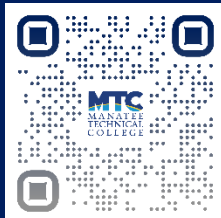


# Manatee Technical College 2024-2025

# STUDENT HANDBOOK



**Book an Appointment  
with your Career  
Counselor**



**ManateeTech.edu**

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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 60 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

Toll Free 1-800-917-208, (770) 396-3898

[www.council.org](http://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 either quarterly or by each “OCP” (Occupational Completion Point - is a group of competencies or skills for a specific occupation that must be completed within the course of study to receive credit.) completion 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 scheduled 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, exit surveys, and assessment requirements by two weeks prior to the scheduled 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 as soon as you have been cleared for graduation.
3. Make sure all deficiencies/fees have been paid by two weeks before scheduled graduation date.
4. 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. Students who do not meet the required graduation requirements to participate in the ceremony (for whatever reason), will not be allowed to take part in any future ceremonies.

## Graduate Dress Code

- Tassels start on the right side of your cap.
- Wear your cap flat on your head.
- Only MTC affiliated cords are allowed to be worn during the graduation ceremony.
- **No Decorated Caps.** If your cap is decorated, you must purchase a new one.
- Personalized stoles are not permitted.
- 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, slides, slippers 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

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.scriborder.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

## 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/2021-04/2122FSAHbkVol1Master.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.ed.gov/laws-and-policy/higher-education-laws-and-policy/college-accreditation/college-accreditation-united-states/college-accreditation-in-the-united-states--pg-5#NationallyRecognized>

## **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:

- Eligible students aged 16 or over may enroll at the beginning of their junior or senior year contingent upon program age requirements.
- 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-or have met the Basic Skills Requirements as listed in Florida Administrative Code (FAC) 6A - 10.040
- 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 and methods listed below in paragraphs (a) through (e), (English version only) are required to assess student mastery of basic communication (reading language arts) and computation (mathematics) skills, and must be used according to published standards. (Appropriate accommodations for students with disabilities as specified in Rule 6A-1.0943, F.A.C. shall be provided.)

- a. Tests of Adult Basic Education (TABE) Forms 11 & 12, 2017
- b. Demonstration of basic communication and computation skills pursuant to Rule 6A-10.0315, F.A.C.;
- c. Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series, 2019
- d. 2014 GED Tests: Reasoning through Language Arts and Mathematics Reasoning where a minimum as required in Rule 6A-6A.6.021, Florida Administrative Code (F.A.C.) has been attained on each test.
- e. A test adopted by the Criminal Justice Standards and Training Commission pursuant to Section 943.17, F.S., and Rule 11B-35.0011 F.A.C., used for admission into law enforcement or corrections training programs.

## **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. The following students are exempt from the basic skills examination requirement and the designated program administrator must receive an official copy of the degree, transcript, or test score in order to allow any of these exemptions:
  - 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 Rule 6A-10.0315 F.A.C.
  - Further in accordance with Section 1008.30 F.S. a Student who entered 9th grade in Florida public school in the 2003-2004 school year, or any year thereafter, and earned a 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.
  - In accordance with section 1004.91 Florida Statue, a student who passes a state or national industry certification or licensures examination that is identified in State Board of Education Rule 6A-10.040 FAC and aligned to the career education program in which the student is enrolled are exempt from this section. The following list identifies all postsecondary career certificate programs (450 clock hours or greater) active in the 2023-2024 academic year. Please note, that some postsecondary career certificate programs do not have aligned industry certifications or state/federal licensures that may be used to fulfill the Basic Skills exit requirements.
  - Is enrolled in an apprenticeship program that is registered with FLDOE in accordance with Chapter 446 FS.
  - 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.).

- o A candidate entering a law enforcement officer basic recruit training program, if he or she is a veteran as defined in Section 1.01(14), F.S., or holds an associate degree or higher from an accredited college or university.
- o A student who has taken the most current GED® assessment and attained the minimum achievement scores on both Reasoning through Language Arts (RLA) and Mathematic Reasoning, does not need to be tested.
- o Dual enrollment. Pursuant to paragraph (8)(b) of this rule, students enrolled in an eligible career education dual enrollment program under Section 1007.271, F.S., are exempt from the basic skills examination requirement if they have demonstrated readiness for postsecondary education in accordance with Rule 6A-10.0315, F.A.C. prior to admission into the career certificate program. Dual enrollment students who have not met this requirement must complete the basic skills examination, unless otherwise exempt.
- o 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 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 be able to 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.
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:

### **Reading and/or Math CASAS Goals 900 Series**

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

### **Reading and/or Math PERT-Alternative Basic Skills Assessment**

- o The student has waited one month.

## **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](mailto: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 as a Basic Skills Licensure Exemption List (.xslt)
- 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](mailto: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. **MTC does 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) before any financial aid can be awarded. 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, and Sarasota Offices: 3660 N Washington Blvd, Sarasota, FL 34234 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. Students who have financial need, and are enrolled in an eligible program, may be eligible for this grant if they have not previously earned a bachelor's degree.

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant available to undergraduate students with exceptional financial need and gives priority to students who receive Federal Pell Grants and whose Student Aid Indicator (SAI) is zero. The FSEOG does not need to be repaid.

### **Federal Work Study**

The Federal Work-Study (FWS) Program gives students an opportunity to gain valuable work experience while attending school. 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 eligible 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**

Bright Futures students are required to file a FAFSA application each school year. 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**

The Florida Public Postsecondary Career Education Student Assistance Grant (FSAGCE) Program is a need-based grant program available to Florida residents enrolled in certificate programs of 450 or more clock hours at participating career centers operated by district school boards. 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 and must be Enrolled for a minimum of 180 clock hours per quarter. Due to the number of hours required, evening students do not qualify for this grant. 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 application <https://studentaid.gov/h/apply-for-aid/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 7-14 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, 14-21 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 Book 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 Book 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 program start date:
  - a. TUITION - No refund
  - 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 must notify the school if 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).

## **Money Back Guarantee**

Senate Bill 240 (2023) amended section (s.) 1011.803, Florida Statutes (F.S.), and modified the Money-back Guarantee Program, providing more flexibility for school districts and Florida College System institutions on what programs are eligible to be refunded. The program requires each educational entity to refund the cost of tuition to students who are not able to find a job in the field in which the student was trained within six months of successful completion of select workforce education programs that prepare students for in-demand, middle-level to high-level wage occupations.

Please look at the link <https://www.manateetech.edu/students/quick-docs/> to see which programs MTC has denoted for the Money-Back guarantee program.

## **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**

MTC is 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/Registrar/Transcript-Requests/>



## **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

## **Tuition Assistance**

MTC will accept approved tuition assistance vouchers from the Air Force, Army, Coast Guard, Marine Corps, Navy, Space Force 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 MTC programs on our website at <https://www.manateetech.edu>. 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 Advisor.

# 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 provide 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-addiction-center/>
- 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. Participation by students and staff is mandatory for all emergency drills.

## **Drug Screenings**

Students must participate in a drug screening at MTC because the programs listed below involves 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, All Nursing Programs, 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), Central Sterile Processing Technician, Dental Assisting, 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, Medical Assisting, Pharmacy Tech, Surgical Technology, and 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. This exception does not include a medical marijuana prescription or card.

If a student tests positive, the specimen will be sent for lab confirmation. The student may not participate in activities involving heavy machinery, clinical site activities, or any activity that can cause harm to themselves or others during this waiting period. If the lab confirmation is concluded positive, it will result in immediate withdrawal from the program. 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 sample will be sent automatically to the lab for further testing. The student will remain in the program unless the sample is confirmed positive.

# **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

Please note that attendance is crucial for student success and active participation in the learning process. Students are advised to prioritize their attendance and engage fully in their classes.

- Students are required to attend all classes regularly and punctually. There are no excused or unexcused absences. A student is either present or absent.
- Any Student that is absent for more than 10 percent of an Occupation Completion Point (OCP) may be withdrawn based on the instructor's, career counselor's or administration recommendation. Attendance resets at the beginning of each OCP. Students who are withdrawn from a class/program due to excessive absences may not be eligible for a refund of tuition or fees.
- 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.
- It is the responsibility of the student to keep track of their attendance.

- 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 course start date within the OCP that the student was withdrawn. 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 or 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.
- In first, second or third withdrawal for poor attendance, extenuating circumstances dealing with disciplinary removal from a program will result in a review by administrative committee prior to a student being allowed to return to program or school.
- Please note that some programs may require more stringent attendance policies due to licensure and/or state certifications.

This attendance policy emphasizes the importance of regular class attendance for academic success and ensures that students maintain consistent engagement with the course material and learning objectives.



## **Post-Testing for ESOL and GED Courses**

A minimum of ONE post-test per semester is required to remain in the program.

Required Attendance: Online/Hybrid/Face-to-Face Course

Attendance policy is in compliance with Florida State statutes.

Students are required to participate in 10 hours of classwork per week and those who do not may be withdrawn.

## **GED Attendance Policy**

### **The MTC Adult Education attendance policy follows the Florida Statute.**

*Students are expected to be in class daily and on time. Absences should be reserved for extenuating circumstances.*

**There are NO excused and unexcused absences. A student is either present or absent.**

### **100% FACE-TO-FACE STUDENTS**

#### **EXCESSIVE ABSENCES**

- 13 absences within a semester are considered excessive and will result in withdrawal from the program.

#### **CONSECUTIVE ABSENCES**

- 6 consecutive absences within a semester will result in withdrawal from the program.

#### **LATE ARRIVALS**

- Students arriving after the designated start or leaving before the designated end of class will be marked tardy. If both occur in one class, student will receive 2 tardies.
- 3 tardy/leaving early = 1 absence

### **HYBRID STUDENTS**

#### **EXCESSIVE/CONSECUTIVE ABSENCES**

- 6 absences in class within a semester are considered excessive and will result in withdrawal from the program.
- 6 weeks below the minimum 5-hour online requirement is considered excessive and will result in withdrawal from the program.

#### **CONSECUTIVE ABSENCES**

- 6 consecutive absences within a semester will result in withdrawal from the program.

#### **LATE ARRIVALS**

- Students arriving after the designated start of class or leaving before the designated end of the class will be marked tardy. If both occur in one class, student will receive 2 tardies.
- 3 tardy/leaving early = 1 absence

## ONLINE STUDENTS

### EXCESSIVE ABSENCES

- 6 weeks below the minimum 10-hour online requirement is considered excessive and will result in withdrawal from the program.

### CONSECUTIVE ABSENCES

- 2 consecutive weeks of zero hours will result in withdrawal from the program.

# ESOL ATTENDANCE POLICY

## The MTC Adult Education attendance policy follows the Florida Statute.

*Students are expected to be in class daily and on time. Absences should be reserved for extenuating circumstances. There are NO excused and unexcused absences. A student is either present or absent.*

## 100% FACE-TO-FACE STUDENTS

### EXCESSIVE ABSENCES

- 10 absences within a semester are considered excessive and will result in withdrawal from the program.

### CONSECUTIVE ABSENCES

- 3 consecutive absences within a semester will result in withdrawal from the program.

### LATE ARRIVALS

- An allowance of 15-minutes tardy/leave early policy without penalty is in place.
- Students arriving after the 15-minute grace period or leaving before the 15-minute grace period will be marked tardy.
- 3 tardy/leaving early = 1 absence

## HYBRID STUDENTS

### EXCESSIVE ABSENCES

- 10 absences (any combination of F2F absences or zero online hours) within a semester are considered excessive and will result in withdrawal from the program.

### CONSECUTIVE ABSENCES

- 3 consecutive absences and less than 5 online hours within a 2-week period will result in withdrawal from the program.

### LATE ARRIVALS

- An allowance of a 15-minute tardy/leave early policy without penalty is in place.
- Students arriving after the 15-minute grace period or leaving before the 15-minute grace period will be marked tardy.
- 3 tardy/leaving early = 1 absence

## ONLINE STUDENTS

### EXCESSIVE ABSENCES

- 2 weeks of low online hours within a semester will result in withdrawal from the program.

### CONSECUTIVE ABSENCES

- 2 consecutive weeks of zero hours will result in withdrawal from the program.

## **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, political, 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. Outdoor 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 program has a mandatory school uniform policy, the student must adhere to those requirements. Official program specific MTC uniforms must be worn as the outer most garment.

## **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 into the Administration Office. Lost articles not claimed may be disposed of after 30 days. Lost money not claimed during school calendar year is deemed abandoned and becomes property of Manatee Technical College after July 1. 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. Students parking tags can be revoked by the school administration for unsafe driving practices, grounds, or property destruction by vehicles and/or continued disregard to park properly in designated areas. 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](http://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**

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

## LEVEL 2 - Disciplinary Infractions and Administrative Actions

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

\*\* 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

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

\*\* 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) as the outer most garment. 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.

### **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. She/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](http://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.

### **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 Instruction; 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 Department of Education Division of Career, Technical & Adult Education.(DCAE)  
<http://www.fl DOE.org/academics/career-adult-edu/division-directory.shtml>.  
<https://www.fl DOE.org/academics/career-adult-edu/>
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**

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: Career Counseling Service page: <https://www.manateetech.edu/book-an-appointment/>

## **References**

**Student Calendar and Maps**

Calendar 2024-25

July 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			02
October 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		
						22/23
January 2025						
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	
						18/19
April 2025						
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			
						21/21

2024-25 Student Contact Days

2024-25 Total Instructional Hours

200

1300

Manatee Technical College

August 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
						19/20
November 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
						15/16
February 2025						
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	
						19/19
May 2025						
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
						21/21

Student Calendar - Day

September 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					
						20/20
December 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				
						15/16
March 2025						
Su	M	Tu	W	Th	F	Sa
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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					15/16
June 2025						
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					
						15/16

Date	Event or Holiday
Jul 1 - 29	Summer Break - A few select programs conducted during Summer Break
Jul 30 & 31	Teacher Workdays
Aug 1 & 2	School/District Inservice
Aug 5	Teacher Workday
Aug 6	First Day Students / Begin Q1
Sep 2	No school, Labor Day
Oct 14	Record Day
Oct 16	End of Q1
Nov 11	No school, Veterans' Day
Nov 25-29	No school, Fall Break
Dec 23 Jan 2	No school, Winter Break
Jan 3	Record Day
Jan 6	Teacher Inservice Day
Jan 20	No school, MLK Day
Jan 21	First Day Sem. 2 / Q3
Jan 30	Fall Graduation
Feb 17	No school, Presidents' Day
Mar 17-21	Spring Break
Mar 24	Record Day
Apr 3-6	HOSA State
Apr 10	End of Q3
Apr 18	No school, Good Friday
Apr 27-30	SkillsUSA State
May 26	No school, Memorial Day
Jun 13	No School, No Workday
Jun 18-21	HOSA National
Jun 19	No School, Juneteenth
Jun 20	No School, No Workday
Jun 22-27	SkillsUSA National
Jun 25	Last Day of Sem. 2 MTC
Jun 26	Record Day/Spring Graduation

Calendar 2024-25

July 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			
October 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		
January 2025						
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	
April 2025						
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			

Manatee Technical College - Adult Ed

August 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
November 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
February 2025						
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	
May 2025						
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

Manatee Technical College - Adult Ed

September 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					
December 2024						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
March 2025						
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 2025						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

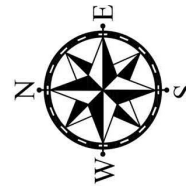
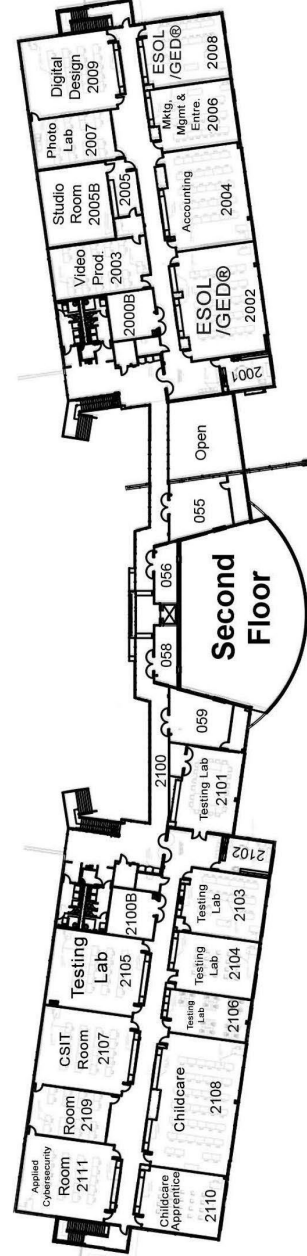
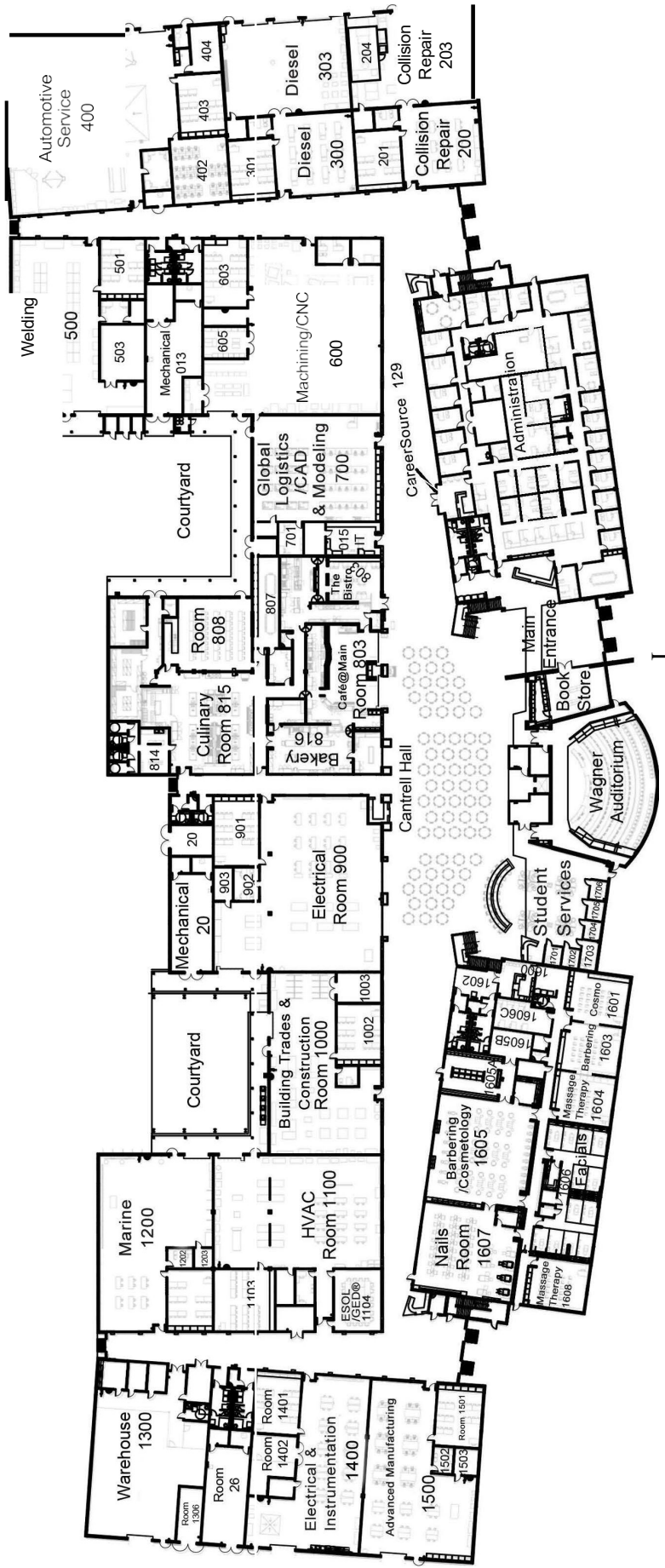
Student and Instructor Calendar

Date	Event or Holiday
4-Jul	Independence Day
Jul 12, 19, 26	Campus Closed
8-19 Jul	ESOL/GED- Fall Applications
27-29 Aug	Adult Ed - Teacher Inservice
2-Sep	No school, Labor Day
3-Sep	First Day Fall Semester
23 Sep - 27 Sep	GED Mid-Fall Applications
28-Oct	GED Mid Semester Start Date
11-Nov	No school, Veterans' Day
12-21 Nov	ESOL/GED Spring Applications
25-29 Nov	Fall Break / No school
20-Dec	ESOL/GED Last day Semester 1
23 Dec - 24 Jan	Winter Break / No school
20-Jan	No school, MLK Day
27-Jan	First Day Spring Semester
30-Jan	GED Winter Graduation
3 Feb - 7 Feb	GED Mid-Spring Applications
17-Feb	No school, Presidents' Day
3-Mar	GED Mid Semester Start Date
17-21 Mar	Spring Break / No school
18-Apr	No school, Good Friday
23-May	Last day for teachers and students
26-May	No school, Memorial Day
26-Jun	GED Spring Graduation



# 2024-2025

Date	Event
Jul 1 - 29	Summer Break - A few select programs conducted during Summer Break
Jul 30 & 31	Teacher Workdays
Aug 1 & 2	School/District Inservice
Aug 5	Teacher Workday
Aug 6	First Day Students / Begin Q1
Sep 2	No school, Labor Day
Oct 14	Record Day
Oct 16	End of Q1
Nov 11	No school, Veterans' Day
Nov 25-29	No school, Fall Break
Dec 23 Jan 2	No school, Winter Break
Jan 3	Record Day
Jan 6	Teacher Inservice Day
Jan 20	No school, MLK Day
Jan 21	First Day Sem. 2 / Q3
Jan 30	Fall Graduation
Feb 17	No school, Presidents' Day
Mar 17-21	Spring Break
Mar 24	Record Day
Apr 3-6	HOSA State
Apr 10	End of Q3
Apr 27-30	SkillsUSA State
May 26	No school, Memorial Day
Jun 18-21	HOSA National
Jun 19	No School, Juneteenth
Jun 22-27	SkillsUSA National
Jun 25	Last Day of Sem. 2 MTC
Jun 26	Record Day/Spring Graduation



MTC

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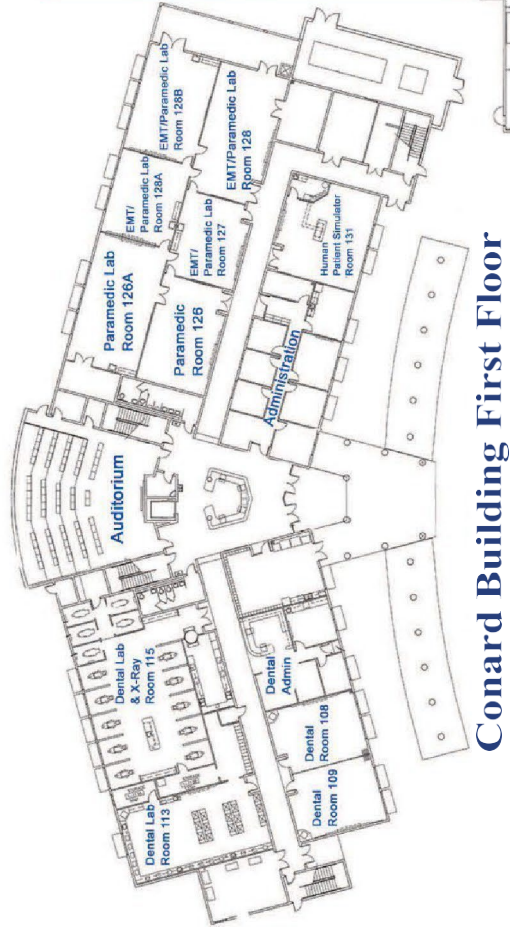
**Main Campus Map**   **6305 State Road 70 East | Bradenton, FL 34203**  
**941.751.7900**   **ManateeTech.edu**

dealing with hiring and promotion will contain a statement of nondiscrimination similar to that in the Board's statement above.

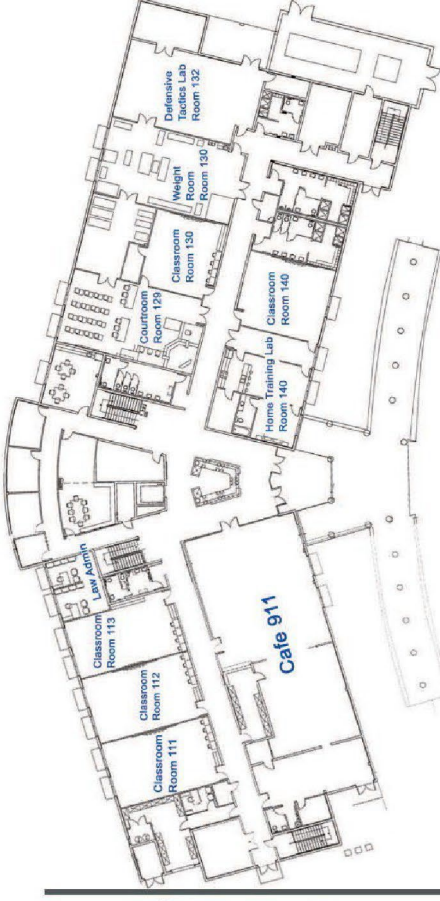
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Conard Building First Floor

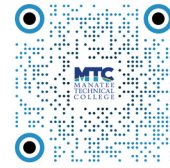


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