

BIG BEND TECHNICAL COLLEGE

Faculty and Staff Handbook



2019-2020

MISSION: The mission of Big Bend Technical College is to provide quality education and technical training that will empower each student to reach their potential.

SCHOOL MOTTO

Educate, Empower, Employ!

Welcome Faculty and Staff to the 2019–2020 Academic Year!

The beginning of a new school year, like the dawning of a new day, reminds us that the future holds infinite possibilities. I hope that your summer was relaxing, filled with adventures and good health because you deserve it. The opportunity to refuel over the summer is a necessary component of the important work that you do. I know that we are about to begin a great school year filled with hope, vision, and excitement. As we begin this new year, I wish everyone the greatest success as we welcome nearly 300 students to their educational journey of 2019-2020.

Our accomplishments have been monumental and we will continue our focus on teaching and learning so that our students graduate career ready. While maintaining the implementation of the initiatives already in place, this year we will also focus on addressing targeted mental health and school safety initiatives. Henry Ford once said, "If you think you can or you think you can't, you're right." I know that we can meet all of our initiatives because we have a faculty and staff that believes in the promise of educational excellence. We know that we have work to do, work that requires commitment, focus and collaboration and we know that we will succeed.

I know each of us wants to make a difference in the lives of our students. As we move forward with our efforts, I invite you to think about something written so long ago but something that still resonates today. Emerson said, "Do not go where the path may lead, go instead where there is no path and leave a trail." I am confident that we will blaze a trail filled with success and accomplishment as, together, we launch the best year yet for Big Bend Technical College.

This handbook has been prepared for the purpose of keeping faculty and staff members informed concerning administrative procedures and assignments at BBTC. You are encouraged to contact office staff for answers that may not be addressed within these pages. Please familiarize yourself with the information; I hope it will be of help to you.

I wish you the very best this school year!



Jodi Tillman, Director
Big Bend Technical College

TAYLOR COUNTY SCHOOL BOARD **NON-DISCRIMINATION INFORMATION**

1. The Taylor County Public School district does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices
2. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees and/or students or other persons protected by applicable law.
3. The School Board shall admit students to district schools, programs and classes without regard to sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law.

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Section I

ADMINISTRATIVE INFORMATION

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RESOURCE MANUAL INFORMATION

The BBTC Employee Resource Manual is designed to help you become familiar with the foundation of the Big Bend Technical College learning community as well as contribute to the framework that will govern our activities during the year. The guidelines are not intended to be a contract nor inclusive. If and when provisions are changed, replacement pages will be provided with revision date noted.

Specific questions regarding your employment can be answered by your BBTC peer professionals or the appropriate personnel at the Taylor County School Board. In addition, the policies and procedures of the Taylor County School District are in effect at all times. Copies of these official policies and procedures are located in the Director's office and the Taylor County School Board website at <http://www.taylor.k12.fl.us>. The site contains links to district information, forms, departmental/division information, and the District goals, mission, and belief statements. It also links you to the Taylor County School District Policy Handbook, <http://www.taylor.k12.fl.us/district/default.aspx>. Links are also provided for The Student Code of Conduct (Discipline Matrix), Pupil Progression Plan, Strategic Plan and other important documents. Employees are expected to familiarize themselves with the Taylor School District Policies and Procedures Manuals so they know and understand district policies.

Please read your manual carefully. It will help all of us stay clearly focused on our vision and the mission. Please post the BBTC Mission statement in your program areas as a daily reminder of our focus.

MISSION STATEMENT

The mission of Big Bend Technical College is to provide quality education and technical training that will empower each student to reach their potential.

BBTC PHILOSOPHY AND PURPOSE

Big Bend Technical College provides programs of career and technical education (CTE) for individuals who plan to enter the world of work or wish to enhance their existing occupational skills. These programs are based on the philosophy that every individual should have the opportunity to become a contributing citizen in the American workforce. Workforce skills may be acquired through the discovery and the development of the individual's interests, aptitudes, abilities, attitudes and job knowledge.

Programs provide opportunities for personal growth in the areas of general educational development and occupational competency. In order to do this, the learning situation may be individually structured to empower students to gain the knowledge, basic understanding, and skills necessary for their chosen career.

We believe that career and technical education is an integral part of the American way of life and has both the opportunity and the responsibility to meet the needs of business and industry. Therefore, we constantly strive to stay abreast of business and industry needs and conditions in order to operate our programs in a practical and relevant manner.

It is our belief that our school is one of the most important institutions in the community and that it should provide service in every way possible to the individual, civic groups, and public and governmental agencies.

BBTC HISTORIC PERSPECTIVE

Big Bend Technical College in existence today is the result of efforts beginning in 1965. On November 30, 1965, the Florida State Board of Education authorized the Taylor and Dixie County Boards of Public Education to establish an area vocational –technical center in Taylor County that would serve the needs of both counties. Construction of the new facility began in 1966, and the first classes were held in 1967.

DISTRICT MISSION STATEMENT

The Taylor County School District is committed to equipping students for life-long learning through lessons in academics, accountability, and attitude.

DISTRICT VISION STATEMENT

The Taylor County School District will provide a rigorous and relevant education for all our students, in an effort to prepare them to be successful citizens in the 21st Century.

District Strategies:

To achieve the mission and vision, the district will:

- Disseminate the mission and vision of the Taylor County School District to stakeholders through various forms of communication
- Use student achievement data to assist schools in meeting or exceeding current and/or future achievement guidelines
- Monitor school improvement initiatives at all schools to ensure continuous progress toward meeting improvement goals
- Effectively utilize available resources to provide appropriate facilities, materials, equipment, and support to all schools
- Provide appropriate professional development activities to school system personnel
- Encourage stakeholder involvement and input into district educational improvement efforts

District Slogan: "Education – Priority 1"

BBTC INSTITUTION ADVISORY COUNCIL

The Taylor County School Board is required by state law to establish procedures for schools to use in selecting business and community members using guidelines to verify that the Institution Advisory Council (IAC) members at each school district meet the legal requirements. BBTC is served by an IAC that primarily advises and makes recommendations to the Director concerning the general operations and goals of the school. Members are selected based on their interest, experience, and other qualities which enable them to make worthwhile contributions to BBTC and its School Improvement Plan. The IAC typically meets two times during the school year. Students, instructors and business and community members who have an interest in BBTC are actively sought to participate as IAC members.

OCCUPATIONAL ADVISORY COMMITTEES

Purpose and Function of Advisory Committees

Each CTE program at BBTC is served by an Occupational Advisory Committee (OAC) which is composed of individuals employed or affiliated with a field or trade associated with each respective program. Their purpose is to give practical advice and make recommendations to the CTE instructors. OACs meet at least twice each school year and provide an invaluable service by maintaining the quality and integrity of BBTC's CTE programs.

The role of the advisory committee is to serve in an advisory capacity to the instructor or administrator who has policy-making or instructional responsibilities. The committee offers advice and suggestions in such areas as the following:

1. Laboratory layout and type of equipment used in instruction
2. Kinds of instructional materials
3. Type of jobs to be used in the instructional program and procedures or handling jobs for outside customers
4. Standards to be met for completion certificates
5. Skills and related technology to be taught
6. Assist in evaluating effectiveness of program
7. Assist in placement of qualified graduates
8. Assist in reviewing course outlines to keep them up-to-date and function and serve in public relations capacity to develop community understanding and active support of CTE

9. Assist in obtaining equipment, tools and materials which otherwise might not be available

According to the Council on Occupational Education (our accrediting agency) the following applies to occupational advisory committees:

1. Occupational advisory committees appointed for each program or program areas are used to ensure that desirable, relevant, and current practices of each occupation are being taught.

Each committee shall:

- a. Be composed of at least three members, all being external to the institution
 - b. Meet at least twice annually with a majority of official members present
 - c. Keep minutes of each meeting to document their activities and recommendations (A standard format is provided)
2. Accordingly, it is important that you do the following early in the school year in preparation for the upcoming advisory committee meetings:
 - a. Review and update your list of advisory committee members
 - 1) Purge inactive members
 - 2) Contact perspective members and gain their commitment to serve
 - b. Complete and turn in your "Occupational Advisory Committee Members" form to the Director's Administrative Assistant
 - c. Invite all your members to the upcoming meeting ASAP
 - d. Prepare a formal agenda (guide) for your meeting
 - e. Prepare a folder with your sign-in sheet, copies of the agenda, surveys, and copies of the curriculum frameworks for your members
 - f. Prepare your classroom and laboratory for the inspection of your members and/or members of the public. (You never know who may show!)
 3. During the meeting:
 - a. As members arrive:
 - 1) Have them sign in
 - 2) Provide them a copy of your agenda and curriculum frameworks
 - 3) Encourage them to tour your facility
 - b. Report enrollment figures, additions or changes to the curriculum or program equipment, changes made to the program as a result of the previous advisory council meetings, and other items of interest to your committee members
 - c. Take informal notes (One or two words to remind you later of what was said so you can write up the minutes)
 - d. Seek the honest evaluation of your program. When members critique your program try not to become defensive. Instead listen openly to what is said and thank them for their views.
 - e. Ask them to fill out the "Employer Survey" and/or "Former Student Survey" as appropriate
 4. After the meeting:
 - a. Write up the formal minutes
 - b. Make copies for yourself, the director, and all members
 - c. Send a copy of the minutes and attendance to the director's office within one week of the meeting date
 - d. Mail or email a copy of the minutes to all members within one week of the meeting date. Be certain to thank all members who attended
 - e. Make adjustments to your program as needed
 - f. Send a copy of the minutes to those who did not attend

- g. Keep a copy of the minutes and all other documentation in your files. Minutes must be kept on file for a full 5 years.

Occupational advisory committees serve as a vital link between BBTC, students, and business and industry. Please remember to be well prepared and listen carefully to what your members have to say. If you have chosen your members wisely and have provided a warm environment for their participation you will likely find their information and viewpoints to be of great value.

Forms are available in the Appendix section of this manual to assist you in the record keeping necessary for each of your occupational advisory committee meetings.

Occupational advisory committee meetings include, as part of their regularly scheduled meetings, a review of the appropriateness of the type of instruction (e.g. lecture, laboratory, and/or work-based instruction) offered within each program. Their role is to assure that students are provided with sufficient opportunities to practice and gain competency with specific skills required for successful completion of the program.

Composition of Occupational Advisory Committees

Size - In general, should range from 5 to 7 members. The Commission of Occupational Education (COE, our accreditation agency) requires a minimum of 3 members present at each meeting for the meeting to count towards the required two meetings each year. In addition, COE requires that a majority (quorum) of members also be present in order for the meetings to count.

Representation - The service area should be represented to the extent possible. Members should not be selected from only one or two cities or companies if this can be avoided.

1. Both employers and employees should be represented when practical and possible
2. If labor unions are involved, it is advisable to include their representation from the local area
3. Organized groups or associations should be represented

Chairman - The instructor may serve as chairman, or if desired, the chairman may be elected by the committee. A vice chairman should be elected to serve in the absence of the chairman.

Secretary – The Secretary should be a person with an understanding and genuine interest in the program and one having a facility for writing. The secretary may be elected by the committee but it is preferable to have a representative of the school serve who would probably have more time to prepare minutes, mail them to members, etc.

General Rules for Conducting Occupational Advisory Committee Meetings

1. Start on time even if all members are not present
2. Introduce members
3. Explain the purpose and function of the committee
4. Prepare in advance and follow a fixed agenda
5. Let the committee members know that their advice is needed, appreciated and will be fully considered
6. Involve all members by asking for their individual opinions and ideas
7. Avoid spending too much time discussing minor points

The above suggestions are by no means intended to be all-inclusive but merely to serve as a guide in making more effective use of occupational advisory committees.

ACTIVITY CALENDAR

The Director is in charge of the school calendar. Therefore, all special activities must be pre-approved by the director (forms are included in the appendix) well in advance of the planned activity. This includes class celebrations, social activities and fundraisers. Instructors/Staff should check the school calendar available through Outlook before

attempting to plan any special activity. Activity conflicts will be reviewed on an as needed basis and a decision will be made based upon school needs.

CONTROL OF INVENTORY

Each instructor is directly responsible and accountable for their program's equipment and all school property assigned or being used by his/her program. Instructors should exercise strict control over equipment at all times and take every precaution against accidental or deliberate theft. **Equipment is not to be loaned to students or staff for off-campus work.**

Any item lost or stolen must be reported immediately to the Director IN WRITING giving description of the item and property number if possible.

DATA AND TECHNOLOGY

District MIS, in collaboration with other BBTC and District staff, will assist with all technology needs at BBTC. If you have a problem with a computer or other electronic device, submit a Technology Work Order online at <http://www.taylor.k12.fl.us/employees/technology/default.aspx>.

For telephone concerns, call extension 224 to report the issue. All technology related concerns will be handled as soon as possible.

The Data Technician is responsible for inputting and transferring student data into the district database and maintaining student records. This office is located in the Student Services Office. For data assistance, the telephone extension is 250.

FOCUS

FOCUS is the student data management system used at BBTC.

SUNSHINE FUND Form: Appendix

A \$10 annual requested contribution is suggested from all employees for the support of the BBTC Sunshine Fund. Make your contributions to the Business Office. Guidelines have been set for the remembrance of faculty and staff during hospital stays and deaths.

FUNDRAISERS & HANDLING MONEY

There are strict guidelines from the Florida Legislature and the Florida Department of Education for handling money for internal accounts. At the beginning of each school year, the BBTC Fiscal Manager will hold an in-service training for all employees who anticipate participating in fundraising activities during the year. A materials packet will be provided that includes District and school guidelines for fundraisers, handling of monies, funds, and internal accounts. Participation in this in-service is mandatory for instructors/staff that anticipate the need to handle money or work with fundraising any time during the school year. Mishandling of school funds is an immediate cause for dismissal.

Special care should be taken in handling all money. Money should not be left in your desk or room unattended at any time. All money should be submitted to the Fiscal Manager on a daily basis. All money needs to be turned in promptly. Do not hold checks or cash until fundraisers are completed.

State law mandates that any money collected in any way through school activities be under the control of the local Board of Education. All purchases, whether through activities or budgeted funds, shall have a written and signed requisition form. Note: if you purchase something before you have received approval, will not be reimbursed.

Purchases

Teachers must submit a Supply and Equipment request (S&E) form to buy products using internal funds from any vendors. Teacher must get the purchase approved by the Director before making the purchase. Reimbursement to faculty for unapproved purchases will not be made.

ORDERING MATERIALS OR EQUIPMENT

Purchases: All Some supplies and equipment are ordered from internal accounts and others come from budgetary accounts. The Director is held responsible for making the decisions regarding the use and budgeting of these funds.

Instructors must complete a Supply and Equipment request form (S&E) and have the form approved by the Fiscal Manager prior to making ANY purchases. The Fiscal Manager will notify the instructor within 2 days regarding approval of purchases.

All S&E forms will be reviewed by the Fiscal Manager and Director to determine if adequate funds are available and if the purchase is appropriate. If monies are not available or procedures incorrect, the form will be returned to its originator with proper notation in writing or through a meeting with the Director informing the individual why it is impossible to grant this request.

Instructors should keep the SER until the order is filled and then file the S&E for future references.

All purchasing should be done by purchase orders, except those by job orders. Freight tickets and packing slips will be given to the Fiscal Manager.

Requisitions/Purchase Orders

Supply and Equipment requests (S&E) forms are to be used to purchase all items. The S&E should be filled out completely and include accurate name and address of vendor, individual costs, and total cost. From the S&E, the Fiscal Manager will make the purchase approved by the Director. Phone or online orders are not to be made without prior approval of the Director. Unapproved orders are the responsibility of the person ordering and will not be paid for by BBTC or TCSB.

All purchases of materials classified as potentially harmful substances must be registered on a Material Safety Data Sheet (MSDS). MSDS provides the proper procedures for both workers and emergency personnel for handling or working with a potentially harmful substance. An MSDS includes information such as melting point, boiling point, first aid, reactivity, storage, disposal, protective equipment and spill/leak procedures.

Two master binders will be maintained. One will be kept in Custodian office. The other will be kept in the Fiscal Manager's office. Both the Fiscal Manager and Custodians will be responsible for having a current MSDS sheet for every chemical used at BBTC.

MSDS materials include ALL cleaners, wax strippers, soaps, lotions, hand sanitizers, adhesives, chemicals used in processes in our shops and classes, office supplies such as white-out and lubricating oils for printers and copiers, pesticides, air fresheners, etc. Anything that is not meant to be ingested by humans must have an MSDS sheet on file.

Any request to order MSDS materials with school funds must have a printed MSDS printed sheet attached to the SER for anything that is a chemical. No orders will be placed without the S&E form and an MSDS sheet. ALL purchase order requests must be submitted to the Fiscal Manager who will code for funding and then submit to the Director for approval signature. The Director will not sign any forms without an MSDS sheet and funding code.

The Fiscal Manager will keep a copy in their binder to be kept in the Fiscal Office and an additional copy indicating the room number where the chemical will be housed/used written at the top will be given to the Head Custodian to file into her binder. The binders need to be organized by room number. Staff will be trained in this process.

Per school board policy, any purchases made without prior written approval by an administrator will be subject to payment by whoever placed the order or made the purchase.

Capital Outlay Money (Perkins Purchases)

Major non-expendable item purchase requests for the following school year are to be submitted to the Director by May 15th each year. Items will be purchased out of the Program budget where applicable or will be submitted as part of the next fiscal year's Carl D. Perkins grant.

Depositing Money

Any monies collected must be turned into the Fiscal Manager office on the day collected. Students and/or other patrons should receive a receipt for all monies. The Fiscal Manager will furnish a Monies Collected form to the instructor at the time of deposit. All Monies Collected forms must be kept by the instructor and turned in to the Fiscal Manager at the end of the school year.

GENERAL OFFICE PROCEDURES

Phones: Long distance telephone calls should be made only when necessary and when no other means of communications can suffice. All school phones are for school business only.

Fax: There is a fax machine in the mail office. Faxes that require long distance calls must be recorded on the fax log.

Mail: The mailboxes are located in the teacher work room. Please check your mailbox in the morning and before leaving for the day. Please do not send students to pick up your mail, as the mailboxes contain confidential information.

Voicemail/Email - Each teacher has voice mail and email capabilities. Please review the instructions and check each twice daily. It is a professional responsibility to ensure that messages are returned consistently and in a prompt manner.

Copy Machine: Faculty and staff should report any problems with the copy machine to the Fiscal Manager. Teachers should bring their own paper. Please let the Fiscal Manager know if materials or toner need to be replenished.

Laminating: The laminating machine must be preheated. It is important to remember to turn the machine off when lamination has been completed.

MAIL AND COURIER SERVICES

Inter-district correspondence is delivered to and from the district office once a day, normally before noon. To send correspondence to another school or office within the district simply place it in a large sealed folder or envelope and clearly mark the name and location of the recipient on the outside. Place in the box located on the Business Office wall. In most cases it will be delivered to that location within 24 hours.

If you wish to mail something through the U. S. mail, prepare it as you normally would, take it to the front office and place it in the outgoing mailbox. The Director's Administrative Assistant will stamp with correct postage. Mail delivered to BBTC for you will be placed in your mailbox.

CLASSROOM LEARNING RESOURCES/LIBRARIES

1. Each instructor should evaluate his/her classroom learning resources/library to determine the need for new and/or additional materials. Any obsolete books/materials should be removed. Additional books and materials should be purchased to update or enhance the respective program's resource material.
2. Instructors should evaluate their classroom resources to determine the need for new and/or additional materials.
3. Instructors should identify and maintain a list of current, relevant websites and instructional resources.
4. Upon your recommendation, preview materials are returned, purchased, displayed or placed on possible purchase status for your inclusion for budget requests.
5. Once purchased, materials are processed and added to the respective inventories.
6. A professional program library is necessary to assist instructors with curriculum design, classroom management and professional growth. Catalogs and supply information are available in the Fiscal Manager's office.
7. Bulletin board materials are available in room A-004.
8. A Career Exploration Lab is available for students in the Small Testing lab. Instructors should notify Liddie Davis to schedule computer time for students.
9. Since employability skills are included in each program's Curriculum Framework, instructors should use an array of instructional materials to cover these important soft skills. Resources are available in the bookroom

that can be checked on a first come – first served bases and should be checked out through the Student Services Secretary

10. Instructors are expected to allow students class time to attend employability workshops provided to assist in meeting the curriculum framework requirements and COE Accreditation Standards.

Refer any student you feel needs help in spelling, reading, math, or grammar to function better in your program; needs to obtain a GED® or needs basic academic skills review. Applied Academics for adult students are available for any student needing assistance with basic academic skills to meet the TABE requirements for your programs.

NOTARY SERVICES

Notary Public services are normally available in the Student Services Office from 8:00 until 3:30. Contact the Student Services Office should you need a work related item notarized.

PROFESSIONAL CTE INSTRUCTOR ORGANIZATIONS

Each instructor is encouraged to join the Florida Association of Career and Technical Educators (FACTE) and the Association of Career and Technical Educators (ACTE). ACTE membership includes \$500,000.00 liability insurance coverage. Dues for these organizations are income tax deductible. Membership forms are available online at FACTE.org.

PUBLICATION GUIDELINES (Council on Occupational Education – COE)

Note: Failure to strictly follow these guidelines may result in the revocation of BBTC's accreditation!

1. In catalogs, brochures, advertisements, web sites, and news releases, any reference made to BBTC's status with COE must be accurate, including the name, address and telephone number of the Commission.
2. When the institution is referring to its status with COE, they must use the appropriate statement which is as follows:
 - COE Seal: The accreditation seal must be used with discretion. It is not to be used for advertising purposes, but rather to identify institutions as being members of a nationally-recognized accrediting agency. The seal must be used only on letterheads, catalogs, certificates, diplomas, transcripts, and web sites. If the seal is used on an institution's web site, it must be linked to the Council's web site (www.council.org).
3. Advertising: All media used by an institution must be truthful and presented with dignity to avoid any false or misleading impressions of the institution, its programs and services, or employment.
 - a. All advertising seeking prospective students that is placed by the institution, its representatives, or third parties must appear under "instruction," "education," "training," or a similarly titled classification and shall not be published under any "help wanted" or "employment" classification.
 - b. All advertisements placed by the institution or its representatives through direct mail, radio, television, internet, or directories seeking prospective students must clearly indicate that education is being offered, and shall not, either by actual statement, commission, or intimation, imply that prospective employees are being sought.
 - c. Printed bulletins or other promotional information must be specific with respect to the prerequisites for admission to the institution's programs, the curricula, the content of courses, and the graduation requirements.
 - d. The institution must be emphasized more than accreditation in all promotional and institutional materials.
 - e. A record or copy of all promotional and advertising material must be kept on file from one accreditation team visit until the next.
 - f. Media comments which imply that the institution guarantees placement in employment is prohibited.
 - g. An accredited institution assumes the responsibility for all representations made by its recruiting personnel or other employees in procuring students on its behalf.
 - h. Media criticism toward other institutions is prohibited.

- i. Printed bulletins and other publications must correctly reflect the programs offered.
4. Publication (e.g. catalogs/brochures/pamphlets) – A catalog and/or other official publications, which are published in hard copy or provided online, to provide the information specified below that must be readily available to students, prospective students, and other members of the interested public.
 - a. The publication(s) must contain and accurately depict the following:
 - Institutional mission
 - Admission requirements and procedures
 - Basic information on programs and courses, with any required sequences and frequency of course offerings explicitly stated
 - Program completion requirements, including length of time required to obtain certification of completion
 - Faculty (full-time and part-time listed separately) with degrees held and the conferring institution
 - Description of institutional facilities readily available for educational use.
 - Rules and regulations for conduct
 - Tuition, fees, and other program costs
 - Opportunities and requirements for financial aid
 - Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment.
 - National and/or state legal requirements for eligibility for licensure or entry into an occupation or profession for which education and training are offered
 - Any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation described
 - Grading system
 - Academic/school calendar
 - Street address and telephone number of each campus of the institution (main campus and each additional permanent site)
 - Institution's student grievance procedure which includes the Commission's mailing address and telephone number
 - b. Other publications that make any reference to the institution's status (candidacy or accredited) with the Commission must be accurate and must include the name, address, and telephone number of the Commission. (In lieu of reference to the Commission, the institution may use the following statement. "For information about national and program accreditation, contact the institution.")

In order to ensure the strict compliance of these guidelines, publications of the school or any of its programs must be approved by the Grants Facilitator and Recruiter (GFR). To gain approval, instructors should submit all proposed publications to the Director along with a completed "Publications Standards Compliance Form".

Publication Protocol

1. Any and all publications or website content must be approved by Director prior to submission.
2. The Grants Facilitator and Recruiter (GFR) is responsible for all publications. All publications shall be submitted to the GFR for review and must approved prior to being published.
3. The GFR will review publication or website content for accuracy and content before printing or posting on website.

4. If changes are needed in the document, the GFR will confer with the document author to go over the changes.
5. The GFR will stay abreast of accrediting and governing agencies regulations and guidelines.
6. The GFR will strive to maintain consistency in BBTC publications and website content that will be released to the public.
7. All recruitment activities used by the institution must be truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment.
8. Any pictures showing students and or instructors at work must show the students and instructors wearing the proper safety equipment and represent actual BBTC situations.
9. A Photo/Media Release Form must be signed by the underage student and parent/guardian; it will be kept on file prior to using photo/media of the under aged student.

SOCIAL SECURITY NUMBERS (District Policy)

Notification of Social Security Number Collection and Use

Taylor County School Board recognizes that an individual's social security number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, as required by Florida Statute 1008.386, the Board must request that each student enrolled in the district provide his or her social security number and must use the social security number in the management information system.

TCSB collects social security numbers only for the following purposes: Identification and verification; benefit processing; data collection, reconciliation and tracking; tax reporting; criminal background checks; billing and payments; payroll administration; garnishments; state and federal education and employment reporting; financial aid programs; vendor applications; independent contractors; and employment and volunteer applications. All social security numbers are protected by federal regulations and are never released to unauthorized parties.

Additionally, Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the social security number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for BBTC to collect the social security number of every postsecondary student enrolled. A student may refuse to disclose his/her social security number to BBTC, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Services. **Tax Form 1098 will only be provide, when applicable to students who provide their Social Security number.**

Social Security numbers may be collected from students to be used as:

- Student identification numbers as required by 1008.386 F.S.
- Facilitate the processing of student scholarships, college admission and other applications; and
- For other purposes when consent of the parent or adult student is granted.

SOCIAL SECURITY NUMBERS

I. Collection

- A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
- B. The District shall collect the social security number of each applicant and employee for the following reasons:
 1. Identification and verification;
 2. Benefit processing;
 3. Data collection;
 4. Tax reporting; and
 5. Criminal background checks.
- C. The District may also use the social security number for search purposes.

II. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

III. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

IV. Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

V. Release to Commercial Entities

- A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.
- B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

WINDOW DISPLAY CASES

Display cases are available by request for any instructor wishing to showcase their program/students. Requests should be submitted to the Assistant Director indicating the location of the case and dates of the display. All displayed materials must display the most current, relevant materials.

INSTITUTIONAL POLICIES

Section II

INSTITUTIONAL POLICIES

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Principles of Professional Conduct for the Education Profession in Florida

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.

(1) Florida educators shall be guided by the following ethical principles:

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally violate or deny a student's legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. Shall not misrepresent one's own professional qualifications.

8. Shall not submit fraudulent information on any document in connection with professional activities.

9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History–New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.

STUDENT CODE OF CONDUCT (Discipline Matrix)

Student Conduct and Behavior - Discipline Matrix

Enrollment at BBTC is voluntary. Once admitted to the school, the student has the obligation to adhere to the standards established by the school as long as there is no conflict with his/her legal rights. Students are expected to conduct themselves in a manner compatible with the lawful mission of a public institution. The Taylor County Public Schools Code of Student Conduct (Discipline Matrix) applies to all students enrolled in CTE and adult and community education. The Student Code of Conduct (Discipline Matrix) is available on-line at the following link: www.taylor.k12.fl.us

A copy has been included in your Employee Resource Manual. If you need assistance, please speak with the Director's Administrative Assistant. It may be beneficial to you to take a few minutes to review the document when you have a chance.

COMPLIANCE STATEMENT

NON-DISCRIMINATION, EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION

Taylor County School District Equity Statement:

The Taylor County School Board complies with all state statutes, including statutes on veteran's preference and the Florida Education Equity Act, as well as all federal statutes, including the Americans with Disabilities Act. The Taylor County School Board does not discriminate against any applicant for employment or admission, whether student or employee

If you wish to file a complaint alleging any violation of this Act, notify:

Michael Thompson, Personnel Director Phone: 850.838.2500
Taylor County School Board
318 North Clark Street
Perry, FL 32347

Americans with Disabilities Act

BBTC complies with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. BBTC also comply with Section 504 of the Vocational Rehabilitation Act Amendments of 1973 which states that "no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Reasonable accommodations will be provided for students with documented special needs.

A "**DISCRIMINATION GRIEVANCE AFFIDAVIT**" is located in the Appendix of this manual for the use of anyone who feels they may have suffered discrimination. Grievance procedures may be found in the District Procedure Manual for the filing of grievances.

STUDENT PROGRESSION PLAN

The District Student Progression Plan is the guiding document which spells out the rules we follow to ensure the appropriate progression of our students through the K -12 and Adult Education programs within the district. The plan in its entirety may be referenced at: <http://www.taylor.k12.fl.us/shared.content/student.progression.plan.pdf>

There is information interspersed throughout it that deals with K -12 grades, and therefore BBTC's Dual Enrolled high school students. Sections that pertain specifically to BBTC include:

- Requirements of a Standard Diploma
- General Educational Development (GED®) - Examinations for State of Florida High School Diploma
- Grade Forgiveness Policy
- GPA Requirements for Participation in Extracurricular Activities
- Reporting to Parents and Grading Scales

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TAYLOR COUNTY SCHOOL DISTRICT

STUDENT PROGRESSION PLAN

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Specific Assignments	
Buses, Student Transportation	Kris Bray
Business Office Management	Jodi Tillman/Sandy Hendry
Calendar	Melissa Smigiel
Daily Schedules	Liddie Davis
Data	Sandy Hendry/Kathy Bracknell
BBTC Discipline	Jodi Tillman/Kris Bray
Exceptional Student Education (ESE)	Kris Bray/Sandy Hendry
Facilities	Jodi Tillman, Judy Krejcar, TBD
Fundraisers	Jodi Tillman, Nicole Latham
Guidance	Sandy Hendry
Occupational Advisory Councils	Kris Bray/Program Instructors/Liddie Davis
Safety Committee	Jodi Tillman, Kris Kuhl, Melissa Smigiel
Institution Advisory Council	Jodi Tillman
Special Activities & Field Trips	Jodi Tillman, Nicole Latham
Teacher/School Related Support Person of the Year	Jodi Tillman
Technology	Must submit district work order
Textbooks	Nicole Latham

EMPLOYEE ASSIGNMENTS ADMINISTRATION

Director	Jodi Tillman	MS in Science	University of Florida
Assistant Director	Kris Bray	MS in Reading	Florida State University

FACULTY

FULL-TIME			
PROGRAM AREA	INSTRUCTOR	CERTIFICATION/ DEGREE	INSTITUTION
Adult Education	Ruben Lewis	BS	Florida State University
	Donna Johnson	Education Specialist	Nova Southeastern University
Diesel Maintenance Tech, Diesel Systems Technician 1	Clayton Roberts	BS/District Certified	Valdosta State University
Electrification and Instrumentation I and II	Scot Vaughn	AS/District Certified	College of Central FL
Electronic Technology I	Samuel Spigiel	BS/District Certified	Austin Peay State University
Massage Therapy	Sarah Stetson	AS/District Certified	Orlando College, Florida School of Massage
Medical Coder/Biller	Heath Pridgeon	AS/District Certified	North Florida Community Florida
Millwright I and II	Tony Philmon	District Certified	TCSB
Patient Care Technician	Laurie Rice	RN AS/ District Certified	University of New York
Practical Nursing/Director	Danielle Sadler	RN BS/MSN District Certified	University of West Florida
Practical Nursing	Sarah Cayson	RN BS/ District Certified	Chamberlin College of Nursing
Student Services Director	Sandy Hendry	MS in Educational Leadership	Florida Agricultural and Mechanical University
Welding Technology/Advanced	Tim Brown	District Certified	TCSB
Welding Technology/Advanced	Cecil Gainey	District Certified	TCSB

STAFF

PROGRAM AREA	STAFF MEMBER
Administrative Assistant to Director/CTE Lab Assistant	Liddie Davis, AA – NFCC
Fiscal Manager/Payroll	Nicole Latham, BA Baker College
Custodian	Dale Krejcar
Custodian	Judy Krejcar
Data Technician	Kathy Bracknell, AS Polk State College, BA Warner Southern College
Financial Aid Administrator	Kris Kuhl, BS, Florida Gulf Coast University
Student Services Secretary	Melissa Smigiel, AA Daymar Institute

EMPLOYEE PERSONNEL FILES

Certificate information is maintained in the Director's Administrative Assistant's office on each employee. The employee's personnel file is located at the district office. Documents are not placed in files without employee knowledge. Employees are welcome to view the contents of their file at any time upon request.

It is the responsibility of each individual to provide the school with a copy of his/her latest certification/certificate. It is also each educator's responsibility to keep track of the expiration dates on his/her certificates and to make certain he/she has met all the requirements for re-certification. Recertification paperwork should be submitted in ample time for renewal before the expiration. Lack of certification may result in the dismissal of the instructor or administrator.

GRIEVANCE PROCEDURES

SECTION A - The purpose of this purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time-to-time, arise affecting the welfare or working conditions of employees.

1. The terms defined here will have reference only to the grievance procedures section of this contract.
 - a. Contract Grievance: This term will refer to a written allegation by a grievant that a section(s) of this contract has been violated as it relates to the employee.
 - b. Grievant: This term will mean a teacher(s) eligible for Association membership or the Association, if appropriate, who files a grievance.
 - c. Employers: This term will refer to the School Board and its agents.
 - d. Days: this term will refer to working days exclusive of holidays and weekends.

SECTION B - Whenever an employee has a grievance, every effort shall be made to arrive at a satisfactory solution of the problem on an informal basis. Should the employee desire to have an Association representative be present, the Association shall have the right to decline or be at all discussions pertinent to the grievance. Upon adjustment of a grievance, the Grievant and Association shall be notified.

In order for a grievance to come within the scope of the grievance procedure, it must be filed within 20 days of the day of the event giving rise to the grievance, or of the date when the Grievant could reasonably have been expected to have knowledge of the grievance.

Where information proceedings do not result in a solution, resort shall be made to the more formal procedures provided herein on the form set forth, signed by the Grievant and representative of the Association. The grievance procedure for any employee shall be as follows:

STEP I: The Grievant shall submit to the administrator, a copy of the grievance form made available at each employee's work site or as exemplified in Appendix D. If the grievance involves more than one school building, it may be filed with the Superintendent or designee. Within five (5) days of receipt of the grievance, the administrator shall meet with the Association representative and Grievant in an effort to resolve the grievance. The administrator shall indicate the disposition of the grievance, in writing, within five (5) days after such meeting and shall furnish a copy thereof to the Grievant. If the grievance, due to its nature is beyond the scope of the administrator to resolve, the grievant may request that the administrator waive the five-day period and immediately proceed to the next step. Any agreement to waive such time period shall be in writing.

STEP II - If the Grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) days of such meeting, or ten (10) days from the date of filing, whichever shall be later, the grievance shall be submitted to the Superintendent. Within ten (10) days, the Superintendent or his/her designee shall meet with the Association Representative and Grievant and shall indicate the disposition of the grievance, in writing, within five (5) days of such meeting and shall furnish a copy thereof to the Grievant.

STEP III - If the Grievance remains unresolved at the conclusion of STEP II, it may be submitted for binding arbitration at the request of the Grievant, and/or Association, provided written notice of the request for submission to arbitration is delivered to the Superintendent within five (5) days from the date of the Superintendent's written response in Step II. Within ten (10) days after the date of the written request for

arbitration, a committee of Board or its designated representative and the Grievant, or the Employee's designated representative, shall make every reasonable effort to agree upon a mutually acceptable arbitrator within the time period set forth herein. If such agreement is not reached, the American Arbitration Association of the Federal Mediation and Conciliation Service, in accordance with its rules, which rules shall likewise govern the arbitration proceedings, shall select the arbitrator. The decision of the arbitrator shall be final and binding on both parties.

SECTION C - The arbitrator shall not have the right to amend, take away, modify, add to, or disregard any of **the provisions of this Agreement.**

SECTION D – The Board and the Association shall not be permitted to assert in such arbitration evidence not previously disclosed to the other party.

SECTION E – The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

SECTION F – The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In case of other incapacity, such as emergencies or prior engagements, the time limits may be extended by agreement of both parties. When such grievance meetings and conferences are held during school hours, all employees whose presence is required shall be excused, with pay for that purpose.

SECTION G - Adjustment of any grievance as described herein shall not be inconsistent with the provisions of this Agreement.

SECTION H – A grievance that has been filed in writing before the expiration of this contract shall be processed according to the above procedures.

SECTION I - There will be no discrimination against any teacher based upon that teacher's initiating, processing, or participating in any way in the grievance procedure.

JOB DESCRIPTIONS

Administrative and faculty job descriptions are found in the Job Description and Organizational Chart Booklet located in the office of the Director's Administrative Assistant.

In general, the job description of any instructor of CTE or Adult Educational Program is to transfer the knowledge, skills, attitudes and abilities to their students that they will need to be successful in their chosen vocation. The instructor assumes responsibility for his/her physical facilities and provides occupational and/or general education to all students in order to develop social competency and employability skills that lead to successful employment.

The general job description of all other employees at BBTC is to provide the necessary support services to the students and faculty to enable their success. Accordingly, each employee will work within the scope of their responsibilities to complete all assigned responsibilities as needed to carry out the mission of BBTC.

LEAVE (See Policy Manual 7.0)

An employee who experiences an **"unforeseen"** absence from duty for any reason shall notify the Student Services Secretary as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible. It is the responsibility of each employee to notify the Director of any **"anticipated"** absences as far in advance as possible. In case of emergencies, notification must be made to the Director by 7:00 a.m. of the morning the absence is to occur.

As soon as any staff or faculty member knows that they will be absent from their job, they will notify the Director as soon as possible by submitting the appropriate leave form to the Director. Leave forms will be signed and sent to the Director's Administrative Assistant so a substitute can be secured to fill your position. It is also the employee's responsibility to notify the appropriate administrator of his/her plans to return to work as soon as a return date is known. Failure to notify administration of an absence in a timely manner may result in administrative disciplinary actions.

All staff and faculty members are asked to refrain from requesting non-emergency leave on days immediately before or after a school holiday.

Procedures for Leave:

As of August 2014, hard copy leave forms shall be turned into the Director. Individual leave requests will be processed first by the Director and then by the Fiscal Manager for payroll purposes.

Each individual will be responsible for filling out their own leave form in its entirety. Once the leave form is filled out, it must be submitted to the Director before it is submitted to the Payroll/Business office for processing. At which time, your leave request will go through the final processing procedures.

UNPAID LEAVE

Any leave request which would cause an employee to receive unpaid leave must obtain prior approval from the Director. The only exception will be during an emergency when time constraints on procedures cannot be met. If you have any questions about the procedures/process, please contact the Payroll/Business Office at Ext. 503. For more information on employee leaves, refer to the Taylor County School District Policy manual.

LEAVING SCHOOL PREMISES DURING WORK HOURS (other than during lunch)

When leave is necessary for school or personal business during the school day, please be certain to do the following:

1. Notify Director
2. Ensure your class is covered
3. Follow sign out procedures

Note: All employees must sign in and out when leaving the campus during their lunch break.

THE INSTRUCTOR AND SCHOOL ARE HELD LIABLE FOR ACCIDENTS OR INJURIES THAT MIGHT OCCUR IF THE CLASS IS LEFT UNATTENDED. FAILURE TO FOLLOW SIGN-OUT PROCEDURES WILL RESULT IN ADMINISTRATIVE DISCIPLINARY ACTION.

PAYROLL DEDUCTIONS

Deductions for the following items may be taken from your paychecks:

1. Federal Income Tax
2. Social Security
3. Insurance Premiums
4. Payroll Deductions (Contact the Payroll Department at the District office if you have questions.)

BBTC WORK DAY

The normal instructional work schedule is from 8:00 a.m. to 3:30 p.m. five days per week with one hour for lunch.

All 12 month employees are schedule for an eight hour day with start and end times reflective of responsibilities.

All personnel are expected to model punctuality and report to work on time. Faculty should be in their classrooms ready to begin class at 8:00 a.m.

Employees who will be late should call the Director's Administrative Assistant prior to 7:30 a.m. ALL employees are to sign in and out daily as well as any time during the work day if they leaving campus. A sign out sheet is kept in the Mail Room.

INSTRUCTOR SCHEDULE (DAY CLASSES)

Daily work hours for the instructional staff are from 8:00 a.m. until 3:30 p.m.

1. Instructors are to be at their work stations by 8:00 each morning
2. Classes begin at 8:00 regardless of late buses and are dismissed at 3:00 p.m.

3. The lunch break of 60 minutes for BBTC instructors is provided during the school day
5. The period from 3:00 to 3:30 is for planning, paper grading, assembling materials needed for the next day's class, campus meetings and other constructive activities that will improve your program
6. Instructors in the Health Science programs may be required to work alternate hours depending upon student/class needs and schedules
7. At no time should any students be left unattended and/or unsupervised in classroom or shop/laboratory areas.

INSTRUCTOR SCHEDULE (EVENING)

Instructors are responsible for opening their classrooms and seeing that they are locked before leaving the campus. Evening schedules vary depending on the program or course being offered. The evening hours for GED® and Welding are:

Adult Ed/GED® – Monday and Tuesdays 4:00 p.m. – 7:00 p.m.
Welding Monday – Thursday 6:00 p.m. – 9:15 p.m.

1. Instructors are to be at their work stations and begin class on time.
2. Instructors should remain in the classroom until all students have gone and make certain their program area is locked/secured.

INSTRUCTOR TEACHING CERTIFICATIONS

The School Board authorizes issuance of School District Certificates to substitute instructors, full or part-time adult education instructors, and full-time and part-time non-degreed career and technical education instructors. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30.

District CTE Certifications are issued for those CTE programs that are not covered by State Certifications areas. For more information go to http://www.fldoe.org/edcert/cert_types.asp

1. The following types of Full-time Certificates shall be issued at the non-degreed CTE level.
 - a. Non-degreed instructional personnel will be issued a three-year (3) Temporary Certificate upon receipt of fingerprint clearance from the FDLE and FBI, and verification of appropriate occupational experience as specified in Florida Statutes and School Board Procedures.
 - b. A five (5) year Professional Certificate will be issued when all requirements have been completed as specified for a Professional Services Contract.
 - c. New CTE teachers must complete prescribed online FACTE CTE courses to meet their requirement for a District issued Professional Certificate.
 - d. To renew a valid Professional Certificate, official transcripts must be filed with the appropriate renewal form showing six (6) semester hours of college credit to include at least one (1) semester hour in teaching students with disabilities (SWD) must be earned during each renewal period to renew your certificate. One hundred twenty (120) inservice points in an approved Florida master inservice program or equivalent shall be considered equivalent to the six semester hours. If inservice points are used at least one half must be specific to the area of renewal.
 - e. CTE teachers must hold the applicable CTE Industry certification and/or state licensure in their perspective program.

It is the responsibility of each instructor and administrator to ensure they have a valid professional certificate at all times. Certificates are good for five years and must be renewed before they expire. Failure of an instructor or administrator to maintain a valid teaching certificate may result in the loss of their job. Each individual should carefully track their in-service and professional education training points to ensure that each are recorded and credited to them so they can be used towards the renewal of their certificate. Failure to do so could result in a situation that results in a lack of the earned credits necessary for the renewal of your certificate, leading to the loss of your job.

WORKMAN'S COMPENSATION AND ACCIDENT REPORTS FILING A WORKERS' COMPENSATION CLAIM

It is the responsibility of every employee to report a work-related injury/illness as soon as it happens to his/her supervisor and work-site benefit contact and to complete a *First Report of Injury or Illness* form at that time. The benefit contact will assist the employee to complete the form and will offer medical attention, if needed, at an approved workers' compensation treatment site. The employee will be provided with a copy of the First Report of

Injury or Illness Form. The Director's Administrative Assistant will supply you with all Workers' Compensation Information.

MEDICAL ATTENTION

When an employee requires medical treatment the benefit contact person will complete a Medical Authorization for Treatment Form for the approved primary treatment site. The authorized treating physician will evaluate and treat the employee and will give him/her an *Injury Status Report* which must be returned to the benefit contact and supervisor. There is no cost to the employee for medical attention.

REFERRAL TO SPECIALIST

If an employee needs to be referred to a specialist for additional treatment, the authorized treating physician will request the referral and approval from United Self Insured Services. All specialty treatment must be authorized by United Self Insured Services.

PRESCRIPTIONS

Prescriptions for drugs can be filled at the designated site at no cost to the employee. The ***First Report of Injury or Illness*** should be presented when the prescription is filled.

STUDENT ACCIDENT/INJURY

Students are not covered by Workman's Compensation. However, if a student should have an accident or injury, notify the Director's Administrative Assistant immediately, regardless of the severity of the injury and prepare student accident forms. In case of serious injury, the student should be taken to a doctor or the hospital immediately and his/her parents or emergency contact notified if applicable.

CLASSROOM PROCEDURES

Section IV

CLASSROOM PROCEDURES

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Attendance Policy

Good attendance is an important key to success in the job world. Business and industry can function only when their employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and good attendance habits to prepare students for employment. Attendance policies may be more stringent in some programs. Below are the minimum requirements for all programs.

Please consult the Student Handbook for attendance policies.

Time Clocks

All CTE programs will utilize a time clock to monitor attendance and instructional hours. Each student will be responsible for punching their own time cards. To earn credit for a block of instruction time, students will clock in at the start of each instructional period and must clock out when leaving. To avoid being marked tardy a student must clock in prior to the published start time for the class. Students who clock out before dismissal without prior written approval from the Director will be marked absent for the entire period/session. The teacher will document this in FOCUS by crediting the student with zero hours for that session.

Students will clock out when leaving for lunch and back in upon returning. Any student who willfully clocks in or out for another student will face disciplinary action up to and including dismissal from the program. Instructors must not clock in or out for a student. Any violation of these policies will constitute tampering with school records and will be handled accordingly.

Leave of Absence

Please consult the Student Handbook

Transfer of Credit

Please consult the Student Handbook

Satisfactory Academic Progress (SAP)

Please consult the Student Handbook

Uniform Transfer of Credit Florida DOE Rule 6-1.099

Please consult the Student Handbook

Veteran's Attendance Policy/Benefits

Please consult the Student Handbook

Adult Education/GED® Attendance

A student who is enrolled in the Adult General Education Program is expected to attend every class. Attendance shall be kept and reported for each class period by the teacher. Absences shall be counted effective the first scheduled class meeting. An excused absence may be allowed in accordance with the school attendance policy.

A student will be withdrawn after six consecutive absences. Absences and/or withdrawals are reported to the Department of Motor Vehicles for any student under the age of 18 (See below).

Driver's License Suspension

Any student under the age of 18 who withdraws from school will be reported to the Florida Department of Highway

Safety and Motor Vehicles pursuant to Section 322.091, Florida Statutes. The student will be notified by DMV that his/her driver's license will be suspended for non-compliance of required school attendance.

A student must attend 30 consecutive school days with no absences or receive their high school or GED® diploma to re-establish eligibility for a driver license. DMV link—<http://www.flhsmv.gov/ddl/truant.html>

CHECKOUT PROCEDURES

Adult postsecondary students must:

- a. Notify your instructor of your intent to leave.
- b. Follow your instructor's sign out procedures.

Students who sign out must leave campus immediately and may not take other students who have not signed out with them. Adult students may not take minor students out of class or off campus unless they are a family member and/or have permission from the student's parents (or guardians) to leave with the minor student.

Minor students may not leave campus with an adult student or anyone other than a parent or guardian unless the Director or their designee has the parents' or guardian's written permission to release the student to the adult in question.

TARDIES

1. Instructors are required to keep accurate records of attendance.

ABSENCES

- CTE Students are required to maintain 85% attendance in accordance with the school's Satisfactory Academic Progress (SAP) policy (see page 37-38).
- There will be no "excused" or "unexcused" absences except for Administratively Excused Absences (see page 35).
- Absences for pre-approved school-related activities or active military duty will not be counted as part of the allowed days (documentation will be required). It will be the responsibility of the student to complete classroom and/or clinical training that is missed due to absences.
- Adult GED® students will be withdrawn after 6 consecutive absences. Students can re-renter one time per semester.
- Dual enrolled students who accumulate 10 or more unexcused absences in a grading period will be dropped from their CTE program and returned to his/her high school at the end of the grading period. Students being returned to his/her high school for attendance may appeal to the BBTC administration.

Upon being withdrawn from class for absences, it is the student's responsibility to contact the Student Services Office by the end of the next school day after being withdrawn, if the student wishes to appeal. A date will be scheduled for the student to meet with the Attendance Appeals Committee. The student must provide all documentation excusing the absences. If the student fails to schedule an appeal, he/she will be dropped from the program and withdrawn from school (refer to Program Readmission Policy). Students will not be permitted to have more than one Attendance Appeals Committee meeting per school year. An absence after the appeal meeting that occurs during that same term will constitute the student being dropped from their program.

ELECTRONIC ATTENDANCE PROCEDURES

Instructors are to use FOCUS as the official electronic attendance system. Attendance is to be taken and recorded in FOCUS daily. Additionally, instructors are expected to also maintain a hard copy of their attendance at all times. A printed electronic version is acceptable as a hard copy. All records must be current.

REPORTING OF ABSENCES (Instructor Record Book)

State statutes have always maintained that the instructor's grade book is the final authority in the reporting of grades and attendance.

1. Attendance must be recorded daily in the record book and in focus. Attendance is to be taken daily and corrections are to be posted before the end of the workweek.
2. Attendance records must match time cards. All time cards and attendance records will be collected at the end of each month.
3. Each month teachers will be provided with an attendance verification form on which to verify all students' absences, both dual enrolled and adult. Teachers must cross check the dates against their own records and note any discrepancies. Completed forms are to be signed and returned to the Student Services Director within 3 business days.
4. The Department of Education requires that absences and tardies be reported in a certain manner. When maintaining an hardcopy attendance book, use the following key for reporting absences.
 - XXXX - Hours and Minutes Present
 - A - Absence Excused
 - U - Absence Unexcused
 - EA1 - First Day New Student Enters Class
 - RA1 - First Day Returning Student Entered Class
 - WXX - Last Day Student Present - Refer to State Codes

CLASSROOM MANAGEMENT

When arranging classrooms, instructors and staff should keep the following items in mind.

Safety

1. A clear 3-foot corridor must be maintained around all exits, including the emergency escape. No more than 30% of the wall space may be covered with combustibles (paper, etc.)
2. Sufficient clearance should be maintained between furniture configurations to allow safe passage and ease of movement.
3. Clutter not only increases the potential for accidents, studies have shown that in stressful situations clutter adds significantly to the stress. To reduce your stress, minimize the clutter in your office, room, or work space.

Control

1. Prepare and display your discipline plan in a prominent place.
2. The most effective form of control results from having your students actively engaged in routine (planned) activities from the time they arrive until the time they leave your class. Develop routines to ensure total student participation in the learning process as soon as they arrive in your classroom each day.
3. Teachers are responsible for providing bell to bell instruction.
4. Teachers are responsible for directly supervising students. No students should ever be left unattended during the class period. Teachers should call the front desk in the event that emergency coverage is required.

Custodial Services/Maintenance

1. Please remember that we have limited custodial services on non-student days. Do not leave items that may rot in the trash.
2. If you have maintenance or custodial need, let the Director know. Facility work orders are to be completed online
<https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?acctnum=247754413&ServiceLogin>

Furniture/Equipment Needs

The Director is the administrator in charge of facilities and, therefore, is in charge of furniture and equipment needs for your offices and classrooms. Should you have a need, email the Director, or place a written request in their mail box. Please do not expect them to remember what you say as they are walking down a hallway unless you send a note or email reminder.

In addition, please do not remove any inventoried items from your room without first clearing it with the Director, completing an inventory adjustment sheet and sending it to the Fiscal Manager. Inventoried items have district identification stickers on them and must be accounted for annually.

Work orders should be submitted electronically through the district work order request system - <https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?acctnum=247754413&ServiceLogin=> .

Work orders to address technology should be submitted through the district technology work order process - <http://www.taylor.k12.fl.us/employees/technology/work.order.aspx> .

Pedagogical Principles

1. Classrooms and CTE laboratory areas should be arranged so that all students can see and hear presentations clearly.
2. Allow for movement in your room. Studies show that allowing movement increases students' attention span and retention rates. Even simple movement, like turning in the desk from one teaching wall to the other as the instructor changes from an overhead presentation to the marker board or a video presentation, may enhance learning.
3. Desks do not need to be in neat rows, but all students should be seated in such a way that their position naturally lends itself to following your instruction.
4. Arrange seating in such a way to enable easy proximity control of your students.

Internship Forms: See Appendix

Internships allow job sites to become an extension of the classroom and laboratory training students receive. The employer must agree to hire (for wages) the student and to provide the training experiences the student needs in order to complete or compliment a student's CTE program. It is the instructor's responsibility to evaluate the student's progress, work skills, and employability skills and to compare them to the available job, work setting and employer needs to determine if and when an internship agreement is in the best interest of the student, employer and CTE program.

The responsibilities of the instructor include:

1. Determining if a match exists between the employer needs, student's hard and soft skills, and the training required to advance the student through the program.
2. Preparing and executing the paperwork, including:
 - a. Preparing an Internship Training Agreement
 - b. Prepare the Internship Training Plan
 - c. Gaining the Director's approval for the internship agreement and plan
 - d. Preparing and picking up the Monthly Time Sheet and Student Rating Scale at the beginning of each month
 - e. Turning in the originals of all documents to the Student Services Office prior to the start of the internship
 - f. Maintaining all documentation for a minimum of three years
3. Visiting the work site (at least) monthly to offer instruction or assist with problems which occur in connection with the work experience.
4. Providing any in-school related instruction as necessitated by the internship experience.
5. Documenting student mastery of applicable standards.

The responsibilities of the student include:

1. Demonstrating an employable attitude by working with the instructor and employer to ensure that all training objectives identified in the training agreement are achieved

2. Accurately complete the Internship - Monthly Time Sheet and having the proper employer representative verify their accuracy (as documented by their signature)
3. Assisting the employer in tracking the competencies (skills) learned and verifying them on the Internship Training Plan
4. Meeting all of the work related expectations of the employer
5. Notifying the instructor of any problems that may jeopardize the success of the training experience (i.e. lack of expected skills, cancellation of construction contracts, disagreements, etc.)
6. Notifying the instructor within 24 hours or the first work day of the next school week if the student loses or quits their job
7. Paying all applicable tuition

The responsibilities of the employer include:

1. Carefully selecting a student to match their needs
2. Verifying (or having the appropriate employee verify) and sign the *Monthly Time Sheet*
3. Completing the instructor provided *Internship – Student Rating Scale* monthly for the instructor to pick up along with the time sheet
4. Communicating with the student/employee and instructor any problems you are experiencing with respect to their work ethics, quality of their work, or other weaknesses that may jeopardize their employment or their ability to complete their training plan
5. Notifying the instructor immediately if the student's employment should terminate or the student quits

When an instructor feels there is an appropriate match between employee and student the execution of an internship agreement and plan may be warranted. The instructor must complete the following steps:

1. Select the most appropriate *Internship Training Agreement* form. Print and prepare the form for the collection of signatures
2. Develop and prepare an appropriate *Internship Training Plan*
3. Prepare the *Monthly Time Sheets* and *Student Evaluation Scales* for use
4. Meet with the Director and gain his/her approval (signature) before executing the training agreement and training plan
5. Meet with the student and employer and execute the forms. The instructors should stress their willingness to assist to resolve problems and the need for accurate and timely reporting
6. Turn in all associated paperwork to the Student Services Director
7. Follow up with telephone calls and site visits. A site visit should be conducted at least once a month to deliver and pick up and deliver the monthly time sheets student evaluation scales
8. If the student is a minor the instructor must verify that the internship will not violate any rules regarding *Child Labor Laws*
9. Upon the completion of the internship, the instructor must complete the internship form indicating the date of return

10. All forms must be kept on file during the duration of the training agreement. Upon completion or termination of the training agreement the originals of all paperwork shall be turned in to the Student Services Director to be maintained for a period of not less than 3 years

In summary, a complete agreement/training packet shall consist of a minimum of the following:

1. An Internship Training Agreement
2. An Internship Training Plan
3. Monthly Time Sheets
4. Monthly Student Evaluation Scales

BEHAVIORAL EXPECTATIONS (See Discipline Matrix)

<http://www.taylor.k12.fl.us/shared.content/board.policies/discipline.matrices/discipline.matrix.pdf>

Students are expected to understand that BBTC is preparing them for the workforce and as such should conduct themselves accordingly.

Remember that the purpose of corrective action is to turn performance around by continuing to identify problems, causes, and solutions. If you can accomplish it in a positive and constructive way, you will send a message that you are out not to punish, but to help the employee become a fully productive member of your work unit.

Guiding Principles

In carrying out corrective action be sure to:

- Maintain a professional manner by keeping the corrective process confidential between you and the student
- Make a careful diagnosis of the problem to determine whether corrective action is appropriate
- Provide specific examples of performance discrepancies or work policy or procedural violations so the student fully understands what needs correction
- Allow the student ample opportunity to explain so that you have all the facts
- Make sure discipline is the appropriate tool. Would coaching or performance appraisal be sufficient to get the student's attention?
- When you take corrective action, make sure the punishment fits the crime
- Help the student improve performance by providing specific recommendations and requirements
- Communicate clearly so the student understands the consequences if performance or conduct does not improve

GRIEVANCE PROCEDURE FOR STUDENTS

Please consult Student Handbook

GRADING SYSTEM – Grading, Official Transcripts and Report Cards

All teachers must keep an accurate record of each student's progress during the school year. Each teacher is responsible for placing grades in the electronic gradebook through FOCUS. Because we have an electronic gradebook system, which includes parent access, it is imperative that you keep current on your grading and keep it updated. Grades and mastered competencies should be updated AT LEAST once per week. Your failure to do so will be reflected in your Performance Based Teacher Evaluation.

Report cards will be generated through FOCUS. Nine weeks and Semester letter grades and numerical averages should reflect the overall grade a student has earned for the term. Grades should be submitted for all dual enrolled secondary students to the Student Services Director within 24 hours of student course completion.

Students and parents should not be surprised when they receive quarter/semester grades. Please keep them informed and up to date about progress or lack thereof. If "extra credit" projects are used, this opportunity should be extended

to every student, not just to those who may wish to make up for a poor test score or project. Do not make the mistake of thinking that only a fixed percentage of students can receive A's, B's, etc.

At times, some students will require special grade checks either from the Director, Student Services Director or Financial Aid Administrator. Quick responses to these checks are important.

Student grades are electronically filed through the FOCUS program. A printout of the electronic grade book is to be turned into the office at the end of the school year to be kept on file for future reference. Complete and accurate grading is a must; grade keeping should be such that other school personnel can interpret the grades in absence of the teacher.

Grades are used for the purpose of communicating student progress towards mastering curricular standards. Therefore, items that skew this information by artificially inflating or deflating grades should not be included. There should be no "extra credit" or points given for behavioral elements such as attendance, bringing supplies, participation, etc... It is the goal of BBTC to reflect in the grading portion of the grade book those things that are directly related to academic/CTE achievement.

A = 90-100 (Outstanding Performance)

Student performance exceeds business or industry expectations for entry level employments. A certificate of completion will be awarded upon completion of the program.

B = 80-89 (Above Average Performance)

Student performance meets business or industry expectations for entry level employment. A certificate of completion will be awarded upon completion of the program.

C = 70-79 (Average Performance)

Student performance meets the minimal business or industry expectations for entry level employment. A certificate of completion will be awarded upon completion of the program.

D = 60-69 (Below Average Performance)

Student performance does not meet business and industry expectation for entry level employment. Although a "D" meets district high school requirements to earn credits toward the completion of high school, if the student completes the program with a "D" or "F" average (or an "I") no certificate of completion will be awarded.

F = 59 and Below (Failing)

Indicates performance failure. Student performance does not meet business and industry expectations and will not receive a certificate of completion. An "F" does not meet district requirements for high school students to earn credits toward the completion of high school.

I = Incomplete

A grade will not be issued unless/until the student completes the work required by the instructor. An incomplete grade must be satisfied by the student making up the necessary work within five days or the incomplete reverts to a grade of "F."

Grade Point Values: A = 4.0; B = 3.0; C = 2.0; D = 1.0; F and I = 0. High school students earn a weighted value (an additional 1 point) for all CTE passing grades when calculating their overall high school GPA.

SATISFACTORY PROGRESS FOR DUAL ENROLLED STUDENTS

An incomplete grade must be satisfied by the student making up the necessary work within 5 days or the incomplete reverts to a grade of "F".

A student earning a grade of "F" (0-59) in a dual enrolled CTE Program will be put on academic probation for the next grading period. A grade of "F" for the period of probation will constitute suspension from the respective dual enrolled CTE Program.

Research indicates that there is a high correlation between punctuality and attendance in school and punctuality and attendance on the job. Business and industry can function profitably only when their employees are working on the job - the same is true in the classroom.

Grades will be awarded at the completion of each course. High School students enrolled in longer courses will be graded at the end of each term. All students will be progress monitored throughout the program by instructors and financial aid staff members. Most financial assistance requires students to maintain a "C" or above average.

GRADUATION INFORMATION

BBTC graduation will be held at the conclusion of the Spring Term. A student must have completed a program during the current school to participate in graduation.

Deadlines will be set annually for graduation and dates will be provided. The Student Services Office will direct graduation events. Your help is needed to make this graduation a special event for BBTC and your students. Our graduates deserve to be recognized and congratulated for their accomplishments at BBTC. Please encourage your students to participate in the ceremony.

All faculty and staff are expected to attend graduation.

WITHDRAWALS FROM PROGRAMS

Adult Education (ABE-GED®) Student Withdrawals

1. Instructors are to continue reporting students absent until they notify the Student Services Office that they have withdrawn the student by submitting a Change of Status Form. Adult students are to be withdrawn the sixth consecutive day absent by turning in the Change of Status Form to the Student Services Office. Instructors are to submit a change of status form to the Student Services Office regardless of how a student withdraws.
2. All students are required to have an exit interview before leaving school. No certificate is to be issued without an exit interview.
3. Instructors are to complete the student evaluation and permanent record cards after students have withdrawn. The forms are to be placed in permanent records.

EXIT INTERVIEWS

Instructors are responsible for formally tracking their students upon completion (or leaving) of their programs. Accordingly, there is an "Exit Interview Form" in the appendix of this handbook for instructor use. Instructors are to maintain accurate placement and follow up records until a student is successfully employed, or for a period of two years, whichever comes first. A permanent file should be created and maintained each school year (July 1 through June 30) in each instructor's office for students leaving during that year with the exit interview and resultant employment information recorded for future use and auditing purposes. Copies of this information should be forwarded to the Registrar upon their request.

FIELD TRIPS – Section 4.0 of TCSB Policy Manual

Request for a field trip should be made, to the Director, prior to the date planned for the trip. Transportation arrangements must be made for the use of a school bus through the Director's Office a minimum of TWO WEEKS in advance of the date needed. Keep in mind that buses are not always available, and when conflicts occur it is entirely possible you will not be able to secure a district bus.

Field Trip Release forms must be given to dual enrolled high school or minor/dependent students. The students must obtain the signature of their parents/guardians. Dual enrolled high school students must obtain the signature of their respective high school principal in order to be eligible to participate. There is a form for each purpose. The instructor will ensure that BOTH forms are returned and filed in the office before the trip is taken. No student is to take part in a trip without having both forms completed. Forms should be given to the students early enough to prevent last-minute questions concerning approval.

The Director must be given ample notice before a trip is made (ONE WEEK).

Field trips are charged against individual programs. Costs will be determined through the transportation office and will include mileage, salary and meals for the driver if appropriate. These charges are deducted from the budget or internal account of the program. (Due to the varying cost of fuel, the cost per mile is subject to change without notice. See the Fiscal Manager for the latest amount.)

Field trip permission form <http://www.taylor.k12.fl.us/shared.content/forms/tcsb60-field.trip.form.pdf>

TEXTBOOKS

Dual Enrolled High School Students

Instructors will keep documentation of the issuance and return of textbooks. Students who do not return textbooks will be charged the replacement cost of the book.

Career Certificate Postsecondary Students

Adult students are required to purchase their textbooks, supplies and materials or defer them against Financial Aid funds if they are eligible. Adult students are not issued free textbooks. Instructors will furnish adult students with a list of required textbooks, supplies and materials which may be purchased or deferred at the Business Office. This list needs to be updated just prior to the beginning of each semester. Textbooks are ordered only at the request of the instructor. Instructors who are anticipating a change in books need to check at the Business Office to see how many of the current books are on hand and develop a plan to use those books. When integrating a new text in your program, provide the Business Office with title, author ISBN number, publisher and edition. Include the same information for study guides, etc. Instructor examination (complimentary books) may be ordered through purchase orders from the Business Office.

Inform students who are on financial assistance other than PELL to get a voucher from their agency before coming to purchase their books. If they are PELL eligible, please have the student get a book voucher from Financial Aid. Cash, checks and vouchers are methods of payment accepted by the Business Office.

Processing and Handling

1. Textbook Funded Books (TFB)
 - a. These are books which are purchased with funds allocated by the State Department of Education. These books must be on the list of State adopted texts or approved for purchase as outlined on DOE regulations.
 - b. TFB books will not be issued to adults. Books for adult students may be purchased from the Business Office or an outside vendor.
 - c. TFB books will be ordered and processed by the Fiscal Manager and routed directly to the instructors. Textbooks will be issued to students on a book card in accordance with instructions and inventoried by the office.
 - d. High Schools students will be required to sign for their textbooks.
2. Internal Account Books (IAB)
 - a. Books which are purchased with BBTC internal account funds will be for resale or loan to students.
 - b. All IAB books will be ordered and processed by the Business Office. The Business Office will retain all books to be resold to students. All books to be issued to students will be sent to office for inventory and placed on the inventory sheet before being sold to students.
 - c. All book purchases will be made in the Business Office.
 - d. Instructors must supply a booklist to be purchased as well as the number of books to be sold.
 - e. Prices will be set by the Fiscal manager. Instructors ARE NOT to quote textbook prices unless approved by the Fiscal Manager.

All IAB books issued will be inventoried by the office annually.

STUDENT AFFAIRS

Section V

STUDENT AFFAIRS

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CTE Program Selection

The Student Services Office will explain the TABE test results and counsel with each student to assist them in selecting the most appropriate career choice. Career exploration options are available to students to explore career opportunities and evaluate CTE program choices. Upon the selection of a CTE program, students may be asked to interview with the instructor and may enroll in the CTE program of their choice on a space available basis.

Financial Aid Counseling

Financial aid counseling is available to provide information and assistance to students who wish to apply for financial aid. Prior to course start date all tuition and fees must be paid or accounted for.

Note: Financial Aid approval does not automatically result in admittance into BBTC.

CTE Dual Enrollment

Eligible high school students are allowed to enter Postsecondary CTE Programs at the beginning of each semester with approval from administration. Some courses are not available to high school students. Please check with a high school counselor or BBTC Student Services Office staff for more information.

CTE Enrollment

Adult students may only enroll in CTE programs during the published enrollment windows. Patient Care Technician and Practical Nursing programs limit starting enrollment to the fall enrollment window due to the unique requirements of the program's coursework.

Please see the individual program sections for enrollment information specific to each program. Contact the Student Services Office if you need additional information concerning admissions.

Waiver Procedure

Florida Statute 1004.91 requires that a student may not receive a certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the program. Any student that declares a learning disability, and believes the disability may be causing them to be unable to demonstrate successful completion of the TABE examination, and whose diagnosis indicates that further remediation will not succeed in overcoming the disability, may exempt the basic skill requirement by earning an industry certification in the program field.

To be eligible for a waiver the student must have taken a subtest of the examination at least four times and not received a passing score and have otherwise demonstrated proficiency in the course work in the same subject area. A waiver will be considered only after the student has been provided the appropriate test accommodations and/or other administrative adjustments needed to accurately measure the student's proficiency in the subject area measured by the examination.

Reference: FS 1004.91 & FS 1008.29 (3, 4, 5, & 6)

RESIDENCY

For the purpose of assessing tuition, a student shall be classified as a Florida or non-Florida resident. A Florida Residency Classification form must be submitted with application before a student will be considered for enrollment. A student meeting the requirements indicated on the classification form will be classified as a Florida resident for tuition purposes.

Any honorably-discharged Veteran of the Armed Forces, Reserve, or National Guard who physically reside in Florida while enrolled in the institution will be charged tuition based on Florida residency.

CERTIFICATE REQUIREMENTS

A ***Program Certificate of Completion*** will be awarded to students that successfully complete the CTE program of enrollment and meet the state required academic levels.

DRESS CODE FOR STUDENTS

Since the primary purpose of BBTC is to prepare students for employment, students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate for the occupation for which they are training. Program instructors will provide specific guidance to all students enrolled. All programs require students to wear uniforms and/or safety apparel that may be purchased in the bookstore or from designated vendors. Uniforms must be worn properly and kept in good condition. Caps or hats that are part of the school uniform may be worn in lab areas. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.

Appropriate attire for the workplace is an essential part of career and technical education. The word "appropriate" shall be defined to include **cleanliness, safety, modesty and good taste**. All instructional personnel shall give helpful, guidance on these matters. A student will be asked to change apparel if inappropriate. BBTC will comply with Taylor County School Board Policy when concerning Dress Code. A copy of the policy is available upon request.

STUDENT SERVICES OFFICE

Registration

The registration process and schedule for each semester will be disseminated to faculty, staff and students through memos. All entering students are required to take the Test of Adult Basic Education (TABE) prior to enrolling. After testing, students must interview with the instructor in the program of interest. Students who want fees deferred based upon Pell Grant or other forms of financial aid, must have the Pell application processed and transmitted through the Financial Aid office and/or all other financial aid documentation processed through the prior to enrolling.

Request for Social Security Numbers

School districts shall maintain sufficient information, to include social security numbers for adult students enrolled in a postsecondary program so that they can be located after they have either withdrawn or completed a program of study. Rule 6A-1.0955, FAC. Each Social Security number received for this purpose shall become a part of the student's permanent records, both manual and computerized.

It is requested that all students have a social security number to be provided at the time of registration for any course. Students who choose not to release their social security number upon enrollment will be issued a student identifier number which shall be used for the purposes of tracking their records and reporting information pertinent to state reports to the State Department of Education.

BBTC employees will strictly follow both District and BBTC policies concerning the collection and use of social security numbers. This policy may be found in the "Institutional Policies" section of the Faculty/Staff Handbook.

Student Transfer Policy

BBTC shall accept and classify transfer credits earned or grade placement from schools that are accredited by a recognized national, regional or state accrediting agency without further validation based on the school's policies and procedures governing such offerings. The school's policies and procedures are designed to ensure proper academic placement of the student.

A school may accept credits or grade placement from non-accredited schools when validated by one or more of the following procedures:

- A review of the student's academic record, an analysis of a sending school's curriculum, a review of a portfolio of student work or through an assessment of scholastic performance.

The receiving school must maintain policy and procedures to govern the acceptance of credit or grade placement from non-accredited sources.

Internal Transfer of Students

A student desiring to transfer within the school from one program to another program should discuss the request with his or her counselor. Such transfers must be approved by the instructor to whom the student is transferring, a designated Student Services Office staff member and, if applicable, the agency funding the student's program costs.

Eligible students are permitted one program transfer per semester for a total of two per calendar year.

In all cases the BBTC will be the final authority on transfer credit. Acceptance of credit completed at another institution will be in compliance with Florida Statute 1007.24(7).

Exceptional Student Education (ESE)

ESE is a term that is used to identify students who possess significant identified learning difficulties or have been identified as gifted learners by a team of educational, mental or medical health specialist. As such, these students qualify for special school services. Their needs must be carefully identified, monitored and met by a wide variety of modifications and adaptations to the teaching/learning environment. It is incumbent upon all the faculty and staff of the school to see that the needs of these students are met. Accommodations and strategies indicated on student IEPs or 504 plans are not optional.

By law, each instructor is responsible for ensuring these accommodations or strategies are provided for the ESE or 504 students in his/her classroom. It is our goal to do whatever it takes to both assure and ensure that these students are provided services to benefit from BBTC programs.

Tuition and Fee Schedule

The tuition and fee schedule is available at the Student Services Office. Program cost sheets are included in the Student Handbook.

Tuition Refunds

Refund Policy for Withdraws

Full-time students qualify for a full refund of tuition/supply fees providing the withdrawal occurs within the first five class sessions of the semester (18 weeks). If the student is half-time or the course is scheduled for less than 18 weeks, the student will qualify for a full refund provided the withdrawal occurs within the first 5 percent of the total scheduled class hours. The drop period begins with the entry date on the Class Schedule/Receipt. Students scheduled for Continuing Education classes who are unable to attend, must notify the school a minimum of 48 hours before the scheduled class to qualify for a refund.

Effective July 1, 2002, any currently enrolled student at BBTC that is called to, or enlists in active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Students shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawal from the course or courses with a full refund of tuition and lab fees paid. The initial application fee, charges for books and supplies purchased through the bookstore and the student identification badge are not refundable. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. The Title IV Fair and Equitable Refund Policy apply to all Title IV (Federal Pell Grant) recipients.

Past Due Accounts

All financial obligations must be fulfilled. Failure to meet obligations may result in the withholding of grades and transcripts, denial of registration and readmission to BBTC. The services of a professional collection agency may also be invoked. The responsibility of attorney's fees or collection fees fall on the debtor.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

Medication may be administered to dual enrolled students during the time they are attending school, only under the following conditions:

1. The parent or guardian must provide the Director with a written statement giving permission for administration of medication to the student. The statement must also explain the necessity for administering the medication during the school day. A physician must sign the authorization.
2. The medication must be provided to the Director or their designee in its original container and must contain instructions regarding proper dosage.
3. The Director must secure the medication under lock and key in a designated location at all times other than when being administered.
4. The medication must be administered by the Director or by a person or persons specifically authorized by him/her.
5. All persons authorized to administer medication shall receive specific training from health personnel of the County Health Department. The training of such personnel shall be incorporated each year in the School Health Services Plan.

PLACEMENT AND FOLLOW-UP PROCEDURES

The placement of all graduates and early leavers in worthwhile jobs related to their CTE training is the ultimate objective of all programs at Big Bend Technical College. The school recognizes that it has an obligation to provide all students with certain services which will assist him or her in obtaining employment. The placement processes will be a joint effort involving the administration, the instructor, and the student. The placement procedures are designed to provide this assistance without relieving the student of his or her ultimate responsibility for obtaining employment.

Placement Resources

1. CareerSource North Florida
2. Job listings - A continually updated listing of job openings from the public and private sector of the State of Florida
3. Student Referral System - Contact with potential employers to arrange application and job interviews
4. Student Information System - Documentation of student past employment history and present skill level for future job referral, permanent record and evaluation by instructor
5. Telephone directories of cities from the surrounding area
6. Chamber of Commerce listings of businesses in several southern states
7. Advisory committee members and each program instructor
8. Personal and professional contacts with local area business and professional people in the public and private sector with all staff members
9. Linkage with colleges, universities, and other institutions where students may gain additional programs
10. Recruiters of the Armed Services

Placement Procedures

1. CareerSource North Florida
2. Assist instructors and students in obtaining information concerning employers in areas of interest.
3. Maintain contacts with business leaders throughout the area. Arrange for industrial recruiters to visit the campus when deemed beneficial to both parties.
4. Maintain information on institutions (colleges, universities, etc.) where the student can obtain additional preparation.
5. Ensure that all the completers and leavers complete an exit interview form before issued a certificate.

COURSE COMPLETION AND WITHDRAWAL PROCEDURES

1. Teachers will post all grades through Focus. Grades will be maintained on a weekly basis.

Grades will be posted by the instructor:

- a. Adult
 - At the completion of a course and prior to turning in a drop/add form.
- b. Dual Enrolled
 - Whichever comes first – Completion of a course or the end of the semester. A drop/add form is required only at completion of a course. The proper withdrawal code should be included.
2. A drop/add form is required only at the completion of a course or when additional hours are required.
 - a. AGE must complete drop/add forms at the end of each term.
 - b. A drop/add form must be on file at the end of the year (EOY) for all students that were enrolled during the school year.
3. The drop/add form should include the grade that was posted by the instructor.
4. A transcript will accompany all drop/add forms for students withdrawing from a program area or BBTC.
 - a. A transcript must be on file at the end of the year (EOY) for all students that were enrolled during the school year.
5. The Student Services Office will process drop/add forms including dates and check all documents for accuracy.

PROCEDURE FOR POSTING GRADES

1. Log into FOCUS.
2. Select the course in the top right that you wish to post grades.
3. Pull down Grades→Post Final Grades
4. Select
 - a. "BBTC 2019-20" for grades at the completion of a course
 - b. "PROGRESS" for a course in progress grade
5. Enter numerical grade for each student that has completed the course. (The letter grade will automatically appear when you "Save.")
6. Use the "Enter" key or "Save" button one time only after you have entered all the grades.

*Make sure the grade on the drop/add form matches the posted grade.

** Maintenance of grade books should be done at least weekly. Posting of grades is done at the completion of the quarter, end of a term or when a student completes or is withdrawn from a course.

Posting of Postsecondary Students' Grades:

Within 24 hours of a student's completion of the applicable standards associated with an OCP/CTE Course, instructors must post standards grades in FOCUS and notify the Data Technician of the student's earning the respective OCP and/or completing the applicable CTE course. The Data Technician will then complete the student or schedule them into the next course and/or OCP in the Program sequence. This will insure accurate documentation of student's hours of completion and attendance.

Posting of Dual Enrolled Secondary Students' Grades:

Instructors are to fill out the appropriate forms at the conclusion of each course. Grades are posted at the completion of each course. Grades for all dual enrolled students are to be sent to the Student Services Director.

SAFETY

Section VI

SAFETY

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SAFETY

In addition to our moral obligation, you as an instructor can be held accountable in the event of an accident. We must insist for our protection as well as the students' that good safety practices are followed. Do not look the other way when you see a student doing hazardous things. Correct them on the spot.

The following safety procedures will assist you in your teaching activities:

1. Before any program begins, conduct an in-depth safety instructional session so that each class participant fully understands safety rules. The results of the safety test must be maintained and filed. Students not passing should not operate any equipment.
2. Display safety procedures on bright, readable and clear signs.
3. Provide parents/guardians and students with outlines of safety procedures.
4. Make sure that all equipment is operating as recommended by the manufacturer or as modified by written School Board Policy.
5. Determine the safety equipment needs (fire extinguisher, fire blankets, safety glass, etc.) and make sure they are present and instructions on use have been given before program begins.
6. Be current on first aid procedures. Have a first aid kit and other first aid assistance available for immediate use.
7. Do not turn your class supervision responsibilities over to other individuals without discussing all safety procedures.
8. Should an emergency require you to leave, do not leave classroom or laboratory without obtaining coverage from another staff member.

The above precautions are essential to you in case that a civil suit is brought as the result of some incident in your classroom or laboratory.

Emphasis is placed on good work habits and the avoidance of hazards in all industrial situations. Uses of essential protective devices such as safety glasses for students participating in certain laboratory and shop activities are required. Extreme styles in clothing and hair may be contributing factors in causing accidents in some shop areas. In all cases, each shop's rules will be followed. Bulky sleeves, ties, necklaces, etc. (inappropriate shop wear) should be avoided in lab situations where equipment is in use. Strict precaution should be taken with flammable liquids. Remember safety is for your protection.

No student will be allowed to operate equipment unless authorized by the instructor. All students are expected to return tools, equipment, etc. in good condition or pay for any damage or loss.

ACCIDENT AND INJURY REPORTING PROCEDURES

Accidents and injuries of school personnel, students, and guests must be reported immediately to the Director. Should the Director not be available, report the accident to the Director's Administrative Assistant at ext. 224. The employee witnessing the accident, or supervising the area where the accident occurred, must fill out an accident report form at that time and turn it in to the Main Office immediately. **All accidents must be reported to the Office of the Superintendent within 24 hours.** For more information concerning policies on accidents and injuries please check out the District Policy Book. The book may be viewed by going to the District Web site. Accident Report forms may be picked up in the Director's Administrative Assistant's office.

AUTOMATIC ELECTRONIC DEFIBRILLATION DEVICE, LOCATION

An automatic electronic defibrillation device (AED) is located in Building "A" outside of the Administrative Suite and in the main hallway of the "C" building should you need the device.

EVACUATIONS

Railroad or Highway Accident

In the event it becomes necessary to evacuate the premises of Big Bend Technical College due to a railway or highway accident involving caustic, inflammable, or noxious materials that would endanger the health or life of the students and personnel at BBTC, the following instructions will be carried out:

1. The Director will inform all personnel to evacuate the premises immediately and give the course of evacuation based on the wind direction at the time. The course of evacuation will be approximately 90 degrees from up-wind or down-wind from the accident. There will be no need of evacuation if the wind direction is from the southwest around to the southeast quadrant unless a wind shift is anticipated.
2. All students will be under the supervision of the instructor to which they are assigned at the time of the evacuation notice and will remain under such supervision until the evacuation is accomplished.
3. Students and personnel will immediately evacuate the campus in an orderly manner and follow the instructions given by the Director in charge at the time of the accident. All personnel and students will stay off the hard surface of streets and roads during the evacuation.

Fire Drills

Fire Drills will be conducted monthly. All students & staff will evacuate your building and proceed to the designated area. Classes need to stay together and teachers should have roll books with them and take attendance after arriving at their designated area. **No one is to cross Industrial Drive**

Fire drills will include the whole campus at the same time

Students and staff may return to class when the "ALL CLEAR" signal/instructions are given

Staging Areas for Fire Drills

A-B & GED® – Grassy area between 'A' bldg. & Industrial Drive

C – Grassy area by the Pumping Station

D – Grassy area between gazebo and Industrial Drive

Lockdown Procedures – Basic Protocol

1. Call 911 – Director or Designee will notify all staff via all-call system
 - Notify staff, designated person will monitor and direct emergency vehicles
 - Staff will lock doors (Allen wrench will be used for all building entrances)
 - Crisis Intervention Team Members report to designated areas

Crisis Intervention Team Designated Areas: **Primary Responsibility is the Safety of our Students**

	<u>Primary</u>	<u>Secondary</u>
a. Recorder/Note document of events	Director's Admin. Asst.	Grants Facilitator
b. Traffic Coordinator	Financial Aid Admin	Custodian
c. Public Relations Coordinator	Director	Student Services Director
d. Logistics Recorder (Notes of where injured are transported)	Student Services Secretary	Fiscal Manager
e. Building Access	Assistant Director	Custodian

Observation Areas:

NORTHEAST & SOUTHEAST	Custodian	PCT Instructor
NORTH & SOUTH	Custodian	Adult Ed Instructor
NORTHWEST & SOUTHWEST	Grants Facilitator	Welding Instructor

2. Call Superintendent

3. STAFF PROCEDURES:

- **LOCK** ALL DOORS (Note - doors should remain locked at all times)
- INITIATE ALICE (Alert, Lockdown, Inform, Counter, Evacuate) PROCEDURES
- DIRECT STUDENTS TO SAFEST AREA (Hard Corner) WITHIN BUILDING OR EXIT BUILDING IF EXITING IS THE SAFEST OPTION

Director or Designee will notify all staff when LOCK DOWN INCIDENT and/or DRILL is over

TORNADO DRILLS

Levels of Response:

1. Tornado **WATCH** (Weather conditions are favorable for a tornado—*severe weather*)
2. Tornado **WARNING** (Tornado(s) have been sighted in the area)

Tornado Protection Procedures: DROP and COVER (demonstrate and practice this with all students)

Response Procedures:

Tornado Watch Advisory

- Assigned staff members--visually monitor weather conditions and report changes to administration (Assistant Director)
- Monitor the Weather Alert Radio & Faxes from District (Admin Assist.)
- Evacuate all portable classrooms if conditions deteriorate
- Be prepared to implement tornado protection procedures to "Tornado Warning"

Tornado Warning Advisory

- Continue to monitor weather conditions
- Sound the tornado alarm (Announce "*Tornado Warning*" over the PA system) telephone instructors without intercoms.
- Implement tornado protection procedures (***DROP & COVER***)

ALL CLEAR (After tornado emergency/warning has passed)

- Sound the all clear (Announce "*All Clear*" over the PA system. Let instructors without intercoms know by telephone).
- Continue to monitor weather conditions
- Evaluate site and act as required (Administration)
- NOTIFY SUPERINTENDENT or DESIGNEE(S)

All drills will be announced

FACILITIES

Section VII

FACILITIES

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FACILITIES

The school facilities include the physical plant and possessions of the school. The Director is the administrator in charge of facilities. Should you have a special need, such as extra desks, chairs, or tables in your room, contact the Director via email or telephone.

The Director also coordinates the custodial services. If you should have a special need with custodial services, email the request. If it is urgent, notify the Director or the main office and an attempt to contact administration by radio will be made. The Director will oversee work orders that are submitted to the District Maintenance Department. If you have a condition that may be considered a safety hazard, contact the Director immediately.

CUSTODIAL

General

The cleanliness of your classroom must be a joint effort on the part of you, the students and the custodial staff. It is the responsibility of the students and instructors to keep the classroom, restroom, shop, and surrounding area as clean as possible.

Food and Drinks

Food and drinks should not, under any circumstances, be allowed in classroom or shops. Please ask your students' cooperation in leaving their trash in an appropriate trash receptacle.

PARKING

Student Parking Areas

Students are permitted to park in non-marked designated parking areas. There are areas which students are restricted from parking. (See list of no parking areas.) Students are to display their assigned parking decal at all times on campus. Failure to display the assigned parking decal may result in termination of parking privileges.

Non-Student Parking Areas

1. All areas designated Faculty, Visitors, and Handicapped
2. All loading zone areas
3. On the grass or sidewalks
4. In or around any shop areas

Dual Enrolled/High School Parking

Students who provide their own transportation may park only in the regular student parking areas. HIGH SCHOOL STUDENTS DRIVING THEIR OWN CARS MUST HAVE PERMISSION FROM THEIR HIGH SCHOOL PRINCIPAL AND THEIR PARENT/GUARDIAN.

1. Students are NOT to go to the parking area for any reason during school hours without permission of their instructor; nor are they allowed to loiter there after arriving at BBTC or during lunch and breaks.
2. Students should remember that being allowed to drive to and from BBTC is a PRIVILEGE, not a RIGHT. Any student who cannot comply with these reasonable regulations will have this privilege taken from him/her.

Faculty, Staff and Visitor Parking

Faculty and staff will park in designated spaces nearest their program. Visitors may park in front of the Administration Building.

No parking in or around any shop or classroom area or on grass or sidewalks will be permitted unless during brief periods of loading and unloading of materials.

Handicapped Parking

Handicapped parking spaces are provided near the entrance of each building. These spaces are clearly marked and are for handicapped persons only.

APPENDIX

Section VIII

APPENDIX

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2019-2020 Taylor County Schools' Calendar

July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

August 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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

September 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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					

October 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				



Taylor County School District School Calendar 2019-2020

August

5 - First day for teachers
12 - First day for students

September

2- Labor Day Holiday
23- Staff Development/ Student Holiday

October

11 - Last day of 1st nine-weeks (43)
14- In-service Day/Holiday for students

November

11- Veterans Day Holiday
25 - 29 Thanksgiving Holidays

December

19- Early Release
20- Early Release/Last day of 2nd nine weeks (43)

January

6 - In-service Day / Student holiday
7 - First day back for students
20 - Dr. Martin Luther King Day Holiday

February

5 - Early Release/Staff Development
17 - President's Day Holiday

March

13- Last day of third nine weeks(47)
16- 20 Spring Break

April

10- Holiday/Good Friday
13- Holiday

May

25- Memorial Day Holiday
28- Early Release
29 -Early Release Last day of fourth nine weeks (47)
Last day for Students

June

2- Last day for teachers

APPROVED

MAR 19 2019

By Taylor County
School Board

January 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

February 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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

March 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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		

May 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				



BIG BEND TECHNICAL COLLEGE

Occupational Advisory Committee Minutes

Program: _____

School Year: _____ Date: _____ Time: _____ Location: _____

1st Meeting: ☐

2nd Meeting: ☐

Committee Members:

Chairperson: _____

In Attendance:

Regular Member: _____

Regular Member: _____

Regular Member: _____

Regular Member: _____

Regular Member: _____

Regular Member: _____

Regular Member: _____

Regular Member: _____

Regular Member: _____

Regular Member: _____

Quorum Met? _____

1. Welcome and Call to Order*:
2. Approval of Minutes from Previous Meeting*:
3. Administrative Response to Advisory Recommendation(s) from Previous Meeting*:
4. Old Business*:
5. New Business*:
6. Review of Program Goals/Objectives*:
7. Review of Program Equipment/Technology and Classrooms/Labs:
8. Review of Textbooks and Instructional Materials:
9. Review of Laboratory Management Plan:
10. Review of Program Evaluation/Effectiveness:
11. Review of Local Labor market and Job Placement for Program:
12. Review of Program Promotion (Advocacy/Industrial Support):
13. Employer Verification:
14. Election of Officers:
15. Planning for Next Meeting/Adjourn*:
16. Summary of Recommendations*:

Director's Review and Approval: _____

Date: _____

* Required at all Meetings – other items are to be reviewed on an “as needed” basis with a minimum of at least one review per year

Commission of the Council on Occupational Education
EMPLOYER PROGRAM VERIFICATION FORM
For Postsecondary Programs

INSTRUCTIONS:

- Complete this form for **each service area** served by the program.*
- This form **must** be signed by an employee who is in position to make hiring decisions on behalf of the employer.

Name of Institution Big Bend Technical College	
Address 3233 S. Byron Butler Parkway	City/State/Zip Perry, FL 32348
Name of Program	
Mode(s) of Delivery of Program: Traditional	

This program is (check one):

_____ An Existing Program _____ A New Program _____ A Substantially Revised Program

The length of this program is:

_____ Clock Hours

The amount of tuition and fees charged for the total program is: \$_____

Excerpt from the *Handbook of Accreditation*, Standard 2 – Educational Programs:

5. *At least every two years, three bona-fide potential employers review each educational program and recommend admission requirements, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation, and level of skills and/or proficiency required for completion, and appropriateness of the delivery mode for the program. (Objectives 2-B-2 and 2-B-4)*
6. *The institution considers the length and the tuition of each program in relation to the documented entry level earnings of completers. (Objective 2-B-2)*

NOTE: Job Corps Centers may use the Vocational Evaluation System (VES) Report in place of the COE Employer Program Verification Form.

- * For programs that include a distance education mode of delivery that recruit students outside the service area(s) of an institution's physical location(s), a market needs analysis or other demographic data which demonstrates demand for the program may be submitted

Commission of the Council on Occupational Education
EMPLOYER PROGRAM VERIFICATION FORM
for Postsecondary Programs

INSTRUCTIONS:

- Complete **three** of these forms for **each** program at each campus.
- This form **must** be signed by a bonafide potential employer who is in a position to make hiring decisions.

Name of Institution		
Address	City/State/Zip	
Name of Program		
Mode(s) of Delivery of Program (check ALL that apply):		
<input style="width: 40px; height: 20px;" type="checkbox"/> 100% Traditional	<input style="width: 40px; height: 20px;" type="checkbox"/> Hybrid	<input style="width: 40px; height: 20px;" type="checkbox"/> Distance Education

The length of this program is (indicate the number of hours in all boxes that apply):

<input style="width: 40px; height: 20px;" type="text"/> Clock Hours	<input style="width: 40px; height: 20px;" type="text"/> Semester Credit Hours	<input style="width: 40px; height: 20px;" type="text"/> Quarter Credit Hours
---	---	--

The amount of tuition and fees charged for the total program is: \$

EMPLOYER'S VERIFICATION STATEMENT

I have reviewed the (name of program): _____
 program and recommended requirements for admissions, program content, program length, program objectives, competency tests, learning activities, instructional materials, equipment, method of evaluation, the skills and/or proficiency required for completion, and appropriateness of the instructional delivery method(s) for the program.

EMPLOYER

Name:	Title:
Company Name:	Phone Number/Extension:
Address:	City/State/Zip:
Verifiable range of remuneration based on yearly, full-time employment for those who enter this field upon completion of the program is from \$ _____ to \$ _____ annually.	
Signature:	Date:

(October 2016)



BBTC Internship Training Agreement

Employer: _____ Date: _____

Employer's Mailing Address: _____ Phone: _____

Employer's Street Address: _____

Student Name: _____ Student Address: _____

In the capacity of: _____ (Type of industry) _____

Student hours per day: _____ Days per week: _____ Supervising Employee: _____

Supervisor's Title: _____

EMPLOYER'S RESPONSIBILITIES: The employer agrees to place the student in the work specified above for the purpose of providing occupational experience of instructional value and in concert with the *Internship Training Plan*. The work activity will be under the supervision of a qualified supervisor who oversees the students' learning experiences and provides a written evaluation of the student's performance each month. The work will be performed under safe and hazard free conditions. The student will receive the same consideration given employees with regard to safety, health, social security, general work conditions and other policies and procedures of the firm. The employer will adhere to all state and federal regulations regarding employment and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, or handicap.

INSTRUCTOR/COORDINATOR'S RESPONSIBILITIES: The instructor/coordinator agrees to a close working relationship with the person to whom the student is responsible while on the job. The instructor/coordinator shall attempt to resolve any complaints and assist the employer and student with any additional instruction necessary during their cooperative education program. The instructor/coordinator shall also monitor the student's progress, as verified by the employer, to ensure the student is receiving the training necessary to move them towards the completion of their program.

PARENT'S/GUARDIAN'S RESPONSIBILITIES: (For all students under the age of 18.) Parents and/or guardian are agreeing for their child to participate in the BBTC Internship program by signing below. The parent understands the student will be being trained by an employer outside of the school system and that transportation to and from the employer's place of business shall be the responsibility of the parent.

STUDENT'S RESPONSIBILITIES: The student agrees to follow rules and guidelines established by the school, employer and coordinator with regard to hours of work, school attendance and reporting procedures. The student agrees to notify the school within 24 hours if problems occur, they quit or their job is terminated.

This document establishes an agreement between the school and employer on the conditions of training to be given the student while on the job. It should not be interpreted as a legal instrument or as any form of binding contract.

WE, THE UNDERSIGNED, have read this Training Agreement and understand the conditions and provisions contained therein.

STUDENT: _____ INSTRUCTOR/COORDINATOR: _____

PARENT/GUARDIAN: _____ EMPLOYER: _____

Director's Approval of the Final Agreement: _____ Date: _____



BBTC Internship Training Agreement

I intend to employ: _____
(First Name) (Middle) (Last Name)

(Address) (City) (Zip)

in the capacity of: _____
(Duties of Minor) (Type of Industry)

for _____ days per week _____ hours per day, between hours of _____ a.m. and _____ p.m.

Name of Firm: _____ Supervising Employee: _____

Address of Firm: _____

(Street) (City) (Phone Number) (Fax) (E-mail address)

SUPERVISING EMPLOYEES' RESPONSIBILITIES: The employer agrees to place the student in the work specified above for the purpose of providing occupational experience of instructional value in concert with the *Internship Training Plan*. The work activity will be under the supervision of a qualified supervisor who will guide and oversee the student's learning experience, document time and provide written evaluations. The work will be performed under safe and hazard-free conditions. The student will receive the same consideration given other employees with regard to safety, health, social security, general work conditions and other policies and procedures of the firm. The employer will adhere to all State and Federal Regulations regarding employment, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

INSTRUCTOR/COORDINATOR RESPONSIBILITIES: The instructor/coordinator agrees to visit each student at the training station no less than one time per calendar month and will continue a close working relationship with the supervising employee during the agreement. The instructor/coordinator shall attempt to resolve any complaints through the internship efforts of all parties concerned. If the student is a minor the instructor/coordinator will meet with the student's parents or guardians if necessary. The *Internship Training Agreement* will be kept on file for a minimum of three (3) years.

PARENT/GUARDIAN RESPONSIBILITIES: The parent or guardian agrees that the student may participate in Cooperative Education Training as provided by the public school. The parent/guardian understands and agrees that the school will not provide transportation to or from the work site.

STUDENT RESPONSIBILITIES: The student agrees to follow rules and guidelines established by the school, employer and instructor/coordinator regarding hours of work, school attendance and procedures. When absent from school without a valid excuse, the student should not be permitted to work. The student agrees to notify the school within 24 hours if problems occur, they quit or their job is terminated.

WE, THE UNDERSIGNED, have read this Training Agreement and understand the conditions and provisions contained therein.

Employer Signature/Date

Instructor-Coordinator/Date

Student Signature/Date

Parent-Guardian Signature/Date (If student is under 18)

Director's Approval/Date



BBTC Internship - Student Training Agreement

Student Name: _____ Telephone: _____
Street: _____ City: _____ State: _____ Zip: _____
Technical Instructor: _____ Student D.O.B.: _____
Employer Name: _____ Telephone: _____
Employer Address: _____ Supervising Employee: _____
Circle Work Days: SU M T W TH F SA Hours Per Day: _____ Hours: _____ a.m./p.m.
Training/Occupation Program Title: _____
Release Periods: _____

EMPLOYER RESPONSIBILITIES: The employer agrees to place the student in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor who will guide and oversee the student's learning experience, document time and provide written evaluations. The work will be performed under safe and hazard free conditions. The student will receive the same consideration given other employees with regard to safety, health, social security, general work conditions and other policies and procedures of the firm. The employer will adhere to all state and federal regulations regarding employment, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

INSTRUCTOR/COORDINATOR RESPONSIBILITIES: The instructor/coordinator agrees to visit each student at their work site monthly and will continue a close working relationship with the person to whom the student is responsible while on the job. The instructor/coordinator shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The instructor/coordinator will meet with each student's parent and/or guardian prior to job placement and during the school year. The local education office will keep each student's Training Agreement on file for three (3) years.

PARENT/GUARDIAN RESPONSIBILITIES: The parent/guardian agrees to allow the student to participate in the program as provided by the public school. The parent/guardian understands and agrees that the school will not be responsible for providing transportation to or from the student's work site.

STUDENT RESPONSIBILITIES: The student agrees to follow rules and guidelines established by the school, employer, and instructor/coordinator with regard to hours of work, school attendance, and reporting procedures.

ALL SIGNATORIES AGREE TO COMPLY WITH THE RESPONSIBILITIES SPECIFIED IN THE TRAINING AGREEMENT.

Student: _____ Date: _____ Instructor/Coordinator: _____ Date: _____

Employer: _____ Date: _____ Parent/Guardian: _____ Date: _____
(If student is under 18 years old)

Supervising Employee's Signature: _____ Date: _____

Director's Approval Signature: _____ Date: _____



BBTC Internship--Student Training Plan

(SAMPLE)

The purpose of this program is to provide the student with selected occupational skills through employment-related instruction and concurrent, paid, supervised on-the-job training. Employment-related instruction is in-school instruction that includes competencies directly related to the occupation in which the student is employed. Supervised on-the-job training provides opportunities for selective placement based on the student's occupational choice, competency development, and evaluation through planned instructional activities in a job setting.

Clerical Support (Office Assistant) Dictionary of Occupational Titles No. 239.567.010

Performs any combination of the following duties in the business office of a commercial or industrial establishment:

A. Specific Tasks

- Stocks and sorts various clerical supplies as needed
- Opens, sorts, and distributes incoming mail
- Collects, seals, and stamps outgoing mail
- Delivers oral or written messages
- Collects and distributes paperwork from one department to another
- Marks, tabulates, and files articles, documents and records
- Retrieves files with articles and records
- Prepares file folders, labels, or files for use
- May use office equipment such as sealing, binding, or stamping machine
- May deliver items to other business establishments
- May use the computer for data input, Internet searches, or other tasks
- May use the computer to prepare letters, documents, and other reports
- May answer the telephone, take messages, and disseminate information to clients

B. General Tasks

- Maintains neat, attractive personal appearance with good posture
- Maintains clean, neat clothing and wears specific uniform/clothes (if required)
- Exhibits a cheerful, positive attitude and businesslike manner
- Demonstrates an understanding of the company's vision and goals
- Demonstrates an understanding of the company's products and/or service
- Demonstrates interpersonal skills that enhance team productivity
- Demonstrates the ability to resolve customer, employee/employer concerns
- Demonstrates legal and ethical behavior within the scope of job responsibilities
- Exhibits behavior supporting and promoting cultural and ethnic diversity
- Follows policies affecting health, safety, and well-being of all workplace members
- Displays acceptable level of production and quality control
- Demonstrates acceptable work habits and conduct as defined by company policy
- Exhibits effective workplace safety practices including use of protective devices

We agree that the task, duties, and/or competencies identified above are to be included in the student's on-the-job training while enrolled in this CTE program.

Employer: _____ Date: _____

Student/Employee: _____ Date: _____

Instructor/Coordinator: _____ Date: _____

Supervising Employee: _____ Date: _____

Director's Approval Signature: _____ Date: _____



BBTC Internship - Student Training Plan

This plan identifies the concepts and skills the student needs to learn that the employer agrees to teach (or allow the student to learn) during their internship experience. The employer agrees to provide the training experiences needed and verify the attainment of each concept or skill by initialing and dating in the spaces provided. The instructor agrees to provide all paperwork and the support services necessary for the successful completion of the plan. The student agrees to cooperate with both the employer and instructor and to work diligently to complete the training plan within the time frame established in this document.

Table of Concepts and Skills within this Agreement

Sign and date for verification

Objective	The Student Will Demonstrate Knowledge or Skills of the Following:	Verification

A copy of the _____ curriculum frameworks has been attached with each of the general objectives above clearly defined. Please refer to this document for more complete descriptions of what the student is expected to learn and demonstrate in each area.

This plan will be initiated _____ and should be completed no later than _____
(Date) (Date)

WE, THE UNDERSIGNED, have read this Training Plan and understand the conditions and provisions contained therein.

Employer Signature/Date

Instructor-Coordinator/Date

Student Signature/Date

Parent-Guardian Signature/Date
(If student is under 18 years of age)

Supervising Employee/Date

Director's Approval/Date



BBTC Internship - Student Training Plan Worksheet

Student: _____ Phone No: _____ Date: _____

Training Agreement on File? Yes: _____ No: _____ Program: _____

Job Title: _____ Name of Company: _____

Address: _____

Supervising Employee: _____ Phone No: _____

A. Specific Tasks

The student may perform any combination of the following duties under qualified supervision:

List Specific Tasks for Internship

General Tasks/Employability Skills Needed for Success for Internship

Maintain neat, attractive personal appearance with good posture
Maintain clean, well-pressed clothes and specific clothes (if required)
Exhibit a cheerful, positive attitude and professional manner
Demonstrate an understanding of the company's vision and goals
Demonstrate an understanding of the company's products and/or services
Demonstrate interpersonal skills which enhance team productivity
Demonstrate the ability to resolve customer, employee/employer issues
Demonstrate legal and ethical behavior within the scope of job responsibilities
Exhibit behavior supporting and promoting cultural and ethnic diversity
Follow policies affecting health, safety, and well-being of all workplace members
Display acceptable level of production and quality control
Demonstrate acceptable work habits and conduct as defined by company policy
Exhibit effective workplace safety practices including use of protective devices

B. List the company's vision and goals and what the company does. List how you fit into the company's vision and goals. (Demonstrate an understanding of the company's products/services.)

1. _____
2. _____
3. _____
4. _____
5. _____

C. Signature of Employer _____ Date _____

D. Signature of Student _____ Date _____

***We agree that the tasks, duties, and/or competencies identified above are to be included in the student's Internship while enrolled in this program.**

The purpose of this internship is to provide the student with selected occupational skills through employment-related instruction and concurrent, paid, supervised training. Employment-related instruction is in-school instruction, which includes competencies directly related to the occupation in which the student is employed. Supervised training provides opportunities for selective placement based on the student's occupational choice, competency development, and evaluation through planned instructional activities in a job setting.



BBTC Internship - Student Training Plan Worksheet

**Career and Technical Education Department—Internship Training Plan
Taylor County School District**

Name of Student:	
Date of Employment:	
Training Station:	
Address:	
Supervising Employee:	
Job Title and Description:	
Employer Commitment:	
Student Commitment:	
Employer Signature:	Date:
Student Signature:	Date:
Instructor/Coordinator Signature:	Date:
Parent/Guardian Signature: (If student is under 18 years of age)	Date:

BBTC INTERNSHIP - Student Rating Scale

Student's Name: _____ Grading Period From: _____ To: _____

Agency: _____

DIRECTIONS: Please circle the description of the performance that applies to the trait.

TRAITS		PERFORMANCE		
	100-90	89-80	79-70	69-60
Quality of Work	Superior	Very Good	Average	Poor
Knowledge of Work	Excellent	Good	Adequate	Insufficient
Work Attitude	Very enthusiastic	Shows great interest	Shows normal interest	Indifferent; uninterested
Attendance/Punctuality	Attends daily; always on time	Rarely absent or late	Occasionally absent or late	Frequently absent or late
Decision-Making Ability	Makes accurate, well-informed decisions	Needs occasional guidance from supervisor/others	Often needs help with decisions	Requires constant supervision, unable to make his/her own decisions
Industry (Diligence)	Industrious; works extra	Works steadily; persistent	Shows diligence on occasion	Avoids work; not persistent
Work Initiative	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine work
Organizational Ability	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
Attitude Toward Others	Positive; takes active friendly interest in others	Pleasant, polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
Acceptance of Responsibility	Assumes responsibility without being asked	Accepts willingly without protest	Accepts under protest	Avoids responsibility whenever possible

DIRECTIONS: Please place a check in the column that describes the specific job skill.

SPECIFIC JOB-RELATED SKILLS	EXCELLENT 100-90	ABOVE AVERAGE 89-80	AVERAGE 79-70	POOR 69-60
Follows specific safety rules				
Wears necessary safety equipment				
Follows policies for the well-being of all employees				
Applies knowledge of environmental, health, and safety issues				

100-90 = A 89-80 = B 79-70 = C 69-60 = D 59-50 = F

IN NUMERICAL TERMS, THE STUDENT HAS EARNED A _____ THIS GRADING PERIOD.

Supervisor's Signature: _____ **Date:** _____

BBTC Internship - Monthly Time Sheet

PROGRAM NAME: _____

STUDENT NAME: _____ MONTH/YEAR: _____

BUSINESS NAME: _____ SUPERVISOR: _____

PROGRAM INSTRUCTOR'S NAME: _____ CONTACT #: _____

Employers: Please complete the table below by writing in the number of hours the student has worked each day for the month indicated above. The program instructor will be in contact with you around the beginning of each month to pick up the time sheet and check on the progress of this employee. Should you have any questions or concerns prior to then please do not hesitate to contact the instructor at the number indicated above. Should he or she not be available please leave a message or talk to the Student Services Secretary.

D A T E	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
H O U R S																															

We, the undersigned, verify that the above student has worked the hours recorded above in the month indicated.

Business Representative's Name: _____

Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Please attach a copy of one check stub for pay period to this time card for DOE auditing purposes.

BBTC Internship - Student Rating Scale

PLEASE PRINT OR TYPE ALL OF THE INFORMATION REQUESTED BELOW.

Name of Student: _____

Place of Employment: _____

Job Title: _____

Supervisor: _____

Phone: _____

The "Student Rating Scale" below is to be filled out by the Supervisor of the Student.

PLEASE RATE STUDENT/EMPLOYEE USING THE FOLLOWING SCALE:

5 - Excellent; 4 - Above Average; 3.5 - Meets Expectations; 3 - Average; 2 - Below Average; 1 - Poor; N/A - Does not apply

Part I – Employability

1. Uses correct language; speaks clearly; listens	5	4	3.5	3	2	1	N/A
2. Works well with others; is a part of the team; uses initiative	5	4	3.5	3	2	1	N/A
3. Punctual to work; has good attendance; uses good judgment	5	4	3.5	3	2	1	N/A
4. Accepts responsibility; is reliable; follows up on job assignments	5	4	3.5	3	2	1	N/A
5. Greets clients; is respectful; is courteous; has acceptable attitude	5	4	3.5	3	2	1	N/A

Part II - Specific Job Skills and Work-site Requirements

6. Follows prescribed dress code and/or uniform requirements	5	4	3.5	3	2	1	N/A
7. Performs duties and job assignments without being reminded	5	4	3.5	3	2	1	N/A
8. Performs specific tasks efficiently and effectively	5	4	3.5	3	2	1	N/A
9. Follows directions from manager and/or supervisor/team leader	5	4	3.5	3	2	1	N/A
10. Follows safety, security and/or sanitation policies	5	4	3.5	3	2	1	N/A
11. Performs duties in timely fashion without reminders	5	4	3.5	3	2	1	N/A
12. Shows job competence and task improvement since hiring	5	4	3.5	3	2	1	N/A

Part III – Professional Growth/Ethics

13. Demonstrates knowledge of company/unit policies/functions	5	4	3.5	3	2	1	N/A
14. Shows loyalty to and has knowledge of mission statement	5	4	3.5	3	2	1	N/A
15. Attends meetings when directed; follows company policies/goals	5	4	3.5	3	2	1	N/A
16. Demonstrates legal and ethical behavior within the scope of job	5	4	3.5	3	2	1	N/A
17. Shows initiative in learning new jobs and accepting new tasks	5	4	3.5	3	2	1	N/A
18. Demonstrates professional growth and mature decision-making	5	4	3.5	3	2	1	N/A
19. Performs job tasks occasionally even if not part of job description	5	4	3.5	3	2	1	N/A
20. Understands need for adhering to set schedules and deadlines	5	4	3.5	3	2	1	N/A

Supervisor Signature: _____ Date: _____

Supervisor Comments (Not Required): _____

Student Signature: _____ Date: _____

Please attach a copy of one check stub for pay period to this time card for official DOE auditing purposes.

Child Labor Law Hazardous Occupation Form

LAST NAME MI	FIRST NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
EMPLOYER NAME		EMPLOYER ADDRESS	
FOR	DAYS PER WEEK	HOURS PER DAY-	BETWEEN THE HOURS OF
			A.M. P.M.
STUDENT'S HOME HIGH SCHOOL		TRAINING PROGRAM	

Circle the hazardous occupation(s) for which the exemption applies:

- On any scaffolding, roof, superstructure, residential or nonresidential building construction, or ladder above six (6) feet
- In the operation of power-driven woodworking machines
- In the operation of power-driven metal forming, punching, or shearing machines
- Slaughtering, meat packing, processing, or rendering except as provided in 29 C.F.R. part 570.61(c) which includes meat slicing machines.
- In the operation of power-driven paper products and printing machines
- Excavation operations which include the operation of trenchers and earthmoving equipment
- Working on electric apparatus or wiring
- Operating or assisting to operate: (including starting, stopping, connecting or disconnecting, feeding, or any other activity involving physical contact associated with operating) a tractor over 20 PTO horsepower, any harvesting, planting, or plowing machinery.
- Fork Lift (Only in an agricultural setting or with non-FLSA covered employers)

Note: The USDOL does not allow an exception for student learners in Hazardous Occupation #7, which covers the operation of power-driven hoisting apparatus in non-agricultural employment. Other equipment not permitted include: derricks, hoists, and cranes. Employers may contact the USDOL at 1.866.487.2365 to verify their coverage under the FLSA (Fair Labor Standards Act). OSHA also requires all fork lift operators to have completed an OSHA approved training course prior to working.

In accordance with Section 450.061(2) F.S., the undersigned attests to the following:

- (1) That the student learner is enrolled in a CTE training program under a recognized state or local educational authority.
- (2) That the work of the student learner in the occupation declared particularly hazardous is incidental to the training received.
- (3) That the work performed shall be intermittent and for short periods of time and under the direct and close supervision of a qualified and experienced person.
- (4) That the safety instructions shall be given by the school and correlated by the employer with on-the-job training.
- (5) That the student has a schedule of organized and progressive work processes to perform on the job.

PRINT OR TYPE STUDENT'S NAME

STUDENT'S SIGNATURE

DATE

PRINT OR TYPE PARENT/GUARDIAN'S NAME
(If student less than 18 years of age)

PARENT/GUARDIAN'S SIGNATURE
(If student less than 18 years of age)

DATE

PRINT OR TYPE EMPLOYER'S NAME

EMPLOYER'S SIGNATURE

DATE

PRINT OR TYPE INSTRUCTOR/COORDINATOR'S NAME

INSTRUCTOR/COORDINATOR'S SIGNATURE

DATE

DIRECTOR'S NAME

DIRECTOR'S SIGNATURE

DATE

(A copy of this agreement shall be maintained by the employer and the school for a minimum of 3 years.)



BBTC SUNSHINE FUND - \$10.00 Contribution

Employee Name _____ Today's Date _____

Guidelines have been set for the remembrance of faculty and staff during hospital stays and deaths of immediate family members.

A \$10 annual donation is requested for all faculty and staff to support this fund. Funds are to be paid through the Business Office in the Student Services Office and may be paid by cash, check or debit/credit card.

Hospital

1. Upon the first occurrence of hospitalization each year, each employee will be sent their choice of remembrance. All following hospitalizations, during the same year (July 1 - June 30), will be recognized by a card.
2. Only the employee will be recognized during periods of hospitalization.

Please make one of the following selections to indicate what your preference of remembrance may be in case of death or hospitalization.

	Death	Hospitalization
No preference	_____	_____
Flower arrangement	_____	_____
Plant	_____	_____
Donation to BBTC Scholarship Fund	_____	_____
Donation to Charity	_____	_____
Card	_____	_____

Indicate name and address of charity (if checked above):

Your preference of remembrance will be acknowledged, if at all possible; however, during times when the school is closed for vacation, there will be no way for those responsible to have access to the choice you have made. In these cases, flowers will be sent.



Big Bend Technical College

2019-2020 Bus/Class Schedule

Career and Technical Education Classes

Morning	8:00 a.m.	to	11:00 a.m.	3 Hours
Lunch	11:00 a.m.	to	12:00 p.m.	1 Hour
Afternoon	12:00 p.m.	to	3:00 p.m.	3 Hours
Planning Period	3:00 p.m.	to	3:30 p.m.	30 Min.
Teachers On Duty	7:55 a.m.	to	3:30 p.m.	7.5 Hours

PRACTICAL NURSING

Class days	8:00 a.m.	to	3:30 p.m.	
Lunch	11:00 p.m.	to	12:00 p.m.	7.5 Hours
Clinical Days	Vary		Usually 10 hours	

PATIENT CARE TECH

M,T,W,TH,F - AM Session	7:45 a.m.	to	11:05 a.m.	3.20 Hours
PM Session	12:00 p.m.	to	3:20 p.m.	3.20 Hours

MASSAGE THERAPY

M – Friday Clinicals	Class Days Varies	8:00 a.m.	to	12:15 p.m.	4 Hours
M,T,W, TH		6:00 p.m.	until	9:15 p.m.	3.15 Hours

GED®

M,T,W,TH,F	8:00 a.m.	until	11:00 a.m.	3 Hours
	12:00 p.m.	until	3:00 p.m.	3 Hours

GED® Night Classes

M,T	4:00 p.m.	until	7:00 p.m.	3 Hours
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FIRE DRILL PROCEDURES

Fire drills will be conducted monthly. All students & staff will evacuate their respective building and proceed to the designated area. Classes need to stay together. Teachers are to take their roll books with them and take attendance after arriving at their designated area. **No One is to cross Industrial Drive.**

Students and Staff may return to class when the "ALL CLEAR" signal/instructions are given.

Staging Areas for Fire Drills

A–B, GED, & G – Grassy area between 'A' bldg. & Industrial Drive

C – Grassy area by the Pumping Station

D – Grassy area between Gazebo and Industrial Drive

Portable - Grassy area beside portable "F"

LOCKDOWN PROCEDURES

Lockdown Procedures – Basic Protocol

1. Call 911 – Director or designee will notify all staff via all call
 - Intercom System
 - Notify staff, designated person will monitor and direct emergency vehicles
 - Crisis Intervention Team Members report to designated areas

Crisis Intervention Team Designated Areas: **Primary Responsibility is the Safety of our Students**

	<u>Primary</u>	<u>Secondary</u>
a. Recorder/Note document of events	Director's Admin. Asst.	Grants Facilitator
b. Traffic Coordinator	Financial Aid Admin	Custodians
c. Public Relations Coordinator	Director	Student Services Director
d. Logistics Recorder (Notes of where injured are transported)	Student Services Secretary	Fiscal Manager
e. Building Access	Assistant Director	Custodians

Observation Areas:

NORTHEAST & SOUTHEAST	Custodian	PCT Instructor
NORTH & SOUTH	Custodian	Director's Admin. Asst.
NORTHWEST & SOUTHWEST	Grants Facilitator	Welding Instructor

2. Call Superintendent
3. STAFF PROCEDURES:
 - **LOCK** ALL DOORS (Doors should remain locked at all times)
 - INITIATE ALICE PROCEDURES
 - DIRECT STUDENTS TO SAFEST AREA WITHIN BUILDING (Hard Corner) OR EXIT BUILDING IF EXITING IS THE SAFEST OPTION

Director or Designee will notify all staff when LOCK DOWN INCIDENT and/or DRILL is over

TORNADO PROCEDURES

Levels of Response:

1. Tornado **WATCH** (Weather conditions are favorable for a tornado—*severe weather*)
2. Tornado **WARNING** (Tornado(s) have been sighted in the area)

Tornado Protection Procedures: DROP and COVER (demonstrate and practice this with all students)

Response Procedures:

Tornado Watch Advisory

- Assigned staff members--visually monitor weather conditions and report changes to administration (Lewis, Tillman, (D) bldg.)
- Monitor the Weather Alert Radio & Faxes from District (Marci & Liddie)
- Evacuate all portable classrooms if conditions deteriorate
- Be prepared to implement tornado protection procedures to "Tornado Warning"

Tornado Warning Advisory

- Continue to monitor weather conditions
- Sound the tornado alarm (Announce "*Tornado Warning*" over the PA system) telephone instructors without intercoms.
- Implement tornado protection procedures (***DROP & COVER***)

ALL CLEAR (After tornado emergency/warning has passed)

- Sound the all clear (Announce "*All Clear*" over the PA system. Let instructors without intercoms know by telephone).
- Continue to monitor weather conditions
- Evaluate site and act as required (Administration)
- NOTIFY SUPERINTENDENT or DESIGNEE(S)

The first week of school there will be a Fire, Lock Down and Tornado Drill following the schedule below:

Monday, August 20th 10:00 a.m. Fire Drill

Tuesday, August 21st 12:30 p.m. Lock Down Drill

Wednesday, August 22nd 9:00 a.m. Tornado Drill

Other drills may or may not be announced

Big Bend Technical College
Emergency Contact Numbers

2019 - 2020

Jodi Tillman (386) 314-1728

Kris Bray (850) 843-8758

Sandy Hendry (850) 843-8011

*** Sheriff's Office – Wayne Padgett - Sheriff**
584-4225 – Court House – Dispatch (850) 584-2429

*** Police Chief – Jamie Cruce – (850) 584-5121**
Sandy Young – Operations Clerk - Office



Big Bend Technical College

GED® Testing Dates

2019-2020 GED® Testing schedule

All GED® tests are computer based. The testing facility is open from 8:00 a.m. to 6:00 p.m. on alternate Wednesdays throughout the school year.

2019 Dates	2020 Dates
June 26 th	January 15 th & 29 th
July 10 th & 24 th	February 12 th & 26 th
August 14 th & 28 th	March 11 th & 25 th
September 11 th & 25 th	April 8 th & 22 nd
October 9 th & 23 rd	May 6 th & 20 th
November 6 th & 20 th	June 17 th
December 11 th	July 8 th & 22 nd

Big Bend Technical College

Faculty & Staff General Information

2019– 2020

- The regular workday for instructors is from 7:55 a.m. to 3:30 p.m.
- The regular workday for non-instructional staff is from 6:30 a.m. - 4:00 p.m. as determined by pay schedule.
- Lunch for instructional staff is from 11:00 a.m. to 12:00 p.m.
- Lunch for non-instructional staff is taken between 11:00 a.m. & 1:30 p.m. (Staggered schedules are in place to ensure complete coverage in all areas)
- All staff will "Sign-In" & "Sign-Out" – see Sign In & Sign Out Procedures Sheet
Note: It is very important that our sign in & out sheets are correct!
- If you are going to be absent—it is YOUR responsibility to complete your leave and turn it in on time – See Nicole Latham for more information.
- All staff should dress appropriately for their program. Dress to model employment success for our students.
- Faculty & Staff meetings will be held on the second (2nd) Thursday of the month at 3:00 p.m.
- **Clean out your Mail-Boxes DAILY** – Check each morning when you sign in for items that need to be addressed that day.
- Adjusted schedules **must be approved in advance** by the Director and are maintained in Nicole Latham office.
- Keeping accurate data directly affects the school's earnings. Occupational Completion Points (OCP's) and Literacy Completion Points (LCP's) along with other data elements and reports are critical. In-services throughout the school year will follow.
- Employees are responsible for their own travel (TDE's, P.O.'s for Hotel Expenses, and Registrations, etc.) If you need assistance, please see L. Davis and Nicole Latham
- No student shall be allowed to access another student's records.
- Student **confidentiality** is of **major** importance.



Big Bend Technical College **2019 – 2020** **Protocol for Enforcing Jessica Lunsford Act**

Volunteers: All volunteers will be required to have on file a District Volunteer Form with Big Bend Technical College. The form will be turned in to the Student Services Secretary to insure that it is filled out correctly.

The list of names of the volunteers will be turned in to the Director for clearance through the FDLE website.

Volunteer sign in: Report to the front office. Volunteers will be required to sign in, be cleared, and receive a Volunteer Identification Badge. This will be done by the Student Services Office staff.

Vendors: All vendors will be required to have a District Clearance Badge or a BBTC Visitor's Badge and an escort will be required, before access to campus is allowed.

Vendors without District clearance will be directed to the District Office for clearance prior to future visits.

Vendor Check Points:

- a. **Student Services Office:** All vendors will report to the Student Services Office to sign in and have badge verified.
- b. **Vendors for Maintenance:** Staff Members and District Maintenance will sign in all vendors brought on campus for maintenance and school repairs.

Students: All adult students will be screened prior to enrollment using the Florida Department of Law Enforcement's Sexual Offender database and Mugshots.com.



Big Bend Technical College
Taylor County Schools
Purchasing Procedures for Supplies & Equipment

By following the purchasing procedures listed below we can expedite purchasing. The procedures are designed to save the school time and money. Please take the time to become familiar with the procedures.

SUPPLIES & EQUIPMENT REQUEST FORMS

When submitting a supplies & equipment request the following information must be filled out completely which includes:

1. Material Safety Data Sheet (MSDS) if ordering cleaning supplies, paints or other chemicals
2. Item number w/description
3. Quantity
4. Unit (each, box, case)
5. Pricing
6. List any discounts
7. Quotes, bid / state contract # information, sole source form
8. Reason for purchase (curriculum, replacement item, additional stock)
9. Shipping / handling charges
10. Vendor name, phone number, fax number and contact person/email if possible

It is very important to have a phone number and the name of a contact person just in case we have questions for the vendor. This information is especially important if orders are being processed with the school purchasing card.

Please submit your supply & equipment request to Fiscal Manager in the front office. The Fiscal Manager will initiate the approval and purchasing process.

PLEASE NOTE: Computers and/or computer related equipment such as **printers, scanners, software; software license/renewals** will also require approval from the **District Technology Department**. Please submit your request to Fiscal Manager. She will facilitate the approval and purchasing process.

If these procedures are not followed it will hold up the processing of your request.

PURCHASE ORDERS vs. PURCHASING CARDS (P-CARD)

The vast majority of all BBTC orders under \$5,000.00 will be processed with the purchasing agent's p-card. If the vendor does not accept p-cards we will continue generating purchase orders. It is very important that ALL contact information is listed on your supply and equipment request.

C. OPEN PURCHASE REQUESTS

Complete the supply and equipment request with the required vendor information. The description should indicate the following: **Open request for miscellaneous consumable shop supplies not to exceed (ex. \$200.00).**

It is your responsibility to be aware of how much money is remaining on your open purchase request. **Invoices and receipts must be submitted within 24 hours after your purchase.**

Do not purchase items from vendors unless you know there is an approved S & E request in place. If an unauthorized purchase is made you will be required to submit a letter of explanation as to why you made this purchase. This letter will need to be signed by the Director, Purchasing Agent, and Instructor. BBTC and the Taylor County School Board will not pay for unauthorized purchases. Payments will be the responsibility of the person who made the unauthorized purchase.

D. PURCHASING CARDS (CARDHOLDERS ONLY)

A supplies & equipment request must be completed and submitted to Fiscal Manager prior to utilizing your p-card. Once approved by Administration you will receive a scanned email of your approved supplies and equipment request to proceed with your purchase.

In addition to using your p-card make sure the vendor you utilize has Taylor County School's tax exempt certificate on file. After making your purchase **check the receipt before you leave. If tax is charged the cashier will need to credit the tax amount.** You will need to bring back both receipts. This will be your responsibility to make sure the tax is removed.

If you are using your p-card for lodging, fill out a supply and equipment request and list the name of the hotel, number of nights and room rate charge, prior to attending the event. Upon checking out look over your receipt, if tax is charged have desk clerk correct before leaving.

E. PACKING SLIPS / INVOICES

When checking in your order make sure all paperwork (**packing slips, invoices**) are attached to the purchase order then forward to Fiscal Manager. This must be done within 2 school days of delivery. Vendors will not be paid until invoices and/or purchase orders are signed off and submitted for payment. If you are still waiting on items from a vendor be proactive and contact that vendor to check the status.

F. MSDS (Material Safety Data Sheets)

If you utilize any type of chemicals, aerosol cans, furniture polish, oils, glass cleaner, etc. then you are required to have a Material Safety Data Sheet for that product. Please keep these in a binder in your office and provide an additional copy to Nicole Latham. You can retrieve the data sheets by:

- A. Contact the Vendor, or
- C. Call the 800 # which is located on the back of the product, or
- D. On the back of the item there should be a web site you can log-on to

You can make this a learning experience for your students by letting them look and see if any MSDS' were enclosed with the order. If there is no data sheet have them go to the MSDS binder to see if one is on file, if not then implement a procedure to have students go online and retrieve the required data sheets.

This will help our students become more aware on how vital Material Safety Data Sheets are. It will also give them an opportunity to actually look at the data sheet and see what kind of information is listed. This will better prepare our students if an unforeseen accident ever occurred, they will know what to look for.

Revised 7/21/2017

BBTC Payroll & Faculty Sign In & Sign Out (Log-Sheet) Procedures

Faculty and Staff must sign-in and sign-out daily. Faculty and staff are to utilize the log sheet when traveling off campus for any reason during the normal school day. It is a violation to the contract to sign-in and sign-out at the same time. It is important to note that these are legal documents.

Duty Time: Instructional Staff – 7:55 a.m. to 3:25 p.m.
All other staff by approved work schedule

All CTE instructional staff have the same lunch period 11:00 a.m. to 12:00 p.m. With the exception of Practical Nursing Patient Care Technician.

- Sign in **each** morning on the Payroll Sign-In/Out sheets
- If you leave campus at any time during the contract hours – Sign-In/Out on the log-sheet. (white sheet)
- Sign out **each** afternoon on the Payroll Sign-In/Out sheets

Other Questions – See Nicole Latham

Alcohol and Drug-Free Workplace

- (1) No employee shall possess, consume or sell alcoholic beverages or manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes, Chapter 893.
- (2) The Taylor County School Board bans any synthetic drug such as bath salts, synthetic marijuana, and any substance that mimics methamphetamine. The ban prohibits the use, possession or distribution of these substances on school grounds.
- (3) "Workplace" is defined as the site for the performance of work done in connection with the rules of an employee of the District. That term includes any place where the work of the district is performed, including a school building or other school premises, any district-owned vehicle or any other activities, off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.
- (4) As a condition of employment, each employee will:
 - (a) Abide by the terms of this policy;
 - (b) Submit to drug testing, when and if the Taylor County School System has reasonable suspicion, upon returning to work as a part of determining fitness for duty and for follow-up testing to the Employee Assistance Program; and
 - (c) Notify the Superintendent or designee of any criminal drug statute arrest or conviction for a violation occurring on the premises of the district, at the workplace, or during the conduct of any official activity related to the district within forty-eight (48) hours. Professional employees must be in compliance with 6.30(2).
- (5) The district shall:
 - (a) Notify the appropriate agency within ten (10) days after receiving such notice from an employee or otherwise receiving actual notice of such conviction; and
 - (b) Take one of the following actions, within thirty (30) days of receiving such notice, with respect to any employee who is so convicted:
 1. Require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; or
 2. If the employee fails to participate satisfactorily in such program, the employee may be non-renewed or his/her employment may be suspended or terminated, at the discretion of the Superintendent or designee; or
 3. Take appropriate personnel action against such an employee, up to and including termination.
 - (c) Offer assistance and information on drug abuse in order to maintain an alcohol and a drug-free workplace. Employee assistance will be available through the Personnel Department and the Employee Assistance Program. The district shall also conduct periodic workshops on drug and alcohol abuse in the workplace to inform employees of the dangers of substance abuse and of the provisions in this policy.

STATUTORY AUTHORITY: 893.01, 1001.41, 1012.22, 1012.23, 1012.27, F. S.

LAWS IMPLEMENTED: 1001.41, 1001.43, 1012.795, F. S.

DRUG FREE WORKPLACE ACT OF 1988; CFR PART 85, SUBPART F TAYLOR COUNTY SCHOOL BOARD

Addiction Assistance

Taylor County Sheriff's Office

(Non-Emergency)

584-4225

City of Perry Police Department

(Non-Emergency)

584-5121

Alcoholics Anonymous

584-8103 (After 5PM)

578-2554

Apalachee Center for Human Services

1421 Old Dixie Highway

Perry, FL 32347

584-5613

Runaway Hotline and Message Relay

1-800-231-6946

National Institute on Drug Abuse

1-800-662-4357

Outpatient Services for Adolescents

3333 W. Pensacola St., Suite 240

Tallahassee, FL 32304

Hours 8:00-5:00 M-F, evenings by appt.

Fees: Sliding Scale

Florida's Abuse Regional Hotline

1-800-962-2873

Domestic Violence Hotline

1-800-500-1119

Greenleaf Center

2209 Pineview Drive

Valdosta, GA 31602

912-247-4357

24 Hour Crisis Line at:

1-800-247-2747

Alcohol Abuse 24 Hour Action Crisis Line & Treatment

1-800-283-2600

Twelve Oaks Alcohol & Drug Recovery

1-800-622-1255

Turn About Inc.

2711 Miccosukee Rd.

Tallahassee, FL 32317

850-385-5178

AlTeen

P.O. Box 3420

Tallahassee, FL 32315

850-222-2294

Narcotics Anonymous

Contact: Rueben Harris

Phone/Beeper: 599-2876

24 Hours

Florida Alcohol & Drug Abuse Association

1030 E. Lafayette Street, Suite 100, Tallahassee, FL

850-878-2196

(HOURS: 8:00-4:30 M-F)

Department of Juvenile Justice

1719 S. Jefferson Street

Perry, FL 32347

Refuge House

P.O. Box 672, Perry, FL 32347

850-584-8808

1-800-500-1119

Natural Bridge Recovery Center

2967 Natural Bridge Road

Woodville, FL 32362

850-421-2763

Capital City Youth Services

119 Green Street

Perry, FL 32347

584-7688

Tallahassee Counseling & Referral

850-224-6333

Drug Education Resource Coordinator Taylor County School District

318 N. Clark Street

Perry, FL 32347

838-2500

Directory

Office Hours

Monday – Friday 8:00 AM – 4:00 PM

Main Switchboard BBTC	(850) 838-2545
FAX	(850) 838-2546
Dr. Danny Glover Jr., Superintendent of Schools	(850) 838-2500
Exceptional Student Education	(850) 838-2536
Transportation Department	(850) 838-2505

Taylor County School Board Members

Bonnie Sue Agner, Area 1

Brenda Carlton, Area 2

Jeannie Mathis, Area 3

Danny Lundy, Area 4

Deidre Dunnell, Area 5

BBTC is administered by the Taylor County School District

Dr. Danny Glover Jr., Superintendent

Jodi Tillman, Director

