

# 2025-2026

## Manatee Technical College



# STUDENT HANDBOOK

[ManateeTech.edu](http://ManateeTech.edu)



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# Welcome!

We are pleased 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 a meaningful career that will lead to professional advancement, and personal educational achievement. Whether you are training for a career, updating your skills, learning English, or working towards your GED, you have made a wise choice by enrolling at Manatee Technical College!

For the last 62 years, MTC has served our local and surrounding communities by providing innovative high-demand workforce training options that include our students being ready to achieve state and national industry certifications, state licensure and accreditations to help ensure career success. You are about to embark on an exciting educational journey leading to a bright future.

We look forward to supporting your educational success at Manatee Technical College.

# **MTC Site Location 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

## **Manatee Technical College Law Enforcement Training Center**

38626 Taylor Road, Myakka, FL 34251

941.752.8100

**Website:** ManateeTech.edu

## **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 1.800.917.2081

Local 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

## 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, the student agrees to abide by this handbook.

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 its staff.

# POLICIES/PROCEDURES

## ACADEMICS

### Completion of Certification and Licensure

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

### Grading System\*

Adult and high school students receive grades either quarterly or upon completion of an Occupational Completion Point (OCP). (OCP's are the occupational competencies that must be attained to complete a CTE program.) MTC students 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

Students may be withdrawn if they do not make satisfactory academic progress which is defined in the individual program handbook or syllabus.

Under normal circumstances, an incomplete grade ("I") will be changed to a letter grade upon completion of all course requirements within 10 school days. 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

## Requirements to participate in the Graduation Ceremony

**\*Note to Students:** Ensure a current personal email, phone number and mailing address are updated in the student portal. Graduation information will be sent regarding participation and deadlines to the contact information provided.

1. Career and Technical Education Students: Complete all program and basic skill assessment requirements two weeks prior to the scheduled graduation date or the end of the semester, whichever comes first.
2. GED<sup>®</sup> Students: GED<sup>®</sup> students must have attended an Adult Education program at MTC at the time of passing the last test section. If the GED<sup>®</sup> graduate is still enrolled in preparation courses, the student must complete the final post-test. The GED<sup>®</sup> graduate must also give MTC permission to access GED<sup>®</sup> Ready and Official test scores through the official GED<sup>®</sup> Manager.
3. ESOL Students: ESOL students do not participate in the graduation ceremony. Graduates will receive a certificate of completion once they achieve an exit range scale score. Per FLDOE policy, students testing out the program must be exited from the course that reflects the qualifying exit score date.
4. All students must be clear of financial responsibilities two weeks before scheduled graduation date.
5. Once cleared for graduation complete the graduation survey to RSVP to attend the ceremony.
6. Purchase a cap and gown at the MTC Outfitters Book Store.

# Graduation Participant Ceremony Protocol:

- Make sure all deficiencies/fees have been paid two weeks before scheduled graduation date.
- Graduation commencement is a formal, reserved, and dignified ceremony.
- Ticketed event – Seating is limited for this event. Tickets are distributed at the time of cap and gown purchase.
- 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 a cap is decorated, a new one must be purchased.
- 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.**
- **Should any of the above protocol not be adhered to, a graduate will be turned away from participating in the ceremony.**
- **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.**

## **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 Occupational 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, they control 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, at the Main Campus aids all students, past and present. Office hours are Monday, Wednesday, and Friday 7:30 a.m. – 3:30 p.m. and Tuesday and Thursday 7:30 a.m. – 6:30 p.m. (except Holidays and all School District of Manatee County breaks). Summer hours may vary. For additional information, please call 941.751.7900 ext. 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). The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 30 days of the day the school receives a request for access. Parents or eligible students should submit the school principal a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where they records may be inspected.
2. The right to request amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish

to ask the school to amend a record should write the school principal, clearly identify the parent of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One expectation, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with requirements of FERPA.

The name and address of the Office that administers FERPA are: Family Policy Compliance Office  
U.S Department of Education  
400 Maryland Avenue  
SW Washington, DC 20202-8520

MTC maintains transcripts on campus for the past 5 years for Career and Technical Education 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://www.ged.com/> and select request a duplicate diploma or request transcript.

## **ADMISSIONS**

Career and Technical Education Admission Policy for Applicants Many Career and Technical Education programs will admit students with a standard high school diploma. In some special cases students can be admitted 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.

Federal Financial Aid will not be available for students with a diploma from a non- accredited high school as they will not qualify.

East Campus Programs Have strict admissions standards set by the program's licensure or 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 standard high school diploma from an accredited institution. Please refer to individual program information sheets for specific information.

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

## **ESOL and GED Admission Policy for Applicants**

**ESOL Program:** To enroll in the Adult Education program, students must meet all the qualifications listed below:

- Valid unexpired government identification cards or passports from any country.
- Are 16 years or older
- Are not enrolled or required to be enrolled in secondary School District of Manatee County  
Want to learn to speak, read, and write the English language.

**GED Program:** Prior to applying: A prospective student must gather and present the following documents, or the student will not be admitted/able to apply:

- A government-issued ID (driver's license, Florida identification card, passport)
- Students 15-17 years old will also need to:
- Submit a Formal Declaration of Intent to Terminate School Enrollment (Manatee County student only)
- Actively withdraw from your high School
- Obtain a high school withdrawal form from the last high school attended. The form MUST include an administrative signature and W26 withdrawal code.

**Prospective GED students who are non-native speakers** (English is not their first language):

Non-native speakers must be Level 6 ESOL graduates to participate in GED classes. If not, they will need to apply to the ESOL program and test with them first. After taking ESOL pre-test, if there is proof of testing out of ESOL, students will be welcomed into the GED Prep program. Otherwise, students will need to stay enrolled in the ESOL program until Level 6 is completed and passed.

## **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://ope.ed.gov/accreditation/agencies.aspx/>

## **Career Dual Enrollment Admission Policy**

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

To be eligible for participation in the Career Dual Enrollment program, students must meet all the qualifications listed below:

- Unweighted GPA 2.0 or higher.
- Met both state assessments in ELA and Algebra 1.
- Be on track for graduation.
- Eligible students aged 16 or over may enroll at the beginning of their junior or senior year contingent upon program age requirements.
- Completed online request form of the student's parent or legal guardian if the student is under 18 years of age.
- Completed online eligibility verification from the high school guidance counselor.
- Have taken the Basic Skills Assessment test or have met the Basic Skills Requirements 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 Career 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, efforts in dual enrollment classes may influence future financial aid eligibility.

Financial Aid offices in every college in the country are required to keep track of students' 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 career dual enrolled student attends MTC tuition-free. Career Dual Enrollment students also receive their textbooks, registration, and lab fees free of charge. All Career Dual Enrollment students are required to purchase uniforms, student ID, and any required specialized tools. Textbooks issued are the property of MTC and failure to return textbooks at the end of the program will result in a hold on the final OCP certificate.

A student will be required to pay for any lost or damaged textbooks before the final OCP certificate can be issued.

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

Students enrolled in a career certificate program as defined in Section 1004.02, F.S., offered for career education credit of 450 hours or more must complete an entry-level basic skills examination within the first six (6) weeks after admission into the program.

The assessment instruments and methods listed in paragraphs (1)(a) through (1) (f), of this rule, (English version only) are designated to assess student mastery of basic communication (reading language arts) and computation (mathematics) skills and must be used according to standards established for test administration and interpretation set forth in Standards for Educational and Psychological Testing (American Psychological Association (APA), American Educational Research Association (AERA), National Council on Measurement in Education (NCME), 2014) and with appropriate accommodations for students with disabilities.

- a. Tests of Adult Basic Education (TABE) Forms 11 & 12, 2017
- b. Comprehensive Adult Student Assessment System (CASAS), GOALS 2 900 Series, 2019 for Reading;
- c. Comprehensive Adult Student Assessment System (CASAS), Math GOALS
- d. Demonstration of basic communication and computation skills pursuant to Rule 6A-10.0315, F.A.C.;
- e. 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score as required in Rule 6A-6.0201, F.A.C., has been attained on each test.
- f. 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**

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;

- (a) One who possesses a college degree at the associate in applied science level or higher.
- (b) One who demonstrates readiness for public postsecondary education pursuant to Rule 6A-10.0315, F.A.C.
- (c) One who passes a state, national or industry certification or licensure examination aligned to their career certificate program and identified in the “Basic Skills Licensure Exemption List,” effective December 2024, which is incorporated by reference herein (<http://www.flrules.org/Gateway/reference.asp?No=Ref-17268>). The Basic Skills Licensure Exemption List may be requested from the Department of Education, Division of Career and Adult Education, 325 West Gaines Street, Tallahassee, FL 32399-0400.
- (d) An adult student enrolled in an apprenticeship program that is registered with the Department of Education in accordance with Chapter 446, F.S.
- (e) 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.
- (f) A student who possesses a high school diploma from a private school that is in compliance with section 1002.42, F.S.
- (g) A student in a home education program or a personalized education program, with a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of section 1002.41, F.S. or a personalized education program pursuant to the requirements of section 1002.395 F.S.

**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.

“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 the 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 for 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**

- Remediation hours have been completed and documented or
- The student has waited 90 days.

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

- No wait time; 30 days for PERT retakes.

## **Basic Skills Remediation**

Following admission to a program, if a student is unable to demonstrate the basic skills exit requirements, remediation will be offered. 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 ext. 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: [https://www.fldoe.org/core/fileparse.php/5652/urlt/FINAL-1-ADA\\_2023-24-basicskills-with-License-exempt.xlsx](https://www.fldoe.org/core/fileparse.php/5652/urlt/FINAL-1-ADA_2023-24-basicskills-with-License-exempt.xlsx)
- Be exempt from meeting the basic skills requirements of the program if a student with a disability provides appropriate documentation and requests 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 the Disability Resource Center, [mtcdisabilityresourcecenter@manateeschools.net](mailto:mtcdisabilityresourcecenter@manateeschools.net) prior to scheduling the first test. Example: Copies of IEP's, 504 plans, 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 needs to be rescheduled, please contact the Testing Center by phone at 941.751.7900 ext. 46123 or email [MTCtestingcenter@manateeschools.net](mailto:MTCtestingcenter@manateeschools.net). Rescheduling is a one-time courtesy.

## **ESOL ASSESSMENT REQUIREMENTS**

### **Pre-Test Guidelines:**

- New Students must be pre-tested to determine functional level within the first ten (10) hours of instruction.
- When students are pre-tested in two subject areas, the lowest functioning level is used for placement in classes. For example, an ESOL student who scores ESOL level 2 in reading and ESOL level 3 in listening would be reported in ESOL level 2.
- Students should receive instruction at the lowest functional level that matches their assessment results (No exceptions).
- Pre-test rescheduling is a one-time courtesy.

### **Post-Test Guidelines:**

- Post-tests are necessary to measure the student's academic strengths and weaknesses.
- A minimum of ONE post-test per semester is required to remain in the program.
- Students who test in the exit range on a reading or listening assessment should not continue to be post tested in the subject area.
- CASAS recommends post-testing students between 70-100 instructional hours. Post-testing should not occur before at least 40 hours of instruction.
- If a student plans to leave the program between 40-69 hours of instruction, and a portfolio of work indicates the student has made academic progress, the student can post-test with a waiver.
- Post-test rescheduling is a one-time courtesy.

## **GED ASSESSMENT REQUIREMENTS**

### **Pre-Test Guidelines:**

- New Students must be pre-tested to determine functional level within the first ten (10) hours of instruction.
- Pre-test re-scheduling is a one-time courtesy.
- Initial subject of study will be determined by counselor and/or instructor.
- Non-native speakers should enroll in ESOL and pre-test there first. If scores deem movement to GED (testing out), the change will be made.
- Any student not completing pre-testing within the allotted time will no longer be processed for enrollment.

### **Post-Test Guidelines:**

- Post-tests are necessary to measure the student's academic strengths and weaknesses.
- A minimum of one post-test per semester is required to remain in the program. If there has been no level gain, another post-test will be given as long as time permits.
- Any student with a Level 5 or 6 pre-test score will not need to be post-tested in the subject only.
- CASAS recommends post-testing students between 70-100 instructional hours. Post-testing should not occur before at least 40 hours of instruction.
- If a student plans to leave the program between 40-69 hours of instruction, and classwork indicates the student has made academic progress, the student can post-test with a waiver.
- Post-test rescheduling is a one-time courtesy.
- Any student not taking a required post-test must skip a semester before applying to return to the program.

## **Students with a Disability**

Manatee Technical College is committed to ensuring equal access to college programs, services, and activities for qualified students with disabilities through our Disability Resource Center (DRC). The DRC assists students with disabilities through the process of disclosing their disability, gathering the needed documentation and applying for reasonable accommodations. The DRC is staffed by a state certified Exceptional Student Education teacher to ensure students receive the proper services for successful program completion.

Adult education students with disabilities are responsible for self-identifying and requesting any accommodations they may need. Adult education students are also responsible for submitting documentation of their disability, consistent with federal law.

## **Job/Career Planning**

The student is responsible for finding their own job. MTC instructors have many business and industry contacts in the field and are a good resource to help connect to potential job openings. MTC instructors and other staff members, including the Business and Industry Specialist, will be able to assist upon 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/students/career-board/>

# 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 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, the published disbursement date. Financial aid will cover any outstanding balance, in a student account, for the term. Any overage will be issued in the form of a check and mailed to the 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 for returning those funds. Payment should be made directly into the student’s account using the student portal. 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 services from CareerSource Suncoast, Bradenton and Sarasota Offices: 3660 N Washington Blvd, Sarasota, FL 34234, 941.358.4200 <https://careersourcesuncoast.com/>

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

## **FEDERAL**

### **Pell Grant**

Students who have financial needs and are enrolled in an eligible program may be eligible for this grant if they have not previously earned a bachelor's degree. We are a clock-hour school. Federal Regulation mandates that students attend all the hours of each Pell Grant Payment Period and maintain a minimum grade of “C” to remain eligible for Federal Aid. Students will be evaluated after 450 clock hours or half of their program length if the program is less than 900 clock hours.

### **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. It 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 allows students to gain valuable work experience while attending school. This federal program provides jobs for students to earn money to help pay for their educational expenses.

Students must have an unmet need as determined by completing the FAFSA to be considered for employment. Students must be enrolled in a program of 600 clock hours or more to be eligible. Applicants must be fingerprinted for a background check before they are eligible to work. This process can only start after class begins. Students holding a Bachelor' Degree are eligible for the Federal Work Study program.

## **Veterans Educational Benefits**

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 their eligibility for additional funds.

## **STATE**

**State and Local Scholarships Florida's Bright Futures Scholarships** Bright Futures students are required to file a FAFSA application each school year. Students who register through Bright Futures, 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. Proof of Florida Residency is required.

## **Florida Prepaid College Fund**

Florida Prepaid Plans are Educational Savings Plans 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 to the Student Financials Coordinator. This document entitles students to use these funds to pay for their *TUITION* only.

## **OTHER – STUDENT AID**

The MTC Student Financial Aid office often has other grant and/or scholarship resources to award student aid. Resources vary from year to year and may or may not be available. Requirements also vary depending on the grantor. Please refer to the Financial Aid/Scholarship link under the admissions tab on the MTC website or visit the MTC Student Financial Aid Office for more information.

## **Manatee Technical College Scholarship**

This scholarship typically assists up to 50% of the tuition costs 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 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

MTC does not require up-front payment for an entire Career and Technical Education program, rather, it requires payment per OCP. All fees for each Occupational Completion Point (OCP) must be paid at least **14** days before the start date of the OCP. If you are applying under the **PRIORITY** Application window, please note that earlier payment may be required. Please refer to all relevant documents for additional information.

All Financial Aid checklist items must be complete, and received by Financial Aid, **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. Outside Vendor Return Policy

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

## B. Main Campus Book Store Return Policy

All refunds and/or exchanges for uniforms or merchandise 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.

## 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 withdraws prior to the end of the 5th class day: (Exception: OCP's that are less than 32 hours).
  - a. TUITION:100% refund
  - b. FEES: Amount determined on day of program withdrawal.
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. Exceptions: drug testing, background checks, and certification fees (only if not yet been performed).

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.

The director or designee will approve refunds on an individual basis for students who are in the military and are called to active duty.

MTC will refund the applicable tuition and fees without a request from the student if they are dropped. All refunds will be processed within **45** days of the refund request or after a student unofficial withdrawal has been verified.

To determine unofficial withdrawals, the school monitors student attendance. 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.

### **Adult Education Programs**

Tuition and fee refunds are as follows:

- A. If, before the first class meets, MTC cancels a class, denies a student's enrollment, or a student withdraws:
- B. TUITION: 100% refund
- C. FEES: All fees refunded except application fee
- D. Students may request a refund through a counselor prior to their class start date.
- E. 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 tuition costs to students who cannot 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 designated for the Money-Back guarantee program.

## **Program Transfers**

MTC follows FL State Statute 1007.24 sections 7 and 8 in awarding transfer credit for incoming applicants/students. An official transcript must be provided by the applicant/student.

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution.

The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution.

The award of credit may be limited to courses that are entered into the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Participating postsecondary institutions receiving transfer course credit must accept and apply general education courses and credit in accordance with this section, s. 1007.25, and other provisions of law, including credit earned through dual enrollment, course equivalencies, and other acceleration mechanisms, as first satisfying general education core course credit requirements and other general education subject area course credit requirements before applying the course credit as elective credit.

## **Veterans**

**Students receiving Veteran’s benefits are subject to the same Attendance and Satisfactory Academic Progress polices, and Standards of Conduct as all other MTC Students.**

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, Navy and Space Force** transcripts are currently being added. <https://jst.doded.mil/>

### **AirForce Transcripts**

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

### **Educational Benefits Available**

- Chapter 33: Post-9/11 GI Bill
- Chapter 30: Montgomery GI Bill - Active-Duty
- Chapter 31: Veteran Readiness and Employment
- Chapter 35: Dependents’ Educational Assistance
- Chapter 1606: Montgomery GI Bill – Selected Reserve

## **Tuition Assistance**

MTC will accept approved tuition assistance vouchers from the U.S. 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.

## **Veterans' Educational Assistance Information**

MTC's programs are approved by the State of Florida Approving Agency. Veterans and dependents of disabled or deceased veterans who plan to attend under any of the training laws should stop by the Office of Financial Aid for help and advisement. Veterans' information may also be obtained at [www.va.gov](http://www.va.gov).

Beginning October 1, 2011 Post 9/11 GI Bill (Chapter 33) can be used at MTC. This will cover tuition and eligible fees in addition to a monthly stipend directly to the veteran. Please see our Financial Aid page on the MTC website for the latest information. For additional questions contact the Financial Aid Office.

## **Application for Veterans Education Benefits**

Applications are designed to obtain the data necessary to determine eligibility for educational assistance benefits for particular educational objectives. The application and required forms vary according to the type of benefits and to the circumstances. Applications must be submitted to the VA through their website: <https://www.va.gov/education/how-to-apply/>.

Veterans unsure of their eligibility status regarding VA educational benefits are encouraged to submit an application and let the VA determine eligibility or call the GI Bill Hotline at 1.888.442.4551. This number will connect the veteran to a customer service representative who should be able to provide additional information as to whether a particular veteran is entitled to benefits. MTC does not have access to this information.

### **Veteran's Award Letter**

When payment of education benefits is authorized, the VA will mail an award letter to the student. Only one copy of this letter will be issued. The letter provides the student with:

- Notification that his or her enrollment has been processed for a specific period.
- The inclusive dates for which payment will be issued will be shown.
- The monthly rate of payment the student can expect to receive.
- The student's original net entitlement.
- Delimiting date.
- The amount of entitlement remaining at the end of the term, quarter, semester, or academic year, if the student continues to attend at the certified rate for the entire period. (For a service person, the entitlement used is shown.)
- Information regarding appeal procedures.

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress towards completion of his or her training objective. MTC is required to maintain academic and attendance records for each student that includes, for a veteran or eligible person, the credit allowed toward the student's current program due to previous training and experience, not to exceed 50 clock hours. Students can only be certified for the total number of hours required for the program. If a student does not complete the program after they have been enrolled (not attended) for the number of hours equal to the program length, certification will cease. The VA will not pay benefits beyond the required program length.

### **Mitigating Circumstances for Veterans**

Mitigating circumstances are unanticipated AND unavoidable events or situations beyond a student's control that prevent him or her from completing a course with a creditable grade. Generally, the student will be required to submit corroborative evidence to substantiate his or her claim of mitigating circumstances. For example, if the student

claims that a personal illness or injury seriously interfered with his or her enrollment, a physician's statement would be appropriate evidence. If the student was required to withdraw from a course because of an unanticipated and unavoidable change in his or her hours of employment, the employer's verification of the required change of work schedule should be submitted. A student may use Form 21-4138, Statement in Support of Claim, to submit his or her statement(s).

## **Appeal**

If the veteran student is dismissed for unsatisfactory progress, he or she may request readmission into the vocational program after the term of non-attendance has elapsed. Approved Programs, Bureau of State Approving for Veterans' Training list is available in the Financial Aid Office.

## **Applying to MTC & Signing Up For V.A. Benefits**

Approved Programs, Bureau of State Approving for Veterans' Training list, is available in the Financial Aid Office and at the VA's website. Once you have decided that you will be attending MTC, the following steps are to be taken:

- Complete an Application for Admission.
- Sign up to take the Basic Skills Assessment. This is required for all incoming students not holding an Associate's Degree or higher.
- See a counselor regarding the program you wish to take. The counselor will go over information about the class. Any questions you may have regarding the program can be answered at this time.
- See the Veterans/Financial Aid Counselor. You should also pick up a Financial Aid Packet to find out if you are eligible for a Pell Grant or other aid.
- Fill out an application online at <https://www.va.gov/education/how-to-apply/> or you can call 1-888-GI BILL-1 (1-888-442-4551) to have a paper form mailed to you. This will supply you with a Certificate of Eligibility which shows the VA Certifying Official how to certify your benefits. A copy of your Certificate of Eligibility needs to be submitted to the Financial Aid Office before certification can be done. If you are the veteran, you will need to submit a copy of your discharge papers (DD214) to this office. (Dependents will need to mail in a copy of their birth certificate with this application.)

- You will also have to fill out the following school forms: The Evaluation of Previous Training Form along with any corresponding transcripts and the Acknowledgement Form.
- After all documents are submitted to the Financial Aid Office, MTC's VA Certifying Official will prepare a file for you and enter your Enrollment Certification on the computer through VA Enrollment Manager.

**Ch. 30, 35, and 1606 Students must certify their enrollment at the end of each month through WAVE: <https://www.va.gov/find-forms/about-form-21-2680/> or by calling 1-888-442-4551. Certifying hours after withdraw will result in an overpayment and any funds received will be collected by the VA.**

### **Deferments**

In accordance with Title 38 US Code 3679 subsection (e), a deferment of tuition and fees will be issued for all VA Chapter 31 and 33 beneficiaries. This deferment will be for up to ninety (90) days following certification of enrollment to VA for payment. Once the VA Deferment is in place on the student account MTC will not:

- Prevent the student's enrollment, if not on VA or academic probation/suspension;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to: produce the VA Certificate of Eligibility, provide a written request to be certified, and/or provide additional information to properly certify the enrollment as described in other institutional policies.

### **Waiver of Out of State Tuition**

Many active-duty personnel and veterans, as well as dependents, who are receiving Transfer of Entitlement benefits under the Post 9/11 GI Bill may be eligible for a waiver of the out of state portion of their tuition and fees. Contact your veteran advisor for details and requirements.

## **Other Information for Veterans**

- Initial checks usually take from four to six weeks after the Educational Certification is entered on VA Once.
- You will be monitored for your grades and attendance each month. Please be aware of the attendance and grade policy.
- If there are any changes (class, address, etc.) you are to inform us immediately.
- The VA will not pay students for a Leave of Absence; if you have been approved for a LOA by your counselor your enrollment will be terminated in VA. You will be re-certified when you return to school.
- The VA will not pay you for breaks that occur between quarters.

# **HEALTH AND SAFETY**

## **Campus Security Report**

This report contains emergency information, crime definitions, and crime statistics for Manatee Technical College. It is designed to provide information concerning safety and security on all Manatee Technical College campuses should an emergency occur. The document is located on this webpage: <https://www.manateetech.edu/quick-docs/>

## **Controlling the Spread of Communicable Diseases**

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

## **Counseling/Treatment Programs**

MTC is committed to providing each of its students and staff with a drug-free environment in which to attend classes and work. From a safety perspective, the users of drugs or alcohol may impair the well-being of students and staff, interfere with MTC's educational environment, and result in damage to college property.

Therefore, the college's policy is 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> and

<https://centerstone.org/locations/florida/facilities/centerstone-bradenton-hospital-and-addiction-center/>

Manatee County Health Department:

<https://manatee.floridahealth.gov/programs-and-services/community-health/>

## **Drills & Emergencies**

Regulations require that multiple fire drills be held periodically during the 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 emergencies, students should go to the designated safety areas inside the buildings as directed or exit the building if safe. Students and staff must participate in all emergency drills.

## Drug Screenings

Drug screenings are mandatory due to the equipment used in the program, clinical site and apprenticeship requirements.

Students must participate in a drug screening at MTC in the programs listed below:

Automotive Collision Technology Technician	Emergency Medical Technician Combined/Fire	Nursing Assistant Articulated
Advanced Manufacturing	Firefighter I & II	Paramedic
Building Trades & Construction	Florida Law Enforcement Academy	Patient Care Technician
Central Sterile Processing Technician	Heating, Ventilation and Air Conditioning	Pharmacy Technician
Dental Assisting	Machining/CNC Production	Practical Nursing
Diesel Mechanic	Marine Service Technologies	Surgical Technology
Electrician	Massage Therapy	Select Apprenticeships Based on Employer Requirements
Electrical and Instrumentation Technology 1	Master Automotive Service	Welding
Emergency Medical Technician	Medical Assisting	

Drug testing will be done randomly throughout the academic year. During the drug test, the students will be asked to submit to a urinalysis or oral fluid test. 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 to explain 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 for 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.

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. **"No retesting will be provided."**

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 alcohol 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.

### **Drug/Alcohol Abuse and Prevention**

Students shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or synthetic substance defined in F.S. 893.03, or substitute for such, hemp, Cannabidiol (CBD), alcoholic beverage (including powdered alcohol), inhalant or intoxicant, or over the counter drugs outside of the medication policy. This applies to school grounds before, during, or after school hours, or off the school grounds, at a school activity, function, or event.

Also, students shall not possess, have under their control, sell or deliver any device, or contraband, instrument or paraphernalia containing the substance or substances described in this paragraph, or any residue of such substance, or devices intended for use or used in injecting, inhaling/huffing, smoking, administering, or using any of the foregoing prescribed drugs, narcotics or stimulants.

### **Suspected Overdose**

District schools may maintain an on-site supply of the opioid antagonist Naloxone, following guidelines established in Board Policy 5780 and F. S. 499.003. Naloxone is a medication that is used to reverse an opioid overdose. If any student or staff are suspected of having an opioid related overdose, Naloxone will be administered by a trained staff member as a life-saving measure.

## **Bullying and Harassment**

**Conduct that constitutes bullying or harassment, as defined below, is prohibited.**

**Bullying:** (intimidating behaviors that are repeated, intentional, and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.

**Harassment:** Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.

Both bullying and harassment are prohibited at school, during school related activities (whether on or off campus), and through the use of computer or other electronic devices, which is known as cyberbullying. Cyberbullying and harassment are also prohibited through off campus social media, phone calls, or text messaging if such behavior disrupts the orderly environment of any district school or activity or interferes with the educational opportunities of others.

If you engage in bullying or harassment, the consequences and appropriate disciplinary action may range from performance improvement plan up to and including suspension, or withdrawal from program. Bullying should be reported to the appropriate school administrator or through the School District of Manatee County's anonymous reporting system.

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)

## **Hazing**

Hazing is defined as any action or situation that endangers the mental or physical health or safety of a student for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

## **Dating Violence or Abuse**

Teen dating violence is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager.

Abuse may include, insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. Students, parents, or legal guardians are encouraged to report any act that may be dating violence and abuse anonymously or in-person to the principal or the principal's designee.

## **Severe Weather**

Manatee Technical College will follow the School District of Manatee County's severe weather closures. Watch the situation on 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 Campus Solutions.

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 a student's educational experience and must be used in a way that is consistent with the goals of the School District of Manatee County (SDMC) and Manatee Technical College. 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:**

- Photographing, recording, or using images of any person without their knowledge or consent.
- Accessing pornographic or obscene images, language, or materials, including screen savers.
- 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.
- Using technology for commercial activities unless explicitly permitted by the School Board.
- 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.
- Downloading music, games, or videos at any time on a district computer.
- 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.
- 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.”
- Gaining or attempting to gain unauthorized access to SDMC networks, computer servers, or data files.

- Gaining or attempting to gain unauthorized access to non-SDMC networks, computer servers, or data files utilizing SDMC equipment.
- 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.
- Downloading or printing any material that is deemed inappropriate by the School District.
- Attempting to log onto the SDMC network or other district affiliated systems using another's identity or password
- Sharing logins and passwords to the SDMC network
- Bypassing or attempting to bypass SDMC filtering software.
- 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.

## **ARTIFICIAL INTELLIGENCE (AI)**

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies. Unauthorized use of AI/NLP tools is considered a form of plagiarism per Policy 7540.03 and any student found using these tools without permission will be disciplined in accordance with the Student Code of Conduct.

Students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical manner including proper citation.

- Research assistance
- Data Analysis
- Language translation
- Writing assistance
- Accessibility

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. For additional information see School Board Policy 7540.03.

## **Tobacco-Free Policy**

Possession or use of tobacco on school grounds is illegal. If a student is caught smoking or in possession of tobacco, a law enforcement officer may give the student a written citation. In addition to possible fines, students caught using or possessing any form of tobacco, including electronic cigarettes at school, at any school-sponsored activity, will receive a disciplinary consequence. Tobacco or nicotine products include cigars, cigarettes, dip, snuff, dissolvable tobacco products (e.g. gum, mints, or dissolvable strips) and electronic smoking devices. Additionally, any electronic smoking device is subject to field testing or illicit substances and will be confiscated.

# Policies and Procedures

## 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 excellent results. All students are expected to uphold the highest standards of academic honesty by completing their own work, properly citing all sources used, avoiding plagiarism, not sharing answers with others during exams, and not engaging in any form of unauthorized collaboration on assignments, unless explicitly permitted by the instructor: any violation of these principles may result in disciplinary action, including failing grades or other academic sanction.

### **CHEATING includes all the following but is not limited to:**

- Copying the work of others or claiming someone else's work.
- Allowing others, including family, friends, or classmates to complete assignments.
- 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) or submit such work in a way inconsistent with the 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 recommendation of the instructor's, career counselor's or administration recommendation. Attendance resets at the beginning of each OCP. Students who are withdrawn from a class course/ 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. Some programs may require more stringent attendance policies due to licensure and/or state certification requirements.

## **DUAL ENROLLMENT STUDENTS' ATTENDANCE POLICY**

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).

**First Withdrawal:** 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:** 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:** Any student withdrawn for poor attendance a third time may apply or readmission after one school year. See Specific Program Policies for more information.

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.

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.

## **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.

## **FACE-TO-FACE HYBRID STUDENTS**

Students are required to participate in 10 hours of instruction per week, and according to FLDOE policy, those who do not may be withdrawn from the ESOL program.

### *EXCESSIVE/CONSECUTIVE ABSENCES*

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

### *LATE ARRIVALS*

- Students who arrive 5 minutes after the designated start or leave time will be marked tardy. If both occur in one class, students will receive 2 tardies.
- 3 tardy/leaving early = 1 absence

## ONLINE STUDENTS

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

## WITHDRAWN STUDENTS

- *First Withdrawal:* A student withdrawn due to poor attendance may apply for readmission for the next semester. Students previously withdrawn for attendance reasons and who are later readmitted will be required to comply with Performance Improvement Plan to remain in the program.
- *Second Withdrawal:* A student withdrawn for poor attendance a second time must be out of school before 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.
- *Third Withdrawal:* Any student withdrawn for poor attendance a third time may apply for readmission after one school year.

## 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.

## FACE-TO-FACE STUDENTS

Students are required to participate in 10 hours of instruction per week, and according to FLDOE policy, those who do not may be withdrawn from the GED program.

### *EXCESSIVE ABSENCES*

- 10 absences within a semester 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 who arrive 5 minutes after the designated start or leave before the designated end of class will be marked tardy.
- If both occur in one class, students will receive 2 tardies.
- 3 tardy/leaving early = 1 absence
- Students abusing any part of the attendance policy may be at risk of dismissal.

## **ONLINE STUDENTS**

### *EXCESSIVE ABSENCES*

- 4 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.

## **WITHDRAWN STUDENTS**

- Any student withdrawn due to poor attendance and/or has not taken a state-required post-test must skip a semester before re-applying.

## **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 MTC 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. Pursuant to F.S. 1006.07, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the learning environment will have specific consequences.

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.
- b. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- c. Shorts, skirts, skorts, and dresses, are allowed. They must be mid-thigh length or longer.
- d. All trousers, pants, or shorts must fully cover undergarments and worn at the waist.
- e. All clothing, jewelry, body art, tattoos or nail art, shall not have profanity, violent images, weapons, wording, or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs, political, or advertisements for such products.
- f. 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.
- g. Form-fitting leotard/spandex type clothing (to include shorts and leggings) are allowed with proper garments that cover to mid-thigh length or longer.
- h. See-through or mesh fabric clothing may only be worn over clothing meeting requirements.
- i. Sleepwear shall not be worn as outer garments.
- j. Sunglasses may not be worn inside unless a doctor's note is provided to the school. Outdoor activities are an exception with instructor approval.
- k. Bandanas or sweatbands are not allowed to be visible on school grounds during regular school hours.
- l. Hats, headphones or other head coverings cannot be worn while in the building unless it is part of the official MTC uniform or the student has permission of the director, assistant director, or designee. They may be worn during outside activities with permission of the director or designee.
- m. 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. The MTC badge is to be worn below the shoulder and above the waist. If lost or misplaced, a new ID must be purchased in the MTC Outfitters bookstore 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 the 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 bookstore 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.

Neither 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. Student 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 no parking designated yellow striped areas, visitor parking or in disabled parking unless you are a visitor or have the proper permit. Violators will be towed at the owner's expense.

## **Personal Property**

Although the school attempts to maintain a safe and secure environment, theft and loss do sometimes occur. All personal property in possession of the student should be identified with the student's name. The school disclaims responsibility for any lost, stolen, broken or confiscated property. Students bring such items to school at their own risk. Students are expected to turn into the office any found times.

## **Searches and Seizures**

Lockers, vehicles, purses, backpacks, and other personal possessions may be searched if there is a reasonable suspicion that any of them contain drugs, weapons, contraband, or other items not permitted on campus. Students are expected to cooperate fully with the school administration in all searches and investigations.

Failure to fully cooperate may be grounds for the school administration to infer that the student is in possession of contraband or illegal items and the matter will be referred to law enforcement as deemed necessary. 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.”

The discipline matrix is a tool that helps ensure a consistent and progressive response to discipline at Manatee Technical College. 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.

The term SESIR is found throughout the discipline matrix and is an acronym for School Environmental Safety Incident Reports.

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. The Manatee Technical College Director or designee may assign additional consequences for behaviors as long as these consequences do not violate school board policy or state statutes.

## **Withdrawals Due to Disciplinary Infractions**

Some programs may require more stringent discipline policies due to licensure and/or state certification requirements.

## Disciplinary Infractions and Administrative Actions

Action Code	Administrative Action Type
CAW	Counseled and Warned
CFS	Confiscation
EXP	Expulsion
FIN	Fine Charged
LOP	Loss of Privileges
LPP	Loss of Parking Privileges
OSS	Out-of-School Suspension
PIP	Performance Improvement Plan
RES	Restitution
RLW	Referral to Law Enforcement
W/D	Withdrawn
Zero	Student receives no grade for work

## Level 1

<b>Infractions</b>	<b>Administrative Actions</b>
<ul style="list-style-type: none"><li>• Disrespect towards Others</li><li>• Disruptive Behavior</li><li>• Dress Code Violation</li><li>• Failure to properly display student ID (1st Offense)</li><li>• Horseplay</li><li>• Medication Policy Violation</li><li>• Tardies, Habitual</li><li>• Technology – Inappropriate Use or Unauthorized Use</li><li>• Violation of Attendance Procedures</li><li>• Out of Area</li></ul>	<ul style="list-style-type: none"><li>• CAW</li><li>• LOP</li><li>• LPP</li><li>• OSS</li><li>• PIP</li><li>• RES</li></ul>

## Level 2

<b>Infractions</b>	<b>Administrative Actions</b>
<ul style="list-style-type: none"><li>• Aggression, Non-Physical</li><li>• Aggression Towards Object</li><li>• Cheating or Plagiarism</li><li>• Contraband – Possession</li><li>• Defiance</li><li>• Disrespect to Staff or Authority</li><li>• Inappropriate Behavior</li><li>• Leaving Campus without Permission</li><li>• Lying to Staff or Authority</li><li>• Theft (Less than \$750) <b>(LE-Optional)</b></li><li>• Vandalism (under \$1,000) <b>(LE – Optional)</b></li></ul>	<ul style="list-style-type: none"><li>• CAW</li><li>• EXP</li><li>• LOP</li><li>• LPP</li><li>• OSS</li><li>• PIP</li><li>• RES</li><li>• RLW</li><li>• W/D</li><li>• Zero</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

Infractions	Administrative Actions
<ul style="list-style-type: none"> <li>• Aggression, Physical</li> <li>• Alcohol Possession or Use or Distribution <b>(S) (LE- Optional)</b></li> <li>• Bullying <b>(LE- Optional)</b></li> <li>• Contraband, Sale</li> <li>• Drugs – Poss./Use <b>(S) (LE- Optional)</b></li> <li>• Endangerment</li> <li>• Fighting</li> <li>• Harassment <b>(S) (LE)</b></li> <li>• Hazing</li> <li>• Other Serious Misconduct</li> <li>• Sexual Harassment <b>(S) (LE) (DCF)</b></li> <li>• Sexual Other <b>(S) (LE) (DCF)</b></li> <li>• Theft (over \$750) <b>(S) (LE)</b></li> <li>• Tobacco Possession or Use</li> <li>• Trespassing <b>(S) (LE)</b></li> <li>• Vandalism under \$1,000 <b>(LE- Optional)</b></li> </ul>	<ul style="list-style-type: none"> <li>• EXP</li> <li>• LOP</li> <li>• LPP</li> <li>• OSS</li> <li>• PIP</li> <li>• RES</li> <li>• RLW</li> <li>• W/D</li> </ul>

**\*\*FS1006.09**

**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

Infractions	Administrative Actions
<ul style="list-style-type: none"> <li>• Arson (S) (LE)</li> <li>• Battery - Aggravated (S) (LE)</li> <li>• Burglary</li> <li>• Disruption on Campus (S) (LE)</li> <li>• Drugs, Distribution/Sale (S) (LE)</li> <li>• False Accusation</li> <li>• Fighting (S) (LE-Optional)</li> <li>• Off Campus Arrest Charge</li> <li>• Other Major (S) (LE – Optional)</li> <li>• Robbery (S) (LE)</li> <li>• Sexual Assault (S) (LE)</li> <li>• Sexual Battery (S) (LE) (DCF)</li> <li>• Simple Battery/Physical Attack (S) (LE – Optional)</li> <li>• Threat/Intimidation (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>• EXP</li> <li>• OSS</li> <li>• RLW</li> <li>• W/D</li> </ul>

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

**(≠) 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
- 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 MTC 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 under the age of 18 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. In order to maintain a safe environment for students, staff and the public, and to control vandalism and criminal activity on School District Property, the district has installed and will utilize video surveillance systems on School District property. Any activities recorded on the video cameras may be used for school discipline or for law enforcement purposes. Federal and state law governs disclosure and use of video material, and such material could become part of a student's record. Requests for school videos are exempt under Florida Statute as well as FERPA-34 CFR s 99.12, unless under a subpoena.

## **Weapons and Firearms**

### **Weapon Detection Systems**

The Safety of our staff and students at Manatee Technical College is our number one priority. To enhance our security efforts at our schools we have launched a new high- tech security scanner weapons detection system to screen students and visitors for weapons.

Weapons are not permitted on the School District of Manatee County (SDMC) property. All students entering District property may be required to submit to a weapon detector screening to ensure no weapons are brought onto the premises. Bags, purses, backpacks, etc. may also be screened using metal/weapon detecting wands and/or by hand. Refusal to cooperate with the screening procedure will result in the denial of entry and/or disciplinary action for the student. If a student activates the Weapon detector, a staff member will conduct a search of the student and their belongings in alignment with School Board policy 5771.

# **STUDENT SUPPORT**

## **Freedom of Expression**

Students have the right to freedom of expression; however, when students exercise that right, they must do so in a responsible manner that does not cause a disruption of the school or school activity.

## **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 sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Acts of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Title IX of the Education Amendments Act of 1972 is a federal law, enacted in 1972, which states: “No person in the United States shall, on the basis of sex, be excluded from participate in, be denied the benefits of, or be subjected to the discrimination under any education program or activity receiving Federal financial assistance.”

The United State Department of Education requires school districts to follow a specific Title IX Grievance Process while investigating allegations of sexual misconduct. The Office of Civil Rights of the United State Department of Education considers sexual misconduct (including sexual harassment, sexual violence, sexual assault, and intimate partners violence) to be a form of sexual discrimination and requires the school districts to take immediate and effective steps to respond to sexual misconduct. For a Title IX investigation to apply, the incident must have occurred in an education program or activity in which the district has substantial control over both the respondent and the context in which the incident occurred.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. Any School District of Manatee County employee conditions the provision of an aid, benefit, or service of the recipient on an individuals' participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C 1092(f)(6)(A)(v), "Dating violence" as defined in 34 U.S.C. 12291(a)(10). "Domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

## **Responsibilities and Obligations**

The School District of Manatee County takes its obligation to comply with Title IX very seriously. Inquiries concerning the application of Title IX, and the Grievance Procedures may be referred to the District's Title IX Coordinators:

### **Schools and Educational Facilities**

Office of Student Services

2501 63<sup>rd</sup> Avenue East Bradenton, FL 34203

941.751.6550

## **Student Clubs / Activities**

### ***HOSA-Future Health Professionals***

HOSA-Future Health Professionals is a global student-led career and technical student organization endorsed by the Florida Department of Education, 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 future health professionals to become leaders in the global health community through education, collaboration, and experience. Its purpose is to develop leadership and technical 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 endorsed by the Florida Department of Education, the U.S. Department of Education and the Association for Career and Technical Education (ACTE). 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 and staff at Manatee Technical College support and encourage participation in this student organization.

### ***National Adult Education Honor Society (NAEHS)***

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.”

### ***National Technical Honor Society (NTHS)***

The National Technical Honor Society (NTHS) is the honor society for Career & Technical Education (CTE). As a national non-profit student organization, NTHS has been recognizing outstanding student achievement in CTE since 1984. Having served well over 1.2 million members in campus chapters across the country and beyond. NTHS continues to support the next generation of skilled workers and leaders through chapter activities built around the core four objectives of career development, leadership development, service, and recognition.

Students are nominated by their MTC instructors for maintaining an “A” average in their CTE coursework, met all requirements on their exams and possess the highest level of the characteristics of NTHS such as honesty, respectfulness, responsibility, and work ethic.

## **Student Grievances**

When initiating a grievance, the student should first make every reasonable effort to resolve the issue with the instructor or staff member concerned.

If the situation cannot be resolved, the student should see the 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.

If a resolution cannot 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:

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:

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.

If the issue cannot be resolved at the district level, the student may contact the Florida Department of Education Division of Career, and Adult Education.

<https://www.fldoe.org/academics/career-adult-edu/division-directory.shtml>

If the student believes the complaint has not been addressed satisfactorily, after exhausting all Manatee Technical College's complaint or grievance procedures, the student may contact:

Council on Occupational Education

7840 Rosewell Road, Building 300, Suite 325

Atlanta, GA 30350

Phone: 800.917.2081, FAX: 770.396.3790

<http://www.council.org>

## **Where To Go for Help**

*[MTCdashboard.net](http://MTCdashboard.net)*

For class schedules, grades, assignments, financial balance, financial aid, academic advising notes, view items you need to submit or outstanding fees and update personal information visit: <https://www.manateeschools.net/>

# References

*Student Calendar and Maps*

### July 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		
						0/3

### August 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						15/1

### September 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				
						17/1

### October 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	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	
						17/1

### November 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						11/1

### December 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			
						12/1

### January 2026

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
						14/6

### February 2026

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
						15/1

### March 2026

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				
						13/1

### April 2026

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		
						18/1

### May 2026

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						15/1

### June 2026

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				
						15/1

Date	Event or Holiday
Jul 1 - 28	Summer Break - A few select programs conducted during Summer Break
Jul 4	Independence Day
Jul 11	No school (Anticipated 4 day work week)
Jul 18	No school (Anticipated 4 day work week)
Jul 25	No school (Anticipated 4 day work week)
Jul 29	First Day for Teachers
Jul 30	Teacher Workday
Jul 31, Aug 1	Teacher Inservice Days
Aug 4	Teacher Workday
Aug 5	First Day CTE
Sep 1	No school, Labor Day
Oct 13	No school, Record Day
Nov 11	No school, Veterans' Day
Nov 24 - 28	No school, Fall Break
Dec 22 - Jan 1	No school, Winter Break
Jan 2	No school, Record Day
Jan 5	No school, Teacher Inservice Day
Jan 16	Last Day Sem. 1 CTE
Jan 19	No school, MLK Day
Jan 20	First Day Sem. 2 CTE
Jan 22	Fall Graduation
Feb 16	No school, Presidents' Day
Mar 16 - 20	No school, Spring Break
Mar 23	No school, Record Day
Apr 3	No school, Good Friday
May 25	No school, Memorial Day
Jun 5	No school (Anticipated 4 day work week)
Jun 12	No school (Anticipated 4 day work week)
Jun 19	No school (Anticipated 4 day work week)
Jun 24	Last Day Sem. 2 CTE
Jun 25	No school, Record Day/Graduation

162 Student Days

### July 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		
						0/3

### October 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	
						17/1

### January 2026

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
						4/5

### April 2026

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		
						18/1

### August 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						
						8/9

### November 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						
						11/1

### February 2026

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
						15/1

### May 2026

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						
						12/1

### September 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				
						17/1

### December 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			
						8/8

### March 2026

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				
						13/1

### June 2026

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				
						0/0

Date	Event/Holiday
4 Jul	Independence Day
Jul 29	First Day for Teachers/Inservice Day
Jul 30, 31	Teacher Inservice Days
Aug 4	Teacher Workday
Aug 18	First Day Student - Adult Education
Sep 1	Labor Day
Oct 13	No school, Record Day
Nov 11	No school, Veterans' Day
Nov 24 - 28	No school, Fall Break
Dec 12	Last Day Sem. 1 - Adult Education
Dec 22 - Jan 5	No school, Winter Break
Jan 19	No school, MLK Day
Jan 22	Teacher Work Day/Fall Graduation (GED)
Jan 26	First Day Sem 2 - Adult Education
Feb 16	No school, Presidents' Day
Mar 16 - 20	No school, Spring Break
Mar 23	No school, Record Day
Apr 3	No school, Good Friday
May 22	Last Day of Sem. 2 - Adult Education
May 25	Memorial Day
Jun 25	Spring Graduation (GED)

123 Student Days

130 Teacher Work Days

July 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		
						0/2

August 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						
						19/2

September 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				
						21/2

October 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	
						22/2

November 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						
						14/1

December 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			
						15/1

January 2026						
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
						18/2

February 2026						
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
						19/1

March 2026						
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				
						16/1

April 2026						
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		
						21/2

May 2026						
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						
						20/2

June 2026						
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				
						15/1

Date	Event or Holiday
Jul 1 - 28	Summer Break - A few select programs conducted during Summer Break
Jul 4	No school, Independence Day
Jul 11	No school (Anticipated 4 day work week)
Jul 18	No school (Anticipated 4 day work week)
Jul 25	No school (Anticipated 4 day work week)
Jul 29	First Day for Teachers
Jul 30	Teacher Workday
Jul 31, Aug 1	Teacher Inservice Days
Aug 4	Teacher Workday
Aug 5	First Day CTE
Sep 1	No school, Labor Day
Oct 13	Record Day
Nov 11	No school, Veterans' Day
Nov 24 - 28	No school, Fall Break
Dec 22 - Jan 1	No school, Winter Break
Jan 2	Record Day
Jan 5	Teacher Inservice Day
Jan 16	Last Day Sem. 1 CTE
Jan 19	No school, MLK Day
Jan 20	First Day Sem. 2 CTE
Jan 22	Fall Graduation
Feb 16	No school, Presidents' Day
Mar 16 - 20	Spring Break
Mar 23	Record Day
Apr 3	No School, Good Friday
May 25	No school, Memorial Day
Jun 5	No school (Anticipated 4 day work week)
Jun 12	No school (Anticipated 4 day work week)
Jun 19	No school (Anticipated 4 day work week)
Jun 24	Last Day of Sem. 2 CTE
Jun 25	Record Day/Graduation

## Notification of Nondiscrimination

The School District of Manatee County is an open-entry institution and is committed to a policy of nondiscrimination in employment and educational opportunity. The School Board does not discriminate (including anti-Semitism) on the basis of race, ethnicity, color, national origin, sex (including sexual orientation, gender status, or gender identity), recognized disability, pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively, “protected classes”) in its programs and activities, including employment. Admission is open to students with limited English proficiency. To eliminate barriers, the district assesses each student’s ability to participate and benefit through placement testing and counseling. Based on assessments, services or referrals are provided to help prepare students for successful participation.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Compliance Officer (CO)

Dr. Christina M. Britton

Executive Director, Human Resources

Walter E. Miller School Support Center

215 Manatee Ave. W, Bradenton, FL 34205

(941) 708-8770 x41239

[equitycoordinator@manateeschools.net](mailto:equitycoordinator@manateeschools.net)

Section 504/ADA Coordinator

Post-Secondary (MTC)

Tammy Ralston Ed. D

Disability Resource Center Coordinator

Manatee Technical College

6305 State Road 70 East, Bradenton, FL 34203

(941) 751-7900 x46042

[ralstont@manateeschools.net](mailto:ralstont@manateeschools.net)

Donna Peregoff

Assistant Director, Human Resources

School Support Center

215 Manatee Ave. W, Bradenton, Florida 34205

(941) 708-8770 x41006

[peregoffd@manateeschools.net](mailto:peregoffd@manateeschools.net)

District Title IX - Coordinator

Dr. Christina M. Britton

Executive Director, Human Resources

School Support Center

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