s advocate. All further actions taken and the results of those actions must also be documented. If a resolution is not reached by this point, the Assistant Director will organize a Grievance Hearing that consists of a non-partisan group that will review all the documentation compiled. They will then separately discuss the grievance with the student and the instructor/staff member. The members of the group will then discuss the findings and arrive at a mutually agreed upon resolution. This resolution will be presented separately to the student and then to the instructor/staff member. If the student is not satisfied with the Grievance Hearing resolution, the next step is to:

4. Make an appointment to meet with the MTC Director. All previously collected documentation, including the resolutions derived from the Grievance Hearing, will be forwarded to the MTC Director for review prior to the meeting with the student. If resolution cannot be reached at the college level, the student may:
5. Seek resolution at the district level from the following individuals in the following order: Executive Director of Adult, Career and Technical Education; Deputy Superintendent of Operations; Superintendent of Schools; and finally, the School Board of Manatee County.
6. If the issue cannot be resolved at the district level, the student may contact the Florida Division of Career, Technical & Adult Education (DCAE)
<http://www.fldoe.org/academics/career-adult-edu/division-directory.stml>.
7. If you believe that your complaint has not been addressed satisfactorily, after exhausting all Manatee Technical College's complaint or grievance procedures, you may contact for additional information/guidance: Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Phone: (800) 917-2081 FAX: (770) 396-3790 <http://www.council.org>

Where To Go For Help

MTCdashboard.net

For your class schedule, grades, assignments, financial balance, financial aid, academic advising notes, to find your advisor's name, view items you need to submit or outstanding fees, update your personal information, apply for graduation or to check your application status, visit: <https://manateeschoolsfl.scriborder.com/>

References

Student Calendar and Maps

Calendar 2023-24

Manatee Technical College

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					0/0
October 2023						
Su	M	Tu	W	Th	F	Sa
1	2,253.5	3,260	4,266.5	5,273	6,279.5	7
8	9,286	10,292.5	11,299	12,305.5	13	14
15	16,312	17,318.5	18,325	19,331.5	20,338	21
22	23,344.5	24,351	25,357.5	26,364	27,370.5	28
29	30,377	31,383.5				21/22
January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9,591.5	10,598	11,604.5	12,611	13
14	15	16,617.5	17,624	18,630.5	19,637	20
21	22,643.5	23,650	24,656.5	25,663	26,669.5	27
28	29,676	30,682.5	31,689			16/18
April 2024						
Su	M	Tu	W	Th	F	Sa
	1,923	2,929.5	3,936	4,942.5	5,949	6
7	8,955.5	9,962	10,968.5	11,975	12,981.5	13
14	15,988	16,994.5	17,1001	18,1007.5	19,1014	20
21	22,1020.5	23,1027	24,1033.5	25,1040	26,1046.5	27
28	29,1053	30,1059.5				22/22

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8,65	9,13	10,19.5	11,326	12
13	14,32.5	15,39	16,45.5	17,52	18,58.5	19
20	21,65	22,71.5	23,78	24,984.5	25,91	26
27	28,97.5	29,104	30,110.5	31,117		
						18/23
November 2023						
Su	M	Tu	W	Th	F	Sa
			1,390	2,396.5	3,403	4
5	6,409.5	7,416	8,422.5	9,429	10	11
12	13,435.5	14,442	15,448.5	16,455	17,461.5	18
19	20	21	22	23	24	25
26	27,468	28,474.5	29,481	30,487.5		
						16/16
February 2024						
Su	M	Tu	W	Th	F	Sa
				1,695.5	2,702	3
4	5,708.5	6,715	7,721.5	8,728	9,734.5	10
11	12,741	13,747.5	14,754	15,760.5	16,767	17
18	19	20,773.5	21,780	22,786.5	23,793	24
25	26,799.5	27,806	28,812.5	29,819		
						20/20
May 2024						
Su	M	Tu	W	Th	F	Sa
			1,1068	2,1072.5	3,1079	4
5	6,1095.5	7,1092	8,1098.5	9,1105	10,1111.5	11
12	13,1118	14,1124.5	15,1131	16,1137.5	17,1144	18
19	20,1150.5	21,1157	22,1163.5	23,1170	24,1176.5	25
26	27	28,1183	29,1189.5	30,1196	31,1202.5	
						22/22

September 2023						
Su	M	Tu	W	Th	F	Sa
					1,123.5	2
3	4	5,130	6,136.5	7,143	8,149.5	9
10	11,156	12,162.5	13,169	14,175.5	15,182	16
17	18,188.5	19,195	20,201.5	21,208	22,214.5	23
24	25,221	26,227.5	27,234	28,240.5	29,247	30
						20/20
December 2023						
Su	M	Tu	W	Th	F	Sa
					1,494	2
3	4,500.5	5,507	6,513.5	7,520	8,526.5	9
10	11,533	12,539.5	13,546	14,552.5	15,559	16
17	18,565.5	19,572	20,578.5	21,585	22	23
24	25	26	27	28	29	30
31						15/15
March 2024						
Su	M	Tu	W	Th	F	Sa
					1,825.5	2
3	4,832	5,838.5	6,845	7,851.5	8,858	9
10	11,864.5	12,871	13,877.5	14,884	15	16
17	18,890.5	19,897	20,903.5	21,910	22,916.5	23
24	25	26	27	28	29	30
31						15/15
June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3,1209	4,1215.5	5,1222	6,1228.5	7	8
9	10,1236	11,1241.5	12,1248	13,1254.5	14	15
16	17,1261	18,1267.5	19	20,1274	21,1280.5	22
23	24,1287	25,1293.5	26,1300	27	28	29
30						15/16

Date	Event or Holiday					
4-Jul	No school, Independence Day					
Aug 1,4,7	Teacher Workdays					
Aug 2-3	Teacher Inservice Days					
8-Aug	First Day MTC Students					
10-Aug	First Day HS Students					
4-Sep	No school, Labor Day					
12-Oct	Last Day Qtr 1 HS					
13-Oct	Record Day					
18-Oct	Last Day Qtr. 1 MTC					
1-Nov	HS Early Release					
10-Nov	No school, Veterans' Day					
20-24-Nov	No school, Fall Break					
Dec 19-21	HS Early Release					
21-Dec	Last Day of Sem HS					
Dec 22-Jan 4	No school, Winter Break					
5-Jan	Record Day					
8-Jan	Teacher Inservice Day					
15-Jan	No school, MLK Day					
23-Jan	Last Day Sem. 1 (Qtr 2) MTC					
1 Feb	Winter Graduation					
19-Feb	No school, Presidents' Day					
6-Mar	HS Early Release					
14-Mar	Last Day Qtr 3 HS					
15-Mar	Record Day					
25-29-Mar	Spring Break					
11-Apr	Last Day Qtr. 3 MTC					
22-24 May	HS Early Release					
27-May	No school, Memorial Day					
19-Jun	No School, Juneteenth					
26-Jun	Last Day of Sem. 2 (Qtr. 4) MTC					
27 Jun	Record Day/Graduation					

Revised Mar 2023 (Juneteenth added)

July Summer Session

2023-2024

July 2023						
Su	M	Tu	W	Th	F	Sa
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August 2023						
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27	28	29	30	31		

September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

Blue = Classes
Red = No Classes
Yellow = Record Day/Inservice Day No Classes

Date **Event**
Aug 8: First Day of Evening Classes

Sept 4: No School, Labor Day
Oct. 13: No School, Record Day

Nov 10: No School Veterans' Day
Nov 20-24: No School, Fall Break

Dec 22-Jan 4: No School, Winter Break

Jan 5: No School, Record Day
Jan 8: No School, Inservice Day

Jan 15: No School, MLK Day
Feb 19: No School, Presidents' Day

Mar 15: No School, Record Day
Mar 25-29: No School, Spring Break

May 27: No School, Memorial Day

June 19: No School, Juneteenth
June 27: No School, Record Day/Graduation

Revised Jan 2022

Calendar 2023-24

Manatee Technical College-Adult Education

July 2023						
Su	M	Tu	W	Th	F	Sa
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October 2023						
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29	30	31				
January 2024						
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28	29	30	31			
April 2024						
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28	29	30				

August 2023						
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27	28	29	30	31		
November 2023						
Su	M	Tu	W	Th	F	Sa
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February 2024						
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May 2024						
Su	M	Tu	W	Th	F	Sa
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September 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
December 2023						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Date	Event or Holiday
4-Sep	No school, Labor Day
5-Sep	1st Semester start date
23-Oct	Mid-semester start date
10-Nov	No school, Veterans' Day
20-24-Nov	No school, Fall Break
21-Dec	Last Day Semester 1
22-Dec-4-Jan	No school, Winter Break
15-Jan	No school, MLK Day
29-Jan	2nd Semester start date
1-Feb	Winter Graduation
19-Feb	No school, Presidents' Day
25-29-Mar	Spring Break
1-Apr	Mid-semester start date
24-May	Last Day Semester 2
27-Jun	Spring Graduation

